



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 8, 2017

5:00 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 (5:00 p.m.)

PUBLIC COMMUNICATION

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

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

1. **Conference with Legal Counsel** – Existing Litigation Pursuant to Section 54956.9(d) – one case:

- Los Angeles County Superior Court Case No. BC 576587 [consolidated for all purposes with Case Nos. BS 154389 and BS 159953]

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

REPORTING OF ACTION TAKEN IN CLOSED SESSION

INTRODUCTIONS AND RECOGNITION

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

Classified Employees (Newly Appointed)

- **Melissa Alvarez-Mejorado**, Administrative Specialist III (Research and Institutional Effectiveness)
- **Danielle Bloom**, Administrative Specialist I (Education for Older Adults & Adults with Disabilities)
- **Alexander Brambila**, Administrative Specialist II (EOPS)
- **Kimberly Butler**, Custodian (Custodial Services)
- **Pattie Duffy**, Business Analyst (Information Technology)
- **Christina Gamboa**, Human Resources Technician (Human Resources)
- **Michael Guerrero**, Custodian (Custodial Services)
- **Catherine Harnett**, Administrative Specialist II (School of Continuing Education)
- **Brandon Jacoby**, Laboratory Technician II, Biological Sciences (Natural Sciences)
- **Dalia Khalil**, Administrative Specialist I (Adult Basic Education)
- **Stephanie Vukojevic**, Administrative Specialist II (Short-Term Vocational)

Classified Employees (Promoted)

- **Heidi Alcala**, Coordinator, VESL (ESL)
- **Tiffany Chen**, Senior Buyer (Purchasing)

- **Recognition:**

The following professors who received tenure at last month's Board meeting:

- **Brian Crichlow**, Kinesiology
- **Cheryl Gilbert**, Mental Health
- **Hong Guo**, Library
- **Jason Perez**, Commercial Arts and Entertainment
- **Roger Willis**, Communication

Award a Certificate of Service to the following retiring employees:

- **Jill Miller**, Administrative Specialist IV (Administrative Services), 13 years of service

APPROVAL OF MINUTES

Approval of minutes of the regular meeting of February 8, 2017 (Pages 1 through 9).

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
 - Informational Report – 2017 Bond Anticipation Note (BAN) Presentation

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.

Consideration of approval is requested for the following:

ADMINISTRATIVE SERVICES:

1. Appropriation Transfers and Budget Revisions Summary (Pages 10 through 15);
2. Hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines (Pages 16 and 17);
3. Quarterly Financial Status Report for the period ending December 31, 2016 (Pages 18 through 20);
4. Quarterly Investment Report for the quarter ending December 31, 2016 (Page 21);
5. Resolution No. 16-10 authorizing the sale of General Obligation Bond Anticipation Notes (Pages 22 through 51);
6. Resolution No. 16-11 authorizing a Debt Issuance and Management Policy in Accordance with Senate Bill 1029 (Pages 52 through 62);
7. Agreement with Cal Poly Pomona Foundation, Inc. for the rental of Kellogg House for Information Technology's annual retreat (Page 63);
8. Agreement with Hyland for consulting services for Fiscal Services document management (Page 64);
9. Agreement with OmniUpdate, Inc. (Page 65);
10. License agreement with Qualtrics (Page 66);
11. Agreement with Internet Archive for a subscription service to Archive-It to preserve collections of digital content (Page 67);
12. Modified contract with Ellucian for additional service hours (Page 68);
13. Contracts to provide temporary staffing services with Accountemps and Accounting Principles, Inc. (Page 69);
14. Purchase of used television production equipment with trade-in of 1998 video production truck (Pages 70 and 71);

15. Agreement with Spectrum Business Cable to relocate existing primary telecommunications fiber optic cable service to the campus (Page 72);
16. Agreement with ALMA Strategies to provide professional consulting services for Capital Outlay planning (Page 73);
17. Agreement with Psomas to provide civil engineering services for Student Parking Lot M (Temporary) (Page 74);
18. Agreements to provide professional design and consulting services with PAL id Studio for the Continuing Education Building 40 Remodel – Phase III and the Simulation Laboratory (Pages 75 and 76);
19. Award of Bid No. 3147 to Best Contracting Services, Inc., Gardena, CA (Page 77):
 - Bid No. 3147 Building 28A – Roof Replacement;
20. Change Order for Student Services Modular Structures (Pages 78 and 79):
 - Contract Design Space Modular Buildings (Modular Contractor) – Change Order No. 1;
21. Deductive Change Order for the Continuing Education Building 40 Upgrades – Mechanical (Page 80):
 - Contract AP Construction Group (General Contractor) – Change Order No. 1;
22. Contract Amendment (Pages 81 and 82):
 - Contract Electrical Services – Business and Computer Technology Building and Lobby Addition to the Language Center – Bid No. 3050 – Daniel's Electrical Construction Company, Inc. – Amendment No. 1;
23. Approval of the following Completion Notices:
 - Bid No. 3009 Building 23 Renovation, Harik Construction, Inc. (Contractor)
 - Bid No. 3065 Building 40 Phase I, Golden Phoenix (Contractor)
 - Bid No. 3066 Building 40 Phase I, AP Construction Group, Inc. (Contractor);
24. Proposed Gifts and Donations to the College:
 - Shravan Kumar Poulu – fuel sending transmitter – Cessna, vacuum pump – Tempest, vacuum suction gauge, Hartzell engine alternator – ER14-50, Lycoming engine starter, valued by donor at \$2,400, to be used in the Aircraft Maintenance Department.
 - Gloria Jernigan – Minolta X700 camera, 200 m. lenses (2), 70-210 mm. 52 mm. Vivitar (1), 55 mm. Minolta skylight (1B) Md-35-70/35/Minolta flash auto 280 PX with case, strap, carrying bag, light filter (Hoya), all manuals and cleaning kit, valued by donor at \$500, to be used in the Photography Department.

- Chino Valley Independent Fire District – 1992 Pierce Arrow Fire Engine which will replace two non-serviceable fire engines, valued by donor at \$4,990, to be used in Fire Technology.

HUMAN RESOURCES:

25. Personnel Transactions (Pages 83 through 100);
26. Master Pay Schedule for 2016-17 (Page 101);
27. New and/or Revised Management Job Classification Descriptions (Pages 102 through 145);

INSTRUCTION:

28. Adult Education Block Grant Data and Accountability Fund Distribution (Page 146);
29. Contract Agreement with Catapult/K12 (Page 147);
30. Contract Agreement with Nossaman LLP (Page 148);
31. School of Continuing Education 2017 High School Summer School Program (Pages 149 and 150);
32. School of Continuing Education Additions and Changes (Pages 151 through 153);
33. Advance Payment for the Purchase of a Propeller for the Aeronautics Program (Page 154);
34. Child Development Center Pre-K Students Fieldtrip to the Aquarium of the Pacific (Page 155);
35. Contract Agreement with Right Question Institute (Page 156);
36. Qualtrics Campus-Wide License Renewal (Page 157);
37. New, 4-Year Review, Modified Courses, Modified Certificates, and New and Modified Degrees Effective with the 2017-18 Academic Year (Pages 158 and 159);
38. Course Identification Program Grant: Acceptance of Funds and Approval of Contract with Academic Senate for California Community Colleges (Page 160);
39. Strong Workforce Initiative Local Share: Acceptance of Funds and Approval of Purchases (Pages 161 and 162);
40. Strong Workforce Initiative Regional Share: Acceptance of Funds and Approval of Purchases (Pages 163 and 164);

PRESIDENT'S OFFICE:

41. 2017-18 Regular Board of Trustees Meeting Calendar (Page 165);

STUDENT SERVICES:

42. Approval to hire Note Takers as Independent Contractors for the Disabled Student Programs and Services in order to acquire the expertise needed to accomplish College goals and to meet deadlines (Page 166); and
43. Contract with Pacific Palms Resort and Conference Center (Page 167).

Ratification is requested for the following:

44. Agreement with Lazar Translating and Interpreting Services (Page168);
45. Agreement with Iteris to provide transportation planning services for the Pomona Intersections Update Supplement to the Mt. San Antonio College 2015 Facilities Master Plan Update, the Physical Education Projects Subsequent Project, and the Program Environmental Impact Report (Pages 169 and 170); and
46. Contract Amendment (Pages 171 and 172):
 - Contract Professional architectural and engineering services – Business and Computer Technology – Hill Partnership – Amendment No. 3.

ACTION ITEMS

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

1. Proposal to Initiate CSEA, Chapter 651 Negotiations for Successor Agreement, July 1, 2017, through June 30, 2020 (Pages 173 and 174); and
2. Public Hearing Regarding the Initial Proposals for Successor Agreement Between the District and the Faculty Association.

DISCUSSION ITEMS

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

1. Annual Review of Board Policy 2015 – Student Member (Pages 175 and 176);
2. Finalization of Board Goals for 2017-18 (Pages 177); and
3. Project Labor Agreements (Page 178).

ADJOURNMENT

Future Board Meetings

April 12, 2017

May 10, 2017

June 28, 2017

Upcoming Events

- March 3 **Secret of the Cardboard Rocket**, 4:30-5:00 p.m., Planetarium
Star Tales: Winter Skies, 6:00-6:50 p.m., 7:30 p.m.-8:20 p.m., Planetarium
Telescope Night, 9:00-10:30 p.m., Planetarium
- March 4 **One World, One Sky: Big Bird's Adventure**, 4:30-5:00 p.m., Planetarium
Deep Space: Binocular Astronomy, 6:00-6:40 p.m., 7:30-8:10 p.m., Planetarium
- March 7 **Associated Students Visibility Days**, 9:00 a.m.-1:00 p.m., Building 9C
Pizza with the President, 1:00-1:00 p.m., Founders Hall
- March 8 **Associated Students Visibility Days**, 9:00 a.m.-1:00 p.m., Building 9C
- March 9 **Associated Students Visibility Days**, 9:00 a.m.-1:00 p.m., Building 9C
- March 14-15 **American Red Cross Blood Drive**, 9:00 a.m.-7:00 p.m., Building 9C
- March 17 **One World, One Sky: Big Bird's Adventure**, 4:30-5:00 p.m., Planetarium
Wonders of the Universe, 6:00-6:40 p.m., 7:30-8:10 p.m., Planetarium
- March 18 **Secret of the Cardboard Rocket**, 4:30-5:00 p.m., Planetarium
The Dark Matter Mystery, 6:00-6:40 p.m., 7:30-8:10 p.m., Planetarium
- March 21-23 **Join-A-Club Days**, 9:00 a.m.-1:00 p.m., North Side of Building 6
- March 23-April 20 **Faculty Exhibition Reception**, 4:30-7:30 p.m., Art Gallery
- March 24 **Spring Thing!**, 7:30 p.m., Sophia Clarke Theater
- March 28 **Inspiring Women's Lunch**, 12:00-2:00 p.m., Building 9C
- March 31 **Cesar Chavez Holiday – Campus Closed**

Upcoming Athletics Events

March 2	Baseball vs. Long Beach City College , 2:00 p.m., Mazmanian Field
March 7	Baseball vs. Cerritos College , 2:00 p.m., Mazmanian Field Men's Tennis vs. El Camino College , 2:00 p.m., Citrus College
March 9	Softball vs. East Los Angeles College , 5:00 p.m., Softball Field
March 11	Baseball vs. El Camino College , 12:00 p.m., Mazmanian Field
March 13	Men's Tennis vs. Nex Mexico Miliary Institute , 2:00 p.m., Citrus College
March 16	Baseball vs. Los Angeles Harbor College , 2:00 p.m., Mazmanian Field Softball vs. Pasadena City College , 5:00 p.m., Softball Field
March 21	Baseball vs. Compton College , 2:00 p.m., Mazmanian Field
March 23	Softball vs. Long Beach City College , 3:00 p.m., Softball Field
March 24	Swim and Dive – Home Conference Meet , 12:30 p.m., Pool
March 28	Men's Tennis vs. Cerritos College , 2:00 p.m., Citrus College Baseball vs. Rio Hondo College , 2:30 p.m., Mazmanian Field
March 30	Softball vs. Rio Hondo College , 3:00 p.m., Softball Field
April 1	Baseball vs. Rio Hondo College , 12:00 p.m., Mazmanian Field Softball vs. Palomar College , 2:00 p.m., Softball Field Softball vs. Santiago Canyon College , 6:00 p.m., Softball 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 8, 2017





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 8, 2017

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board Vice President Bader at 6:00 p.m. on Wednesday, February 8, 2017, and the Pledge of Allegiance was led by Gary Nellesen. Trustees Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos, and Student Trustee Santos were present.

STAFF PRESENT

Bill Scroggins, President & CEO; Irene Malmgren, Vice President, Instruction; Audrey Yamagata-Noji, Vice President, Student Services; and Abe Ali, Vice President, Human Resources were present.

INTRODUCTIONS AND RECOGNITION

- The following newly appointed and promoted employees were introduced:

Classified Employees (Newly Appointed)

- Melissa Alvarez-Mejorado**, Administrative Specialist III (Research and Institutional Effectiveness) (absent)
- Tabitha Groves**, Laboratory Assistant, Child Development Observation (Business Division) (absent)
- Andrea Rodriguez**, Administrative Specialist III (Facilities Planning and Management) (present)

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.

Management Employee (Newly Appointed)

- **Darren Grosch**, Director, International Students (Student Services) (present)

Classified Employees (Promoted)

- **Joan Chang**, Learning Lab Assistant (Learning Assistance Services) (absent)

Classified Employees (Change of Assignment)

- **Marcus Williams**, Project/Program Specialist (Student Services) (present)
- Award a Certificate of Service to the following retiring employees:
 - **Sharon Shriver**, Information Technology Specialist (Information Technology), (27 years of service) (absent)

APPROVAL OF MINUTES

It was moved by Trustee Baca, seconded by Trustee Chen Haggerty, and passed to approve the minutes of the regular meeting of January 11, 2017.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

It was moved by Trustee Hidalgo, seconded by Trustee Baca, and passed to approve the minutes of the special meeting of January 21, 2017.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

PUBLIC COMMUNICATION

- Community Member Dan Horan commented on how important community colleges have been in his life.
- Ambassador for Assemblymember Phillip Chen Allen Wilson introduced himself to the Board and extended the Assemblymember's welcome.
- Community Member Brandy Turnbow commented on her application for the Citizens Oversight Committee.

REPORTS

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

- **Aneca Abcede**, President, Associated Students
- **Jeff Archibald**, President, Academic Senate
- **John Lewallen**, President, Classified Senate
- **Eric Kaljumagi**, President, Faculty Association
- **Sandra Bollier**, President, CSEA 262 (no written report)
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

BOARD COMMUNICATION

- A. Trustee Bader 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 and congratulated newly appointed and promoted employees.
 - They congratulated Sharon Shriver on her retirement.
- C. Trustee Hall reported the following:
- Attended the San Gabriel Valley Civic Alliance Retreat and thanked the President for stopping by and Carol Nelson for helping with logistics.
 - Thanked Jill Miller for her service to the Board and welcomed Brigitte Hebert in her new role.
 - Attended the Board Study Session and found it very useful to be able to go in-depth on certain topics.
 - Attended the San Dimas Sheriff’s Station Volunteers annual scholarship event.
 - Attended the Diamond Bar Lunar New Year Festival event.
 - Attended the Hacienda Heights Lunar New Year Festival event.
 - Attended the San Dimas and Covina Redevelopment agency’s successor meetings.
 - Looking forward to the Athletics Hall of Fame banquet.
 - Looking forward to attending the Community Public Service Heroes Breakfast where Dave Wilson and Lorenzo Harmon will be recognized.
 - Looking forward to the Community Open House meetings to discuss the Educational and Facilities Master Plan and thanked Jill Dolan for organizing.
 - Looking forward to meeting with the Accreditation External Evaluation Team.
- D. Trustee Chen Haggerty reported the following:
- Wished everyone a happy Chinese New Year
 - Attended the Board Study Session.
 - Attended the CCLC Effective Trustee Workshop in Sacramento and attended the ACES planning meeting while in Sacramento.
 - Attended a Holiday Tea with K-12 board members.
 - Thanked Jemma Blake-Judd for her communication with Whittier Hospital.

- E. Trustee Student Trustee Santos reported the following:
- Attended the CCCT Board Meeting in Sacramento.
 - Attended CCLC Effective Trustee Workshop and Legislative Conference in Sacramento.
 - Met with other student trustees and talked about statewide organization and working to organize a regional retreat.
 - Looking forward to the ACCT Legislative Conference in Washington DC and meeting with legislators.
 - Looking forward to the Athletics Hall of Fame Banquet.
 - Looking forward to the Kepler Lecture.
- F. Trustee Chen reported the following:
- Attended the Board Study Session and he thanked everyone for their presentations.
 - Attended the opening reception of a new exhibit, Roots, at Chinese American Museum.
 - Participated with Industry Lions Club to prepare food for the homeless.
 - Looking forward to attending the Athletics Hall of Fame Banquet.
 - Looking forward to attending the ACCT Legislative Conference Washington DC.
 - Looking forward to the Community Open House meetings.
- G. Trustee Santos reported the following:
- Attended an immigration clinic at a local church that was sponsored by Janet Napolitano and Hilda Solis.
 - Attended the Baldwin Park Business Association meeting.
 - Attended the West Covina Beautiful meeting.
 - Attended the Bassett Torch Middle School Coffee with the Principal and PTA meeting.
 - Attended the La Puente Women's Day March.
 - Attended a City Council meeting to support a sanctuary city resolution.
 - Attended the LACSTA meeting.
 - Attended the Community Facility Plan Advisory Committee meeting.
 - Attended the Board Study Session.
 - Attended the women's Basketball game against East Los Angeles College.
 - Attended an education session on water conservation for Latino leaders.
- H. Trustee Baca reported the following:
- Happy that the Foundation Golf Tournament is being named for long-time Mt. SAC supporter Pete Reynolds.
 - Attended CCLC Effective Trustee Workshop.
 - Attended the Wheelhouse meeting held at UC Davis. This group is conducting research on community college leadership and working with a cohort of 25 sitting presidents and vice presidents and engaging in dialogue of leadership.
 - Is looking forward to attending the ACCT Legislative Conference in Washington DC and thanked Jill for organizing meetings.
 - Looking forward to the Community Open House meetings.
 - Attended the Board Study Session and commented that it is a great opportunity to learn about the College in more detail.
 - Attended the La Puente Oversight successor committee meeting.
 - Looking forward to attending the Athletics Hall of Fame Banquet.
 - Welcomed Brigitte to the team and thank Jill Miller for her assistance over the last few months.

I. Trustee Hidalgo reported the following:

- Attended the Hacienda-La Puente State of the District meeting.
- Attended the Board Study Session and found it was very informative and he thanked the staff for the information.
- Thanked the Foundation and the Academic Senate for the support that they're providing for undocumented students.
- Introduced a representative from NALEO, Cynthia Velasco. They opened up a higher education division that provides training to elected officials throughout the nation.
- Looking forward to speaking and presenting at the West Covina City Council meeting.
- Looking forward to attending the Athletics Hall of Fame Banquet.

J. Trustee Bader reported the following:

- Welcomed Brigitte and thanked Jill for her service.
- Attended the Board Study Session and thanked everyone for their presentations.
- Commented that the Community Facility Advisory Committee meetings are very engaging and thanked Don Sachs for his work.
- Looking forward to the Community Open House meetings.
- Met with a student who requested a meeting on cross-college tutoring.
- Attended a Rotary meeting and spoke with Enrique Medina, who oversees the adult education for Pomona USD. Kudos to Mt. SAC for the opportunity for dual enrollment and she thanked the staff for working with the PUSD.

PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed and congratulated newly appointed and promoted employees.
- He congratulated Sharon Shriver on her retirement.

CONSENT CALENDAR

The following correction was made to the Consent Calendar:

- Consent Item 15, on Page 68, Stephen Villasenor's department should be listed as "**Business Administration**."

It was moved by Trustee Baca, seconded by Trustee Chen Haggerty, and passed to approve the following items, as corrected:

1. Appropriation Transfers and Budget Revisions Summary;
2. Hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines;
3. Re-issuance of stale-dated warrants;
4. Agreement with Margolis Healy & Associates, LLC to provide Clery Act training;

5. This item was pulled and acted upon separately below;
6. Purchase of Rainbird Maxicom Irrigation System Upgrade – Phase 1 – (Bid No. 3146);
7. This item was pulled and acted upon separately below;
8. Agreement with Psomas to provide professional consulting services for the Solar Photovoltaic Project;
9. This item was pulled and acted upon separately below;
10. Agreement with P2S Engineering, Inc. to provide professional engineering services for The Center for Deaf and Hard of Hearing Remodel (Temporary Space);
11. Contract Amendment:
 - Contract Professional Design and Consulting Services – Added Services – The Center for Deaf and Hard of Hearing Remodel – MDC Engineers – Amendment No. 1;
12. Proposed Gifts and Donations to the College:
 - Gregory A. Rager – Canon AE-1 program cameras, UV/Skylight filters, straps, and lens caps (22), Canon 50mm 1.8 lenses, with UV/Skylight filter (extra lenses) (2), 28mm Canon-mount wide angle lenses, with UV/Skylight filters (5), various focal length Canon-mount wide telephoto zoom lenses, with UV/Skylight filters (14), and various camera cases – single camera and single camera with lens, valued by donor at \$5,261.50, to be used in the Photography Department;
13. This item was pulled and acted upon separately below;
14. New and/or Revised Classified Job Classification Descriptions;
15. Recommendation to Employ Faculty Under Second Contract 2017-18;
16. Recommendation to Employ Faculty Under Third Contract 2017-19;
17. Recommendation to Grant Tenure 2017-18;
18. Contract for Development of Written Tests and Interview Standards – CODESP Public HR;
19. Contract Agreement with Kellogg West Conference Center and Lodge;
20. School of Continuing Education Additions and Changes;
21. Southern California Water Utilities Association Water Grant: Acceptance of Funds;
22. Affiliation Agreement with Chino Valley Independent Fire District Training Center;

23. Affiliation Agreement with Magan Medical Clinic;
24. Contract Agreement with Pacific Palms Resort and Conference Center;
25. Sabbatical Leave Applications for Academic Year 2017-18;
26. New, 4-Year Review, Modified Courses, Modified Certificates, and New and Modified Degrees Effective with the 2017-18 Academic Year;
27. California Community Colleges (CCC) Maker Mini-Grant Acceptance of Funds and Approval of Purchases;
28. Resolution No. 16-08 – Approval to Compensate Student Trustee Elizabeth Santos for Her Absence from the Regular Meeting of the Board of Trustees on January 11, 2017;
29. Renewal of a Contract with Concept3D for a 3D Campus Map;
30. Contract with Betty Colonomos to provide training to the Sign Language Interpreters;
31. Contract with Dee Hankins for the REACH Programs Foster Youth Awareness Week;
32. Contract with Kids That Code for the Upward Bound Program;
33. This item was pulled and acted upon separately below;
34. Note Takers as Independent Contractors for the Disabled Student Programs and Services in order to acquire the expertise needed to accomplish College goals and to meet deadlines;
35. Acceptance of a Student Mental Health Mini-Grant from the Foundation for California Community Colleges; and
36. Contract Renewal Evans & Sutherland Computer Corporation for the Digistar Encore Maintenance Service Agreement.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

CONSENT ITEM #5 – PURCHASE OF LIGHTING FOR THE STUDIO THEATER – PHASE 1 – (BID NO. 3145)

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

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

CONSENT ITEM #7 – CONTRACT WITH INTERACT COMMUNICATIONS, INC. FOR CONSULTANT SERVICES FOR MARKETING FOR STUDENT ENROLLMENT AND COMMUNITY ENGAGEMENT – (RFP NO. 3096)

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

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

CONSENT ITEM #9 – AGREEMENT WITH ASM AFFILIATES TO PROVIDE CONSULTING SERVICES FOR THE 2015 SUBSEQUENT PROJECT AND PROGRAM ENVIRONMENTAL IMPACT REPORT MITIGATION MEASURES

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

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

CONSENT ITEM #13 – PERSONNEL TRANSACTIONS

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

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

CONSENT ITEM #33 – CONTRACT WITH MY FIESTA SUPPLIES FOR THE CASH FOR COLLEGE EVENT

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

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

ACTION ITEM #1 – APPOINTMENT OF A MEMBER TO THE CITIZENS OVERSIGHT COMMITTEE

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

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

ACTION ITEM #2 – PROPOSAL TO INITIATE FACULTY NEGOTIATIONS FOR SUCCESSOR AGREEMENT, JULY 1, 2017, THROUGH JUNE 30, 2020

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

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

ACTION ITEM #3 – PUBLIC HEARING REGARDING THE INITIAL PROPOSALS FOR SUCCESSOR AGREEMENT BETWEEN THE DISTRICT AND CSEA, CHAPTER 262

A public hearing was held at 8:24 p.m. regarding the initial proposal for Successor Agreement between the District and CSEA, Chapter 262, and there was no public comment. The public hearing concluded at 8:25 p.m.

ADJOURNMENT

The meeting adjourned at 8:25 p.m.

WTS:CN

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

DATE: March 8, 2017 **CONSENT**

SUBJECT: Appropriation Transfers and Budget Revisions Summary

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

**APPROPRIATION TRANSFERS
For the period 1/17/17 - 2/5/17**

Unrestricted General Fund - 11

From:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 47,825
7950 Unassigned Fund Balance	77,579
Total	\$ 125,404

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 72,026
3000 Employee Benefits	4,698
4000 Supplies/Materials	4,255
6000 Capital Outlay	19,425
7000 Other Outgo	25,000
Total	\$ 125,404

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

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: March 8, 2017

Restricted General Fund - 17

From:

<u>Budget Classification</u>	<u>Amount</u>
3000 Employee Benefits	\$ 17,707
5000 Other Operating Expenses/Services	4,549
6000 Capital Outlay	1,799
7000 Other Outgo	5,300
7920 Restricted Fund Balance	1,810
Total	\$ 31,165

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 29,579
4000 Supplies/Materials	1,586
Total	\$ 31,165

Farm Operations Fund - 34

From:

<u>Budget Classification</u>	<u>Amount</u>
7940 Assigned Fund Balance	\$ 5,000
Total	\$ 5,000

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 5,000
Total	\$ 5,000

Capital Outlay Projects Fund - 41

From:

<u>Budget Classification</u>	<u>Amount</u>
7950 Unassigned Fund Balance	\$ 90,981
Total	\$ 90,981

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 2,488
5000 Other Operating Expenses/Services	11,895
6000 Capital Outlay	76,598
Total	\$ 90,981

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: March 8, 2017

Bond Construction Fund No. 2 - 45

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 105
7920 Restricted Fund Balance	481,696
Total	\$ 481,801

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 451,629
3000 Employee Benefits	30,067
4000 Supplies/Materials	105
Total	\$ 481,801

Associated Students Trust Fund - 71

From:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 100
Total	\$ 100

To:

<u>Budget Classification</u>	<u>Amount</u>
3000 Employee Benefits	\$ 100
Total	\$ 100

BUDGET REVISIONS
For the period 1/17/17 - 2/5/17

Unrestricted General Fund - 13

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
882001 Mt. SAC Foundation	\$ 780
882002 Track and Field Program	2,000
882003 Aquatics Program	25,000
882003 Baseball Program	7,100
882003 Football Program	3,000
882003 Men's Soccer Program	2,200
882003 Softball Program	1,900
882003 Women's Volleyball Program	11,000
883900 Continuing Education Division Programs	1,800
883900 Video Production	11,475
884001 Music-Choral Program	1,804

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: March 8, 2017

884006	Athletic Operations	\$	700
884007	Planetarium		8,596
884008	Athletic Operations		6,270
884008	Box Office-Ticket Sales		3,242
884008	Music-Choral Program		11,905
884021	Athletics Program		1,460
884023	Championship Events		2,166
884024	Mountaineer Advertising		2,600
885000	Campus Facility Rentals		39,405
887500	Geology/Oceanography Field Trip Fee		2,100
887730	Architecture/Design, Production Fees		565
887730	Arts, Materials Fees		20
887730	Arts, Print Making Fees		378
887730	Business, Color Copy/Laser Fees		798
887730	Ceramics, Clay Fees		1,563
887730	Commercial Art, Print Fees		615
887730	First Aid and CPR Fees		3,562
887730	Industrial Design Technology, Production Fees		190
887730	Interior Design/Fashion, Print Fees		810
887730	Photographics, Production Fees		4,740
887900	Expedited Transcript Fee		12,081
888107	Parking-Facility Rental		112
888500	Baseball Program		8,741
888500	Bursar's Office, Duplicate ID - Non-Credit Students		3,160
888500	Flight Training Program		38,833
888500	Music-Choral Program		285
888500	Music-Instrumental Program		140
888545	Air Conditioning, EPA Test Fees		300
888545	Aircraft Maintenance Fees		410
888545	Nursing Kaplan Integrated Test Fees		125
888545	Welding Certification		1,900
889000	Printing Services		7,042
889000	Technical Assistance Program (TAP) Contract Education		1,350
889004	Chemistry Awards		1,056
889005	Aquatics Program		4,325
889005	Athletics Program		3,150
889005	Music-Choral Program		1,800
889005	Music-Instrumental Program		1,000
889005	Track and Field Program		295
889005	Women's Basketball Program		2,700

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: March 8, 2017

889005	Wrestling Program	\$	425
898002	Athletics Program		25,000
Total		\$	273,974

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	353
2000	Classified/Other Nonacademic Salaries		30,616
3000	Employee Benefits		1,615
4000	Supplies/Materials		32,567
5000	Other Operating Expenses/Services		188,892
6000	Capital Outlay		19,931
Total		\$	273,974

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
819000	2016-17 Child Development Training Consortium Grant	\$	10,000
865900	CTE Pathways Program (SB1070), Augmentation		40,000
Total		\$	50,000

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	2,129
2000	Classified/Other Nonacademic Salaries		15,728
3000	Employee Benefits		1,891
4000	Supplies/Materials		13,845
5000	Other Operating Expenses/Services		7,407
7000	Other Outgo		9,000
Total		\$	50,000

Child Development Fund - 33

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
865900	2016-17 California State Preschool Program	\$	15,363
865900	2016-17 General Child Care and Development Programs		30,137
Total		\$	45,500

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: March 8, 2017

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	42,880
3000	Employee Benefits		<u>2,620</u>
Total		\$	45,500

RECOMMENDATION

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$125,404), Restricted General Fund (\$31,165), Farm Operations Fund (\$5,000), Capital Outlay Projects Fund (\$90,981), Bond Construction Fund No. 2 (\$481,801), and Associated Students Trust Fund (\$100) 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 (\$273,974), Restricted General Fund (\$50,000), and Child Development Fund (\$45,500) pursuant to the California Code of Regulations, Title 5, Section 58308.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>March 8, 2017</u>	CONSENT
SUBJECT: <u>Independent Contractors</u>	

BACKGROUND

Approval of Independent Contractors

ANALYSIS AND FISCAL IMPACT

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

Provider	Area/Department	Service/ Assignment	Date(s)	Not to Exceed
Becz, Marika Elizabeth	Instruction – Theater	Guest Artist – “Top Girls” Production	4/1/17- 6/30/17	\$300
Blumberg, Kira	Instruction – Music	Guest Performer – Spring Choral Concert	6/2/17- 6/3/17	\$300
Maldonado, Ana Maria	Instruction – Music	Guest Performer – Spring Choral Concert	6/2/17- 6/3/17	\$300
Selezinka, Roman	Instruction – Music	Guest Performer – Spring Choral Concert	6/2/17- 6/3/17	\$300
Sharp, Naoko (aka Naoko Takada)	Instruction – Music	Guest Performer – Music Day of Percussion	4/29/17	\$500
Tumlinson, Judy	Instruction – Music	Guest Performer – Spring Choral Concert	6/2/17- 6/3/17	\$300
Coney, Sara	Student Services – Student Life – Lead Program	Guest Speaker – LEAD program	3/10/17- 6/16/17	\$150

Prepared by: Steven N. Garcia Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #2

SUBJECT: Independent Contractors

DATE: March 8, 2017

Funding Source

Unrestricted General Fund – Instruction – Theater; Music, Student Services – Student Life.

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: <u>March 8, 2017</u>	CONSENT
SUBJECT: <u>Quarterly Financial Status Report</u>	

BACKGROUND

Title 5 of the California Code of Regulations (CCR), Section 58310, requires community college districts to prepare and submit a quarterly report on their financial condition that must be submitted to the Chancellor and presented to the Board of Trustees for its review.

ANALYSIS AND FISCAL IMPACT

The following report for the period ending December 31, 2016, should be reviewed and approved by the Board of Trustees. Once this report has been approved, it will be forwarded to the Chancellor's Office. This report includes revenues, expenditures, and the fund balance for the Unrestricted General Fund only and gives the Board a condensed overview of the fiscal status of the College.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees reviews and approves the Quarterly Financial Status Report for the period ending December 31, 2016, as presented.

Prepared by: Rosa M. Royce Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #3

VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2016-2017

District: (850) MT. SAN ANTONIO

Quarter Ended: (Q2)

December 31, 2016

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2013-14	Actual 2014-15	Actual 2015-16	Projected 2016-17

I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	148,416,716	156,676,952	196,841,282	180,164,326
A.2	Other Financing Sources (Object 8900)	574,076	1,182,661	1,641,456	1,553,221
A.3	Total Unrestricted Revenue (A.1 + A.2)	148,990,792	157,859,613	198,482,738	181,717,547
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	145,965,823	152,168,354	177,078,966	200,522,060
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	518,742	1,420,594	14,973,751	1,873,396
B.3	Total Unrestricted Expenditures (B.1 + B.2)	146,484,565	153,588,948	192,052,717	202,395,456
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	2,506,227	4,270,665	6,430,021	-20,677,909
D.	Fund Balance, Beginning	27,729,958	30,236,185	34,506,850	40,936,871
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	27,729,958	30,236,185	34,506,850	40,936,871
E.	Fund Balance, Ending (C. + D.2)	30,236,185	34,506,850	40,936,871	20,258,962
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	20.6%	22.5%	21.3%	10%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	29,682	30,654	31,467	31,315
-----	---	--------	--------	--------	--------

III. Total General Fund Cash Balance (Unrestricted and Restricted)

		As of the specified quarter ended for each fiscal year			
		2013-14	2014-15	2015-16	2016-17
H.1	Cash, excluding borrowed funds		48,219,136	69,303,817	74,428,189
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	50,223,735	48,219,136	69,303,817	74,428,189

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	179,137,024	180,164,326	98,949,479	54.9%
I.2	Other Financing Sources (Object 8900)	1,550,458	1,553,221	1,549,546	99.8%
I.3	Total Unrestricted Revenue (I.1 + I.2)	180,687,482	181,717,547	100,499,025	55.3%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	199,009,343	200,522,060	82,425,818	41.1%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,858,223	1,873,396	1,866,972	99.7%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	200,867,566	202,395,456	84,292,790	41.6%

K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-20,180,084	-20,677,909	16,206,235	
L.	Adjusted Fund Balance, Beginning	40,936,871	40,936,871	40,936,871	
L.1	Fund Balance, Ending (C. + L.2)	20,756,787	20,258,962	57,143,106	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	10.3%	10%		

V.V. Has the district settled any employee contracts during this quarter? YES

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	%*	Permanent		Temporary		Total Cost Increase	%
			Total Cost Increase	%*	Total Cost Increase	%*		
a. SALARIES:								
Year 1:								
Year 2:								
Year 3: 2016-17	166,590	1%	1,050,985	1%			507,083	1%
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3: 2016-17	8,240		39,350				45,289	

** As specified in Collective Bargaining Agreement or other Employment Contract*

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

The Board of Trustees approved a 1% ongoing salary increase and an ongoing \$100 annual health and welfare increase for Faculty, CSEA 262, Management, CSEA 651, and Confidential employees, effective July 1, 2016. These increases have been funded from 2016-17 ongoing apportionment revenues.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? This year? YES Next year? YES

If yes, what are the problems and what action will be taken? (Enter explanation below, include additional pages if needed.)

Estimated one-time expenditures are over estimated one-time revenues. The college has made the decision to fund one-time expenditures with the prior year reserves that are a result of positive variances. In making that decision, the college achieved the mandated 10% Board policy reserves.

The economic position of the college is closely tied to the State of California. The significant increases in STRS and PERS employer contributions will affect the College in future years. The STRS employer rate will increase from 12.58% in 2016-17 to 19.1% in 2020-21, and the PERS employer rate will increase from 13.88% in 2016-17 to 28.20% in 2023-24.

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

DATE: March 8, 2017

CONSENT

SUBJECT: Quarterly Investment Report

BACKGROUND

Although the Legislature suspended these mandates and local agencies are no longer required to submit quarterly investment reports or the investment policy on an annual basis, it encouraged local agencies to continue to submit these reports to their governing boards. We feel that it is fiscally responsible to continue this practice; therefore, we will continue to submit these reports to the Board of Trustees for review.

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio Community College District was approved for fiscal independence status, effective July 1, 2012. As a result, cash and checks are deposited on a daily basis with the Los Angeles County Treasurer's Office. The College maintains the Citizens Business Bank accounts for the collection of enrollment and student fees, a clearing account to receive wire transfers for financial aid and other grants, and a revolving fund for emergencies. These funds are transferred on a daily or as-needed basis to the Los Angeles County Treasurer's Office. In addition, the cash from the Revenue Lease Bonds (COPS) is held with a trustee. The cash investments are summarized as follows for the quarter ending December 31, 2016:

County of Los Angeles, Cash in County Treasury	\$157,636,293	1.01%
Citizens Business Bank, District Clearing Account	139,724	.10%
Citizens Business Bank, Revolving Fund	72,772	.10%
Citizens Business Bank, Community Education Clearing Account	10,485	.00%*
Citizens Business Bank, Web Registration Credit Cards	502,009	.10%
Citizens Business Bank, Parking Services Credit Cards	959	.10%
Citizens Business Bank, College Programs	3,704	.00%
City National Bank, Federal Perkins Loans	3,489	.00%
Cash with Trustee, Revenue Lease Bonds (COPS)	221,987	.10%

*in exchange for reduced banking fees (account is cleared monthly)

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the December 31, 2016, Quarterly Investment Report, as presented.

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

Recommended by: Bill Scroggins Agenda Item: Consent #4

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 8, 2017</u>	CONSENT
SUBJECT:	<u>Resolution No. 16-10 - Authorization to Sell General Obligation Bond</u> <u>Anticipation Notes</u>	

BACKGROUND

On November 4, 2008, the College was approved for the issuance and sale of General Obligation Bonds (GOBs) for various purposes set forth in the ballot in the maximum amount of \$353 million (the "Measure RR Authorization"). The College desires to issue its fourth series of obligations under the Measure RR Authorization, in a maximum par amount of \$90 million to continue with the following approved GOBs construction projects:

- Business Project (Remaining Contract)
- Begin Athletics Complex Project
- Design Cost of the Campus Center
- Several Local Scheduled Maintenance and Campus Wide Improvements

We are asking the Board of Trustees to approve the Resolution permitting the issuance of Bond Anticipation Notes (BANs) in order to obtain interim financing and continue with the projects as scheduled.

ANALYSIS AND FISCAL IMPACT

The attached Resolution authorizes the issuance of BANs. The Resolution specifies the basic terms, parameters and forms of the BANs, and approves the form of Purchase Contract, Preliminary Official Statement, and Continuing Disclosure Certificate. The Resolution establishes the maximum aggregate principal amount of the BANs to be issued for a total of \$90,000,000, the maximum term of borrowing of five years, and the maximum underwriting discount of 0.4%, with respect to the BANs, and authorizes the BANs to be sold at a negotiated sale to RBC Capital Markets, LLC and Stifel, Nicholas & Company, Incorporated (the "Underwriters"). The BANs are authorized to be issued as either current interest notes or capital appreciation notes, or some combination thereof.

When Assessed Value (AV) improves, the College will sell GOBs and retire this obligation. The College may issue BANs in 2017 and pay them off in 2022 with a conservatively assessed valuation growth.

Prepared by: <u>Rosa M. Royce</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #5</u>

SUBJECT: Resolution No. 16-10 - Authorization to Sell General Obligation Bond
Anticipation Notes

DATE: March 8, 2017

Funding Source

Future sale of General Obligation Bonds or Certificates of Participation.

RECOMMENDATION

It is recommended that the Board of Trustees approves Resolution No. 16-10 authorizing the sale of General Obligation Bond Anticipation Notes (under separate cover), and instructs staff to complete the transaction.

RESOLUTION NO. 16-10
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
RESOLUTION OF THE BOARD OF TRUSTEES OF THE MT. SAN ANTONIO
COMMUNITY COLLEGE DISTRICT, LOS ANGELES COUNTY, CALIFORNIA
AUTHORIZING THE ISSUANCE OF 2017 GENERAL OBLIGATION BOND
ANTICIPATION NOTES, AND ACTIONS RELATED THERETO

WHEREAS, a duly called election was held in the Mt. San Antonio Community College District (the “District”), Los Angeles County (the “County”), State of California on November 4, 2008, (the “Bond Election”), and thereafter canvassed pursuant to law; and

WHEREAS, at the Bond Election there was submitted to and approved by the requisite fifty-five percent vote of the qualified electors of the District a question as to the issuance and sale of general obligation bonds (the “Bonds”) of the District for various purposes set forth in the ballot submitted to the voters in the maximum principal amount of \$353,000,000 and payable from the levy of an *ad valorem* tax against the taxable property in the District (the “Authorization”); and

WHEREAS, pursuant to Chapter 1 of Title 1, Division 1, Part 10, of the Education Code of the State of California, entitled “Bonds of School Districts and Community College Districts” (the “Act”), and in particular pursuant to the authority set forth in Section 15150 of the Act, the governing board of a school district may, by resolution, upon such terms and conditions as it shall prescribe, issue notes, on a negotiated or competitive-bid basis, maturing within a period not-to-exceed five years from the date of initial issuance thereof, in anticipation of the sale of Bonds authorized at the time the notes are issued; and

WHEREAS, the proceeds from the sale of such notes shall be used only for authorized purposes of the anticipated Bonds; and

WHEREAS, at this time the Board of Trustees (the “Board”) of the District deems it in the best interests of the District to authorize, for the purpose of funding the improvement of facilities in accordance with the Authorization, the issuance of a series of such notes, styled as the “Mt. San Antonio Community College District (Los Angeles County, California) 2017 General Obligation Bond Anticipation Notes” (the “Notes”), in a principal amount not-to-exceed ninety million dollars (\$90,000,000), and at interest rates not-to-exceed the maximum prescribed by law;

WHEREAS, pursuant to the Act, in the event that the sale of such Bonds does not occur prior to the maturity of the Notes issued in anticipation of the sale, the Board shall direct each of the Superintendent/President and the Vice President, Administrative Services of the District, in order to repay the Notes then maturing, to cause renewal notes (the “Renewal Notes”) or Certificates of Participation to be issued to repay the Notes and interest thereon;

WHEREAS, Renewal Notes may not be issued after the sale of the Bonds in anticipation of which the original Notes are being issued and the total amount of the Notes or renewals thereof issued and Outstanding may not at any time exceed the total amount of the unsold Bonds of the Authorization; and

WHEREAS, if the Notes shall be payable five years from the date of the issuance of the Notes, such that the District is unable to issue Renewal Notes under the Act, then the Notes shall be payable from the proceeds of the sale of Bonds, certificates of participation or from other funds of the District lawfully available for the purpose of repaying the Notes, including State grants; and

WHEREAS, interest on the Notes or any Renewal Notes shall also be payable from the *ad valorem* tax lawfully levied for that purpose; and

WHEREAS, the District desires to establish a Building Fund (defined herein) in which proceeds of the Notes will be deposited; and

WHEREAS, the District desires to establish a Debt Service Fund (defined herein) into which shall be deposited, as further described herein, any premium received by the District from the sale of the Notes, premium and proceeds from the sale of any Renewal Notes, premium and certain proceeds received from the sale of Bonds issued to repay such Notes or Renewal Notes, and any proceeds of the *ad valorem* tax levied to pay interest on the Notes; and

WHEREAS, this Board desires to appoint certain professionals to provide services related to the issuance of the Notes; and

WHEREAS, all acts, conditions and things required by law to be done or performed have been done and performed in strict conformity with the laws authorizing the issuance of general obligation bonds of the District or notes in anticipation thereof, and the indebtedness of the District, including this proposed issue of Notes and the Bonds, is within all limits prescribed by law;

NOW, THEREFORE, BE IT FOUND, DETERMINED AND RESOLVED BY THE BOARD OF TRUSTEES OF THE MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT, LOS ANGELES COUNTY, CALIFORNIA, AS FOLLOWS:

Section 1. Certain Definitions. As used in this Resolution, the terms set forth below shall have meanings ascribed to them (unless otherwise set forth in the Purchase Contract or the Official Statement described herein):

- a) **“Accreted Interest”** means, with respect to Capital Appreciation Notes, the Accreted Value thereof minus the Denominational Amount thereof as of the date of calculation.
- b) **“Accretion Rate”** means, unless otherwise provided in the Purchase Contract, that rate which, when applied to the Denominational Amount of a

Capital Appreciation Note, and compounded semiannually on each February 1 and August 1 (commencing on August 1, 2017, unless otherwise provided in the Purchase Contract), produces the Maturity Value on the maturity date.

- c) **“Accreted Value”** means, as of the date of calculation, with respect to Capital Appreciation Notes, the Denominational Amount thereof plus Accreted Interest thereon to such date of calculation, compounded semiannually on each February 1 and August 1, commencing on August 1, 2017, (unless otherwise provided in the Purchase Contract) at the stated Accretion Rate thereof, assuming in any such semiannual period that such Accreted Value increases in equal daily amounts on the basis of a 360-day year of twelve 30-day months.
- d) **“Authorized Officers”** means the President/CEO, President of the Board, the Vice President, Administrative Services of the District, or an authorized designee thereof.
- e) **“Beneficial Owner”** means, when used in reference to book-entry Notes registered pursuant to Section 5 hereof, the person who is considered the beneficial owner of such Notes pursuant to the arrangements for book entry determination of ownership applicable to the Depository.
- f) **“Bond Register”** means the books which the Paying Agent shall keep or cause to be kept on which the registered ownership, transfer and exchange of Notes shall be recorded.
- g) **“Capital Appreciation Notes”** means those Notes the interest component of which is compounded semiannually on each February 1 and August 1, commencing on August 1, 2017, (unless otherwise provided in the Purchase Contract) to maturity.
- h) **“Code”** means the Internal Revenue Code of 1986, as amended.
- i) **“Continuing Disclosure Certificate”** means that certain continuing disclosure certificate as originally executed by the District in connection with the issuance of the Notes, pursuant to paragraph (b) (5) of Rule 15c2-12 adopted by the Securities and Exchange Commission under the Securities Exchange Act of 1934, and as it may be amended from time to time in accordance with the terms thereof.
- j) **“Current Interest Notes”** means the Notes the interest on which is payable semiannually on each Note Payment Date specified for such Notes as designated, and maturing in the years and in the amounts set forth, in the Purchase Contract.
- k) **“Denominational Amount”** means the initial principal amount of Capital Appreciation Notes.

- l) “**Depository**” means the securities depository acting in such capacity for the Notes pursuant to the provisions hereof.
- m) “**DTC**” means the Depository Trust Company, a limited purpose trust company organized under the laws of the State of New York, in its capacity as the Depository.
- n) “**Fair Market Value**” means the price at which a willing buyer would purchase the investment from a willing seller in a bona fide, arm’s length transaction (determined as of the date the contract to purchase or sell the investment becomes binding) if the investment is traded on an established securities market (within the meaning of section 1273 of the Code) and, otherwise, the term “Fair Market Value” means the acquisition price in a bona fide arm’s length transaction (as referenced above) if (i) the investment is a certificate of deposit that is acquired in accordance with applicable regulations under the Code, (ii) the investment is an agreement with specifically negotiated withdrawal or reinvestment provisions and a specifically negotiated interest rate (for example, a guaranteed investment contract, a forward supply contract or other investment agreement) that is acquired in accordance with applicable regulations under the Code, (iii) the investment is a United States Treasury Security—State and Local Government Series that is acquired in accordance with applicable regulations of the United States Bureau of Public Debt, or (iv) any commingled investment fund in which the District and related parties do not own more than a ten percent (10%) beneficial interest therein if the return paid by the fund is without regard to the source of the investment.
- o) “**Holder**” or “**Owner**” means the registered owner of a Note as set forth on the registration books maintained by the Paying Agent.
- p) “**Maturity Value**” means the Accreted Value of any Capital Appreciation Note on its maturity date.
- q) “**Non-AMT Bonds**” means obligations the interest on which is excludable from gross income for federal income tax purposes under Section 103(a) of the Code and not treated as an item of tax preference under Section 57(a)(5)(C) of the Code, that are legal investments pursuant to Section 53601 of the Government Code.
- r) “**Note Payment Date**” means (unless otherwise provided by the Purchase Contract), February 1 and August 1 of each year commencing August 1, 2017 with respect to the interest on the Current Interest Notes; August of each year with respect to the principal payments on the Current Interest Notes; and, with respect to the Capital Appreciation Notes, the stated maturity dates thereof.
- s) “**Official Statement**” means the Official Statement for the Notes described herein.

- t) **“Outstanding”** means, when used in reference to the Notes, as of any date, Notes theretofore issued or thereupon being issued pursuant to this Resolution, except: (i) Notes cancelled at or prior to such date, (ii) Notes in lieu of or in substitution for which other Notes shall have been delivered, or (iii) Notes for the payment of which funds or Government Obligations in the necessary amount shall have been set aside (whether on or prior to maturity date of such Notes) in accordance with Section 19 hereof.
- u) **“Paying Agent”** means U.S. Bank National Association, or a successor thereto, acting as authenticating agent, bond registrar, transfer agent and paying agent for the Notes.
- v) **“Permitted Investments”** means (i) any lawful investments permitted by Section 16429.1 and Section 53601 of the Government Code, including Non-AMT Bonds and Qualified Non-AMT Mutual Funds, (ii) shares in a California common law trust established pursuant to Title 1, Division 7, Chapter 5 of the Government Code which invests exclusively in investments permitted by Section 53635 of the Government Code, but without regard to any limitations in such Section concerning the percentage of moneys available for investment being invested in a particular type of security, (iii) the Local Agency Investments Fund of the California State Treasurer, (iv) State and Local Government Series Securities, and (vi) the County Treasury Pool.
- w) **“Principal”** or **“Principal Amount”** means, with respect to any Note, the initial principal amount or Denominational Amount thereof.
- x) **“Purchase Contract”** means the agreement or contract by and between the District and the Underwriter relating to the sale and delivery of the Notes.
- y) **“Qualified Non-AMT Mutual Fund”** means stock in a regulated investment company to the extent that at least 95% of the income of such regulated investment company is interest that is excludable from gross income under Section 103 of the Code and not an item of tax preference under Section 57(a)(5)(C) of the Code.
- z) **“Qualified Permitted Investments”** means (i) Non-AMT Bonds, (ii) Qualified Non-AMT Mutual Funds, (iii) other Permitted Investments authorized by an opinion of Bond Counsel to the effect that such investment would not adversely affect the tax-exempt status of the Notes, and (iv) Permitted Investments of proceeds of the Notes, and interest earned on such proceeds, held not more than thirty days pending reinvestment. A guaranteed investment contract or similar investment agreement (e.g. a forward supply contract, GIC, repo, etc.) does not constitute a Qualified Permitted Investment.

- aa) “**Record Date**” means the 15th day of the month preceding each Note Payment Date.
- bb) “**Taxable Notes**” means any Notes not issued as Tax-Exempt Notes.
- cc) “**Tax-Exempt Notes**” means any Notes the interest in which is excludable from gross income for federal income tax purposes and is not treated as an item of tax preference for purposes of calculating the federal alternative minimum tax, as further described in an opinion of Bond Counsel supplied to the original purchasers of such Notes.
- dd) “**Transfer Amount**” means, with respect to any Outstanding Current Interest Note, the principal amount, and with respect to any Outstanding Capital Appreciation Note, the Maturity Value.
- ee) “**Treasurer**” means the Treasurer and Tax Collector of the County, or other similar officer.

Section 2. Appointment of Paying Agent. This Board does hereby appoint U.S. Bank National Association to act the Paying Agent for the Notes. This Board hereby approves the payment of the reasonable fees and expenses of the Paying Agent as they shall become due and payable. For purposes of the Notes, the Paying Agent shall be deemed to be a “fiscal agent” within the meaning of Section 53601 of the Government Code of the State of California. The fees and expenses of the Paying Agent which are not paid as a cost of issuance of the Notes may be paid in each year from *ad valorem* taxes levied and collected for the payment thereof, insofar as permitted by law, including specifically by Section 15232 of the Education Code.

Section 3. Authorization of Issuance of Notes; Terms Thereof. The Board hereby determines to and authorizes the issuance of not-to-exceed \$90,000,000 principal amount of Notes pursuant to Section 15150 of the Act; to be numbered 1 (and consecutively upward in order of issuance if more than one Note is registered); to be dated the date of delivery thereof; to mature (with or without the option of prior redemption as set forth in the Purchase Contract) on one or more dates set forth in the Purchase Contract described in Section 13 below within a period not-to-exceed five years from the date of delivery and on a day on which banks in New York or California are open for business; to bear or accrete interest (as applicable) at the rate or rates determined at the time of sale of the Notes, but in no instance in excess of the rate or yields permitted by law, and payable on one or more dates as specified in the Purchase Contract. The Board estimates that the costs associated with such issuance of the Notes, including compensation to the Underwriter (defined herein) and any such costs which the Underwriter agrees to pay pursuant to the Purchase Contract (defined herein), will equal approximately 1.0% of the principal amount thereof. Both the principal of and interest on the Notes shall be payable, only upon surrender thereof, in lawful money of the United States of America at the designated office of Paying Agent.

The Notes may be issued as any combination of Current Interest Notes and Capital Appreciation Notes, with appropriate series designation if more than one series of notes is issued. The Notes shall be issued as fully registered notes registered as to both principal and interest, in denominations of (i) \$5,000 principal amount or any integral multiple thereof (with respect to the Current Interest Notes) or (ii) \$5,000 Maturity Value or any integral multiple thereof (with respect to Capital Appreciation Notes).

Each Current Interest Note shall bear current, periodic interest from the Note Payment Date next preceding the date of authentication thereof unless it is authenticated as of the 16th day next preceding any Note Payment Date to that Note Payment Date, inclusive, in which event it shall bear interest from such Note Payment Date, or unless it is authenticated on or before the first Record Date, in which event it shall bear interest from its date of delivery. Interest shall be payable on the respective Note Payment Dates and shall be calculated on the basis of a 360-day year of twelve 30-day months.

The Capital Appreciation Notes will not pay interest on a current basis. The Capital Appreciation Notes shall accrete in equal daily amounts from their date of delivery at their respective Accretion Rates per annum, compounded semiannually on February 1 and August 1 of each year as provided in the Purchase Contract. The approximate Accreted Value of the Capital Appreciation Notes on such dates shall be set forth in the table of Accreted Value attached to the Official Statement; provided, that in the event that the amount shown in such Accreted Value table and the Accreted Value caused to be calculated by the District, if any, by application of the definition of Accreted Value set forth in Section 1 differ, the latter amount shall be the Accreted Value of such Capital Appreciation Note.

Section 4. Authorization to Levy Tax for Payment of Interest on the Notes.

- (1) There is hereby authorized to be levied on all taxable property within the District, in addition to all other taxes, a continuing direct *ad valorem* tax annual during the period the Notes are Outstanding in an amount sufficient to pay all or a portion of the interest due on such Outstanding Notes when due. Such taxes, when collected, shall be deposited into the Debt Service Fund (defined herein) for the Notes, which fund shall be designated for the payment of interest on the Notes when and as the same shall fall due, and for no other purpose. The Board of Supervisors of the County is hereby requested, in accordance with Education Code Sections 15150 and 15250-15251, to levy such a tax and to deposit the proceeds thereof in the Debt Service Fund, in accordance with the debt service schedule to be provided by the District pursuant to Education Code Section 15140(c) and the policies and procedures of the County.
- (2) The tax for the payment of interest on the Notes is a tax authorized by law for payment of the Bonds in anticipation of which the Notes have been issued. The Principal Amount of the Notes shall not exceed the remaining principal amount of authorized but unissued Bonds under the Authorization.

Section 5. Form of Notes. The Notes shall be issued in registered form and shall be substantially in the forms set forth in Exhibit A attached hereto and by reference incorporated herein, the blanks in said forms to be filled in with appropriate words and figures. The Notes may be initially registered in the name of “Cede & Co.” as nominee of DTC, and shall be evidenced by one or more notes in the aggregate initial Principal Amount of the Notes. DTC is hereby appointed Depository for the Notes. Registered ownership may not thereafter be transferred except as set forth in Section 6 hereof. There shall be simultaneously delivered with each Note, the legal opinion of Stradling Yocca Carlson & Rauth, a Professional Corporation respecting the validity of said Notes and, immediately following such legal opinion, a certificate executed with the facsimile signature of the Secretary of the Board of Trustees, said certificate to be in substantially the following form:

I HEREBY CERTIFY that the following is a true and correct copy of the legal opinion regarding the Notes therein described that was provided by Stradling Yocca Carlson & Rauth, a Professional Corporation, and was dated as of the date of delivery of and payment for said Notes.

[Facsimile Signature]

Secretary of the Board of Trustees

Section 6. Transfer and Exchange of Notes. Subject to the provisions of Section 7 hereof, the registration of any Note may, in accordance with its terms, be transferred, upon the Bond Register kept by the Paying Agent for such purpose, by the person in whose name it is registered, in person or by his or her duly authorized attorney, upon surrender of such Note for cancellation, accompanied by delivery of a written instrument of transfer, duly executed in a form approved by the Paying Agent.

Whenever any Note or Notes shall be surrendered for registration or transfer, the Paying Agent shall execute and deliver a new Note or Notes, for a like tenor, maturity and Transfer Amount. The Paying Agent shall require the Owner of a Note requesting such registration of transfer to pay any tax or other governmental charge required to be paid with respect to such transfer. The District may require the Owner requesting such registration of transfer to pay such additional reasonable charge as may be necessary to cover customary expenses incurred and fees charged by the Paying Agent with respect to such registration of transfer. The Paying Agent may treat the registered Owner of any Note as the absolute owner thereof for all purposes whatsoever in accordance with this Resolution, and the Paying Agent shall not be affected by any notice to the contrary.

Subject to the provisions of Section 7 hereof, Notes may be exchanged at the office of the Paying Agent in authorized denominations and in a like aggregate Transfer Amount. The Paying Agent shall require the payment by the Owner of a Note requesting such exchange of any tax or other governmental charge required to be paid with respect to such exchange. The Paying Agent may require the Owner requesting such exchange to pay such additional reasonable charge as may be necessary to cover customary expenses incurred and fees charged by the Paying Agent or the District with respect to such exchange.

Section 7. Use of Depository.

- (a) The Notes may be initially registered as provided in Section 5 hereof. In such event, registered ownership of the Notes, or any portion thereof, may not thereafter be transferred except:
- (i) To any successor of Cede & Co., as nominee of DTC, or its nominee, or to any Substitute Depository designated pursuant to clause (ii) of this Section 7 (a "Substitute Depository"); provided, that any successor of Cede & Co., as nominee of DTC or a Substitute Depository, shall be qualified under any applicable laws to provide the services proposed to be provided by it;
 - (ii) To any Substitute Depository not objected to by the Paying Agent, upon (1) the resignation of DTC or its successor (or any Substitute Depository or its successor) from its functions as Depository, or (2) a determination by the District to substitute another Depository for DTC (or its successor) because DTC or its successor (or any Substitute Depository or its successor) is no longer able to carry out its functions as Depository; provided, that any such Substitute Depository shall be qualified under any applicable laws to provide the services proposed to be provided by it; or
 - (iii) To any person as provided below, upon (1) the resignation of DTC or its successor (or Substitute Depository or its successor) from its functions as Depository, or (2) a determination by the District to remove DTC or its successor (or any Substitute Depository or its successor) from its functions as Depository.
- (b) In the case of any transfer pursuant to clause (i) or clause (ii) of subsection (a) of this Section 7, upon receipt of the Outstanding Notes by the Paying Agent, together with a request of the District, to the Paying Agent, a new Note shall be executed and delivered in the aggregate principal amount of the Notes registered in the name of such successor or such Substitute Depository, or their nominees, as the case may be, all as specified in such request of the District. In the case of any transfer pursuant to clause (iii) of subsection (1) of this Section 7, upon receipt of the Outstanding Notes by the Paying Agent together with a request of the District to the Paying Agent, new Notes shall be executed and delivered in such denominations numbered in the manner determined by the Paying Agent and registered in the names of such persons as are requested in such a request of the District. Thereafter, Notes shall be transferred pursuant to Section 6 hereof.
- (c) The District and the Paying Agent shall be entitled to treat the person in whose name any Note is registered as the Owner thereof for all purposes of this Resolution and any applicable laws, notwithstanding any notice to the

contrary received by the Paying Agent or the District; and the District and the Paying Agent shall have no responsibility for transmitting payments to, communication with, notifying, or otherwise dealing with any Beneficial Owners of the Notes and neither the District nor the Paying Agent will have any responsibility or obligations, legal or otherwise, to the Beneficial Owners or to any other party, including DTC or its successor (or Substitute Depository or its successor), except for the Owner of any Notes.

- (d) So long as the Outstanding Notes are registered in the name of Cede & Co. or its registered assigns, the District and the Paying Agent shall cooperate with Cede & Co., as sole registered Owner, or its registered assigns in effecting payment of the principal of and interest on the Notes by arranging for payment in such manner that funds for such payments are properly identified and are made immediately available on the date they are due.

Section 8. Deposit of Note Proceeds; No Arbitrage

- (1) The purchase price received from the Underwriter pursuant to the Purchase Contract, to the extent of the Principal Amount thereof shall be paid to the Treasurer to the credit of the fund of the District hereby created and established and to be known as the “Mt. San Antonio Community College District 2017 Bond Anticipation Note Building Fund” (the “Building Fund”), which fund shall be kept separate and distinct from all other District and County funds, and those proceeds deposited therein shall be used solely for the purpose for which the Notes are being issued, provided that such proceeds shall be applied solely to authorized purposes of the Bond Election. Interest earnings on moneys held in the Building Fund shall be retained in the Building Fund. The County shall have no responsibility for assuring the proper use by the District of funds on deposit in the Building Fund.
- (2) The purchase price received from the Underwriter pursuant to the Purchase Contract, to the extent of accrued interest or net original issue premium, shall be paid to the Paying Agent and kept separate and apart in the fund hereby created and established and to be designated as the “Mt. San Antonio Community College District 2017 Bond Anticipation Note Debt Service Fund” (the “Debt Service Fund”), and which funds shall be used only for payment of principal of and interest on the Notes, and for no other purpose. Any proceeds of Renewal Notes received by the District and other funds of the District lawfully available for the purpose of repaying the Notes or Renewal Notes shall be deposited into the Debt Service Fund or otherwise applied to pay the principal of and interest due on the Notes. So long as the Notes and any Renewal Notes are Outstanding, amounts in the Debt Service Fund are irrevocably pledged to the repayment of the Notes or any Renewal Notes. Interest earnings on moneys held in the Debt Service Fund shall be retained in the Debt Service Fund. Any excess proceeds of the Notes not needed for the authorized purposes set forth herein for which the Notes are being issued

shall be transferred to the Debt Service Fund and applied as provided for in this Section 8.

If, after payment in full of the Notes, there remain excess proceeds in the Debt Service Fund, any such excess amounts shall be transferred to the debt service fund of any outstanding Bond issued under the Authorization.

- (3) The costs of issuance of the Notes are hereby authorized to be paid either from premium withheld by the Underwriter pursuant to the Purchase Contract, or from the Principal Amount of the Notes received from the Underwriter. To the extent that such costs of issuance are paid from the Principal Amount, the District may direct that a portion thereof, in an amount not-to-exceed 2.0% of such Principal Amount, in lieu of being deposited into the Building Fund, be deposited into a costs of issuance account to be held by a fiscal agent of the District appointed for such purpose.
- (4) The District hereby covenants that it will make no use of the proceeds of the Notes that would cause the Notes to be “arbitrage bonds” under Section 148 of the Code; and, to that end, so long as any of the Notes are Outstanding, the District, and all of its officers having custody or control of such proceeds, shall comply with all requirements of said section, including restrictions on the use and investment of proceeds of the Notes and the rebate of a portion of investment earnings on certain amounts, including proceeds of the Notes, if required, to the Federal government, and of the Income Tax Regulations of the United States Treasury promulgated thereunder or under any predecessor provisions, to the extent that such regulations are, at the time, applicable and in effect, so that the Notes will not be “arbitrage bonds.”

Furthermore, the District will not make any use of the proceeds of the Notes or any other funds of the District, or take or omit to take any other action, that would cause the Notes to be “private activity bonds” within the meaning of Section 141 of the Code or “federally guaranteed” within the meaning of Section 149(b) of the Code. To that end, so long as any Notes are unpaid, the District, with respect to such proceeds and such other funds, will comply with all requirements of such Sections and all regulations of the United States Department of the Treasury issued thereunder and under Section 103 of the Code, to the extent such requirements are, at the time, applicable and in effect.

The District will not use or permit the use of its facilities or any portion thereof by any person other than a governmental unit as such term is used in Section 141 of the Code, in such manner or to such extent as would result in the loss of exclusion from gross income for federal income tax purposes of the interest paid on the Notes. In furtherance of the foregoing tax covenants of this Section 8, the District covenants that it will comply with the instructions and requirements of the Tax Certificate to be executed and delivered by the District on the date of issuance of the Notes, which are incorporated herein

as if fully set forth herein. These covenants shall survive the payment in full or defeasance of the Notes.

If required by the Tax Certificate executed upon the issuance of the Notes, the District will establish with the County a Rebate Fund for purposes of paying any rebate owed under the Code.

Section 9. Investment of Proceeds of the Notes

- (a) Moneys in the Debt Service Fund and the Building Fund shall be invested at the written direction of the District, in Permitted Investments. If at the time of issuance the District determines to issue the Notes as Tax-Exempt Notes without regard to the Internal Revenue Code “temporary period” restrictions, all investment of Note proceeds shall be subject to paragraph (1) below; and the District, may provide for an agent to assist the County in investing funds pursuant to paragraph (1) below. If the District fails to direct the County or its agent, as the case may be, the County or its agent shall invest or cause the funds in the Building Fund to be invested in Qualified Permitted Investments, subject to the provisions of paragraph (1) below, until such time as the District provides written direction to invest such funds otherwise. Neither the County nor its officers and agents, as the case may be, shall have any responsibility or obligation to determine the tax consequences of any investment. The interest earned on the moneys deposited to the Building Fund shall be applied as set forth in subparagraph (1) (C) below:

(1) Covenant Regarding Investment of Proceeds.

- (A) Permitted Investments. Beginning on the delivery date, and at all times until expenditure for authorized purposes, not less than 95% of the proceeds of the Notes deposited in the Building Fund, including investment earnings thereon, will be invested in Qualified Permitted Investments. Notwithstanding the preceding provisions of this Section, for purposes of this paragraph, amounts derived from the disposition or redemption of Qualified Permitted Investments and held pending reinvestment or redemption for a period of not more than 30 days may be invested in Permitted Investments. The District hereby authorizes investments made pursuant to this Resolution with maturities exceeding five years.

(B) Recordkeeping and Monitoring Relating to Building Fund.

- i. Information Regarding Permitted Investments. The District hereby covenants that it will record or cause to be recorded with respect to each Permitted Investment in the Building Fund the following information: purchase date; purchase price; information establishing the Fair Market Value of such Permitted Investment; face amount; coupon rate; periodicity of interest payments;

disposition price; disposition date; and any accrued interest received upon disposition.

- ii. Information in Qualified Non-AMT Mutual Funds. The District hereby covenants that, with respect to each investment of proceeds of the Notes in a Qualified Non-AMT Mutual Fund pursuant to paragraph (1) (A) above, in addition to recording, or causing to be recorded, the information set forth in paragraph (1) (B) (i) above, it will retain a copy of each IRS information reporting form and account statement provided by such Qualified Non-AMT Mutual Fund.
 - iii. Monthly Investment Fund Statements. The District covenants that it will obtain, at the beginning of each month following the delivery date, a statement of the investments in the Building Fund detailing the nature, amount and value of each investment as of such statement date.
 - iv. Retention of Records. The District hereby covenants that it will retain the records referred to in paragraph (1)(B)(i) and each IRS information reporting form referred to in paragraph (1)(B)(ii) with its books and records with respect to the Notes until three years following the last date that any obligation comprising the Notes is retired.
- (C) Interest Earned on Permitted Investments. The interest earned on the moneys deposited in the Building Fund shall be deposited in the Building Fund and used for the purposes of that fund.

Except as required below to satisfy the requirements of Section 148(f) of the Code, interest earned on the investment of moneys held in the Debt Service Fund shall be retained in the Debt Service Fund and used by the County to pay the principal of and interest on the Notes when due.

Section 10. Payment of Notes.

- (a) Source of Payment. The principal amount of the Notes, together with the interest thereon, shall be payable from proceeds of the sale of any Renewal Notes, Bonds, or from other funds of the District lawfully available for the purpose of repaying the Notes, including State grants. Interest on the Notes also shall be payable from the *ad valorem* tax lawfully levied to pay principal of and interest on the Notes. The District covenants that, prior to the maturity of the Notes, it shall issue or cause to be issued either Bonds, Renewal Notes

or certificates of participation, or a combination thereof, in an amount sufficient to pay the principal and interest due on the Notes.

- (b) Issuance of Renewal Notes. In the event that the sale of the Bonds does not occur prior to the maturity of the Notes, and if the Notes are payable at a fixed time less than five years from the date of issuance of the Prior Notes, the District shall cause Renewal Notes to be issued for the purpose of paying the Notes. The renewal of such Notes may not occur after the sale of Bonds in anticipation of which the Notes were issued.

The total amount of the Notes and Renewal Notes issued and Outstanding may not at any time exceed the total amount of the unsold Bonds of the Authorization.

- (c) Maximum Term of Renewal Notes. Any Renewal Notes shall be payable at a fixed time not more than five years from the date of the original issuance of the Notes.

Section 11. Execution of Notes. The President of the Board, or a designated deputy thereof, is hereby authorized to sign the Notes manually or by facsimile signature, and the Secretary of the Board (the "Secretary"), or a designated deputy thereof, is hereby authorized to countersign the Notes manually or by facsimile signature and said officers are hereby authorized to cause the blank spaces thereof to be filled in as may be appropriate. No Note shall be valid or obligatory for any purpose or shall be entitled to any security or benefit under this Resolution unless and until the certificate of authentication printed on the Note is manually signed by the Paying Agent as authenticating agent. Authentication by the Paying Agent shall be conclusive evidence that the Note so authenticated has been duly issued, signed and delivered under this Resolution and is entitled to the security and benefit of this Resolution.

Section 12. Appointment of Professionals. Stradling Yocca Carlson & Rauth, a Professional Corporation is appointed to act as Bond Counsel and Disclosure Counsel in connection with the issuance of the Notes. RBC Capital Markets, LLC and Stifel, Nicolaus & Company, Incorporated are hereby appointed to act as the underwriters (the "Underwriters") in connection with the issuance of the Notes. RBC Capital Markets, LLC shall act as representative (the "Representative") of the Underwriters.

Section 13. Purchase Contract. The Notes shall be sold at a negotiated sale, which is hereby determined to provide more flexibility in the timing of the sales therefor, an ability to implement such sales in a shorter time period, an increased ability to structure the Notes to fit the needs of particular purchasers, and a greater opportunity for the Underwriters to pre-market the Notes to potential purchasers prior to their sale, all of which will contribute to the District's goal of achieving the lowest overall cost of funds. The form of Purchase Contract, by and between the District and the Representative, substantially in the form presented to this meeting and on file with the Secretary of this Board is hereby approved. The Authorized Officers, each alone, are hereby authorized to execute and deliver the Purchase Contract substantially in the form presented to this

meeting, with such changes therein, deletions therefrom and modifications thereto as the officer executing the same may approve, such approval to be conclusively evidenced by his or her execution and delivery thereof; provided, however, that the maximum true interest cost on the Notes shall not exceed the maximum rate allowed by law and that the Underwriters' discount, excluding expenses of the Underwriters, original issue discount, and costs of issuance to be paid by the Underwriters, shall not exceed 0.4% of the principal amount of the Notes. The Authorized Officers, each alone, are hereby further authorized to determine the maximum principal amount of Notes to be specified in the Purchase Contract, up to \$90,000,000, and to accept or reject the purchase price proposed by the Underwriter subject to the limitations set forth above.

Section 14. Authorization of Preliminary Official Statement and Official Statement. The Preliminary Official Statement relating to the Notes, substantially in the form on file with the Secretary to this Board, is hereby approved. The Authorized Officers, each alone, are hereby further authorized and directed, for and in the name and on behalf of the District, to deem the Preliminary Official Statement "final" pursuant to 15c2-12 of the Securities Exchange Act of 1934, as amended, prior to its distribution and to execute and deliver to the Underwriters a final Official Statement, substantially in the form of the Preliminary Official Statement, with such changes therein, deletions therefrom and modifications thereto as the Authorized Officer executing the same shall approve. The Underwriters are hereby authorized to distribute copies of the Preliminary Official Statement to persons who may be interested in the purchase of the Notes and are directed to deliver copies of any final Official Statement to the purchasers of the Notes. Execution of the Official Statement shall conclusively evidence the District's approval of the Official Statement.

Section 15. Continuing Disclosure Certificate. The District hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate, as originally executed and as it may be amended from time to time in accordance with the terms thereof. Any Owner of the Notes may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the District to comply with its obligations under this Section. Noncompliance with this Section shall not constitute a default hereunder or result in acceleration of the Notes.

Section 16. Supplemental Resolution; Amendment.

- (a) Except as otherwise provided, the provisions of this Resolution relating to the Notes, and the rights and obligations of the District and of the Owners of the Notes issued hereunder, may be modified or amended at any time by a supplemental resolution adopted by the District with the written consent of Owners owning at least 60% in aggregate principal amount of the Outstanding Notes, exclusive of Notes, if any, owned by the District; provided, however, that no such modification or amendment shall, without the express consent of the Owner of each Note, affected, reduce the principal amount of any Note, reduce the interest rate payable thereon, extend its maturity or the times for paying interest thereon or change the monetary medium in which principal and interest

is payable, nor shall any modification or amendment reduce the percentage of consents required for amendment or modification. No such supplemental resolution shall change or modify any of the rights or obligations of any Paying Agent without its written assent thereto. Notwithstanding anything herein to the contrary, no such consent shall be required if the Owners are not directly and adversely affected by such amendment or modification.

- (b) Except as otherwise provided, the provisions of this Resolution relating to the Notes, and the rights and obligations of the District and of the Owners of the Notes, issued hereunder, may be modified or amended at any time by a supplemental resolution adopted by the District without the written consent of the Owners (i) to add to the covenants and agreements of the District in this Resolution, other covenants and agreements to be observed by the District which are not contrary to or inconsistent with this Resolution as theretofore in effect; (ii) to add to the limitations and restrictions in this Resolution, other limitations and restrictions to be observed by the District which are not contrary to or inconsistent with this Resolution as theretofore in effect; (iii) to confirm as further assurance any pledge under, and the subjection to any lien or pledge created or to be created by, this Resolution, of any moneys, securities or funds, or to establish any additional funds or accounts to be held under this Resolution; (iv) to cure any ambiguity, supply any omission, or cure to correct any defect or inconsistent provision in this Resolution; or (v) to amend or supplement this Resolution in any other respect, provided such Supplemental Resolution does not adversely affect the interests of the Owners of the Notes.
- (c) Any act done pursuant to a modification or amendment so consented to shall be binding upon the Owners of all the Notes and shall not be deemed an infringement of any of the provisions of this Resolution, whatever the character of such act may be, and may be done and performed as fully and freely as if expressly permitted by the terms of this Resolution, and after consent relating to such specified matters has been given, no Owner shall have any right or interest to object to such action or in any manner to question the propriety thereof or to enjoin or restrain the District or any officer or agent of either from taking any action pursuant thereto.
- (d) Notwithstanding any other provision herein, the provisions of this Resolution as they relate to the terms of the Notes may be amended by the Purchase Contract or the Official Statement.

Section 17. Resolution To Constitute Contract. In consideration of the purchase and acceptance of any and all of the Notes authorized to be issued hereunder by those who shall own the same from time to time, this Resolution shall be deemed to be and shall constitute a contract between the District and the Owners from time to time of the Notes, as applicable; and the pledge made in this Resolution shall be for the equal benefit, protection and security of the Owners of any and all of the Notes, as applicable, all of which, regardless of the time or times of their issuance or maturity, shall be of equal

rank without preference, priority or distinction of any of the Notes over any other note or bond, as applicable.

Section 18. Unclaimed Moneys. Anything in this Resolution to the contrary notwithstanding, any moneys held by the Paying Agent in trust for the payment and discharge of any of the Notes which remain unclaimed for two (2) years after the date when such Notes have become due and payable and moneys were held by the Paying Agent at such date, or for two (2) years after the date of deposit of such moneys if deposited with the Paying Agent after said date when such Notes become due and payable, shall be repaid by the Paying Agent to the District, as its absolute property and free from trust, and the Paying Agent shall thereupon be released and discharged with respect thereto and the Owners of the Notes shall look only to the District for the payment of such Notes; provided, however, that before being required to make such payment to the District, the Paying Agent shall, at the expense of District, cause to be mailed to the Owners of all such Notes, at their respective addresses appearing on the Bond Register, a notice that said moneys remain unclaimed and that, after a date in said notice, which date shall not be less than thirty (30) days after the date of mailing such notice, the balance of such moneys then unclaimed will be returned to the District.

Section 19. Defeasance. All or any portion of the Notes may be defeased prior to maturity in the following ways:

- (a) Cash: by irrevocably depositing with an independent escrow agent selected by the District an amount of cash which, together with any amounts transferred from the Debt Service Fund, if required, is sufficient to pay all Notes designated for defeasance, including all principal thereof, interest thereon and redemption premium, if any, at or before their maturity date; or
- (b) Government Obligations: by irrevocably depositing with an independent escrow agent selected by the District noncallable Government Obligations (defined below) together with any amounts transferred from the Debt Service Fund or other cash, if required, in such amount as will, in the opinion of an independent certified public accountant, together with interest to accrue thereon, be fully sufficient to pay and discharge all Notes designated for defeasance (including all principal thereof, interest thereon and redemption premium, if any) at or before their maturity date;

Then, notwithstanding that any of such Notes shall not have been surrendered for payment, all obligations of the District with respect to all such designated Outstanding Notes shall cease and terminate, except only the obligation of the independent escrow agent selected by the District to pay or cause to be paid from funds deposited pursuant to paragraphs (a) or (b) of this Section, to the Owners of such designated Notes not so surrendered and paid all sums due with respect thereto.

For purposes of this Section, Government Obligations shall mean:

Direct and general obligations of the United States of America (which may consist of obligations of the Resolution Funding Corporation that constitute interest strips), or obligations that are unconditionally guaranteed as to principal and interest by the United States of America. In the case of direct and general obligations of the United States of America, Government Obligations shall include evidences of direct ownership of proportionate interests in future interest or principal payments of such obligations. Investments in such proportionate interests must be limited to circumstances where (i) a bank or trust company acts as custodian and holds the underlying United States obligations; (ii) the owner of the investment is the real party in interest and has the right to proceed directly and individually against the obligor of the underlying United States obligations; and (iii) the underlying United States obligations are held in a special account, segregated from the custodian's general assets, and are not available to satisfy any claim of the custodian, any person claiming through the custodian, or any person to whom the custodian may be obligated; provided that such obligations are rated or assessed at least as high as direct and general obligations of the United States of America by Standard & Poor's or Moody's Investors Service.

Section 20. Delivery of Notes; Further Actions. The proper officials of the District are hereby authorized and directed to deliver the Notes to the Underwriter in accordance with the Purchase Contract. All actions heretofore taken by the officials and agents of the District with respect to the sale and issuance of the Notes are hereby approved, confirmed and ratified, and the officials of the District are hereby authorized and directed, for and in the name and on behalf of the Board, to do any and all things and take any and all actions and execute and deliver any and all certificates, agreements and other documents, which they, or any of them, may deem necessary or advisable in order to consummate the lawful issuance and delivery of the Notes in accordance with this Resolution.

Section 21. Legislative Determinations. The Board determines that all acts and conditions necessary to be performed by the Board or to have been met precedent to and in the issuing of the Notes in order to make them legal, valid and binding obligations of the District have been performed and have been met, or will at the time of delivery of the Notes have been performed and have been met, in regular and due form as required by law; and that no statutory or constitutional limitation of indebtedness or taxation will have been exceeded in the issuance of the Notes.

Section 22. Recitals. All the recitals in this Resolution above are true and correct and this Board so finds, determines and represents.

PASSED AND ADOPTED by the vote of the members of the Governing Board of the Mt. San Antonio Community College District on the 8th day of March 2017 by a vote of:

AYES:

NOES:

ABSENT:

Rosanne Bader
President, Board of Trustees
Mt. San Antonio Community College District

ATTEST:

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

SECRETARY'S CERTIFICATE

I, William T. Scroggins, Secretary of the Board of Trustees of the Mt. San Antonio Community College District, Los Angeles County, California, hereby certify as follows:

The foregoing is a full, true and correct copy of a Resolution duly adopted at a special meeting of the Board of Trustees of said District duly and legally held at the special meeting in place thereof on March 8, 2017, of which meeting all of the members of the Board of said District had due notice and at which a quorum was present.

I have carefully compared the same with the original minutes of said meeting on file and of record in my office and the foregoing is a full, true and correct copy of the original Resolution adopted at said meeting and entered in said minutes.

Said Resolution has not been amended, modified or rescinded since the date of its adoption, and the same is now in full force and effect.

Dated: March 8, 2017

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

EXHIBIT A

(Form of Current Interest Note)

Registered No. 1 \$ _____

**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
(LOS ANGELES COUNTY, CALIFORNIA)
2017 GENERAL OBLIGATION BOND ANTICIPATION NOTE**

Rate of Interest: Dated Date: Maturity Date: CUSIP:

REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT:

FOR VALUE RECEIVED, Mt. San Antonio Community College District (the "District"), Los Angeles County, State of California, acknowledges itself indebted to and promises to pay the Registered Owner identified above, or registered assigns, at the principal office of U.S. Bank National Association, as Paying Agent (the "Paying Agent") the Principal Amount specified above, in lawful money of the United States of America, on the Maturity Date, and interest thereon until the Principal Amount is paid or provided for, at the Interest Rate stated above, on February 1 and August 1 of each year (the "Note Payment Dates"), commencing August 1, 2017. This Note will bear interest from the Note Payment Date next preceding the date of authentication hereof unless it is authenticated as of a day during the period from the 15th day of the month next preceding any Note Payment Date to the Note Payment Date, inclusive, in which event it shall bear interest from such Note Payment Date, or unless it is authenticated on or before July 15, 2017, in which event it shall bear interest from the Date of Delivery. Interest on this bond shall be computed on the basis of a 360-day year of twelve 30-day months. Both the principal of and interest on this Note shall be payable only upon surrender of this Note as the same shall fall due; provided, however, no interest shall be payable for any period after maturity during which the holder hereof fails to properly present this Note for payment.

It is hereby certified, recited and declared that this Note is one of an authorized issue of Notes in the aggregate principal amount of Ninety Million Dollars (\$90,000,000), all of like date, tenor and effect, made, executed and given pursuant to and by authority of a resolution of the Board of Trustees of the District duly passed and adopted on March 8, 2017, under and by authority of Sections 15150 *et seq.*, Chapter 1 of Title 1, Division 1, Part 10 of the Education Code of the State of California (the "Act"), and, in particular, pursuant to the authority set forth in Section 15150 of the Act, and that all acts, conditions and things required to exist, happen and be performed precedent to and in the issuance of this Note have existed, happened and been performed in regular and due time, form

and manner as required by law, and that this Note, together with all other indebtedness and obligations of the District, does not exceed any limit prescribed by the Constitution or statutes of the State of California.

The principal amount of the Notes, together with the interest thereon, shall be payable from the proceeds of the sale of general obligation bonds authorized at a duly called election held in the District on November 4, 2008, and thereafter canvassed pursuant to law, or of any bond anticipation notes in renewal of the Notes, or from other funds of the District lawfully available for the purpose of repaying the notes, including State grants. Interest on the Notes shall also be payable from the *ad valorem* tax levied to pay such interest thereon.

This Note is transferable by the registered owner hereof in person or by his or her attorney duly authorized in writing at the Paying Agent in Los Angeles, California, but only in the manner, subject to the limitations and upon payment of the charges provided in the Resolution, and upon surrender and cancellation of this Note except this Note shall not be transferred or exchanged later than the fifteenth day prior to the maturity date hereof. Upon such transfer, a new Note or Notes of authorized denominations and for the same aggregate principal amount will be issued to the transferees in exchange herefor.

The District and the Paying Agent may deem and treat the registered owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes, and neither the District nor the Paying Agent shall be affected by any notice to the contrary.

Unless this certificate is presented by an authorized representative of DTC to the issuer or its agent for registration of transfer, exchange or payment, and any certificate issued is registered in the name of Cede & Co. or such other name as requested by an authorized representative of DTC and any payment is made to Cede & Co., ANY TRANSFER, PLEDGE OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL since the registered owner hereof, Cede & Co. has an interest herein.

IN WITNESS WHEREOF, the District has caused this Note to be executed by the President of its Board of Trustees by manual or facsimile signature and countersigned by the Secretary by manual or facsimile signature this 8th day of March, 2017.

**MT. SAN ANTONIO COMMUNITY COLLEGE
DISTRICT**

By: _____
Rosanne Bader
President, Board of Trustees

COUNTERSIGNED:

William T. Scroggins
Secretary, Governing Board

CERTIFICATE OF AUTHENTICATION

This Note is one of the Notes described in the Note Resolution referred to herein which has been authenticated and registered on _____, 2017.

By: U.S. BANK NATIONAL
ASSOCIATION, as Paying Agent

Authorized Signatory

LEGAL OPINION

I HEREBY CERTIFY that the following is a true and correct copy of the legal opinion regarding the Notes therein described that was provided by Stradling Yocca Carlson & Rauth, a Professional Corporation, and was dated as of the date of delivery of and payment for said Notes.

William T. Scroggins
Secretary, Governing Board

ASSIGNMENT

For value received the undersigned do(es) hereby sell, assign and transfer unto _____ the within-mentioned registered Note and hereby irrevocably constitute(s) and appoint(s) _____ attorney, to transfer the same on the books of the Paying Agent with full power of substitution in the premises.

Dated: _____

Signature Guaranteed by:

NOTE: The signature to the assignment must be guaranteed by an eligible guarantor institution.

NOTE: The signature to the assignment must correspond to the name as written on the face of this Note in every particular, without any alteration or change whatsoever.

(Form of Capital Appreciation Note)

Registered No. ____ \$ _____

**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
(LOS ANGELES COUNTY, CALIFORNIA)
2017 GENERAL OBLIGATION BOND ANTICIPATION NOTE**

Accretion Rate: Dated Date: Maturity Date: CUSIP:

REGISTERED OWNER: CEDE & CO.

DENOMINATIONAL AMOUNT:

MATURITY VALUE:

FOR VALUE RECEIVED, Mt. San Antonio Community College District (the "District"), Los Angeles County, State of California, acknowledges itself indebted to and promises to pay the Registered Owner identified above, or registered assigns, at the principal office of U.S. Bank National Association (the "Paying Agent") the Maturity Value specified above, in lawful money of the United States of America, on the Maturity Date as specified above, such Maturity Value comprising the Denominational Amount and interest accreting thereon, compounded semiannually on February 1 and August 1 of each year commencing August 1, 2017, at the Accretion Rate specified above to such Maturity Date, assuming that in any such semiannual period the sum of such compounded accreted interest and the Denominational Amount (such sum being referred to herein as the "Accreted Value") increased in equal daily amounts on the basis of a 360-day year or twelve 30-day months. Both the principal of and interest on this Note shall be payable only upon surrender of this Note as the same shall fall due; provided, however, no interest shall be payable for any period after maturity during which the holder hereof fails to properly present this Note for payment.

It is hereby certified, recited and declared that this Note is one of an authorized issue of Notes in the aggregate principal amount of Ninety Million Dollars (\$90,000,000), all of like date, tenor and effect, made, executed and given pursuant to and by authority of a resolution of the Board of Trustees of the District duly passed and adopted on March 8, 2017, under and by authority of Sections 15150 *et seq.*, Chapter 1 of Title 1, Division 1, Part 10 of the Education Code of the State of California (the "Act"), and, in particular, pursuant to the authority set forth in Section 15150 of the Act, and that all acts, conditions and things required to exist, happen and be performed precedent to and in the issuance of this Note have existed, happened and been performed in regular and due time, form and manner as required by law, and that this Note, together with all other indebtedness and obligations of the District, does not exceed any limit prescribed by the Constitution or statutes of the State of California.

The principal amount of the Notes, together with the interest thereon, shall be payable from the proceeds of the sale of general obligation bonds authorized at a duly called election held in the District on November 4, 2008 and thereafter canvassed pursuant to law, or of any bond anticipation notes in renewal of the Notes, or from other funds of the District lawfully available for the purpose of repaying the notes, including State grants. Interest on the Notes shall also be payable from the *ad valorem* tax levied to pay such interest thereon.

This Note is transferable by the registered owner hereof in person or by his or her attorney duly authorized in writing at the Paying Agent in Los Angeles, California, but only in the manner, subject to the limitations and upon payment of the charges provided in the Resolution, and upon surrender and cancellation of this Note except this Note shall not be transferred or exchanged later than the fifteenth day prior to the maturity date hereof. Upon such transfer, a new Note or Notes of authorized denominations and for the same aggregate principal amount will be issued to the transferees in exchange herefor.

The District and the Paying Agent may deem and treat the registered owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes, and neither the District nor the Paying Agent shall be affected by any notice to the contrary.

Unless this certificate is presented by an authorized representative of DTC to the issuer or its agent for registration of transfer, exchange or payment, and any certificate issued is registered in the name of Cede & Co. or such other name as requested by an authorized representative of DTC and any payment is made to Cede & Co., ANY TRANSFER, PLEDGE OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL since the registered owner hereof, Cede & Co. has an interest herein.

IN WITNESS WHEREOF, the District has caused this Note to be executed by the President of its Board of Trustees by manual or facsimile signature and countersigned by the Secretary by manual or facsimile signature this 8 day of March, 2017.

**MT. SAN ANTONIO COMMUNITY COLLEGE
DISTRICT**

By: _____
Rosanne Bader
President, Board of Trustees

COUNTERSIGNED:

William T. Scroggins
Secretary, Board of Trustees

CERTIFICATE OF AUTHENTICATION

This Note is one of the Notes described in the Note Resolution referred to herein which has been authenticated and registered on _____, 2017.

By: U.S. BANK NATIONAL
ASSOCIATION, as Paying Agent

Authorized Signatory

LEGAL OPINION

I HEREBY CERTIFY that the following is a true and correct copy of the legal opinion upon the notes therein described that was provided by Stradling Yocca Carlson & Rauth, a Professional Corporation, and was dated as of the date of delivery of and payment for said Notes.

William T. Scroggins
Secretary, Board of Trustees

ASSIGNMENT

For value received the undersigned do(es) hereby sell, assign and transfer unto _____ the within-mentioned registered Note and hereby irrevocably constitute(s) and appoint(s) _____ attorney, to transfer the same on the books of the Paying Agent with full power of substitution in the premises.

Dated: _____

Signature Guaranteed by:

NOTE: The signature to the assignment must be guaranteed by an eligible guarantor institution.

NOTE: The signature to the assignment must correspond to the name as written on the face of this Note in every particular, without any alteration or change whatsoever.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 8, 2017</u>	CONSENT
SUBJECT:	<u>Resolution No. 16-11 – Authorizing a Debt Issuance and Management Policy in Accordance with Senate Bill 1029</u>	

BACKGROUND

Existing California law requires public agencies to provide information to the California Debt and Investment Advisory Commission (CDIAC) no later than 30 days prior to the sale of the debt. Senate Bill 1029 (S.B. 1029), signed into law by Governor Brown on September 12, 2016, amends this law to place additional reporting obligations on issuers of debt. In part, S.B. 1029 requires that an issuer certify that it has adopted local debt policies concerning the use of debt and that the proposed debt issuance is consistent with the local debt policies. S.B. 1029 lists certain topics to be covered in the local debt policies. To meet statutory requirements, at a minimum, the debt management policy should include:

- the purpose for which the debt proceeds may be used;
- the types of debt/securities that may be issued;
- the relationship of the debt/securities to, and integration with, the issuing public agency's public capital improvement program or budget, if applicable;
- policy goals related to the issuing agency's planning goals and objectives; and
- the internal control procedures that the issuing agency has implemented, or will implement, to ensure that the proceeds of each proposed securities issuance will be directed to the intended/authorized use.

ANALYSIS AND FISCAL IMPACT

The College expects to execute and deliver its Measure RR bonds in 2017 and, therefore, must adopt a debt issuance and management policy in compliance with S.B. 1029. Bond counsel has assisted the College with preparing a debt issuance and management policy that is in compliance with S.B. 1029.

We are asking the Board of Trustees to approve Resolution No. 16-11 for the establishment of the College debt issuance and management policy that addresses the topics required to be covered pursuant to S.B. 1029.

Prepared by: _____	Rosa M. Royce	Reviewed by: _____	Michael D. Gregoryk
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #6

SUBJECT: Resolution No. 16-11 – Authorizing a Debt Issuance and Management
Policy in Accordance with Senate Bill 1029

DATE: March 8, 2017

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves Resolution No. 16-11 to establish a Debt Issuance and Management Policy in accordance with S.B. 1029.

**RESOLUTION NO. 16-11
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
RESOLUTION OF THE BOARD OF TRUSTEES OF THE MT. SAN ANTONIO
COMMUNITY COLLEGE DISTRICT APPROVING A DEBT ISSUANCE AND
MANAGEMENT POLICY IN ACCORDANCE WITH S.B. 1029**

WHEREAS, the State legislature has recently enacted S.B. 1029, amending Government Code Section 8855, which requires all public agencies to certify 30 days prior to the time bonds are sold, that it has adopted local debt policies addressing the topics set forth in Government Code Section 8855(i); and

WHEREAS, the Board of Trustees (the "Board") of the Mt. San Antonio Community College District (the "District") expects to issue debt pursuant to its Measure RR authorization; and

WHEREAS, from time-to-time the District has the opportunity to consider other forms of debt issuance; and

WHEREAS, the Board desires to adopt a Debt Issuance and Management Policy in compliance with Government Code Section 8855;

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT DOES HEREBY FIND, DETERMINE, AND CERTIFY AS FOLLOWS:

Section 1. The Board finds and determines that the foregoing recitals are true and correct.

Section 2. The Board approves the Debt Issuance and Management Policy attached hereto.

Section 3. Officers of the Board are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to give effect to and comply with the terms and intent of this Resolution. Such actions heretofore taken by such officers, officials and staff are hereby ratified, confirmed and approved.

PASSED AND ADOPTED by the vote of the members of the Governing Board of the Mt. San Antonio Community College District on the 8th day of February 2017 by a vote of:

AYES:

NOES:

ABSENT:

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

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

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

DEBT ISSUANCE AND MANAGEMENT POLICY

This Debt Management Policy (the “Policy”) provides written guidelines for the issuance of indebtedness by the Mt. San Antonio Community College District (the “District”) in satisfaction of the requirements of S.B. 1029, codified as part of Government Code Section 8855.

Article I

Purpose and Goals

This Policy provides a framework for debt management and capital planning by the District.

This Policy has been developed to meet the following goals:

- (1) Identifying the purposes for which the debt proceeds may be used.
- (2) Identifying the types of debt that may be issued.
- (3) Describing the relationship of the debt to, and integration with, the District’s capital improvement program.
- (4) Establishing policy goals related to the District’s planning goals and objectives.
- (5) Implementing internal control procedures to ensure that the proceeds of the proposed debt issuance will be directed to the intended use upon completion of the issuance.

Article II

Purposes for Which Debt Proceeds May be Used

Section 2.01. Authority and Purposes of the Issuance of Debt

The laws of the State of California (the “State”) authorize the District to incur debt to make lease payments, contract debt, borrow money, and issue bonds for college improvement projects. The District is authorized to contract debt to acquire, construct, reconstruct, rehabilitate, replace, improve, extend, enlarge, and equip such projects; to refund existing debt; or to provide for cash flow needs.

Section 2.02. State Law

Section 18 of Article XVI of the State Constitution contains the “debt limitation” formula applicable to the District.

There are a number of State laws that govern the issuance of general obligation bonds (“GO Bonds”) by community college districts. Sections 1(b) (2) (Proposition 46) and 1(b)

(3) of Article XIII A (Proposition 39) of the State Constitution allow the District to issue GO Bonds. The statutory authority for issuing GO Bonds is contained in Education Code Section 15000 *et seq.* Additional provisions applicable only to Proposition 39 GO Bonds are contained in Education Code Section 15264 *et seq.* An alternative procedure for issuing GO Bonds is also available in Government Code Section 53506 *et seq.*

The statutory authority for issuing Tax and Revenue Anticipation Notes (“TRANS”) is contained in Government Code Section 53850 *et seq.* Authority for lease financings is found in Education Code Section 17455 *et seq.* and additional authority is contained in Education Code Sections 17400 *et seq.*, 17430 *et seq.* and 17450 *et seq.* The District may also issue Mello-Roos bonds pursuant to Government Code Section 53311 *et seq.*

Section 2.03. Debt Issued to Finance Operating Costs

The District may deem it necessary to finance cash flow requirements under certain conditions. Such cash flow borrowing must be payable from taxes, income, revenue, cash receipts and other moneys attributable to the fiscal year in which the debt is issued.

General operating costs include, but are not limited to, those items normally funded in the District’s annual operating budget.

The District’s President and CEO, or Vice President, Administrative Services (“Vice President”), will review potential financing methods to determine which method is most prudent for the District. Potential financing sources include tax and revenue anticipation notes, temporary borrowing from the Los Angeles County Treasurer and Tax Collector, and internal temporary interfund borrowing.

Article III

Types of Debt That May be Issued

Section 3.01. Types of Debt Authorized to be Issued

A. Short-Term: The District may issue fixed-rate and/or variable rate short-term debt, which may include TRANS, when such instruments allow the District to meet its cash flow requirements. The District may also issue bond anticipation notes (“BANs”) to provide interim financing for bond projects that will ultimately be paid from GO Bonds.

B. Long-Term: Debt issues may be used to finance essential capital facilities, projects and certain equipment where it is appropriate to spread the cost of the projects over more than one budget year. Long-term debt should not be used to fund District operations.

Long term debt in the form of GO Bonds may be issued under Article XIII A of the State Constitution, either under Proposition 46, which requires approval by at least a two-

thirds (66.67%) majority of voters, or Proposition 39, which requires approval by at least 55% of voters, subject to certain accountability requirements and additional restrictions.

The District may also enter into long-term leases and/or COPs for public facilities, property, and equipment.

C. Lease Financing: Lease-purchase obligations are a routine and appropriate means of financing capital equipment and certain capital facilities. However, lease obligations may impact on budget flexibility.

D. Use of General Obligation Bonds: A significant portion of the District's capital projects are projected to be funded by GO Bond proceeds. Projects financed by the GO Bonds will be determined by the constraints of applicable law and the project list approved by voters.

Article IV

Relationship of Debt to and Integration with District's Capital Improvement Program or Budget

Section 4.01. Impact on Operating Budget and District Debt Burden

In evaluating financing options for capital projects, both short and long-term debt amortization will be evaluated when considering a debt issuance, along with the potential impact of debt service, and additional costs associated with new projects on the operating budget of the District. The cost of debt issued for major capital repairs or replacements may be judged against the potential cost of delaying such repairs.

Section 4.02. Capital Improvement Program

The Vice President and the facilities staff have responsibility for the planning and management of the District's capital improvement program subject to review and approval by the Board of Trustees. Staff will, as appropriate, supplement and revise any applicable Facilities Master Plan in keeping with the District's current needs for the acquisition, development and/or improvement of District's real estate and facilities. Such plans may include a summary of the estimated cost of each project, schedules for the projects, the expected quarterly cash requirements, and annual appropriations, in order for the projects to be completed.

Section 4.03. Refunding and Restructuring Policy

A. Considerations for Refunding.

1. District's Best Interest. Whenever deemed to be in the best interest of the District, the District shall consider refunding or restructuring outstanding debt if

- it will be financially advantageous or beneficial for debt repayment and/or structuring flexibility.
2. Net Present Value Analysis. The Vice President shall review a net present value analysis of any proposed refunding in order to make a determination regarding the cost-effectiveness of the proposed refunding.
 3. Maximize Expected Net Savings. The timing of any refinancing shall be designed to maximize the District's expected net savings over the life of the bonds.
 4. Comply with Existing Legal Requirements. The refunding of any existing debt shall comply with all applicable State and Federal laws governing such issuance.

Article V

Policy Goals Related to District's Planning Goals and Objectives

In following this Policy, the District shall pursue the following goals:

1. The District shall strive to fund capital improvements from voter-approved GO Bond issues to preserve the availability of its General Fund for District operating purposes and other purposes that cannot be funded by such bond issues.
2. The District shall endeavor to attain the best possible credit rating for each debt issue in order to reduce interest costs, within the context of preserving financial flexibility and meeting capital funding requirements.
3. The District shall take all practical precautions and proactive measures to avoid any financial decision that will negatively impact current credit ratings on existing or future debt issues.
4. The District shall, with respect to GO Bonds, remain mindful of its statutory debt limit in relation to assessed value growth within the college district and the tax burden needed to meet long-term capital requirements.
5. The District shall consider market conditions and District cash flows when timing the issuance of debt.
6. The District shall determine the amortization (maturity) schedule which will fit best within the overall debt structure of the District at the time the new debt is issued.
7. The District shall match the term of the issue to the useful lives of assets funded by that issue whenever practicable and economical, while considering repair and replacement costs of those assets to be incurred in future.

8. The District shall, when planning for the issuance of new debt, consider the impact of such new debt on overlapping debt of local, state and other governments that overlap with the District.
9. The District shall, when issuing debt, assess financial alternatives to include new and innovative financing approaches, including whenever feasible, categorical grants, revolving loans or other State/federal aid, so as to minimize the encroachment on the District's General Fund.
10. The District shall, when planning for the sizing and timing of debt issuance, consider its ability to expend the funds obtained in a timely, efficient and economical manner.

Article VI

Internal Control Procedures for Issuance of Debt to Ensure Intended Use of Proceeds

Section 6.01. Structure of Debt Issues

- A. Maturity of Debt: The duration of a debt issue shall be consistent, to the extent possible, with the economic or useful life of the improvement or asset that the issue is financing. Accordingly, the average life of the financing shall not exceed 120% of the average life of the assets being financed. In addition, the District shall consider the overall impact of the current and future debt burden of the financing when determining the duration of the debt issue.
- B. Debt Structure:
 1. GO Bonds:
 - a. *New Money Bond Issuances*: For new money bond issuances, the District shall size the bond issuance consistent with the "spend-down" requirements of the Internal Revenue Code and within any limits approved by the District's voters. To the extent possible, the District will also consider credit issues, market factors (e.g. bank qualification) and tax law when sizing the District's bond issuance.
 - b. *Refunding Bond Issuances*: The sizing of refunding bonds will be determined by the amount of money that will be required to cover the principal of, accrued interest (if any) on, and redemption premium for the bonds to be defeased on the call date and to cover appropriate financing costs.
 - c. *Maximum Maturity*: All bonds issued by the District shall mature within the limits set forth in applicable provisions of the Education Code or the Government Code. The final maturity of bonds will also be limited to the

average useful life of the assets financed or as otherwise required by tax law.

2. Lease-Purchase Obligations: The final maturity of equipment or real property lease obligations will be limited to the useful life of the assets to be financed.
- C. Debt Service Structure: The District shall design the financing schedule and repayment of debt so as to take best advantage of market conditions, provide flexibility, and, as practical, to recapture or maximize its debt capacity for future use.

Section 6.02. Use of Proceeds

The District shall be vigilant in using bond proceeds in accordance with the stated purposes at the time such debt was incurred. In furtherance of the policy, and in connection with the issuance of all GO Bonds:

1. As required by Government Code Section 53410, the District shall only use GO Bond proceeds for the purposes approved by the District's voters; and
2. The Vice President shall have the responsibility, no less often than annually, to provide to the District's Board of Trustees a written report which shall contain at least the following information:
 - (i) The amount of the debt proceeds received and expended during the applicable reporting period; and
 - (ii) The status of the acquisition, construction or financing of the college facility projects, as identified in any applicable bond measure, with the proceeds of the debt.

These reports may be combined with other periodic reports which include the same information, including but not limited to, periodic reports made to the California Debt and Investment Advisory Commission, or continuing disclosure reports or other reports made in connection with the debt. These requirements shall apply only until the earliest of the following: (i) all the debt is redeemed or defeased, but if the debt is refunded, such provisions shall apply until all such refunding bonds are redeemed or defeased, or (ii) all proceeds of the debt, or any investment earnings thereon, are fully expended.

3. The District shall post on the District website the Annual Report of the District's Independent Bond Oversight Committee which has been given the responsibility to review the expenditure of GO Bond proceeds to assure the community that all GO Bond funds have been used for the construction, renovation, repair, furnishing and equipping of college facilities, and not used for teacher or administrator salaries or other operating expenses.

4. The District shall hire an independent auditor to perform an annual independent financial and performance audit of the expenditure of GO Bond proceeds, and to post such audits on the District website.

Mt. San Antonio Community College District
Debt Issuance and Management Policy
Adopted on March 8, 2017

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

DATE: March 8, 2017

CONSENT

SUBJECT: Agreement with Cal Poly Pomona Foundation, Inc.

BACKGROUND

Information Technology's (IT) Enterprise Application Systems staff participate in an annual retreat in the spring to review current projects, share information from conferences and training sessions, collaborate on planning activities related to the College's Planning for Institutional Effectiveness process, and prepare for future technology projects. IT has invited guest speaker Louis Delzompo, Chief Technology Officer for the California Community College Technology Center, to share the Technology Center's experience with Agile Development and Amazon Web Services.

ANALYSIS AND FISCAL IMPACT

The Kellogg House is located on the Cal Poly Pomona campus and is managed by the Cal Poly Pomona Foundation. The Kellogg House has several breakout rooms that will be utilized for planning sessions. The retreat will be scheduled in April 2016, and approximately 35 staff and managers will attend.

The cost to rent the Kellogg House, provide parking, continental breakfast, and lunch will not exceed \$3,500 including the facility deposit. The advance payment deposit of \$200 will be refunded as long as the event is not cancelled and there is no damage to the facility. Final payment is due ten days prior to the event.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Cal Poly Pomona Foundation, Inc., as presented.

Prepared by: Dale S. Vickers Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins Agenda Item: Consent #7

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>March 8, 2017</u>	CONSENT
SUBJECT: <u>Agreement with Hyland for Consulting Services</u>	

BACKGROUND

The Board of Trustees approved the purchase of OnBase, a document management system from Hyland, in September 2014. Currently, the system is implemented in Admissions and Records, Financial Aid, Information Technology, President’s Office, and Payroll. OnBase has also been used to transition some College processes to paperless, such as the Honor’s Program application process. To expand the implementation to additional Fiscal Services departments, consulting services are needed.

ANALYSIS AND FISCAL IMPACT

Hyland will provide onsite consulting for Fiscal Services document management. They will assist with recommending document type codes, keywords for searching and indexing, and best practices for scanning and inputting fiscal documents.

The agreement includes 44 hours of consulting for \$6,840 plus estimated travel expenses of \$2,000 for a not to exceed total of \$8,840.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Hyland for consulting services, as presented.

Prepared by: Dale S. Vickers Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #8

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

DATE: March 8, 2017

CONSENT

SUBJECT: Agreement with OmniUpdate, Inc.

BACKGROUND

OmniUpdate is the College's web content management system for the www.mtsac.edu website. The system was implemented in 2011 to provide a standard platform for website development to ensure consistent branding across the College.

Information Technology (IT) is completing two projects that utilize OmniUpdate. The first project is to implement an online campus directory. This project started as a faculty directory and has expanded to include all employees. The remaining tasks are to design a feature that will allow for filtering the directory by employee type and implement the final code in the production system. The second project is to implement the OmniUpdate Blog module. This module includes the creation of custom templates, scheduled publish feature for timely delivery of content, and analytics for tracking usage.

ANALYSIS AND FISCAL IMPACT

OmniUpdate charges \$150 per hour for remote technical services. IT estimates that 20 hours of remote assistance is required to complete the online directory project and train IT web staff on the process to maintain this new feature. Authorization is requested for a not-to-exceed amount of \$3,000. The College will be billed for actual hours used.

The total cost to implement the OmniUpdate Blog module is \$7,500. Half of the project cost is due when the agreement is executed and the other half is due when the project is complete. The estimated project timeline is seven weeks. There are no ongoing license or support costs associated with this module.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Dale S. Vickers

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #9

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>March 8, 2017</u>	CONSENT
SUBJECT: <u>Agreement with Qualtrics</u>	

BACKGROUND

The College utilizes an electronic survey tool from Qualtrics to collect survey data on a variety of topics. Qualtrics also offers a tool called 360-Degree Employee Feedback. This is a web-based performance evaluation mechanism that includes soliciting feedback from an employees' supervisor, peers, and direct reports. It also includes traditional evaluation mechanisms like electronic student evaluations. The College's current student evaluation system is tied to a course reference number and cannot accommodate counselors or librarians because they are not always assigned to teach a course each semester. This tool would accommodate the unique needs of student evaluations for counselors and librarians.

ANALYSIS AND FISCAL IMPACT

The license for 360-Degree Employee Feedback is \$6,900. The license is valid for up to 230 evaluation subjects for the period April 3, 2017, through April 2, 2018. A subject can be evaluated by multiple people without additional cost.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Dale S. Vickers Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #10

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

DATE: March 8, 2017

CONSENT

SUBJECT: Agreement with Internet Archive

BACKGROUND

Internet Archive, based in San Francisco, California, is the largest archiver of web pages. Their most notable application is called the Way Back Machine, which is a digital archive of the World Wide Web and allows users to see archived versions of web pages across time.

Information Technology has received requests from various campus departments to preserve digital content for historical purposes and Accreditation reporting needs. Internet Archive offers a subscription service, Archive-It, which helps organizations preserve collections of digital content. Archive-It participants collect, catalog, and manage digital collections to ensure all content and formatting is preserved. The Way Back Machine preserves a snap-shot of a web page and usually does not maintain all the formatting.

ANALYSIS AND FISCAL IMPACT

The agreement for Archive-It is for the period March 15, 2017, through March 14, 2018. The cost is \$3,000 and includes 128GB of storage and ten user accounts.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Dale S. Vickers

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #11

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>March 8, 2017</u>	CONSENT
SUBJECT: <u>Modified Contract with Ellucian for Consulting Services</u>	

BACKGROUND

In June 2016, the Board of Trustees approved the purchase of the Ellucian Mobile Application license, 50 hours of implementation services, and travel expenses.

During the last six months, the Information Technology (IT) department, with assistance from Ellucian, installed the license, configured the application to display custom Mt. SAC information, connected it to the College’s enterprise application system to display student specific information, and ensured all security processes are enforced. To complete the implementation and deploy the application in the iTunes store and Google Play store, IT is requesting approval for additional service hours.

ANALYSIS AND FISCAL IMPACT

The original contract included 50 hours of services at \$250 per hour for a total of \$12,500 plus travel expenses not to exceed \$6,000, if necessary. All implementation services have been completed remotely; so, no travel expenses will be invoiced. IT is requesting approval to convert the \$6,000 in travel expenses to 24 hours of consulting services.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the modified contract with Ellucian for additional service hours, as presented.

Prepared by: Dale S. Vickers Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #12

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

DATE: March 8, 2017

CONSENT

SUBJECT: Contracts to Provide Temporary Staffing Services - Accountemps
and Accounting Principals, Inc.

BACKGROUND

The College has contracted with Accounting Principals, Inc. and Accountemps, a division of Robert Half International, Inc., for the past several years to provide temporary staffing services on an as-needed basis in support of its fiscal operation needs. Both contracts will expire in April 2017. Therefore, the College is seeking to renew the contracts for a new five-year period.

ANALYSIS AND FISCAL IMPACT

California Education Code §88003.1 (b)(7) permits personnel services contracting when, "The services are of such urgent, temporary, or occasional nature that the delay incumbent in their implementation under community college district's regular or ordinary hiring process would frustrate their very purpose." Fiscal Services periodically experiences staffing shortages due to medical leaves or vacancies, causing an urgent temporary need to supplement its staffing to respond to fiscal demands.

Accounting Principals, Inc. and Accountemps are the world's largest firms specializing in accounting and finance professionals who are qualified to provide temporary staffing services. Fiscal Services has used both firms with excellent results.

The term for each of these contracts would be for up to five years, as allowed under Education Code §17596, renewable annually at the College's option. The hourly billing rates for an Accounting Clerk and Senior Accountant in April 2012, when the initial contracts were approved, were in the range of \$23 to \$33 per hour. The new hourly billing rates for these positions are in the range of \$21 per hour for an Accounting Clerk to \$80 per hour for a Senior Accountant. These are reasonable rates within current market conditions and comparable to in-house salary schedules.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the award of contracts to Accountemps and Accounting Principals, Inc. to provide temporary staffing services on an as-needed basis in support of Fiscal Services operations.

Prepared by: Steven N. Garcia/Teresa Patterson Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #13

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 8, 2017</u>	CONSENT
SUBJECT:	<u>Purchase of Used Television Production Equipment with Trade-in of 1998 Video Production Truck</u>	

BACKGROUND

With the recent acquisition of the new custom video production trailer, the previous 1998 video production truck was removed from service as it is no longer useful due to size and weight limitations.

Over the course of the last eight months, several attempts have been made to sell the truck in order to recover some of the capital investment that could then be applied toward the purchase of necessary equipment for the new production trailer.

In July 2016, the College advertised and solicited bids for the sale of the 1998 video production truck in accordance with Education Code 81450. No bids were received, so in November 2016, the truck was listed at public auction through GovDeals. The highest bid received was \$22,500, which was far below the reserve price of \$50,000. Therefore, the offer was rejected.

ANALYSIS AND FISCAL IMPACT

Subsequent to the failed attempts to sell the vehicle through public sale, the College was contacted by Omega Broadcast Group, located in Austin, TX, expressing an interest in arranging a private transaction. Pursuant to Education Code 81452(b), “Any item or items of property having previously been offered for sale pursuant to Section 81450, but for which no qualified bid was received, may be sold at private sale without advertising for bids...” Therefore, College staff identified several pieces of equipment needed for the new production trailer through Omega Broadcast Group. Omega Broadcast Group has agreed to sell the equipment minus trade-in of the old production truck at a value of \$50,000. These items are listed in the table below:

Item Description	Qty	Condition	Cost
Fujinon 87x Zoom w/ 2x Ext Box Lens w/stabilizer, controls and case	1	Used	\$55,700
Sony Large Lens Adapter	1	Used	\$8,500
Sony LCD HD Viewfinder	1	New	\$7,453
Less Trade-in of 1998 Production Truck	1	Used	<\$50,000>
Total Equipment Purchase			\$21,653

Prepared by: Kevin Owen/Teresa Patterson Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #14

SUBJECT: Purchase of Used Television Production Equipment with Trade-in of
1998 Video Production Truck

DATE: March 8, 2017

The used items above are warrantied and include recent factory inspections and any necessary adjustments or repairs. The approximate cost to purchase these items new is \$164,000. Therefore, it is in the College's best interest to purchase the used equipment from Omega Broadcast Group at a cost of \$21,653, plus any applicable tax and shipping.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the purchase of used video production equipment with a trade-in of the used 1998 video production truck from Omega Broadcast Group, as presented.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>March 8, 2017</u>	CONSENT
SUBJECT: <u>Agreement with Spectrum Business Cable</u>	

BACKGROUND

Spectrum Business, formerly Time Warner Cable, has been requested to provide the construction services necessary to relocate the existing primary telecommunications fiber optic cable service to the campus. This work is required due to the Athletics Complex East abatement project which was approved at the December 2016 Board of Trustees meeting.

The work will include rerouting the existing service to reach the College Services facility Building 23. Spectrum Business will trench 75 feet and place conduit to reach an existing manhole and conduit system, and pull 3,600 linear feet of cabling from an existing Spectrum Business splice point on Temple Avenue to the College Services building.

ANALYSIS AND FISCAL IMPACT

Spectrum Business submitted a proposal for \$37,285 plus taxes and fees. Approval is requested for an amount not to exceed \$44,500, which will include an allowance for unforeseen conditions.

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #15

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

DATE: March 8, 2017

CONSENT

SUBJECT: Agreement with ALMA Strategies to Provide Professional Consulting
Services for Capital Outlay Planning

BACKGROUND

California Education Code §81820-23 requires each community college district to annually prepare and submit to the Chancellor's Office a five-year plan for capital construction. Approval of the Five-Year Capital Outlay Plan from the Chancellor's Office is required prior to receiving any state funding for construction projects.

ALMA Strategies has submitted a proposal to provide capital outlay planning to the College, including preparation of the Five-Year Construction Plan, review of existing Initial Project Proposals (IPPs) and Final Project Proposals (FPPs), and resubmittal or development of new IPPs and/or FPPs, as directed.

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

	Consultant:	ALMA Strategies
	Project:	Capital Outlay Planning
Item	Description:	Amount
	Professional consulting services to prepare the Five-Year Construction Plan and Final Project Proposals for the Chancellor's Office as required for submittal for 2017. Time and materials not to exceed:	\$50,000.00
	Contract Amount:	\$50,000.00

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with ALMA Strategies to provide professional consulting services for Capital Outlay Planning, as presented.

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #16

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 8, 2017</u>	CONSENT
SUBJECT:	<u>Agreement with Psomas to Provide Civil Engineering Services for Student Parking Lot M (Temporary)</u>	

BACKGROUND

The construction of Student Parking Lot M (Temporary) was completed in August, 2014. The lot provides 950 additional student parking spaces made necessary by various construction programs on campus that impact permanent parking areas. Student Lot M was constructed with a single entry/exit lane and this project will create dedicated two-lane exit and entry lanes from the parking lot, and will improve pedestrian access.

Additionally, the recent heavy rains have highlighted the need to improve hillside drainage on the south end of the parking lot.

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

	Consultant:	Psomas
	Project:	Student Parking Lot M (Temporary) Improvements
Item	Description:	Amount
	Professional civil engineering services for vehicle access improvements and hillside drainage improvements at Student Parking Lot M (Temporary), including design, cost estimating, bid support, and construction administration.	\$41,000.00
	Reimbursable expenses, not to exceed:	\$2,000.00
	Contract Amount:	\$43,000.00

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Psomas to provide civil engineering services for Parking Lot M Improvements, as presented.

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #17

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

DATE: March 8, 2017

CONSENT

SUBJECT: Professional Interior Design and Furniture Consulting Services

BACKGROUND

The Continuing Education Building 40 Construction Project consists of three phases to modernize temporary teaching space in the building for the Continuing Education department. The work includes replacement of old and the addition of new student desks, computer tables, and necessary office furnishings. This contract will provide space planning, code compliance review, specification of products, bid and procurement support, installation supervision, and coordination of warranty documents for the third phase of the project.

The Simulation Lab project consists of laboratory space for the Occupational Therapy Aide, Certified Nursing Assistant, Physical Therapy Aide, Personal Care Attendant, and Emergency Medical Services programs, and will be located in a leased modular structure south of the Community Education temporary facility Building 40. This contract will provide space planning, interior design, code compliance review, specification of products, bid and procurement support, installation supervision, and coordination of warranty documents.

ANALYSIS AND FISCAL IMPACT

The following contracts are presented for approval:

#1	Consultant:	PAL id Studio
	Project:	Continuing Education Building 40 Remodel - Phase III
Item	Description:	Amount
	Professional interior design and furniture selection services for the Continuing Education Building 40 for Phase III of the renovation.	\$10,000.00
	Reimbursable expenses, not to exceed	\$500.00
	Contract Amount:	\$10,500.00

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #18

SUBJECT: Professional Interior Design and Furniture Consulting Services

DATE: March 8, 2017

#2	Consultant:	PAL id Studio	
	Project:	Simulation Laboratory	
Item	Description:	Amount	
	Professional interior design and furniture selection services for the new Simulation Laboratory for Continuing Education.	\$5,500.00	
	Reimbursable expenses, not to exceed	\$275.00	
	Contract Amount:	\$5,775.00	

Funding Sources

#1 - Measure RR Bond (Series A) funds.

#2 - Strong Workforce Program funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contracts with PAL id Studio for professional interior design and furniture consulting services, as presented.

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

DATE: March 8, 2017

CONSENT

SUBJECT: Building 28A Roof Replacement – (Bid No. 3147)

BACKGROUND

On July 13, 2016, the Board of Trustees approved the re-roofing of the Technology and Health Building 28B. This project was necessary as the existing roof had exceeded its functional life, developed leaks, and was no longer under warranty.

Roof replacement continues with the Technology and Health Building 28A. The proposed new roofing system will cover the existing concrete decking with a single-ply thermoplastic membrane. The new roofing will provide better insulation and a 20-year warranty.

ANALYSIS AND FISCAL IMPACT

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Seventeen contractors were invited to participate in the bid process with eight contractors attending the job walk. Four bids were received and publicly opened on February 1, 2017. The lowest responsible, responsive bidder is Best Contracting Services, Inc., Gardena, CA. A summary of bids is as follows:

Company/Location	Base Bid Amount
Best Contracting Services, Inc., Gardena, CA	\$486,130.00
Bligh Roof Co. DBA Bligh Pacific, Santa Fe Springs, CA	\$619,323.00
Commercial Roofing Systems, Inc., Arcadia, CA	\$527,259.00
Courtney Inc., Irvine, CA	\$535,600.00

Funding Source

2015-16 State Scheduled Maintenance funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Building 28A Roof Replacement – (Bid No. 3147), and awards the project to Best Contracting Services, Inc.

Prepared by: Teresa Patterson/Gary L. Nellesen Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #19

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

DATE: March 8, 2017

CONSENT

SUBJECT: Student Services Modular Structures (Change Order)

BACKGROUND

In April 2016, the Board of Trustees approved a contract with Design Space Modular Buildings for the installation and multi-year lease of two modular structures located to the east of the new Student Success Center. The units provide additional support space for Student Services. The contract included the installation of ramps, landings, stairs and decks, interior modifications to the buildings, and a lease for a period of three years with the option to renew for two additional years.

ANALYSIS AND FISCAL IMPACT

During the course of the installation of the modular units, the following changes were necessary to ensure a complete and functional project.

Bid No.	3072	Contractor:	Design Space Modular Buildings	CO No.	1
Item	Change and Justification:			Amount	Time
1	Relocate thermostat due to furniture placement.			\$350.00	0 days
2	Installation of a data distribution room, including electrical modifications and installation of a stand-alone air conditioning system.			\$8,328.65	0 days
	Total			\$8,663.65	0 days
	Original Contract Amount			\$288,582.00	
	Net Change by Previous Change Orders			\$0.00	
	Net Sum Prior to This Change Order			\$288,582.00	
	Amount of Change Order No. 1			\$8,663.65	
	New Contract Sum			\$297,245.65	
Percentage of Change to Contract, to Date				3.00%	

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #20

SUBJECT: Student Services Modular Structures (Change Order)

DATE: March 8, 2017

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 8, 2017</u>	CONSENT
SUBJECT:	<u>Continuing Education Building 40 Upgrades – Mechanical</u> <u>(Deductive Change Order)</u>	

BACKGROUND

In December 2015, the Board of Trustees approved a contract with AP Construction Group in the amount of \$909,000 for upgrades to the mechanical systems at the Continuing Education Temporary Facility Building 40. At the completion of the project, a Deductive Change Order is required for the unused contract allowance.

ANALYSIS AND FISCAL IMPACT

Bid No.	3066	Contractor:	AP Construction Group	CO No.	1
Item	Change and Justification:		Amount	Time	
	Deduction for unexpended allowance.		<\$50,000.00>	0 days	
	Total		<\$50,000.00>	0 days	
	Original Contract Amount			\$909,000.00	
	Net Change by Previous Change Orders			\$0.00	
	Net Sum Prior to This Change Order			\$909,000.00	
	Amount of Change Order No. 1			<\$50,000.00>	
	New Contract Sum			\$859,000.00	
	Percentage of Change to Contract, to Date			<5.50%>	

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

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

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

DATE: March 8, 2017

CONSENT

SUBJECT: Business and Computer Technology Building and Lobby Addition to the Language Center (Bid No. 3050) – Contract Amendment No. 1

BACKGROUND

On October 21, 2015, the Board of Trustees approved a contract with Daniel's Electrical Construction Company, Inc. to perform the electrical work on the new Business and Computer Technology building and lobby addition to the Language Center – Bid No. 3050. The amount of the contract is \$6,032,000, which includes low voltage electrical systems, audio-visual, telecommunications, and access control systems.

Since the design of the work in 2012, the College's audio visual standards have been substantially upgraded. The new standards require electric projection screens with related infrastructure, larger junction boxes, added conduit in the walls and ceilings to support additional instruction station connection types, changes to the equipment specifications, additional installation, programming, and infrastructure to support the integration of Brightlink interactive systems. Additionally, standards were updated to include the College's emergency alert system. These changes affect all 46 classrooms and several office spaces in the buildings.

ANALYSIS AND FISCAL IMPACT

Since the audio-visual systems are part of the integrated low voltage electrical system, separate contractors cannot perform the work without creating gaps in scope or creating warranty problems. Also, the time required for public bidding would result in significant delay costs from the other prime contractors on the project. Therefore, it is in the College's best interest to amend the contract with Daniel's Electrical Construction Company to include the additional work required to meet the new audio-visual standards, and complete the project without undue delay impacts.

Amendment No.1 will increase the total contract amount as follows:

Original Contract Amount:	\$6,032,000
Amendment No. 1 Amount:	<u>\$1,584,715</u>
Total Contract Amount:	\$7,616,715

Prepared by: Gary L. Nellesen/William Eastham

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #22

SUBJECT: Business and Computer Technology Building and Lobby Addition to the Language Center – (Bid No. 3050) – Contract Amendment No. 1

DATE: March 8, 2017

The contractor solicited competitive bids from three audio-visual subcontractors. Unit prices for rough-in work and cabling were also reviewed against current industry rates and the base bid. College project management staff, the construction management team, and the architect of record concur that the pricing of the new scope of work is within the expected range and represents a good value to the College.

Funding Source

Measure RR (Series A, C, and BAN2) Bond funds.
Capital Outlay Fund (New Resource Allocation Phase 2).

RECOMMENDATION

It is recommended that the Board of Trustees approves Contract Amendment No. 1 with Daniel's Electrical Construction Company, Inc. for the new Business and Computer Technology Building and Lobby Addition to the Language Center – Bid No. 3050.

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

DATE: March 8, 2017

CONSENT

SUBJECT Personnel Transactions

CLASSIFIED EMPLOYMENT

Permanent New Hires

Name: Acero, Maridelle
 Position: Administrative Specialist III
 Department: Student Services
 Range/Step: A-81, Step 1
 Job FTE: 1.00/12 months
 Effective: 3/9/17
 New: No
 Salary: \$4,149.54/month

Name: Cao, Jiaqi
 Position: Admissions and Registration Clerk
 Department: English as a Second Language
 Range/Step: A-45, Step 1
 Job FTE: 0.475/12 months
 Effective: 3/9/17
 New: Yes
 Salary: \$1,377.59/month

Name: Cisneros, Denise
 Position: Admissions and Registration Clerk
 Department: English as a Second Language
 Range/Step: A-45, Step 1
 Job FTE: 0.475/12 months
 Effective: 3/9/17
 New: No
 Salary: \$1,377.59/month

Name: Estrada, Rigo
 Position: Student Services Program Specialist II
 Department: Financial Aid
 Range/Step: A-79, Step 2
 Job FTE: 1.00/12 months
 Effective: 3/9/17
 New: Yes
 Salary: \$4,271.18/month

Prepared by: Human Resources Staff

Reviewed by: Abe Ali

Recommended by: Bill Scroggins

Agenda Item: Consent #25

SUBJECT: Personnel Transactions

DATE: March 8, 2017

Permanent New Hires (continued)

Name:	Haro, Yolanda		
Position:	Coordinator, Project/Program	New:	Yes
Department:	Professional & Organizational Development		
Range/Step:	A-95, Step 1	Salary:	\$4,769.81/month
Job FTE:	1.00/12 months		
Effective:	3/13/17		
Name:	Hernandez, Esther		
Position:	Administrative Specialist I	New:	Yes
Department:	Counseling		
Range/Step:	A-69, Step 1	Salary:	\$3,682.49/month
Job FTE:	1.00/12 months		
Effective:	3/9/17		
Name:	Laddusaw, Shelly		
Position:	Coordinator, School of Continuing Education	New:	Yes
Department:	Short Term Vocational		
Range/Step:	A-112, Step 3	Salary:	\$6,227.91/month
Job FTE:	1.00/12 months		
Effective:	3/9/17		
Name:	Luzuriaga Aguirre, Rodrigo		
Position:	Computer Facilities Assistant	New:	No
Department:	Information Technology		
Range/Step:	A-79, Step 1	Salary:	\$1,932.20/month
Job FTE:	0.475/12 months		
Effective:	3/9/17		
Name:	Morales, Abigail		
Position:	Lead Library Technician	New:	No
Department:	Library		
Range/Step:	A-79, Step 3	Salary:	\$4,484.72/month
Job FTE:	1.00/12 months		
Effective:	3/9/17		
Name:	Rider, Shannon		
Position:	Educational Research Assessment Analyst	New:	Yes
Department:	Research and Institutional Effectiveness		
Range/Step:	A-107, Step 3	Salary:	\$2,814.67/month
Job FTE:	0.475/12 months		
Effective:	3/9/17		

SUBJECT: Personnel Transactions

DATE: March 8, 2017

Permanent New Hires (continued)

Name: Schaedel, Joshua
 Position: Laboratory Technician - Photography New: No
 Department: Commercial and Entertainment Arts
 Range/Step: A-79, Step 1 Salary: \$1,932.20/month
 Job FTE: 0.475/10 months
 Effective: 3/9/17

Name: Wong, Martin
 Position: Learning Lab Assistant New: Yes
 Department: Adult Basic Education
 Range/Step: A-72, Step 1 Salary: \$1,802.19/month
 Job FTE: 0.475/12 months
 Effective: 3/9/17

Promotions

Name: Hang, Yen
 Position: Administrative Specialist II New: Yes
 Department: Technology and Health
 Range/Step: A-75, Step 6 + L10 Salary: \$4,130.93/month
 Job FTE: 0.80/12 months
 Effective: 3/9/17
 Remarks: Formerly Administrative Specialist I

Name: Min, Chong Hee
 Position: Coordinator, Noncredit SSSP New: No
 Department: English as a Second Language
 Range/Step: A-112, Step 1 + L10 Salary: \$5,846.61/month
 Job FTE: 1.00/12 months
 Effective: 3/9/17
 Remarks: Formerly Lead International Student Specialist

Name: Monteilh, Linda
 Position: Administrative Specialist IV New: No
 Department: Business Division
 Range/Step: A-88, Step 6 + L15 Salary: \$6,170.61/month
 Job FTE: 1.00/12 months
 Effective: 3/9/17
 Remarks: Formerly Secretary

SUBJECT: Personnel Transactions

DATE: March 8, 2017

Promotions (continued)

Name: Salazar, Sophia
 Position: Administrative Specialist II New: Yes
 Department: Human Resources
 Range/Step: A-75, Step 5 Salary: \$4,751.49/month
 Job FTE: 1.00/12 months
 Effective: 2/21/17
 Remarks: Formerly Administrative Specialist I

Name: Villegas, Virginia
 Position: Coordinator, Health Programs New: No
 Department: Technology and Health
 Range/Step: A-118, Step 1 + L20 Salary: \$6,744.77/month
 Job FTE: 1.00/12 months
 Effective: 3/9/17
 Remarks: Formerly Administrative Specialist IV

Name: Yeo, Krystal
 Position: Coordinator, School of Continuing Education New: Yes
 Department: School of Continuing Education
 Range/Step: A-112, Step 1 Salary: \$5,648.90/month
 Job FTE: 1.00/12 months
 Effective: 3/9/17
 Remarks: Formerly Project/Program Specialist

Permanent Changes of Assignment

Name: Garcia, Lisa
 Position: Administrative Specialist I
 Department: Health Services
 Range/Step: A-69, Step 6 + L20 Salary: \$5,286.37/month
 Job FTE: 1.00/12 months
 Effective: 2/13/17
 Remarks: Increase from 0.80 Job FTE

Name: Rios, Rebecca
 Position: Administrative Specialist I
 Department: School of Continuing Education
 Range/Step: A-69, Step 6 + L10 Salary: \$4,864.39/month
 Job FTE: 1.00/12 months
 Effective: 3/9/17
 Remarks: Increase from 0.475 Job FTE

SUBJECT: Personnel Transactions

DATE: March 8, 2017

Temporary Out-of-Class Assignments

Name: Coronado, Claudia
 From: Administrative Specialist II
 Department: Information Technology
 Range/Step: A-75, Step 6 Salary: \$4,989.06/month
 Job FTE: 1.00/12 months
 To: Information Technology Specialist
 Department: Information Technology
 Range/Step: A-95, Step 3 Salary: \$5,258.71/month
 Job FTE: 1.00/12 months
 Effective: 2/1/17
 End Date: 6/30/17

Name: Monteilh, Linda
 From: Secretary
 Department: Business
 Range/Step: A-81, Step 6 + L15 Salary: \$5,755.41/month
 Job FTE: 1.00/12 months
 To: Administrative Specialist IV
 Department: Business
 Range/Step: A-88, Step 6 + L15 Salary: \$6,170.61/month
 Job FTE: 1.00/12 months
 Effective: 2/2/17
 End Date: 3/8/17

Resignation

Claude Gonzalez, Fiscal Specialist (Fiscal Services) effective 2/1/17

Retirements

Jill Miller, Administrative Specialist IV (Administrative Services) effective 2/28/17
 Vickie Monegan, Administrative Specialist IV (Technical Services) effective 4/30/17

ACADEMIC EMPLOYMENT

Banking Leaves of Absence with Pay

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Esslinger, Sandra	History and Art History	6	Spring 2017
Howell, Luisa	World Languages	7	Spring 2017

SUBJECT: Personnel Transactions

DATE: March 8, 2017

Retirement

Rasool Masoomian, Professor of Economics, Business Administration, effective 6/30/17

Spring 2017

Credit Hourly Instructors/Substitutes

NAME

Aasi, Fazal K
Abachi, Shahriar
Abate, Amy Marie
Abbott, James Christopher
Abbruzzese, Mark Anthony
Abdel-Rahman, Ahmad
Adamiak, Ann
Afrasiabi, Javid
Ahmed, Roohe N
Alcala, Matthew S
Alexander, Eldon Lawrence
Aljord, Huda Duorid
Allende, Victor
Alvarado, Alexandra Michelle
Alvarado, Noel M
Alvarez, Veronica Iris
Anderson Sr, Richard Lee
Anderson, Lida L
Anderson-McGill, Taylor M
Andrada-Mamisay, Deborah Jularbal
Anello, Andrea
Anglin, Marie M
Appel, Keiko Miyata
Ashbran, Richard Eugene
Atherton, Sam
Atmadja, Janice Nafiri
Axelrod, Herbert Lawrence
Badre, Albert F
Baez Jr, Mariano
Bailey, Yvonne Jessica
Baler, Pablo Fabian
Ball, Heather McLinden
Banuelos, Marissa C
Barrett Jr, Mauricio
Bartz, Virginia Jo Ann

NAME

Basile, Tammy Louise
Baugh, Alica Katrina
Bava, Jose
Bayle, M Dolores
Beakes, Jane Ellen
Becker, Teresa M
Beckman, Richard C
Berbiar, Edward M
Berenji, Nima Saljooghi
Bernard, Steven Anthony
Berry, Theresa M
Bing, Darnell
Bird, Jenna M
Bjorck, Sharon-Rose
Blacquiere, Luke D
Bladh, Eric Woodbury
Blake, Martha Days
Blean, Nicole M
Blosser, Kelley Elizabeth
Boada, Miriam Magdalena
Bolton, John Carr
Bone, Darius Howard
Bortis, Daniel J
Borup, Rebekah Susan
Bowers, Erika Abigail
Bradshaw, Stacy Leigh
Brandler, Marcielle Y
Bright, Thomas Alan
Brown, Michael M
Brown, Yuka Goto
Buckwalter, Michael Thomas
Buechler, Michael Richard
Burrill, Brandon Hamilton
Bustos, Francisco
Butler, Gwendolyn Joleen

NAME

Butler, Julie Ann
Byce, Joann M
Byrne, Robert S
Byun, Eui Won James
Cadena, Arturo
Cailipan, Adelaine V
Callaci, Allen John
Calverley, Russell Norman
Cameron, John E
Campbell II, James Edward
Campbell, Faye Daines
Caraballo, Shaunte Renee
Caraffa, Shiana Aryza
Cardenas, Yecenia Baltazar
Carlson, Frank Daniel
Carrasco, Gerardo
Carter, Brian C
Carter, Deborah Lyn
Casale, Kimie Hiasa
Cascella, Henry H
Casian, Elizabeth
Castello Jr, Anthony Ernest
Ceniceroz, Jonathan R
Chaffin, Deborah M
Chan, Franny Wai
Chan, Linda Anne
Chandler, Gregory A
Chang, Chiu Chin
Chang, Hsiao-Ying
Chau, Evelyn Nhu
Chee, Frances Ann
Chen, Daniel L
Chen, Rae-Shae W
Cheng, Paul
Chinchilla, Marisol

SUBJECT: Personnel Transactions

DATE: March 8, 2017

Credit Hourly Instructors/Substitutes (continued)

NAME

Chiu, Paul Chun Fai
 Christ, Jacob Scott
 Cienik, Margaret A
 Colby, Kathryn Anne
 Coleman, Debra A
 Coleman, Sylvia Ann
 Correa, Heather Brooke Hensley
 Couch, Anna J
 Craft, Evan Mark
 Crane, Barbara N
 Creed, Rick
 Cretney, Carly Anne
 Crocker, Christine Elizabeth
 Crossman, Elizabeth Erin
 Cruz-Pobocik, Sylvia Becerra
 Cui, Weining
 Curran, Karen O'Brien
 Curtin, Robert Patrick
 Cushing, William P
 Daigre, Victorine Elizabeth
 Damico, Anthony P
 Dang, Han N
 Day, Angelica Gutierrez
 De La Rosa, Daniel
 Del Castillo, Steve S
 Delgado Jr, Mario
 Denton Jr, John Phillip
 Deskin, Shannon Renee
 Dewald, Bernardus W
 Dinglasan, Carlomagno Lopez
 Dodge, Gail Kathleen
 Dokter, Derek W
 Domico, Mario N
 Dominguez, Robert Anthony
 Dominick, Samuel A
 Dong, Meijuan
 Doshi, Dhaval Praful Chandra
 Drakou-Sarantopoulos, Helen
 Dunaway, Jourdan Rae
 Duncan, Daniel M
 Durfield, Timothy Richard

NAME

Edison, Thomas Jeffrey
 Edwards, Adam Jacob
 Efron, Alan Jerome
 Eisley, Benjamin Newton
 Ellis, Richard Harold
 Elmgren, Mary Catherine
 Emadi, Makan
 Engstrom, Rebecca Zoe Bryan
 Entus, Robert M
 Erbe, Cynthia Ann
 Eremiyski, Rumen R
 Erickson, Eric Luther
 Erskine, Nettie J
 Erturk, Florence Jeanne
 Esposito, Angelo
 Evanshine, Sharon Kay
 Eyre, Michael John
 Fair, Charles Lawrence
 Fantazia, Julianne Renee
 Faradineh, Rahim Alavi
 Farschman, Kurt Van
 Felix, Marcos
 Fell, Devon Rachelle
 Felten, Angelique M
 Fernandez, Marlene Noemi
 Fernandez, Miguel A
 Fields, Gale Anthony
 Fleming, Judith Ann
 Flores, Caleb
 Flores, Cynthia Alicia
 Ford-Charles, Charlette D
 Forest, Roger Dean
 Fox-Moore, Renee Christine
 Francev, Peter K
 Freeland, Edward William
 Freeman, Charles E
 Fregoso, Julio
 Fueger, Mary Ann Griego
 Fuentes, Antonio
 Fuentes, Wilma Luceros
 Fukushima, Norikazu Jun

NAME

Galaz, Jesus Francisco
 Garcia, John Glenn
 Garcia, Sandi Marie
 Garcia, Victor M
 Garcia-Mata, Marilyn Victoria
 Garg, Garima
 Garland, Jeffery Buddy
 Gatillon, Jean-Pierre
 Geary, Kim
 Genovese, Richard S
 Giles, Naomi Ruth
 Giorgi, Carina Karapetian
 Golden, Nancy S
 Goncalves, Mauricio Cardoso
 Gonzalez, Enrique Christian
 Gonzalez, Michael James
 Gonzalez, Randall A
 Gorcik, Robert H
 Graffeo, Nichol Fletcher
 Gravatt, Fred E
 Green, Beverly Sue
 Greenberg, Herschel
 Grey, Gene
 Griendling, Kevin A
 Grubb, Barbara Jo
 Guerrero, Bobby
 Guerrero, Lisa M
 Guevara, Arthur Concha
 Gutierrez, Raquel I
 Ha Nguyen, Anna Ngocyen
 Habayeb, Olga N
 Hackmann, Debra Jeanne
 Haines, Ashley J
 Haines, Michael S
 Hajjaliakbar, Lily
 Hall, Sushma S
 Hammad Hammad, Mahbuba Nabila
 Han, Kay Yuhuing
 Hancock, Joy Elizabeth
 Haney, Randy G
 Harirchi, Madjid

SUBJECT: Personnel Transactions**DATE:** March 8, 2017**Credit Hourly Instructors/Substitutes** (continued)**NAME**

Harrington, Maria Angela
 Harryman, Paul Daniel
 Harsany, Stephen C
 Hass, Joy Elizabeth
 Hattar, Michael M
 Hauchwitz, Mark
 Hauw, Winston L
 Heinicke, David Ross
 Hemphill, Kathi L
 Henderson-Lewis, Delinia Michelle
 Hendrix, Jeffrey Glenn
 Henry, Darryl
 Hernandez Arocha, Esther Maria
 Hernandez, Amelia
 Hernandez, Andrew Jason
 Hernandez, Lisa Steele
 Hernandez-Magallon, Karla Y
 Hess, Ronald Robert
 Hewson, William Edward
 Heyrat, Mahmood
 Hight, Deana Marie
 Hight, Jeremy J
 Hight, Lisa Ann Midori
 Hinson, Jennifer Lynn
 Ho, Robert I H
 Ho, Tiffany
 Ho, Yi-Shin
 Hoekstra, Thomas Richard
 Hoffman, Alison Michelle
 Hogenauer, Tyrone J
 Holbert Jr, James Maxwell
 Holinsworth, Julie Lee
 Holland, Daniel Patrick
 Hollenshead, Marcia G
 Holloway, Brian
 Horwitz, Ellen Sandra
 Howey, Dawn Marie
 Hroblak, Jeremy M
 Hruby, Shauna T
 Huang, Lily Liwen
 Huffman, David Leon

NAME

Hughes, Richard O
 Humaciu, Matthew Frank
 Hunt, Ryan R
 Ildefonso, Nelson J
 Inman, Donna J
 Irvine, Cynthia D
 Ishihara, Chie
 Jackson, Lucy Mutindi
 Jaimes, Franciella Marie
 James-Perez, Samantha Elizabeth
 Jayachandran, Sanjay
 Jenkins, Tina S
 Johnpeer, Gary D
 Johnson, Kent James
 Johnson, Susan M
 Johnston, Sachi Katagiri
 Jollevet Jr, Felix
 Joneja, Kamal Preet
 Jones, Laquita Monique
 Jones, Lorraine A
 Jones, Monik C
 Joshua, Stacey Jae
 Karadanopoulos, Michael
 Karmiryan, Ruzanna
 Kassab, Mohamad Salem
 Kataoka, David S
 Kaur, Raminder
 Kaye, Adelina Elizabeth
 Kennedy, Wentsworth Berrisford
 Kennelley, Erika F
 Keo-Trang, Zelida Sok
 Key Ketter, Leah Marie
 Khalife, Eihsan
 Khatrar, Fayez Fouad
 Kiang, Grace Hwei-Ching L
 Kidane, Theodros Zerufael
 Kilmurray, Kevin J
 Kim, Myong-Sook
 Kingsbury, Sadie Ann
 Kinnes, Scott S
 Knish, Michael Anthony

NAME

Kogat, Lisa Elaine
 Kohl, Joan Williams
 Komrosky, Joseph W
 Kostiuk, Erik
 Kowalski, Francis S
 Kremer, Amelia E
 Kuchta III, John G
 Kwok, Gigi Yin Chi
 La Valle Shepston, Anne Dominique
 Lackey, Kaylyn Nicole
 Lahham, Lina
 Lahr-Dolgovin, Roberta Ellen
 Lam, Albert
 Lam, Hoa Quoc
 Lam, Wood C
 Lamar, Catherine Leslie
 Lambright, Kenneth Preston
 Lamphier, Peg Ann
 Landas, Michael John
 Landeros, Teresa Alonso
 Lane, John Stanton
 Lape, Eric Scott
 Lara, Sharon
 Laub, Kathleen Ann
 Lawson, Zsazsa Khu
 Lawton, Judith M
 Lazar, Edward R
 Lazar, Ryan E
 Le Cornet, Karen Anduiza
 Le, Kevin-Tu Phuoc
 Lee, Bianca Aquilla
 Lee, Chongui Keith
 Lee, Monica Jean
 Lefler, Patricia S
 Lenox, Jeffrey Joseph
 Lepp, Jodi Lynn
 Leung, Sing Lit
 Leyva, Enriqueta
 Li, Qin
 Li, Xiaoyan C
 Likens, John D

SUBJECT: Personnel Transactions

DATE: March 8, 2017

Credit Hourly Instructors/Substitutes (continued)

NAME

Lin, Jerry Jia Hao
 Lin, John Kau Chun
 Lindenstein, Nicole M
 Lirio, Frances Patricia Yap
 Little, David A
 Liu, Melanie Sensen
 Lloyd, Anthony Frazier
 Lo, Nancy Yi-Ting
 Loakes, Alexandra Vera
 Londo, Daniel James
 Long, Gary William
 Lopez, Anthony Xavier
 Lopez, Robert M
 Lord, Harry Chester
 Lored, Jennifer M
 Louis, Iris Guerra
 Lubman, Marie Dorothy
 Lucas, Hannah Edit Marjolaine
 Lukenbill, Casey Maureen
 Lundin, Renee Naomi
 Luo, Yin
 Luther, Mihoko Terada
 Ly, Hoa Thi
 Lynch, Candace C
 Lynch, Charlotte L
 Lyon, Natalia Zorairovna
 Lyons, Arlette Angele
 Lyons, Kelley Lynn
 Madrid, Raul
 Mahlke, Jennifer Lynn
 Mahood, Karen Suzan
 Malley, Michael Paul
 Manarino, Michele M
 Manookian, Danielle Jean
 Mansfield, William L
 Mansouri, Bahman
 Marella, Danilo C
 Marin, Yazmin
 Martin Jr, George T
 Martin, Dana Kathryn
 Martinez, Gerardo A

NAME

Martino, Leanora
 Mascarenas Jr, Alex Michael
 Masl, Sonya Marie
 Mason, Clair S
 Mata, Scott A
 Matahao, Ulavale Epati
 Mateo, Sheila Marie
 Matthews, Anastasia Noel
 Mattoon, Mark D
 Mattoon, Michelle Heather Gray
 Mayo, Ana Veronica
 Mayo, Daniel John
 Mc Cabe, Dale C
 Mc Kennon, Anna L
 Mccarty, Alicia Shirlene
 McCombs, Curt L.
 McLeod, Jasmine La Shaye
 Medrano, Mayda Victoria
 Mejia Gonzalez, Estela Maria
 Melkonian, Arpi B
 Melo, Filipe A
 Mendenhall, Laurence David
 Mendoza Jr, Miguel A
 Menjivar, Jose Guillermo
 Menzing, Todd Eric
 Mercier Jr, Paul G
 Meredith, Donald De Wayne
 Meredith, Stephanie Carol
 Merino, Mika Cherri
 Merrill, James D
 Merward III, Charles Joseph
 Meza, Juan Pablo
 Millward, William R
 Montenegro, Danielle
 Montero, Sasha
 Montgomery, Forrest Ellison
 Monugian, Annette Balcom
 Moore, Barbara J
 Moore, Robin D
 Moorehead I, Antonio J
 Morales Beasley, Stacey A

NAME

Morris, Jabari Jamone
 Morrison, Gina Teresa
 Mosack, Raymond Allen
 Moss, Jessica Spence
 Muleta, Guddisaa
 Mulick, Brian Robert
 Mullane, Douglas M
 Murphy, Ryan Francis
 Musallet, Omar A
 Mushik, Martin P
 Nahabedian, Steven Anthony
 Nava, Michelle Ani
 Negrete, Charlotte
 Netsawang, Pison
 Neves, Douglas Scott
 Ngo, Jenny Kathleen
 Nguyen, Cynthia N
 Nguyen, Hoang-Quyen Huu
 Nguyen, John Van
 Nguyen, Marguerite
 Nightwine-Robinson, Diana M
 Nolan Marion, Meagan Amilla
 Noland, Gayle Mindy
 Norris, Kevin Michael
 Null, Nicholas E
 Oda, Maritess Cruz
 Okonyan, David
 Okubo, Emi
 Olague, Jose Luis
 Ong, Hai Tuan
 Ontiveros, Jacqueline
 Orefice, Velia E
 Ortiz, Janet L
 Ortiz, Jose Giovanni
 Osborne, Kyle D
 Osbourne, Greg A
 Osendorf, Daniel Robert
 Ozan, Daniel Joshua
 Page, Rita Delores
 Pai, Ronald
 Paige, Lee Andrew

SUBJECT: Personnel Transactions**DATE:** March 8, 2017**Credit Hourly Instructors/Substitutes** (continued)**NAME**

Panchal, Mona D
Pappas SR, Gus T
Park, Adriana
Park, Jinsun
Parker, Steven William
Parks, Yumi Catalina
Parra, Maria Fatima de Leon
Pawlak, Matthew M
Pawley, Timothy J
Paz, Ross Louie Coria
Pedroja, Joy
Peng, Grace C
Penido, John L
Pepper, Shawn Arthur Achilles
Perez Gonzalez, Jose
Perez, Christina Jan
Petersen, Jeffrey Robert
Peterson, Elyse Marie
Petry, Petra
Pezzer, Viviana
Phelps, Scott Miller
Pietsch, Erik Shannon
Pivonka-Jones, Jamie Ann
Pock Jr., Rudolph Francis
Poehner, William John
Prewitt Jr, Dezzie Allen
Pringle, Lisa M
Prothero, Donald Ross
Prutyantov, Victor
Pula, Edmund S
Purper, Kristen Nicole
Pyle, Lynn Rene
Qu, Geng
Quach, Christina Sueran
Quintero, Henry Albert
Rabun, Timothy J
Radnoti, Stephanie Shalae
Rahman, Mustafizur
Ramirez, Claudia Concepcion
Ramirez, Jesus Olivares
Ramos Bernal, Natasha Marie

NAME

Ramos, Christopher Michael
Redmon, Phil Lee
Regalado, Shelley Marie
Regenfuss, Annalisa Roberta
Retamoza, Gracie Herrera
Reyes, Andrea Holman
Reyes, Angelito R
Reyes, Lydia A
Rice, Janice M
Richins, Gordon E
Rieben, Michael J
Rietkerk, Aaron Dean
Ripley, Denise Bigelow
Rismanchian, Azadeh
Rivas, Michael Rodney
Roberts III, Charles Lewis
Robles, Dolores D
Robles, Irene Pearl
Rodriguez, Carmen B
Rodriguez, Corinna
Rolle, Brian John
Romero, Alicia
Ross, Lisa Ann
Rothman, Stephanie M.
Rozar Jr, Ronald C
Ruh, Lani S
Rush, Tyrone Antonio
Rutherford, Eileen A
Sabet, Sarah
Safford, Maisha Franklin
Saito, Saeko N
Salata, Kathy Elaine
Salomone, Tricia Romero
Sanchez, Cynthia
Sanchez, Ivan D
Sandhu, Raminder
Sandhu, Sandeep K
Santillan, Richard Anthony
Santostefano, Michela
Sawada, Mika
Schafer, Carl William

NAME

Scholz, Suzanne M
Scott, Chris Makoto
Seaton, Brian L
Selim, Alaa N
Selnick, Sharon M
Serbia, Elizabeth Angelique
Sergio, Louis Anthony
Serpas Jacobo, Stephanie Ann
Shah, Sonali Jayen
Shaw, Tammie Denette
Shea, Nan Lee
Shea, Nora Jeannette
Shum, Mee W
Silva, Jorge A
Silverstein, Andrew Young
Simmons, Samuel Henry
Smiley, Jonathan Peter
Smith, Douglas A
Smith, Gary Michael
Smith, Jacki Ann
Smith, Jaclyn Dawn
Smith, Kimberly A
Smith, Kirk Douglas
Smith, Larry S
Smyth, Nathaniel Ignatius
Sokol, Alexia Joan
Solorzano, Diana Barajas
Spanu, Luisa
Spitzer, Jessica H
Spradlin, Sandra
Srulevitch, David D
St John, Tamara Lynn
Stanfield, Alexa Kristin
Staylor, Daniel Sean
Stefan, John Andrew
Stephan, Richard Raymond
Stephenson, Jennifer Ann
Stowell, Adam T
Straw, Ellen Katrina
Stuard, Elizabeth P
Sweet, William Robert

SUBJECT: Personnel Transactions

DATE: March 8, 2017

Credit Hourly Instructors/Substitutes (continued)

NAME

Sweetman, Susan E
 Syiem, Josephine June
 Syiem, Paul R
 Takemae, Seiji Antonio
 Takla, Reema
 Tambunan, Makalerina
 Tan, Marileth Talabis
 Tanara, Darush
 Tapia, Raul
 Tassone, Richard F
 Tate, Erin M
 Tauchi, Saori
 Taylor, Warren Derod
 Tippetts, M Todd
 Todd, David James
 Todd, Janet L
 Tolliver, Trevor L
 Tolmasov, Brooke C
 Tonini, Giuseppe Edoardo
 Torres, Andrea R
 Torres, Jose A
 Toyoshima, Heather E
 Tracey, Michael S
 Tram, Vui K
 Trokkos, Mireille Touma
 Truong, Phat Gia

NAME

Tsai, Jennifer
 Tuggle, Scott Paul
 Uchida, Yoshiko
 Ugas-Abreus, Buenaventura
 Ulloa, James Jonathan
 Utter, Robert S
 Vale, Darlene F
 Vance, Debra S
 VanderVis, Melinda K
 Vartapetian, Irina
 Virgen Jr, Roy
 Virji, Sarah-E Fatema Mohammed
 Visosky, Thomas Anthony
 Voda, Mircea R
 Vogel, Esther
 Voss, Marc Thomas
 Vy, Virginia H
 Wade, Don Q
 Walter, Kenneth
 Watson, Aaron C
 Welch, Rosanne M
 White, Raymond Arthur
 Whitlow, Lane M
 Widmann, Peter J
 Williams Hill, Donna Marie

NAME

Williams, Stephen A
 Willis, Janice A
 Wills, Laura M
 Wilson Gonzalez, Jennifer Lynn
 Wong Ng, Vicky Lien Ying
 Wong, Alexis Marie
 Wong, Jack Yim-Yin
 Wong, Rich
 Wono, Katrina Adrianto
 Wooten, Darlene Marie
 Wright, Sheila L
 Wu, David Qixing
 Yagoda, Mario
 Yao, Jiahui
 Yates, Sheryl Ann
 Yee, Howard Wah
 Yoo, Edward Jung
 Yoshioka, Georgina Alice
 Zamel, Mary Ann
 Zawahri, Louis
 Zelaya, Gina B
 Zeledon, Selena Marie
 Zhou, Elaine Q
 Zine, Scott Edward
 Zumaeta, Haydee A

Spring 2017

Non-Credit Hourly Instructors/Substitutes

NAME

Avila, Suzanne Leslie
 Baker, Nathalie Willemze
 Barreto, Norma Carvalho
 Barry, Angela
 Beightol, Donna Marie
 Beizai, Robin F
 Belblidia, Abdelillah
 Betkey, Carly Taylor
 Bhowmick, Nivedita

NAME

Bonilla, Cindy
 Brink, Janna Kathryn
 Caranci, Dayna Lee
 Carmelli, Orna
 Casian, Elizabeth
 Cena, Alexi Jayne
 Cheng, Anny Ho-Ting
 Conte, Kelly Okura
 Cridland, Patricia Lea

NAME

Danielsen, Marissa Susanne-Louise
 Dapello Jr, Alfred
 Dawood, Matthew Fadi
 De Franco, Xinhua Li
 Devi, Maya P
 Dillon, Joyce H
 Drewry-Van Ommen, Woltertje A M
 Ehring, Garrett Mark
 Evans, Douglas Mc Call

SUBJECT: Personnel Transactions**DATE:** March 8, 2017**Non-Credit Hourly Instructors/Substitutes** (continued)**NAME**

Fang, Elizabeth Eagleton
 Foisia, L.E. Hom
 Fowler, Mina
 Friedman, Karena
 Fuller, Maria Luisa
 Giron, Luisa Adriana
 Goncalves, Mauricio Cardoso
 Gyurindak, Katalin
 Hamby, Bobbi Page
 Hannon, Laura Ann
 Harwell, Elizabeth Rose
 Hayes, Mihaela
 Henry, Pamela L
 Herbst, Mark A
 Hunnicutt, Leslie Mae
 Im, Anne Kwang B
 Jacob, Laura Ruth
 James, Darrell
 Johnson, Clayton V
 Jones, Vanessa Rose
 Kao, Brenda
 Kelly, Donna R
 Kim, Grace Unkyong
 Kim, Jung Won
 Klein, Gabriela Lobasov
 Kletzien, Kristi Pederson
 Kolta, Shirley G
 Kretschmar, Judith Lyn
 Laffey, Mary

NAME

Lahey, Michael John
 Ledezma, Erica Yolanda
 Lee, Esther Soo Jin
 Lee, Kyu Youn
 Lee, Zanyaa Marie
 Lew, Maling
 Lundblade, Shirley Mae
 Martinez, Adelina
 Mason, Caryn Remington
 Mc Farlin-Stagg, Zina
 Mclaughlin, Marina Deneb
 Messori, James L
 Middleton, Michael Joseph
 Miranda, Blanche Vivian
 Musser, Gabrielle Anna Marie
 Nixon, Lorrie M
 Ortega, Sonia E
 Ortiz, Calixto
 Paphatsarang, Bounyou
 Park, Rose K
 Pham Xuan, Josiah Hoang Nhi
 Ponce, Heather R
 Powell, Anna Y
 Prasad, Gayatri K
 Rafter, John Michael
 Ramirez Catalan, Briseida I
 Rodriguez, Corinna
 Rohrenbacher, Jennifer J

NAME

Ryan, Rebecca A
 Rzonca, Shelly Kristin
 Sanetrick, Michael Peter
 Schumaker, Denise Lin
 Smith, Heather J
 Stringfellow, Susan Joy
 Stump, Celeste S
 Suarez, Maria Vanessa
 Sunnaa, Andrea J
 Szok, Kenneth Francis
 Tamburro, Melody Lynn
 Tan, Jeremy Andrew Gan
 Tarkan, Shana Levete
 Toloui, Mitra
 Tom, Aaron Patrick
 Trimble, Jill Ann
 Tucker, Raymond Michael
 Valentin, Nathalie C
 Van Dyke-Kao, Rita Mary
 Vandepas, Deborah J
 Vanegas, Yazmin
 Velarde, Margaret G
 Wang, Vivian Lee
 Warner, Benjamin L
 Williams, Stephen Odeal
 Willis, Geneie Louise
 Windisch, Todd Alan
 Yanuaria, Christina M

MANAGEMENT EMPLOYMENT**Permanent New Hires**

Name: Armstrong, Myeshia
 Position: Associate Vice President
 Department: Fiscal Services
 Range/Step: M-23, Step 3
 Job FTE: 1.00/12 months
 Effective: 3/14/17

New: No

Salary: \$167,556.00/annual

SUBJECT: Personnel Transactions

DATE: March 8, 2017

Permanent New Hires (continued)

Name: Swingle, Dejah
 Position: Director, Strong Workforce Initiatives New: Yes
 Department: Instruction
 Range/Step: M-15, Step 2 Salary: \$124,356.00/annual
 Job FTE: 1.00/12 months
 Effective: 3/9/17

Name: Vitzelio, Tommie
 Position: Director, Learning Assistance Center New: No
 Department: Learning Assistance Center
 Range/Step: M-15, Step 3 Salary: \$126,984.00/annual
 Job FTE: 1.00/12 months
 Effective: 3/20/17

Resignation

Sandra Sisco, Temporary Special Projects Director (School of Continuing Education) effective 1/16/17

TEMPORARY EMPLOYMENT

Professional Expert Salary Schedule

Classified Short-Term Hourly Employees

<u>Name</u>	<u>Title</u>	<u>Rationale</u>	<u>Department/Program</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Blanco, James	Mailroom Operator	Absence	Mailroom	19.81	01/03/17-02/23/17
Gonzalez, Judith	Custodian	Absence	Custodial Services	18.25	01/11/17-06/30/17
Hoover-Mason, Maxwell	Lab. Tech., Natural Sci.	Vacancy	Natural Sciences	23.47	02/08/17-06/30/17
Lopez, Krystal	Admin. Spec. II	Absence	High School Outreach	22.55	12/01/16-03/30/17
Nguyen, Allen	Admin. Spec. I	Vacancy	Human Resources	21.24	02/21/17-06/30/17
Perez, Carolina	Library Technician	Vacancy	Library & Learning Res.	21.67	02/27/17-04/27/17
Poehlman, Joseph	Lab. Tech., Photography	Vacancy	Photography	23.47	01/09/17-06/30/17
Reynoso, Humberto	Lab. Tech. Arts	Vacancy	Fine Arts	23.24	01/03/17-06/30/17

Hourly Non-Academic Employees

<u>Name</u>	<u>Title</u>	<u>Department/Program</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Acosta, William	Tutor IV	Writing Center	12.75	02/27/17-06/30/17
Albertson, Catalina	Study Skills Assistant II	Learning Assistance Ctr.	11.50	02/08/17-06/30/17
Alvarado, Gilbert	Student Intern	Counseling	15.00	03/09/17-06/30/17
Araujo Bedolla, Xally	Administrative Aide	Counseling	13.00	02/27/17-06/16/17
Asuega, Patricia	Human Resources Aide	Human Resources	16.25	01/30/17-06/30/17
Ayala, Luis	Teaching Aide	Natural Sciences	13.50	01/09/17-02/19/17

SUBJECT: Personnel Transactions**DATE:** March 8, 2017**Hourly Non-Academic Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department/Program</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Buford, Kenyatta	Caseworker Aide	CalWORKs	12.00	01/03/17-06/30/17
Chaltron, Carlos	Library Aide III	Library	12.50	03/09/17-06/30/17
Chaltron, Carlos	Study Skills Assistant III	Learning Assistance Ctr.	12.50	02/27/17-06/30/17
Cozart, Bryan	Teaching Aide	Natural Sciences	13.50	01/09/17-02/19/17
Dashiell, Raymone	Caseworker Aide	CalWORKs	12.00	01/03/17-06/30/17
Estrada, Gabriel	Learning Assistant	Business	13.00	02/09/17-06/30/17
Figueroa, Maria	Administrative Aide	Counseling	13.00	02/27/17-06/16/17
Figueroa, Mario	Teaching Aide	Natural Sciences	13.50	01/09/17-02/19/17
Flores Contreras, Luis	Study Skills Assistant III	Learning Assistance Ctr.	12.50	03/09/17-06/30/17
Garcia, Norma	Tutor III	Writing Center	11.50	02/27/17-06/30/17
Gaisie, Deshawn	Study Skills Assistant I	Adult Basic Education	10.50	03/09/17-06/30/17
Gonzales, Stephania	Administrative Aide	High School Outreach	13.00	01/02/17-06/30/17
Gonzalez, Michael	Administrative Aide	EOPS/CARE	13.00	02/27/17-06/30/17
Gonzalez, Stephania	Administrative Aide	High School Outreach	13.00	12/14/16-06/30/17
Hadley, Sidonia	Administrative Aide	Counseling	13.00	12/19/16-02/26/17
Hinrichs, Kelly	Tutor IV	Tutorial Services	12.75	03/09/17-06/30/17
Kimm, Adrienne	Student Intern	Counseling	15.00	03/09/17-06/30/17
Macias, Paige	Teaching Aide	Natural Sciences	13.50	01/03/17-06/18/17
Madero, Nathalie	Administrative Aide	Counseling	13.00	02/27/17-06/30/17
Marinelli, Analia	Study Skills Assistant III	Writing Center	12.50	03/09/17-06/30/17
Mejia, Crystal	Executive Secretary III	Library & Learning Res.	24.00	01/20/17-06/30/17
Molla, Meklit	Educational Advising Aide	Aspire	17.25	01/02/17-06/30/17
Moreno Haq, Blanca	Student Intern	Child Development Ctr.	15.00	12/01/16-06/30/17
Ortega, Silvia	Executive Secretary III	Foundation Office	24.00	01/12/17-06/30/17
Palmer, Nasjua	Caseworker Aide	CalWORKs	12.00	01/03/17-02/24/17
Paz, Genoveva	Tutor III	Writing Center	11.50	02/27/17-06/30/17
Pringle, Kristen	Tutor IV	Writing Center	12.75	03/09/17-06/30/17
Resto, Cristal	Teaching Aide	Natural Sciences	13.50	01/09/17-02/19/17
Rodriguez, Brandon	Skilled Tr. Cr. Worker Aide	Fac., Plan. & Mgmt.	15.25	03/09/17-06/30/17
Singarajah, Anantha	Teaching Aide	Natural Sciences	13.50	01/09/17-02/19/17
So, Katherine	Study Skills Assistant II	Writing Center	11.50	03/08/17-06/30/17
Soto, Sylvia	Administrative Aide	CalWORKs	13.00	01/03/17-06/30/17
Toledo, Anthony	Study Skills Assistant II	Writing Center	11.50	02/27/17-06/30/17

Professional Expert Employees-Extended Assignments

<u>Name</u>	<u>Title</u>	<u>Department/Program</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Barraza, Arcelia	Project/Program Aide	Student Life	20.00	01/03/17-06/30/17
Bourque, Daniel	Tutorial Specialist I	Business	17.00	01/10/17-06/30/17
Cinco, Talitha	Technical Expert II	Nursing	45.00	02/01/17-06/30/17
Dang, Trinh-Thuy	Teaching Aide	School of Contin. Ed.	13.50	01/09/17-02/24/17
Figueras, Stephanie	Technical Expert II	Nursing	45.00	01/09/17-06/30/17
Hansen, Erin	Project Expert/ Specialist	Adult Basic Ed.	25.00	01/03/17-06/30/17
Hillman, Michael	Project/Program Aide	Natural Sciences	20.00	01/10/17-02/26/17
HippMirahshemi, Kasie	Project/Program Aide	Student Services	20.00	01/03/17-06/30/17

SUBJECT: Personnel Transactions**DATE:** March 8, 2017**Professional Expert Employees-Extended Assignments** (continued)

<u>Name</u>	<u>Title</u>	<u>Department/Program</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Johnson, Brianna	Project Expert/Specialist	Adult Basic Ed.	25.00	01/03/17-06/30/17
Kaululaa, Kai	Project Expert/Specialist	Center of Excellence	25.00	01/17/17-06/30/17
Noboa, Christian	EMT Specialist	Medical Services	21.00	01/23/17-06/30/17
Ochoa, Melissa	CDC Teacher II	Child Development Ctr.	11.25	01/06/17-06/30/17
Peng, Peter	EMT Specialist	Medical Services	21.00	01/09/17-06/30/17
Perez, David	Project/Program Aide	DSP&S	20.00	01/03/17-06/30/17
Quiroz, Gabrielle	Project/Program Aide	Student Life	20.00	01/03/17-06/30/17
Rebensdorf, Chase	Interpreter II	Humanities & Soc. Sci.	30.00	01/09/17-06/30/17
Robertson, Sidney	Project Expert/Specialist	Arise	25.00	01/02/17-02/26/17
Rodriguez, Linda	Project Expert/Specialist	School of Contin. Ed	25.00	01/03/17-06/30/17
Shay, Michael	Proj. Admin. to the Pres.	President's Office	75.00	02/07/17-06/30/17
Sierra, Patrick	Program Supervisor II	Kinesiology, Ath. & Dnce.	16.75	01/09/17-06/30/17
Singarajah, Anantha	Teaching Aide	Natural Sciences	13.50	02/27/17-06/18/17
Strollo, Leslie	Teaching Aide	School of Continuing Ed.	13.50	01/09/17-06/30/17
Suarez, Maria	Exercise Trainer Assist. II	Kinesiology, Ath. & Dnce.	10.75	01/20/17-06/30/17
Suarez, Maria	Fitness Trainer I	Kinesiology, Ath. & Dnce.	12.50	01/20/17-06/30/17
Tricoli, Anthony	Project Administrator	Facilities Plng. & Mgmt.	60.00	12/15/16-06/30/17
Wilson, Kelly	Athletic Injury Specialist II	Kinesiology, Ath. & Dnce.	26.00	10/01/16-06/30/17

Student Employees

<u>Name</u>	<u>Title</u>	<u>Department/Program</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Aguilar, Jesse	Student Assistant IV	Student Services	12.25	01/01/17-02/26/17
Alexander, Robert	Student Assistant III	Air Cond. & Welding	11.50	01/01/17-02/26/17
Aluesi, Elisinoa	Student Assistant IV	Student Services	12.25	01/01/17-02/26/17
Amezcuca, Liz	Student Assistant IV	TRiO	12.25	01/02/17-02/24/17
Anaya, Sara	Student Assistant IV	Bridge	12.25	01/01/17-02/26/17
Aragon, Melissa	Student Assistant III	Financial Aid	11.50	01/12/17-02/26/17
Atchison, Felin	Student Assistant III	High School Outreach	11.50	01/03/17-02/26/17
Banks, Eric	Student Assistant III	Arise	11.50	01/01/17-02/24/17
Barajas, Alex	Student Assistant IV	Bridge	12.25	01/01/17-02/26/17
Bernal, Amber	Student Assistant IV	Student Equity	12.25	01/09/17-02/24/17
Biddle, Charles	Student Assistant IV	Student Services	12.25	01/01/17-02/26/17
Bisarra, Alexis	Student Assistant II	DSP&S	10.75	01/09/17-02/24/17
Bravo Reboloso, Elizabeth	Student Assistant III	DSP&S	11.50	01/03/17-02/24/17
Bravo, Viviana	Student Assistant III	Counseling	11.50	01/02/17-02/24/17
Brow, Laura	Student Assistant IV	Humanities & Soc. Sci.	12.25	01/09/17-02/16/17
Cardenas, Anna	Student Assistant V	EOPS/CARE	13.00	01/10/17-02/24/17
Cardenas, Lazaro	Student Assistant III	High School Outreach	11.50	01/03/17-02/26/17
Cardenas, Yarazet	Student Assistant III	High School Outreach	11.50	01/03/17-02/26/17
Castro, Valeria	Student Assistant III	Earth Sci. & Astro.	11.50	01/18/17-02/26/17
Cerda, Arlene	Student Assistant IV	Child Development Ctr.	12.25	01/09/17-02/24/17
Chamberlan, Yvonne	Student Assistant III	Humanities & Soc. Sci.	11.50	01/03/17-02/23/17
Chan, Ying Kiu Alyssa	Student Assistant III	Counseling	11.50	01/02/17-02/24/17
Chavez, Miranda	Student Assistant V	Natural Sciences	13.00	01/09/17-02/19/17

SUBJECT: Personnel Transactions**DATE:** March 8, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department/Program</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Chenet, Kevin	Student Assistant III	Arise	11.50	01/02/17-02/24/17
Chenet, Kevin	Student Assistant III	Bridge	11.50	01/01/17-02/26/17
Dandridge, Pebbles	Student Assistant III	Arise	11.50	11/07/16-02/26/17
De La Cruz Cabrera	Student Assistant III	High School Outreach	11.50	01/03/17-02/26/17
Duong, Mike	Student Assistant III	DSP&S	11.50	01/03/17-02/24/17
Espinoza, Victor	Student Assistant IV	Student Services	12.25	01/01/17-02/26/17
Fortunati, Anthony	Student Assistant IV	Student Services	12.25	01/01/17-02/26/17
Franco, Guillermo	Student Assistant III	Financial Aid	11.50	01/09/17-02/24/17
Gelbert, John	Student Assistant II	Respiratory Therapy	10.75	02/27/17-06/30/17
Gomez, Florencia	Student Assistant III	High School Outreach	11.50	01/03/17-02/26/17
Gonzales, Michael	Student Assistant V	EOPS/CARE	13.00	01/10/17-02/24/17
Gonzalez Jr., Santiago	Student Assistant III	High School Outreach	11.50	01/03/17-02/26/17
Gonzalez, Jack	Student Assistant V	Facilities Plng. & Mgmt.	13.00	02/27/17-06/30/17
Grajeda, Jefferey	Student Assistant IV	Bridge	12.25	01/01/17-02/26/17
Guerra, Angelica	Student Assistant III	Learning Assist, Ctr.	11.50	01/25/17-02/26/17
Guo, Siyun	Student Assistant III	High School Outreach	11.50	01/03/17-02/26/17
Halliburton, Ashley	Student Assistant II	Humanities & Soc. Sci.	10.75	01/09/17-02/16/17
Hernandez, Brianda	Student Assistant III	Financial Aid	11.50	01/09/17-02/16/17
Hernandez, Diana	Student Assistant IV	Bridge	12.25	01/01/17-02/26/17
Hernandez, Stephanie	Student Assistant V	Natural Sciences	13.00	01/09/17-02/26/17
Horn, Crystal	Student Assistant IV	Business	12.25	09/19/16-02/26/16
Huang, Terry	Student Assistant IV	Arise	12.25	01/02/17-02/24/17
Hunt, Jamar	Student Assistant III	Arise	11.50	01/02/17-02/24/17
Iglesias, Priscilla	Student Assistant II	Humanities & Soc. Sci.	10.75	01/09/17-02/16/17
Inouye, Andrea	Student Assistant III	Arts	11.50	01/09/17-02/16/17
Jimenez, Sara	Student Assistant V	Natural Sciences	13.00	01/19/17-02/19/17
Juarez, Alejandro	Student Assistant IV	Student Services	12.25	01/01/17-02/26/17
Kaaki, Sarah	Student Assistant III	High School Outreach	11.50	01/03/17-02/26/17
Kimes, Jerome	Student Assistant IV	Student Services	12.25	01/01/17-02/26/17
Kohitolu, Finau	Student Assistant IV	Student Services	12.25	01/01/17-02/26/17
Lavaki, Mekemeke	Student Assistant IV	Student Services	12.25	01/01/17-02/26/17
Leon Menjivar, Andrea	Student Assistant IV	Student Equity	12.25	01/09/17-02/24/17
Lizama, Breanne	Student Assistant III	High School Outreach	11.50	01/03/17-02/26/17
Lopez, Raylene	Student Assistant II	Humanities & Soc. Sci.	10.75	01/09/17-02/16/17
MacDonald, Kelsey	Student Assistant I	Natural Sciences	10.50	01/03/17-02/26/17
Macias, Jennifer	Student Assistant II	Humanities & Soc. Sci.	10.75	01/09/17-02/16/17
Maciel, Arthur	Student Assistant III	Tutorial Services	11.50	01/09/13-02/17/17
Magalei, Jaiave	Student Assistant III	Kinesiology, Ath. & Dnce.	11.50	09/16/16-02/26/17
Magallanes, Jonas	Student Assistant IV	Learning Assistance Ctr.	12.25	01/01/17-02/26/17
Maidment, Ryan	Student Assistant II	Music	10.75	12/01/16-02/26/17
Malhotra, Rajat	Student Assistant IV	Bridge	12.25	01/01/17-02/26/17
Mardis, Nancy	Student Assistant III	Financial Aid	11.50	01/09/17-02/24/17
Martinez, Janell	Student Assistant IV	Bridge	12.25	01/01/17-02/26/17
Martinez-Luna, David	Student Assistant III	Bridge	11.50	01/01/17-02/26/17
Mendoza, Jasmine	Student Assistant III	Bridge	11.50	01/01/17-02/26/17

SUBJECT: Personnel Transactions

DATE: March 8, 2017

Student Employees (continued)

<u>Name</u>	<u>Title</u>	<u>Department/Program</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Mesko, Abby	Student Assistant IV	EOPS/CARE	12.25	01/10/17-02/24/17
Mobley, Chalon	Student Assistant III	Natural Sciences	11.50	01/09/17-02/26/17
Moffitt, Heather	Student Assistant I	Agricultural Sciences	10.50	01/09/17-02/26/17
Moline, Jordan	Student Assistant IV	Writing Center	12.25	01/09/17-02/24/17
Mulugeta, Haywan	Student Assistant III	Aspire	11.50	01/02/17-02/24/17
Mundine, Scipio	Student Assistant IV	Public Safety	12.25	12/20/17-02/26/17
Naas, Tanner	Student Assistant II	Writing Center	10.75	01/09/17-02/24/17
Nava Olvara, Cesar	Student Assistant V	Aircraft Maint. Tech.	13.00	01/09/17-02/26/17
Ngo, Chau	Student Assistant IV	EOPS/CARE	12.25	01/10/17-02/24/17
Nguyen, Kenny	Student Assistant IV	Humanities & Soc. Sci.	12.25	01/09/17-02/16/17
Nguyen, Melissa	Student Assistant III	Arch. Des. Eng. & Mfg.	11.50	01/23/17-02/24/17
Nguyen, My	Student Assistant V	Natural Sciences	13.00	01/09/17-02/19/17
Nieto, Gregorio	Student Assistant II	Humanities & Soc. Sci.	10.75	01/09/17-02/16/17
Nunez, Destiny	Student Assistant IV	EOPS/CARE	12.25	01/09/17-02/16/17
Ochoa Flores, Ariana	Student Assistant III	High School Outreach	11.50	01/03/17-02/26/17
Osorio, Karen	Student Assistant IV	Student Services	12.25	01/01/17-02/26/17
Osuna, Herlen	Student Assistant III	High School Outreach	11.50	01/03/17-02/26/17
Otico, Divine	Student Assistant IV	Counseling	12.25	01/02/17-02/24/17
Palma- Tejeda, Edith	Student Assistant IV	Bridge	12.25	01/01/17-02/26/17
Pang, Mark	Student Assistant II	Business	10.75	01/03/17-02/24/17
Parham, Jordan	Student Assistant III	Business	11.50	01/26/17-02/26/17
Pena, Kelly	Student Assistant III	Bridge	11.50	01/01/17-02/26/17
Perez, Briana	Student Assistant III	High School Outreach	11.50	01/03/17-02/26/17
Phan, Nhung	Student Assistant IV	EOPS/CARE	12.25	01/10/17-02/24/17
Pogosova, Elena	Student Assistant III	High School Outreach	11.50	01/03/17-02/26/17
Portis, John	Student Assistant V	Natural Sciences	13.00	01/09/17-02/19/17
Preston, Erin	Student Assistant III	Aspire	11.50	01/01/17-02/24/17
Prizio, Victoria	Student Assistant IV	Health Services	12.25	01/01/17-02/26/17
Quinones, Juan	Student Assistant I	Earth Sci. & Astro.	10.50	02/27/17-04/02/17
Recio, Maico	Student Assistant V	Natural Sciences	13.00	01/09/17-02/19/17
Richardson, Axel	Student Assistant IV	Commerical & Ent. Arts	12.25	01/09/17-02/24/17
Rider, Cole	Student Assistant II	Agricultural Sciences	10.75	01/19/17-02/26/17
Rodriguez, David	Student Assistant I	Agricultural Sciences	10.50	01/09/17-02/25/17
Roman, Ramon	Student Assistant IV	Student Services	12.25	01/01/17-02/26/17
Ruiz, Briam	Student Assistant IV	Facilities Plng. & Mgmt.	12.25	08/29/17-02/26/17
Russo, Kristen	Student Assistant II	Writing Center	10.75	01/03/17-02/16/17
Shamim, Aman	Student Assistant II	Humanities & Soc. Sci.	10.75	01/09/17-02/16/17
Shamsi, Wajeeha	Student Assistant IV	EOPS/CARE	12.25	01/10/17-02/24/17
Shen, Chris	Student Assistant IV	Student Services	12.25	01/01/17-02/26/17
Sherman, Dominic	Student Assistant IV	Student Equity	12.25	01/09/17-02/24/17
Speak, Margaret	Student Assistant IV	Consumer & Des. Tech.	12.25	01/09/17-02/16/17
Tamura, Ariana	Student Assistant V	Natural Sciences	13.00	01/09/17-02/19/17
Tang, Phat	Student Assistant IV	EOPS/CARE	12.25	01/10/17-02/24/17
Tapia Lopez, Saydi	Student Assistant III	Bridge	11.50	01/01/17-02/26/17
Thomas, Yasmine	Student Assistant III	High School Outreach	11.50	01/03/17-02/26/17

SUBJECT: Personnel Transactions**DATE:** March 8, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department/Program</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Torres, Alejandro	Student Assistant IV	Student Equity	12.25	01/09/17-02/24/17
Torres, Matthew	Student Assistant IV	Student Services	12.25	01/01/17-02/26/17
Trejo, Jonathan	Student Assistant IV	Student Services	12.25	01/01/17-02/26/17
Trujillo Negrete, Adriana	Student Assistant IV	Counseling	12.25	01/01/17-02/24/17
Ueda, Seiji	Student Assistant I	Earth Sci. & Astro.	10.50	01/17/17-02/19/17
Valencia, Natalie	Student Assistant IV	EOPS/CARE	12.25	01/09/17-02/16/17
Vazquez- Ceja, Jorge	Student Assistant IV	Bridge	12.25	01/01/17-02/26/17
Vazquez, Jorge	Student Assistant III	High School Outreach	11.50	01/03/17-02/26/17
Vega, Eugene	Student Assistant III	Learning Assistance Ctr.	11.50	01/30/17-02/26/17
Walper, Sydney	Student Assistant V	Natural Sciences	13.00	01/09/17-02/19/17
Waters, Trelani	Student Assistant III	Kinesiology, Ath. & Dnce.	11.50	01/01/17-02/26/17
Wilson, Ariana	Student Assistant III	Arise	11.50	01/02/17-02/24/17
Yassa, Anthony	Student Assistant III	Bridge	11.50	01/01/17-02/26/17
Zuniga, Adrian	Student Assistant V	Air Cond. & Welding	13.00	07/01/16-02/26/17

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

DATE: March 8, 2017

CONSENT

SUBJECT: Master Pay Schedule for 2016-17

BACKGROUND

In accordance with a recent CalPERS Compensation Review and Analysis Audit, Mt. SAC is required to combine all salary schedules into a single "Master Pay Schedule." This schedule is distributed separately.

This document requires that all job description titles and pay ranges be on one document; it must include CSEA Chapter 262, CSEA Chapter 651, Confidential employees, Supervisors, Managers, and Executive Management; and must be Board approved annually.

The Board of Trustees has already taken action to approve these salary schedules through approval of negotiated Agreements and Meet-and-Confer Agreements.

ANALYSIS AND FISCAL IMPACT

This directive is in accordance with Government Code Section 20636.1 and California Code of Regulations Section 570.5 requirements.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Master Pay Schedule for 2016-17.

Recommended by: Bill Scroggins Reviewed by: Abe Ali
Agenda Item: Consent #26

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 8, 2017</u>	CONSENT
SUBJECT:	<u>New and/or Revised Management Job Classification Descriptions</u>	

BACKGROUND

To reflect the current needs of the College, the following Management job classification descriptions are being submitted as new and/or revised. Please note additions are bold and underlined and deletions are stricken:

- Assistant Director, Public Safety Programs (New);
- Chief Compliance and College Budget Officer (New);
- Director, Public Safety Programs (New);
- Manager, Title IX/Equal Employment Opportunity (EEO) Investigations (New);
- Associate Vice President, Student Services (New)
- Assistant Director, Professional and Organizational Development (New);
- Director, Professional Development (New); and
- Dean, Humanities and Social Sciences.

ANALYSIS AND FISCAL IMPACT

These job classification descriptions are being brought forward for Board approval in accordance with Education Code § 88009 and 88010.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the New and/or Revised Management Job Classification Descriptions, as presented.

Recommended by: <u>Bill Scroggins</u>	Reviewed by: <u>Abe Ali</u>
	Agenda Item: <u>Consent #27</u>

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

**ASSISTANT DIRECTOR, PUBLIC SAFETY PROGRAMS
FLSA EXEMPT – M-13**

DEFINITION

Under the administrative direction and oversight of the Director, Public Safety Programs, the Assistant Director plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Mt. SAC Paramedic Program, both on-campus and at off-campus training locations. Provides administrative direction and oversight to Director* and Clinical Coordinator* of the Emergency Medical Technician (EMT) program (*Faculty reassigned positions). Works with regional fire agencies to establish and maintain strong working relationships, awareness of employer needs, and job market for Paramedic program graduates (post licensure) and EMT program graduates (post certification). Seeks opportunities for collaboration with local agencies and municipalities. Due to special expertise, when required or directed, may respond to campus emergencies and provide technical advice in coordination with other campus administrators. This position requires a thorough working knowledge of various College procedures, board policies, and federal and state regulations. This position is an overtime-exempt supervisory classification.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director, Public Safety Programs. Exercises general and direct supervision over assigned staff.

CLASS CHARACTERISTICS

This is an Assistant Director classification in the Technology and Health Division. The incumbent assists in overseeing, directing, and participating in all activities of the Fire Technology/Firefighter 1 Academy/Administration of Justice Programs and EMS programs, and serves as Program Director and Clinical Coordinator of the Paramedic Program. Assists in short- and long-term planning, development, and administration of program policies, procedures, and services. Successful performance of the work requires an extensive professional background, as well as, skill in coordinating program work with that of other College departments/programs. Responsibilities include performing and directing many of the program's day-to-day operational functions. This class is distinguished from the Director, Public Safety Programs in that the latter has overall management responsibility for Fire Technology/Firefighter 1 Academy/Administration of Justice Programs.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Serves as designated Paramedic Program Director, Supervisor, or Manager for the certifying Local EMS Agency (LEMSA). Plans, organizes, coordinates, manages, and evaluates the day-to-day activities and functions of the Mt. SAC Emergency Medical Services (EMS) programs.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

- Acts as a liaison for the College with local, county, and state and federal EMS agencies.
- As required, coordinates with private and governmental agencies in the areas of training, EMS, and similar emergency response activities.
- Works with regional fire agencies to establish and maintain strong working relationships, awareness of employer needs and job market for EMS program graduates, and seeks opportunities for collaboration with local agencies and municipalities.
- Participates in a variety of committees and meetings related to the EMS programs, which may involve travel outside the College or state.
- Using input derived from faculty, advisory committees, and oversight organizations, develops, updates, modifies, or submits for deletion EMS program and/or curriculum forms and supporting documents so that the programs' courses and degrees meet or exceed all applicable county, state, and national training standards, while simultaneously meeting the needs of the tri-county emergency services community.
- Administers the EMS programs' occupational safety program as specified by Cal-OSHA.
- Provides for the day-to-day management and supervision of all EMS programs' students and students' records.
- Complies with local, state, and federal EMS training mandates and recordkeeping standards.
- Ensures that EMS training and personnel records are accurately maintained.
- Implements, reviews, modifies, and complies with EMS program standard operating procedures, guidelines, goals and mission statements.
- In conjunction with the Dean and Director, Public Safety Programs, receives, reviews, investigates, forwards, and/or reports on all EMS student, faculty, and staff complaints.
- As required, approves the timely processing of EMS purchase orders and time records for compliance with the College's policies and procedures and with state and federal codes, regulations, standards, or laws.
- Oversees EMS fund-raising efforts and coordinates with the Mt. SAC Foundation.
- Maintains contracts for EMS clinical sites and/or negotiates for new sites.
- Troubleshoots issues related to facility use.
- Seeks out and applies for grants, donations, and other funds which will supplement the current and future EMS course deliveries.
- Contacts public and private agencies seeking donation of surplus or retired equipment (i.e., expired medications, medical equipment, and supplies).
- Oversees the purchasing, inventory management/tracking, security, repair, and operational safety of the tools, equipment, and supplies for the EMS programs; approves or prepares work orders for repairs.
- Due to special expertise, when required or directed, may respond to campus emergencies and provide technical advice in coordination with other campus administrators.
- May be required to assist with, or formally serve on, the College's emergency preparedness, safety, crisis management, or similar committees.
- Selects, supervises, and evaluates the performance of EMS programs' faculty and staff.
- Updates procedure manuals as needed for EMS professional and paraprofessional staff.
- Resolves personnel issues at the lowest possible level within the organization.
- Coordinates faculty assignments in the Emergency Medical Services (EMS) programs.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

- In conjunction with the Dean, Technology & Health, Director of Public Safety Programs, and department chair, plans, develops, submits, and modifies current and future EMS course schedules.
- In conjunction with the Dean, Technology & Health, Director, and department chair, plans, develops, submits, and modifies current and future EMS course schedules.
- Ensures that the EMS programs have well-structured websites that include current program, degree, and course information.

QUALIFICATIONS

Knowledge of:

- Federal, state, and College policies, procedures, and regulations related to fire department operations and fire training delivery.
- Federal, state, and College policies, procedures, and regulations related to EMS training delivery.
- Current methodology, pedagogy, and andragogy concepts related to vocational CTE training and education.
- NWCG; CSTI; CAL-EMA; and the California State Fire Training System policies, course delivery requirements, code of ethical teaching standards, course management procedures, scheduling, and course processing requirements.
- CAA-HEP; CoAEMSP; and LEMSA policies, course delivery requirements, code of ethical teaching standards, course management procedures, scheduling, and course processing requirements.
- Principles and practices associated with the maintenance of records, including computerized electronic data collection and reporting techniques.
- Current managerial and supervisory techniques for effective and efficient supervision, management, and leadership of faculty, staff, and classified personnel.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Computer technology, online course management systems, and technology based education systems.
- Grant writing techniques.
- Program, degree, and course development and evaluation procedures.
- Student Learning Objectives (SLO).
- Risk management assessment and techniques.
- California Title 5 regulations related to program, degree, and course development/delivery.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- English usage, spelling, vocabulary, grammar, and punctuation.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

- Techniques for effectively representing the College in contacts with governmental agencies; community groups; and various business, professional, educational, regulatory, and legislative organizations.

Skills & Abilities to:

- Plan and administer complex, highly regulated emergency services programs.
- Solve complex program and course delivery problems in a timely, effective, and efficient manner.
- Make sound operational decisions.
- Supervise, coach, and evaluate the work of assigned staff.
- Effectively participate with federal, state, and local agencies.
- Demonstrate sensitivity to, and respect for, a diverse population.
- Chair committee meetings.
- Interpret and apply College policies and procedures, national safety standards, laws, and regulations.
- Prepare written operating procedures and program standards.
- Effectively work with people at all levels, internal and external to the organization.
- Professionally represent the College and the EMS programs in the local and statewide community.
- Communicate effectively orally and in writing.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Accurately estimate resources required to accomplish goals and work within project schedules.
- Work independently in the absence of specific instructions.
- Manage and inventory department equipment and supplies.
- Exercise discretion and tact in the handling and processing of sensitive administrative activities and operations.
- Hire, train, schedule, coordinate, and formally evaluate the work of others.
- Continuously monitor changes in regulations, policies, and technology related to overall needs of the program.

Education and Experience:

Per Standard 111.B.1.b., Program Director Qualifications, the program director must:

- 1) Possess a minimum of a Bachelor's degree to direct a Paramedic program from an accredited institution of higher education to direct an Advanced Emergency Medical Technician program;
- 2) Have appropriate medical or allied health education, training, and experience;
- 3) Be knowledgeable about methods of instruction, testing, and evaluation of students;

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

- 4) Have field experience in the delivery of out-of-hospital emergency care;
- 5) Have academic training and preparation related to emergency medical services at least equivalent to that of a paramedic;
- 6) Be knowledgeable about the current versions of the National EMS Scope of Practice, National EMS Education Standards, and evidenced-informed clinical practice.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and outdoor setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various College and meeting sites and off campus training sites (some sites are in rugged terrain); vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing and walking between work areas is required. Must possess the ability to lift, carry, push, and pull equipment, materials, and objects related to the programs. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office and open air environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures. In addition, when required, incumbents will work in outside weather conditions and be exposed to extremely hazardous conditions and materials.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

**CHIEF COMPLIANCE AND COLLEGE BUDGET OFFICER
FLSA EXEMPT – M-23**

DEFINITION

Under administrative direction and oversight of the Vice President, Administrative Services, the Chief Compliance and College Budget Officer (CCCBO) ensures that the rules and regulations of local, county, state, and federal laws are followed properly and that the employees are handling transactional processing, reporting, and program requirements within the legal framework of being in compliance. Plans, organizes, manages, and provides recommendations and oversight for compliance and audit functions and activities within the Fiscal Services Department and the College. The CCCBO does not participate in any of the management decision process or accepts any responsibility in the execution of College activities. Coordinates with the Associate Vice President, Fiscal Services (AVPFS) in the development of policies and procedures related to fiscal operations, monitors all financial transactions and activity to maintain compliance, and develops the College budget and timelines. Coordinates through the AVPFS the assignment of support staff for assigned activities related to budgets and compliance. Coordinates through the AVPFS assigned activities with other College divisions, departments, outside agencies, and the public. Fosters cooperative working relationships among the College's divisions and departments; with intergovernmental and regulatory agencies; and with various public and private groups. Provides highly responsible and complex professional assistance to the Vice President, Administrative Services, in areas of compliance expertise. The CCCBO reviews management activities that include the design, implementation, and maintenance of a common infrastructure that minimizes risk of non-compliance. The CCCBO keeps the Vice President of Administrative Services apprised of any issue of risk, control, or management practice that may be of significance, as well as the annual budget d processes and outcomes. This position is an overtime-exempt supervisory classification.

SUPERVISION RECEIVED AND EXERCISED

The CCCBO receives administrative direction from the Vice President, Administrative Services, and has the responsibility to advise and provide for corrective action to ensure that strategies and practices are aligned and consistent with the College's objectives and governance policies. In this role the CCCBO complements and supports the AVPFS in staying compliant with various programs which include the integration of activities to effectively manage risk and compliance related activities. The work provides for a wide variety of independent decision-making within legal and general policy and regulatory guidelines. This position has the responsibility for conducting compliance reviews and coordinating external audits involving major financial programs so that the College can remain compliant in all areas of financial operations. The CCCBO works in conjunction with the AVPFS to recommend changes in practices and procedures on financial activity which involve implementation through coordination with the AVPFS, who is the Fiscal Services line administrator to manage staff, managers, and others in meeting compliance objectives.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

CLASS CHARACTERISTICS

This is a Department Head classification that oversees, directs, and participates in all compliance, audit activities, and budget of the Fiscal Services Department units and the College. This class works closely and in coordination with the AVPFS, including short- and long-term planning and the development of departmental policies and procedures. Also, in coordination and conjunction through the AVPFS, provides assistance to the Vice President, Administrative Services, in a variety of coordinative, analytical, and liaison capacities including internal control issues and management practices that may be significant and do not meet compliance requirements. Also provides assistance to the Vice President, Administrative Services, in the planning, development, and implementation of budget policies and practices. Successful performance of the work requires knowledge of public policy and College functions and activities, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating through the AVPFS the activities of the department with those of other departments and outside agencies, and managing and overseeing the complex and varied functions of the department dealing with compliance and auditing objectives. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, for furthering College goals and objectives within general policy guidelines, and recommends initiatives to maintain responsible stewardship and compliance for the College. This class is distinguished from the Vice President, Administrative Services, in that the latter is responsible for the overall management of all functions in the Administrative Services Division. This class is also distinguished from the AVPFS, who has line responsibility over staff in the Fiscal Services department. The CCCBO has direct responsibility to the Vice President, Administrative Services, to ensure that compliance, internal control, auditing, and budgeting functions are adhered to and ensure the College stays in compliance with local, state, and federal requirements.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- The CCCBO provides independent oversight of the institutional fiscal program that promotes a culture of compliance and the highest standards of ethics, integrity, and responsibility within the College community. Although specific responsibility for a compliance item may rest with a manager, the CCCBO exercises oversight and monitoring to stay in compliance.
- Recommends and monitors the implementation of new Government Accounting Standards Board (GASB) Statements (and other modified or new GASB/FASB Pronouncements).
- Monitors compliance to maintain the Fiscal Independence status adhering to Education Code 85266, the Fiscal Independence Plan, and the accounting control standards prescribed by the Board of Governors of the Community College System. Has authority to follow advice of legal counsel in determining legal expenditures of the College. Works closely, and in conjunction with, the AVPFS and the Vice President, Administrative Services, in communicating new or modified compliance requirements.
- Monitors compliance with the Public Works Contractor Registration Law.
- Monitors the P-Card Program and ensures that proper controls and procedures are in place.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

- Monitors systems to ensure responsible fiscal stewardship of the College's general, special, and trust funds within legal and fiscal parameters.
- Ensures compliance with federal, state, and local government accounting and financial transactional and reporting standards and controls for general, special funds, auxiliary, contracts, and grants; including the review and evaluation of mandated financial reports.
- Oversees the College's annual financial audits; prepares management and discussion analysis in conjunction with the AVPFS; responds to audit findings and determines and implements corrective actions; oversees the College's Bond Financial Audit and Bond Performance Audit.
- Coordinates with the AVPFS the development, preparation, review, and analysis of the College's budgets and related documents to ensure proper allocation, fund disbursement, and compliance with legal requirements; evaluates and projects actual revenues and expenditures to determine budget requirements, capital spending, contracts, and various other expenditures; monitors expenditures to ensure compliance with budget established limitations.
- Provides technical assistance to administrators and staff in ensuring smooth and efficient fiscal and budgetary functions and activities.
- Coordinates internal and external audits by independent auditors, federal, and state agencies, and works with them and the AVPFS to resolve and address issues.
- Represents the department to other College departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Monitors all financial aspects of the Bond Issuances and Capital Outlay Programs; works with the underwriters to prepare the preliminary Official Statements and the presentations to the rating agencies.
- Provides compliance oversight for all construction programs with voter approved and other types of bonds to stay within the guidelines of bond parameters and applicable general accepted accounting principles.
- Conducts a variety of compliance reviews involving departmental, organizational, and operational practices and processes; recommends modifications to programs, policies, and procedures as appropriate.
- Examines the maintenance and enhancement of the payroll and finance applications of the College's enterprise application system to ensure system reliability, data integrity, and security controls.
- Serves as a confidential point of contact for employees to communicate with management, seek clarification on issues, or report irregularities.
- Participates in and make presentations to the Board of Trustees and a wide variety of committees, boards, and commissions, as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of fiscal services, compliance, and audits as they relate to the area of assignment.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

- Monitors changes in laws, regulations, and technology that may affect the College or departmental compliance; recommends procedural changes as required.
- Prepares, reviews, and presents reports, various management and information updates, and reports on special projects as assigned by the Vice President, Administrative Services.
- Provides a working and learning environment that is free from prohibited discrimination, harassment, and retaliation (DHR), and provided by applicable law and College policies; attends College-mandated DHR training and participates in DHR investigations as directed; prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
- Learns and applies emerging technologies, as necessary, to perform duties in an efficient, organized, and timely manner.
- Keeps the Vice President, Administrative Services apprised of all sensitive issues involving irresponsible fiscal stewardship, fraud, embezzlement, and any other activity that may bring question to the College's fiscal integrity.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and supervision of staff, either directly or through subordinate levels of management and supervision.
- Public agency budget development, College-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; and principles and practices of public agency administration.
- Principles and practices of accounting, public finance administration and budgeting, auditing, and reconciliation.
- Applicable federal, state, and local laws; regulatory codes; ordinances; and procedures relevant to assigned area of responsibility and the general financial operation.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and applications related to the work.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, and regulatory organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.
- Thorough knowledge of the Banner system, accounting and budget principles and practice, and familiarity with financial and legal parameters governing community college finance, accounting, and systems.
- Knowledge of the Los County Office of Education and California Community College Chancellor's Office requirements, regulations, and procedures.

Skills & Abilities to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas to promote effective compliance.
- Provide professional leadership for the Fiscal Services Department and the College.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations; research, analyze, and evaluate new service delivery methods, procedures, and techniques; effectively administer special projects with contractual agreements and ensure compliance with stipulations.
- Effectively represent the College in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- Prepare budget processes and timelines at the College level.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in accounting, finance, or a related field and seven (7) years of management and/or administrative experience in finance and accounting in a fiscal services department. A Certified Public Accountant designation in the State of California or Master's degree in finance, accounting, or related field is preferred.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment;

PHYSICAL DEMANDS

This is primarily a sedentary office classification although standing and walking between work areas may be required. Must possess mobility to work in a standard office and classroom setting; operate a motor vehicle and to visit various on and off campus sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Occasional bending, stooping, kneeling, reaching, pushing, and pulling. Ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office and classroom environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with upset staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

**DIRECTOR, PUBLIC SAFETY PROGRAMS
FLSA EXEMPT – M-17**

DEFINITION

Under the administrative direction and oversight of the Dean, Technology and Health, the Director, Public Safety Programs plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Mt. SAC Fire Technology Program, Fire Academy, and Administration of Justice Program, both on-campus and at off-campus training locations. Provides administrative direction and oversight to the Assistant Director, Public Safety Programs, which serves as the Paramedic Program Director and Clinical Coordinator. Works with regional fire agencies to establish and maintain strong working relationships, awareness of employer needs, and job market for Firefighter 1 Academy and EMS program graduates, and seeks opportunities for collaboration with local agencies and municipalities. Due to special expertise, when required or directed, may respond to campus emergencies and provide technical advice in coordination with other campus administrators. This position requires a thorough working knowledge of various College procedures, board policies, and federal and state regulations. This position is an overtime-exempt supervisory classification.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Dean, Technology and Health Division. The incumbent exercises general direction and supervision over professional faculty, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a Program Director classification that manages all activities of the Fire Technology/Firefighter 1 Academy/Administration of Justice Programs and supervises the Assistant Director, Public Safety Programs, which serves as Program Director and Clinical Coordinator of the Paramedic Program. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Dean, Technology and Health Division in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in managing departmental work. This class is distinguished from the Dean, Technology and Health Division in that the latter has overall responsibility for all functions of the Technology and Health Division and for developing, implementing, and interpreting public policy.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Serves as designated California State Fire Marshal's Office, Fire Fighter 1 Academy Director; oversees activities within all Firefighter 1 Academy offerings to include monitoring enrollments, recruitment, retention, problem solving, testing, test control, student welfare and safety, and new student orientation; plans, organizes, coordinates, manages, and evaluates the day-to-day activities and functions of the Mt. SAC Fire Technology/Firefighter 1 Academy/Administration of Justice programs both on-campus and at off-campus locations used in Fire Academy Training (i.e., athletic fields, fitness areas, Chino Training Center, off-site specialty training locations).
- Acts as a liaison for the College with local, county, and state and federal fire agencies.
- As required, coordinates with private and governmental agencies in the areas of training, firefighting rescue, fire prevention, and similar emergency response activities.
- Works with regional fire agencies to establish and maintain strong working relationships, awareness of employer needs and job market for Firefighter 1 Academy and EMS Program graduates, and seeks opportunities for collaboration with local agencies and municipalities.
- Participates in a variety of committees and meetings related to the Fire Technology/Firefighter 1 Academy/Administration of Justice programs, which may involve travel outside the College or state (i.e., serve as an active member on the California Fire Technology Directors Association attending quarterly meetings, attend Los Angeles County Foothill Fire Training Officers meetings and San Bernardino County Fire Officer training meetings).
- Plans, organizes, coordinates, manages, and evaluates the day-to-day activities and functions of the Mt. SAC Fire Technology/Firefighter 1 Academy/Administration of Justice programs, both on-campus and at off-site locations used in Fire Academy Training (i.e., athletic fields, fitness areas, Chino Training Center, off-site specialty training locations).
- Using input derived from faculty, advisory committees, and oversight organizations, develops, updates, modifies, or submits for deletion Fire Technology/Firefighter 1 Academy program and/or curriculum forms and supporting documents so that the program's courses and degrees meet or exceed all applicable county, state, and national training standards, while simultaneously meeting the needs of the tri-county emergency services community.
- Ensures that all Firefighter 1 Academy hazardous training exercises are conducted within the guidelines of a nationally recognized standards organization such as the NFPA.
- Administers the fire program's occupational safety program as specified by Cal-OSHA, or NFPA.
- Provides for the day-to-day management and supervision of all Fire Technology/ Firefighter 1 Academy/Administration of Justice programs' students and students' records.
- Complies with local, state, and federal Firefighter 1 Academy training mandates and recordkeeping standards.
- Ensures that Fire Technology/Firefighter 1/Administration of Justice training and personnel records are accurately maintained.
- Implements, reviews, modifies, and complies with Fire Technology/Firefighter 1 Academy/Administration of Justice program standard operating procedures, guidelines, goals, and mission statements.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

- Writes and updates the Firefighter 1 Academy's standard training evolutions, including live fire or similar hazardous activities to comply with local, state, federal, and national safety standards, guidelines, laws, and similar regulatory requirements.
- In conjunction with the division dean, receives, reviews, investigates, forwards, and/or reports on all Fire Technology/Firefighter 1 Academy/Administration of Justice student, faculty, and staff complaints.
- Coordinates with the College's Financial Aid Office to maintain currency with federal and state financial aid requirements.
- In conjunction with the division dean, support staff, and full-time faculty, assists, develops, proposes, justifies, and modifies Fire Technology/ Firefighter 1 Academy/ Administration of Justice/EMS program budgets and new budget requests.
- As required, approves the timely processing of Fire Technology/Firefighter 1 Academy/ Administration of Justice purchase orders and time records for compliance with the College's policies and procedures and with state and federal codes, regulations, standards, or laws.
- Oversees Fire Technology/Firefighter 1 Academy/Administration of Justice fund-raising efforts and coordinate with the Mt. SAC Foundation.
- Maintains contracts for Firefighter 1 Academy off-site locations and/or negotiate for new sites.
- Troubleshoots issues related to use of facilities.
- Seeks out and applies for grants and other funds, which will supplement the current and future fire course deliveries.
- Contacts public and private agencies seeking donation of surplus or retired equipment (i.e., fire engines, tools, and equipment).
- Oversees the purchasing, inventory management/tracking, security, repair, and operational safety of the tools, equipment, and supplies for the Fire Technology/Fire Academy/ Administration of Justice programs; approves or prepares work orders for repairs.
- Maintains vendor resources to support academy and student supply/equipment needs.
- Determines schedule for routine maintenance/replacement of equipment and troubleshoot maintenance problems.
- Due to special expertise, when required or directed, may respond to campus emergencies and provide technical advice in coordination with other campus administrators.
- May be required to assist with, or formally serve on, the College's emergency preparedness, safety, crisis management, or similar committees.
- Selects, supervises, and evaluates the performance of Fire Technology/Firefighter 1 Academy/Administration of Justice programs' faculty and staff.
- Update procedure manuals as needed for Firefighter 1 Academy professional and paraprofessional staff.
- Resolves personnel issues at the lowest possible level within the organization.
- Coordinates faculty assignments in the Fire Technology/Firefighter 1 Academy/ Administration of Justice.
- In conjunction with Dean and department chair, plans, develops, submits, and modifies current and future Fire Technology/Administration of Justice course schedules.
- Ensures that the Fire technology/Firefighter 1 Academy/Administration of Justice programs have well-structured websites that include current program, degree and course information.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

- Performs and/or assists in special projects and assignments as directed.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Federal, state and College policies, procedures, and regulations related to fire department operations, and fire training delivery.
- Current methodology, pedagogy, and andragogy concepts related to vocational CTE training and education.
- NWCG, CSTI, CAL-EMA, and the California State Fire Training System policies, course delivery requirements, code of ethical teaching standards, course management procedures, scheduling, and course processing requirements.
- Principles and practices associated with the maintenance of records, including computerized electronic data collection and reporting techniques.
- Current managerial and supervisory techniques for effective and efficient supervision, management, and leadership of faculty, staff, and classified personnel.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Computer technology, online course management systems, and technology-based education systems.
- Grant writing techniques.
- Program, degree, and course development and evaluation procedures.
- Student Learning Objectives (SLO).
- Risk management assessment and techniques.
- California Title 5 regulations related to program, degree, and course development/delivery.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Skills & Abilities to:

- Plan and administer complex, highly regulated emergency services programs.
- Solve complex program and course delivery problems in a timely, effective, and efficient manner.
- Make sound operational decisions.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

- Professionally represent the College and the Fire Technology/Firefighter 1 Academy/Administration of Justice programs in the local and statewide community.
- Supervise, coach, and evaluate the work of assigned staff.
- Effectively participate with federal, state, and local agencies.
- Demonstrate sensitivity to, and respect for, a diverse population.
- Chair committee meetings.
- Interpret and apply College policies and procedures, national safety standards, laws, and regulations
- Prepare and administer Mt. SAC Fire Technology/Firefighter 1 Academy/EMS programs budgets.
- Prepare written operating procedures and program standards.
- Effectively work with people at all levels, internal and external, to the organization.
- Communicate effectively orally and in writing.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Accurately estimate resources required to accomplish goals and work within project schedules.
- Work independently in the absence of specific instructions.
- Manage and inventory department equipment and supplies.
- Exercise discretion and tact in the handling and processing of sensitive administrative activities and operations.
- Hire, train, schedule, coordinate, and formally evaluate the work of others.
- Continuously monitor changes in regulations, policies and technology related to overall needs of the program.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Master's degree from a regionally accredited college or university and two full-time equivalent years of formal training or leadership experience reasonably related to the administrator's administrative assignment. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

Desirable Qualifications:

- Successful supervisory experience command-leadership professional experience
- Five (5) full-time equivalent years of experience in fire technology

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and outdoor setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various College and meeting sites and off campus training sites (some sites are in rugged terrain); vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing and walking between work areas is required. Must possess the ability to lift, carry, push, and pull equipment, materials and objects related to the programs. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL ELEMENTS

Employees work in an office and open air environment with moderate noise levels, controlled temperature conditions. Employees will interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures. When required, employees will work in outside weather conditions and be exposed to extremely hazardous conditions and materials.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

**MANAGER, TITLE IX/EQUAL EMPLOYMENT OPPORTUNITY (EEO) INVESTIGATIONS
FLSA EXEMPT – M-13**

DEFINITION

Under general direction of the Director, Equal Employment Opportunity (EEO) Programs, the Manager, Title IX/Equal Employment Opportunity (EEO) investigations manages the day-to-day responsibilities associated with the College's Title IX and EEO investigations involving students, faculty, staff, visitors, and third parties at the College and its affiliates. When a complaint is filed, the Manager, Title IX/EEO Investigations will evaluate the complaint and take appropriate steps with regards to the College's Administrative Procedures, Board Policies, and/or Title IX regulations. The Manager, Title IX/EEO Investigations acts as a neutral party in the investigation and provides a detailed, unbiased report to the Director, Equal Employment Opportunity (EEO) Programs regarding the findings of the investigation. This incumbent also coordinates and provides training for selection committees and other staff regarding laws, regulations, policies, and procedures for EEO, staff diversity, unlawful discrimination, and sexual harassment.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director, Equal Employment Opportunity (EEO) Programs. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a management classification that manages all activities related to Title IX and Equal Employment Opportunity (EEO) investigations at the College. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Director, Equal Employment Opportunity (EEO) Programs in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating programmatic work with other functions, programs, and departments.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Ensures timely, thorough investigations; oversees and coordinates investigations of allegations and complaints of unlawful discrimination and sexual harassment.
- Provides impartial consultation, conflict resolution, and problem solving in response to complaints and inquiries received from members of the campus community, including students, faculty, staff, College affiliates, visitors, and third parties.
- Writes comprehensive reports of investigations with findings of fact and recommendations.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

- Prepares and writes responses to complaints and inquiries from external agencies including the California Community Colleges Chancellor's Office (CCCCO), Department of Fair Employment and Housing (DFEH), Equal Employment Opportunity Commission (EEOC), and the Office for Civil Rights (OCR).
- Advises and collaborates with campus community partners, as appropriate, on the status of initiatives, case management trends, challenges, and concerns pertaining to unlawful discrimination, sexual harassment, and Title IX compliance.
- Develops a case management database to organize, manage, and track incidents.
- Prepares annual statistical report(s) on the number, nature, and disposition of complaints of unlawful discrimination and sexual harassment.
- Tracks cases, data, and trends to identify patterns and make recommendations to address them.
- Informs the College community of options and raises awareness of resources with respect to reporting and filing complaints.
- Develops and plans for programs, services, education, and assessment of Title IX program and prevention efforts, including sexual harassment prevention training for students, faculty, and staff.
- Develops and presents training for selection committees and other staff regarding laws, regulations, policies, and procedures for EEO, staff diversity, unlawful discrimination, and sexual harassment.
- Monitors and coordinates regulatory compliance with local, state and federal civil rights laws and regulations, including Title IX, ADA, Sections 504 and 508 of the Rehabilitation Act of 1973, the Clery Act, and Violence Against Women Act (VAWA).
- Works in a collaborative process to develop and review related College policies and administrative procedures in accordance with legal obligations and best practices.
- Ensures associated mandated reporting is completed.
- Serves on governance and administrative committees, as assigned.
- Performs other related duties as requested or assigned.

QUALIFICATIONS

Knowledge of:

- Federal and state laws and state regulations related to unlawful discrimination and sexual harassment based on all protected categories, including Title II, Title VI, Title VII, Title IX, ADEA, ADA, Sections 504 and 508 of the Rehabilitation Act of 1973, the Clery Act, Family Educational Rights and Privacy Act (FERPA), and Violence Against Women Act (VAWA).
- Best practices as related to institutions of higher education compliance with Title IX and VAWA.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned functions.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high-level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills and Abilities to:

- Conduct comprehensive investigations of unlawful discrimination and sexual harassment allegations with objective findings and recommendations related to law and legal precedence.
- Participate in complaint and grievance processes and hearings.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Develop and conduct training and education programs pertaining to Title IX, unlawful discrimination, and sexual harassment investigations, resolutions, and prevention.
- Ensure proper and timely resolution of personnel issues and conflicts.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Deal appropriately with confidential information and exercise good judgment on sensitive matters.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Bachelor's degree in a related field and two years of related experience in conducting investigations and resolution of concerns and complaints that may include conflict resolution, problem solving techniques, complaint screening, interviewing, assessment, consultation, and advice.

Preferred Qualifications:

- Experience in a higher education setting, public higher education highly preferred.
- Experience in Title IX, Unlawful Discrimination, Sexual Harassment and Retaliation complaints and/or grievance investigation and resolution.

Licenses and Certifications:

- Possession of and ability to maintain a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

**ASSOCIATE VICE PRESIDENT, STUDENT SERVICES
FLSA EXEMPT – M-23**

DEFINITION

Under the administrative direction of the Vice President, Student Services, and in support of the Division of Student Services, plans, organizes, controls, and provides administrative direction and oversight for all operations and support functions assigned to Student Services. Provides leadership and oversight for the analysis, development, implementation, and evaluation of specific services and programs that provide direct support to students. Participates and assists in leading strategic efforts to address issues related to student development, student success and student equity, and student persistence and retention. Addresses issues related to the improvement and enhancement of policies, procedures, and program-specific services and interventions for students. Oversees division-wide planning and program development in accordance with the mission, goals, and objectives of the College and the Student Services Division. Exercises general direction and supervision over professional, technical, and administrative support staff through subordinate levels of management and supervision. Coordinates assigned programs and services with other College divisions, departments, officials, outside agencies, and the public. Fosters cooperative working relationships among College departments and with various public and private groups. Provides highly responsible and complex professional assistance to the Vice President, Student Services to address College and division goals, initiatives, and programs. Serves as a member of the Student Services Management Team and the Student Services Team. Coordinates and directs communication, information, resources, and personnel to meet the needs of the Student Services Division. This position is an overtime-exempt supervisory classification.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Vice President, Student Services. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

The Associate Vice President position oversees, controls, and directs programs and services of the Student Services Division, including short- and long-term planning and program development, outcomes measurement and research efforts, administration of department policies, procedures, and programs; and oversight of Division programs, departments, and services. This position provides direct assistance to the Vice President, Student Services in a variety of administrative, management, analytical, and liaison capacities. Responsibilities include developing, implementing and analyzing student support strategies, coordinating activities of the Division with department, outside agencies, and managing and overseeing the

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

complex and varied functions of the Student Services Division. The incumbent is accountable for accomplishing Student Services Division planning, goals, and objectives and for furthering College goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Plans, organizes, controls, and directs support services functions to assist the Vice President in planning, development, and implementation of College processes and Student Services Division support services.
- Directly represents the Vice President, Student Services as assigned.
- Provides administrative leadership and oversight for the implementation of student success strategies, especially those impacting the Student Success and Support Program (SSSP), Student Equity, Admissions and Records, Financial Aid, Disabled Students, Counseling, and Student Discipline.
- Promotes effectiveness, efficiency, cooperation, coordination, and communication among departments and all constituencies within the Student Services Team.
- Develops, disseminates, and interprets analytical information related to programs, services, and processes and analytics supportive of educational planning, student learning outcomes, student support outcomes, enrollment trends, accreditation, and required internal and state/federal external reports and provides and/or oversees training in these areas.
- Assesses, develops, implements, and evaluates strategies to monitor and improve the quality of student support services.
- Serves as liaison between Student Services and other College departments and teams to collaborate and coordinate mutual efforts.
- Provides leadership on designated College committees, task forces, and work groups to address critical issues and policies.
- Assists in ensuring that support services programs and services comply with established College, state and federal standards, requirements, laws, codes, rules, regulations, policies, and procedures.
- Facilitates and enhances the participation governance processes and relationships through collaboration with faculty, staff, and students.
- Collaborates closely with colleagues within Student Services and Instruction related to enrollment, registration, curriculum, articulation, transfer, assessment, and advisement.
- Works effectively with schools and school districts, baccalaureate level colleges and universities, community groups, business and industry, and government and legislative bodies to develop partnerships which result in improved service to the community and to students.
- Maintains current knowledge of new developments and innovations in community colleges and higher education, recommends changes to maintain relevance of programs and services and to develop new initiatives and interventions to meet students' needs.
- Supervises and evaluates managers, staff, and faculty; interviews and selects employees; and recommends transfers, reassignments, terminations, and disciplinary actions; coordinates staff work assignments and schedules, and reviews work to assure compliance with established standards, requirements, and procedures.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

- Provides consultation and technical expertise to staff, faculty, administrators, and others concerning College operations and activities; responds to inquiries and provides detailed and technical information concerning College programs, departments, services, curriculum, courses, and related matters; assures proper and timely resolution of student, staff, faculty, and administrative issues, complaints, and conflicts.
- Develops and prepares annual preliminary budgets for assigned programs, including categorical programs; monitors and analyzes operations, activities, programs, and courses to determine educational and financial effectiveness and operational efficiency; periodically analyzes and reviews budgetary and financial data; controls and authorizes expenditures related to specific programs.
- Directs the preparation and maintenance of a variety of records and reports, including annual program reviews, grant- and categorically-funded programs; assures that mandated reports are submitted appropriately and according to established timelines.
- Provides technical information and assistance to the Vice President, Student Services, regarding student support services, activities, student needs and issues; participates in the formulation and development of policies, procedures, and processes related to program compliance and reporting structures.
- Attends and conducts various meetings as assigned; serves as a member of the Student Services Team; attends and participates in various committees and work groups; prepares and delivers oral presentations concerning College programs, courses, services, needs, and issues.
- Operates a variety of office equipment including a computer and related software.
- Assumes leadership and performs other duties within the Division and the College as assigned.

QUALIFICATIONS

Knowledge of:

- Educational policies and practices that impact the development, delivery, and outcomes measurement of support services to students.
- Specific strategies, research, and techniques to address the unique educational needs of community college students.
- Diversity, equity, and inclusive practices, strategies, and frameworks.
- Principles and practices of effective leadership and administration of student services programs, departments, and initiatives.
- Administrative principles and practices including the development, assessment and measurement of Student Learning Outcomes and Support Services Outcomes, goal setting and strategic planning, monitoring, measuring and reporting of goals, objectives, and outcomes.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Technical, legal, financial, and public relations issues associated with the management of support services and programs.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

- Applicable federal, state, and local laws, regulations, advisory directives, and procedures related to individuals' rights, including non-discrimination and protections related to protected groups and populations.
- Methods and techniques for the development of presentations, forums, training, correspondence, data compilation, and report writing.
- Techniques for providing a high-level of customer service by effectively dealing with the public, vendors, students, and staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence, presentations, and reports.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.

Skills and Abilities to:

- Work effectively with students, faculty, and staff from diverse backgrounds to promote access, equity, and inclusion.
- Analyze situations accurately and adopt an effective course of action; plan, prioritize, and organize work; meet schedules and timelines.
- Make independent decisions within legal and general policy and regulatory guidelines.
- Identify resources and develop grant or special project applications in partnership with departments, governmental bodies, granting agencies, and the Grant's Office.
- Plan, organize, coordinate, evaluate, and direct College-wide and divisional operations, activities, programs, and services as assigned and directed.
- Work collaboratively to institute educational effectiveness strategies, processes, systems, programs, and services.
- Coordinate and direct communications, educational planning activities, program development functions, and strategies to communicate with students regarding College policies, processes, requirements, and opportunities.
- Supervise and evaluate the performance of assigned staff, managers, and faculty.
- Direct and participate in the development, analysis, and implementation of College programs, services, initiatives, and strategies.
- Develop, initiate, document, and evaluate processes related to goals, objectives, strategic actions, key performance indicators, and outcome measurements.
- Assure proper and timely resolution of issues, complaints, conflicts, and grievances.
- Provide consultation and technical expertise concerning College operations and activities.
- Communicate effectively both orally and in writing.
- Direct the development of a variety of reports, records, and files related to assigned tasks and activities; prepare comprehensive narrative and statistical reports.
- Develop and implement goals, objective, policies, procedures, work standards, and internal controls for departments and programs.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner; oversee the expenditure and reporting of funds related to program requirements and College fiscal policies.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Conduct effective negotiations and effectively represent the Division and the College with governmental agencies, legislative bodies, and educational organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Communicate effectively and clearly in person and through various medium.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to a Master's degree from a regionally accredited college or university with major coursework in fields related to student services, student affairs, student development, persistence and retention, or educational equity.
- Five (5) years of increasingly responsible experience involving leadership of student support services, program development, and outcomes measurement of specialized programs for diverse students.

Desirable Qualifications:

- Direct oversight at a dean or director level of student services programs and departments.
- Experience in program accountability and measurement, outcomes assessment, strategic planning, and research specifically related to student services, student development, persistence and retention, and programs and services designed to serve diverse student populations.
- Knowledge of community college students and the unique educational issues within community colleges impacting student success.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

Physical Demands

This is primarily a sedentary office classification although standing and walking between work areas may be required. Must possess mobility to work in a standard office and classroom setting; operate a motor vehicle and to visit various on and off campus sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment Occasional bending, stooping, kneeling, reaching, pushing, and pulling. Ability to lift, carry, push, and pull materials and objects up to 20 pounds.

Environmental Elements

Employees work in an office and classroom environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

**ASSISTANT DIRECTOR, PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT
FLSA EXEMPT – M-13**

DEFINITION

Under the administrative direction and oversight of the Director, Professional & Organizational Development, the Assistant Director, Professional & Organizational Development (POD), plans, organizes, manages, and assists with the oversight of functions and activities of the Director, Professional & Organizational Development; assists in managing the professional development function for the College; develops and delivers training and workshops; and assists in managing various employee recognition and employee engagement programs for the College. Supports the academic mission and goals of the College through providing well-qualified and engaged faculty, staff, and administrators. This position is an overtime-exempt supervisory classification.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director, Professional & Organizational Development. Exercises general direction and supervision over technical and administrative support staff.

CLASS CHARACTERISTICS

This is an Assistant Director classification that manages all activities of the Professional & Organizational Development department. This class performs diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and assists with the oversight of day-to-day activities and is responsible for providing professional-level support to the Director, Professional & Organizational Development in a variety of areas. Assists in short- and long-term planning, development, and administration of departmental policies, procedures, and services. Successful performance of the work requires an extensive professional background, as well as, skill in coordinating departmental work with that of other departments. This class is distinguished from the Director, Professional & Organizational Development in that the latter has overall responsibility for all functions of the Professional & Organizational Development unit and for developing, implementing, and interpreting institutional policy.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Plans, manages, and assists with the oversight of all Professional & Organizational Development programs, services, and activities.
- Assists with the development and administration of the department's annual budgets and related funds; assists with the forecast of additional funds needed for staffing, equipment, materials, and supplies; assists with the monitoring and approval of expenditures; assists with the implementation of adjustments as necessary.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

- Assists with the selection, training, motivation, and direction of department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to staff questions and concerns.
- Manages the daily services and activities of the Professional & Organizational Development department, including operations, providing support services, developing course offerings, budgeting, and facilities management.
- In conjunction with the Director, Professional & Organizational Development, develops, implements, and improves course offerings; and provides information and access to campus community.
- Coordinates professional development and related communications and information between College personnel, administrators, students, departments, vendors, and others; calendars and maintains event timelines and priorities; ensures event activities comply with established standards, requirements, laws, codes, regulations, policies, and procedures; ensures proper and timely resolution of issues and conflicts.
- Confers with College departments in the planning and implementation of efficient and effective professional development services designed to meet community expectations and needs.
- Participates in the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to professional development, projects, programs, personnel, financial activities, and assigned duties; maintains and directs the maintenance of working and official departmental files; ensures reports are submitted to appropriate parties according to established timelines.
- Attends and participates in professional group meetings and various College committees and advisory groups; stays abreast of new trends and innovations in the fields of professional development and other programs and services as they relate to the area of assignment.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Director, Professional & Organizational Development.
- Responds to difficult and sensitive public inquiries and complaints, and assists with resolutions and alternative recommendations.
- Learns and applies emerging technologies, as necessary, to perform duties in an efficient, organized, and timely manner.
- Provides a working and learning environment that is free from prohibited discrimination, harassment, and retaliation (DHR), and provided by applicable law and College policies. Attends College-mandated DHR training and participates in DHR investigations as directed. Prevents discrimination, harassment, and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
- Assists the Instruction management team on a variety of projects and perform related duties as necessary.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and project management.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Basic principles and practices of public agency budget development and administration and sound financial management policies and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned functions.
- Information technology for developing, promoting, and delivering professional development opportunities.
- Budget development, administrative principles and practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles, practices, theories, and methods of planning, organizing, and directing College professional development, operations, and activities.
- Current event management and professional development course offerings.
- General practices, procedures, and techniques involved in customer relations and marketing functions.
- Principles and procedures of record-keeping and writing comprehensive narrative and statistical reports.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high-level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

Skills & Abilities to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Effectively represent the department and the College in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Provide administrative and professional leadership and direction for the department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Develop and deliver training courses.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Utilize information technology for developing, promoting, and delivering professional development opportunities.
- Partner with the College community in order to become aware of existing professional development and employee activities, and to develop and deliver new offerings.
- Partner with Instruction and Human Resources in order to support College values and goals.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Bachelor's degree from a regionally accredited college or university in Professional Development, Organizational Development, Educational Leadership, Human Resources, Personnel Management, Public Administration, Organizational Management, or a related field and three (3) years of increasingly responsible administrative and project management experience that involved providing training to employees directly and/or through electronic media.

Preferred Qualifications:

- Strong interpersonal and relationship management skills.
- Ability to exhibit energy, enthusiasm, and positive outlook.
- Advanced Microsoft Office (PowerPoint, Excel and Word) software skills.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

**DIRECTOR, PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT
FLSA EXEMPT – M-15**

DEFINITION

Under the administrative direction and oversight of the Vice President, Instruction, the Director, Professional & Organizational Development (POD) plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the professional development function for the College. Develops programs, delivers training and workshops, and manages various employee recognition programs for the College. Functions as a member of an integrated team of Instruction Managers and supports the academic mission and goals of the College through providing well-qualified and engaged faculty, staff, and administrators. This position is an overtime-exempt supervisory classification.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Vice President, Instruction. Exercises general direction and supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a Department Director classification that oversees, directs, and participates in all activities of the Office of Professional & Organizational Development, including short- and long-term planning and development and administration of departmental policies, procedures, and services. This class provides assistance to the Vice President, Instruction in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy and College functions and activities and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering College goals and objectives within general policy guidelines. This class is distinguished from the Vice President, Instruction in that the latter has overall responsibility for all functions of the Instruction Division and for developing, implementing, and interpreting public policy.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Plans and manages all Professional & Organizational Development programs, services, and activities.
- Develops, implements, and improves course offerings provided through the Office of Professional and Organizational Development (POD) on an ongoing basis.
- Identifies all professional development of the College and provide information and access to the campus community through POD.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

- Monitors and tracks the number of course offerings, accessibility, utilization, and Return on Investment (ROI).
- Develops reports illustrating the accomplishments of the College's professional development offerings/programs.
- Assesses and addresses the training needs of the College in conjunction with the Planning for Institutional Effectiveness (PIE) process. Understands, explains, and utilizes the PIE process to ensure the relevance of professional development activities and independently and fully utilize grant funding and other sources of revenue.
- Conducts professional development needs assessments on a College-wide, departmental, and individual level.
- Develops and implements a common campus-wide evaluation tool for evaluating the effectiveness of developmental opportunities from both an employee needs assessment perspective and institutional perspective.
- Implements state-of-the-art information technology to present relevant and accessible course offerings and communications to the College community.
- Coordinates with campus committees, and in some cases, lead committees charged with providing professional learning.
- Provides consultation and technical expertise to administrators, faculty, and staff regarding professional goals and achievement strategies.
- Supervises, coaches, develops, and evaluates assigned staff. Assigns, coordinates, and reviews work to assure the delivery of high-quality services and programs in support of the College.
- Consults with managers across campus (examples include Human Resources, Emergency Preparedness, Risk Management) to provide training that maintains compliance with local, state, and federal requirements as appropriate.
- Coordinates with multiple areas of the campus, such as the Office of Instruction, Human Resources, Information Technology, and other College departments to deliver professional development offerings.
- Identifies and promotes all professional development activities on campus and assesses and reports on the effectiveness of professional development and employee engagement activities and offerings.
- Assists College departments with developing effective communications strategies and venues. These include evaluating, continuously improving, and maintaining information on the professional development "POD" web site.
- Serves as a member or co-chair of the Professional Development Council, Faculty Professional Development Council, Classified Professional Development Council, Management Professional Development Council, and Valuing Opinions/ Opportunities & Identifying and Communicating Employee Successes (VOICES).
- Oversees and participates in the development and maintenance of the professional development database.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of grant funding; researches emerging products and enhancements and their applicability to College needs.
- Monitors changes in regulations and technology that may affect assigned functions and operations; implements policy and procedural changes after approval.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

- Provides a working and learning environment that is free from prohibited discrimination, harassment, and retaliation (DHR), and provided by applicable law and College policies. Attends College-mandated DHR training and participates in DHR investigations as directed. Prevents discrimination, harassment, and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
- Learns and applies emerging technologies, as necessary, to perform duties in an efficient, organized, and timely manner.
- Assists the Instruction management team on a variety of projects and performs related duties as necessary.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and project management.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Basic principles and practices of public agency budget development and administration and sound financial management policies and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles, practices, theories, and methods of planning, organizing, and directing College professional development, operations, and activities.
- Current event management and professional development course offerings.
- General practices, procedures, and techniques involved in customer relations and marketing functions.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned functions.
- Principles and procedures of record-keeping and writing comprehensive narrative and statistical reports.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high-level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.
- Information technology for developing, promoting, and delivering professional development opportunities.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

Skills & Abilities to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Utilize information technology for developing, promoting, and delivering professional development opportunities.
- Partner with the College community in order to become aware of existing professional development and employee activities and to develop and deliver new offerings.
- Partner with Instruction and Human Resources in order to support College values and goals.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Effectively represent the department and the College in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Master's degree from a regionally accredited college or university with coursework in Professional Development, Organizational Development, Educational Leadership, Human Resources, Personnel Management, Public Administration, Organizational Management, or related field and five (5) years increasingly responsible administrative and project management experience that involved providing training to employees directly and/or through electronic media.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

Preferred Qualifications:

- Strong interpersonal and relationship management skills.
- Ability to exhibit energy, enthusiasm, and positive outlook.
- Advanced Microsoft Office (PowerPoint, Excel and Word) software skills.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

**DEAN, HUMANITIES AND SOCIAL SCIENCES
FLSA EXEMPT – M-21**

DEFINITION

Under the administrative direction **and oversight of the Vice President, Instruction, the Dean, Humanities and Social Sciences** plans, organizes, controls, and provides administrative direction and oversight for all operations, activities, programs, and services of the Humanities and Social Sciences Division; oversees division-wide educational planning and program development in accordance with missions, goals, and objectives of the **District College** and division; coordinates assigned academic programs with other **District College** divisions, departments, officials, outside agencies, and the public; fosters cooperative working relationships among **District College** divisions and departments and with various public and private groups; provides highly responsible and complex professional assistance to the Vice President, Instruction in areas of expertise. **This position is an overtime-exempt supervisory classification.**

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Vice President, Instruction. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over faculty, professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This is a Dean classification that oversees, controls, and directs all academic departments, programs, and activities of the Humanities and Social Sciences Division, including short- and long-term educational planning and development, and administration of division policies, procedures, and programs. This class provides assistance to the Vice President, Instruction in a variety of administrative, management, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy and **District College** functions and activities and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the division with those of other divisions, departments, and outside agencies and managing and overseeing the complex and varied functions of the division. The incumbent is accountable for accomplishing departmental division planning, **and the development of goals** and objectives for **furthering that further** **District College** goals and objectives within general policy guidelines.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Assumes full management responsibility for all Humanities and Social Sciences academic functions, programs, services, and activities.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the division; establishes, within ~~District~~**College** policy, appropriate budget, service, and staffing levels.
- Oversees and is responsible for division-wide educational planning and program development in accordance with missions, goals, and objectives of the ~~District~~**College** and division; oversees administration and monitoring of assigned division programs and services to ensure compliance with established curriculum and content standards and requirements; develops, analyzes, and implements curriculum standards to meet student needs; oversees development and implementation of new courses, programs, and instructional activities.
- **Facilitates effective scheduling and enrollment strategies.**
- **Collaborates in the development and oversight of restricted-funds projects such as Student Success and Support Program (SSSP), Student Equity, Strong Workforce, Basic Skills, and other state and federal grants.**
- Oversees the coordination of communications, personnel, resources, curriculum, schedules, and information to meet the instructional needs of the Humanities and Social Sciences Division and enhance the educational effectiveness of assigned programs and services.
- Manages, develops, and administers the division's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs division personnel; evaluates and reviews work for acceptability and conformance with division standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Oversees the overall quality of the division's service by developing, reviewing, and implementing policies and procedures to meet regulatory requirements, educational standards, and ~~District~~**College** needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Conducts faculty review, including the four-year probationary evaluation process, class visitations, and administrative evaluations.
- Oversees programs and activities to enhance faculty and administrative understanding of education practices, curriculum standards, and instructional strategies related to Humanities and Social Sciences Division programs and services.
- Oversees and participates in reviewing faculty curriculum and provides technical advice on changes and modifications to curriculum; works with faculty on curriculum development and transfer articulation proposals.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

- Oversees and participates in reviewing Student Learning Outcomes (SLO) and assessments; advises faculty and provides feedback and recommendations; provides technical training to faculty on SLO development and assessment procedures and guidelines; develops and updates reports tracking the progress and status of curriculum, SLO, and assessment for all courses and programs within the division.
- Provides consultation and technical expertise to administrators, faculty, staff, students, outside agencies, and others concerning division operations and activities; provides detailed and technical information concerning division programs, services, curriculum, and courses.
- Coordinates division programs, services, and communications between administrators, faculty, staff, other divisions and departments, outside agencies, governmental agencies, students, and the public; establishes and maintains partnerships in support of division activities.
- Oversees and participates in conducting a variety of analytical and operational studies regarding division and programmatic activities; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
- Ensures mandated reports are submitted according to established timelines.
- Advises, provides expert guidance, and prepares and delivers presentations on issues pertaining to the Humanities and Social Sciences Division.
- Attends and participates in professional group meetings and various ~~District~~**College** committees and advisory boards; stays abreast of new trends and innovations related to the area of assignment.
- Directs and facilitates the preparation and maintenance of a variety of records and division files.
- Monitors changes in laws, regulations, and technology that may affect ~~District~~**College** or division operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President, Instruction.
- Responds to difficult and sensitive student and faculty inquiries and complaints and assists with resolutions and alternative recommendations.
- Provides a working and learning environment that is free from prohibited discrimination, harassment, and retaliation (DHR), and provided by applicable law and ~~District~~**College** policies. Attends ~~District~~**College**-mandated DHR training and participates in DHR investigations as directed. Prevents discrimination, harassment, and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
- Learns and applies emerging technologies—and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles, practices, procedures, and techniques involved in development, implementation, and evaluation of curriculum standards and instructional programs, services, plans, strategies, processes, systems, projects, courses, goals, and objectives.
- Curriculum standards, requirements, and assessments, and instructional techniques and strategies related to Humanities and Social Sciences programs and services.
- Technical, legal, financial, and public relations issues associated with the management of District **College** academic functions and programs.
- **Effective enrollment strategies.**
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District **College** in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high-level of customer service by effectively dealing with the public, vendors, students, and District **College** staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

Skills & Abilities to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the division and assigned departments and program areas.
- Provide administrative and professional leadership and direction for the division and the District **College**.
- **Identify unproductive inter-personal conflict and design and implement effective interventions.**
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- **Use data to inform planning decisions including enrollment, scheduling, faculty recruitment, and resource requests.**

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer a variety of division departments, programs, projects, and administrative activities.
- Conduct effective negotiations and effectively represent the division in meetings with governmental agencies and various educational, businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Any combination equivalent to a Master's degree from a regionally accredited college or university with coursework in any academic discipline and ~~seven (7)~~ **five (5)** years increasingly responsible experience involving leadership of instructional programs and services.

~~Master's degree from a regionally accredited college or university in one of the Humanities/Social Sciences disciplines is preferred.~~

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: March 8, 2017

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and classroom setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various ~~District~~ **College** and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office and classroom environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff, students, and/or the public in interpreting and enforcing division policies and procedures.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 8, 2017</u>	CONSENT
SUBJECT:	<u>Adult Education Block Grant Data and Accountability Fund Distribution</u>	

BACKGROUND

On behalf of the Mt. San Antonio Regional Consortium for Adult Education, the College was allocated 2015-16 Adult Education Block Grant (AEBG) Data and Accountability funds in the amount of \$544,913 as required by AB104. Mt. SAC is the fiscal agent for these funds. The funding will be used to resolve AEBG data collection needs for the Mt. SAC Consortium; foster regional and local system integration; coordinate regional intake, assessment, and referral; align efforts under the Workforce Innovation and Opportunity Act; and ultimately connect to a state level AEBG Data System. The Mt. SAC Regional Consortium is comprised of the following members: Baldwin Park Unified School District (USD), Bassett USD, Charter Oak USD, Covina-Valley USD, East San Gabriel Valley Regional Occupational Program, Hacienda La Puente USD, Mt. San Antonio Community College District, Pomona USD, and Rowland USD. These funds, the activities, and the criteria for expending were accepted and approved by the Board of Trustees in August 2016. The activities of the grant began in January 2017 and will extend through December 2017.

ANALYSIS AND FISCAL IMPACT

1. The 2015-16 AEBG Data and Accountability funds in the amount of \$544,913 must be expended by December 2017. As the fiscal agent, Mt. SAC will subcontract by way of a Memorandum of Understanding with each of the consortium member institutions to jointly carry out the work plan activities.
2. The distribution of funds is as follows:
 - a. Regional/joint expenditures for consortium coordination of workplan activities in the amount of \$110,042; Mt. SAC will have oversight of joint expenditures.
 - b. Individual member institution allocations in the amount of \$43,318.

Funding Source

AEBG Data and Accountability Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the distribution of 2015-16 AEBG Data and Accountability funds, as presented.

Prepared by: <u>Ryan Whetstone/Madelyn A. Arballo</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #28</u>

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

DATE: March 8, 2017

CONSENT

SUBJECT: Contract Agreement with Catapult/K12

BACKGROUND

Per Assembly Bill 104, Adult Education Block Grant (AEBG), the Mt. San Antonio Regional Consortium for Adult Education has been engaged in collaborative planning to align adult education services and create pathways for adult learners. As part of the alignment, a consortium website is planned for regional adult education students and community stakeholders. The website, under a dedicated Uniform Resource Locator (URL/web address), will provide general information on Consortium activities, calendared events, and serve as a repository for related documentation.

ANALYSIS AND FISCAL IMPACT

Authorization is requested to enter into a contract with Catapult/K12 for site setup/design fees, training, and two years of web hosting services and support at an amount not to exceed \$8,281.

Funding Source

AB104 Grant Restricted Funds (\$8,281).

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Catapult/K12, as presented.

Prepared by: Madelyn A. Arballo/Ryan Whetstone

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #29

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 8, 2017</u>	CONSENT
SUBJECT:	<u>Contract Agreement with Nossaman LLP</u>	

BACKGROUND

There have been sweeping policy changes and new state legislation directly impacting community college noncredit programs. As a result, a need exists for ongoing advocacy that ensures the Mt. San Antonio College School of Continuing Education is fully prepared to continue providing adult education programs effectively in the midst of legislative developments. Nossaman LLP, a law firm, will provide Mt. SAC with state advocacy services on a monthly retainer basis to assist with efforts related to noncredit legislation and budget issues. A Policy Advisor will serve as the primary contact to Mt. SAC, the State Legislature, Governor’s office, and Administration, as well as the California Community Colleges Chancellor’s Office and Community College League of California, as needed, and will monitor legislation relating to noncredit and engage in a variety of advocacy activities on behalf of the College.

ANALYSIS AND FISCAL IMPACT

The contract includes a monthly retainer fee of \$1,500, which does not cover direct expenses. These direct expenses include, but are not limited to: required out-of-town travel, specialized legal or lobbying services provided at the request of the District outside the scope of the retainer, or communication costs beyond normal duplicating, printing, faxing, long-distance calls and postage. The total cost of the contract includes the full retainer of \$16,500 and potential direct expenses not to exceed \$2,500, for a total contract not to exceed \$19,000. The contract is effective March 9, 2017, through January 31, 2018.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Nossaman LLP for noncredit advocacy services.

Prepared by: _____	<u>Madelyn A. Arballo</u>	Reviewed by: _____	<u>Irene M. Malmgren</u>
Recommended by: _____	<u>Bill Scroggins</u>	Agenda Item: _____	<u>Consent #30</u>

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

DATE: March 8, 2017

CONSENT

SUBJECT: School of Continuing Education 2017 High School Summer School Program

BACKGROUND

As an Adult Education provider for the Alhambra, Baldwin Park, Bassett, Bonita, Charter Oak, Covina Valley, Hacienda-La Puente, Pomona, Rowland, Walnut Valley, and West Covina Unified School Districts (USD), 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:

USD	Dates
Alhambra	06/05/17–07/07/17
Baldwin Park	06/05/17–07/07/17
Bassett	06/12/17–07/14/17
Bonita	06/12/17–07/14/17
Charter Oak	06/12/17–07/20/17
Covina-Valley	06/12/17–07/14/17
Hacienda La Puente	05/30/17–07/07/17
Pomona	06/07/17–07/14/17
Rowland	06/05/17–07/07/17
Walnut Valley	06/05/17–07/13/17
West Covina	06/12/17–07/14/17

2. Program Administrators will be paid an amount not to exceed \$7,000:

USD	High School	Site Coordinator
Alhambra	Alhambra	Sharon Ferry
	Mark Keppel	Alejandra Perez
	San Gabriel	Eric Medrano
Baldwin Park	Baldwin Park	Christopher Sandoval
	Sierra Vista	Magdalena Santiago
Bassett	Bassett	Jason Tveit

Prepared by: Lesley Johnson/Madelyn Arballo

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #31

SUBJECT: School of Continuing Education 2017 High School Summer School Program

DATE: March 8, 2017

USD	High School	Site Coordinator
Bonita	Bonita	Joy Lindsay
	San Dimas	Cassandra Morton
Charter Oak	Charter Oak	TBD
Covina-Valley	Covina	Kenneth Stratton
	South Hills	Ryan Maddox
	Northview	Ryan Rienstra
Hacienda La Puente	La Puente	Angeles Martinez
	Los Altos	Patricia Higgins
	Wilson	Michele Mabrie
	Workman	Karla Garcia
Pomona	Diamond Ranch	Michael Power
	Ganesha	Patricia Joines
	Garey	Donovan Macleod
	Pomona	Takiyah Rogers
	Village Academy	Lorraine Canales
	Fremont Academy	TBD
	Palomares Academy	Brandi Dukes
Rowland	Nogales	Victoria Dayton
	Rowland	Ray Saenz
Walnut Valley	Diamond Bar	David Desmond
	Walnut	TBD
West Covina	West Covina	Irma Lemus
	Edgewood	Laurie Uesugi

3. Instructional supplies will be supplied by the College as needed by 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 are in effect from March 2017 through March 2020, depending on each district's agreement, with the exception of the Pomona USD Agreement, which is in effect from July 2017 through June 2020.

Funding Source

Revenue Generated Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the 2017 High School Summer School Program, as presented.

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

DATE: March 8, 2017

CONSENT

SUBJECT: School of Continuing Education Additions and Changes

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

1. Community Services – Additional Classes

Course Title/Program	Presenter	Payment	Fee
Flight Simulator Advanced Motion	Mt. SAC Flight Simulator Instructor	Hourly	\$85/hour
Candle Making for Beginners	Abdul, Quayum	40%	\$41 Materials Fee: \$25
Soap Making for Beginners	Abdul, Quayum	40%	\$41 Materials Fee: \$25
Cold Process Soap Making from Scratch	Abdul, Quayum	40%	\$51 Materials Fee: \$40
How to Make Your Own Bath Products (Shampoo, Shower Gel, Bubble Bath)	Abdul, Quayum	40%	\$41 Materials Fee: \$35
Crash Course on Solar Panel Installation	Abdul, Quayum	40%	\$200 Materials Fee: \$40

2. Community Services – Program Changes

Course Title/Program	From	To
Flight Simulator – Basic (IGAT)	Flight Simulator – Basic (IGAT), \$50/hour	Flight Simulator Basic, Fee: \$75/hour
Flight Simulator – Advanced (ATC-810)	Flight Simulator – Advanced (ATC-810), Fee: \$60/hour	Flight Simulator Advanced, Fee: \$75/hour

Prepared by: Madelyn A. Arballo

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #32

SUBJECT: School of Continuing Education Additions and Changes**DATE:** March 8, 20173. Contract Changes

Course Title/Program	Change	Detail
Contract#1617-003 Los Angeles County Office of Education Computerized office and administrative skills training	Additional Instructor	Syiem, Paul \$88.53/hour

4. Contract Education Development Programs

Agency (Description of Services)	Expenses	Fee
Emerging Leaders Institute Train-the-Trainer June 1-2, 2017 College of the Canyons 26455 Rockwell Canyon Road Santa Clarita, California 91355 Jonae Pistoresi 1252 Billie Court Merced, California 95340 Patty Pistoresi 3270 Tragon Street Madera, California 93637 Panera Bread 24133 Baywood Lane Santa Clarita, California 91355	Catering not to exceed \$4,000	Flat fee for services rendered: \$5,200 Flat fee for services rendered: \$5,200

5. Contract Update

Contract/Partner Description	Change/Update	Detail
South Bay Workforce Development Board renewal of Individual Training Referral and state Employment Training Panel List contract	Renewal period: April 1, 2017- March 31, 2019	Revenue from Workforce Innovation and Opportunity Act, Title I funds

SUBJECT: School of Continuing Education Additions and Changes

DATE: March 8, 2017

Funding Source

Community Services - Student Registration Fees.

Contracts - Contracting Agency.

Contract Education Development Programs – Technical Assistance Provider (TAP) Grant Fund.

RECOMMENDATION

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

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>March 8, 2017</u>	CONSENT
SUBJECT: <u>Advance Payment for the Purchase of a Propeller for the Aeronautics Program</u>	

BACKGROUND

The Aeronautics Program is requesting authorization to purchase a Hartzell, HC-C2YK propeller from Ameritech Industries, dba American Propeller Service. The vendor requires advance payment in full before they will order the propeller. Additional authorization is requested to prepay for purchase of the propeller.

ANALYSIS AND FISCAL IMPACT

The purchase price of the propeller is approximately \$14,015. The cost is reimbursed from user fees for use of the aircraft for accumulation of flight time for pilot licensing.

Funding Source

Revenue-Generated Account.

RECOMMENDATION

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

Prepared by: Jemma Blake Judd Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #33

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

DATE: March 8, 2017

CONSENT

SUBJECT: Child Development Center Pre-K Students Fieldtrip to the Aquarium
of the Pacific

BACKGROUND

The Mt. San Antonio College Child Development Center (CDC) requests permission for 75 Pre-K students along with CDC Director Tamika Addison, four full-time classified CDC Specialists, and 15 parent chaperones to travel by school bus to visit the Aquarium of the Pacific in Long Beach, California, June 9, 2017. The required ratio of one adult per five students will be maintained throughout the trip. The Aquarium of the Pacific requires full payment in advance of the trip. Additionally, authorization is requested to make advance payment to the Aquarium of the Pacific at a cost not exceed \$550.

The Child Development Center uses the Preschool Pathways to Science curriculum which emphasizes scientific exploration, investigation, and interaction with nature and the environment. Fieldtrips play a role in curriculum support and are the culmination of educational plans (lesson plans) implemented throughout the year in our preschool classrooms. The interactive nature of the Aquarium of the Pacific exhibits will allow the preschool children to further investigate topics introduced to them during class instruction.

ANALYSIS AND FISCAL IMPACT

The anticipated cost will not exceed \$550 and covers 48 children and required teachers/chaperones per State licensing requirements. The cost of the fieldtrip will be covered by parent fees. There will be no residual cost to the College.

Funding Source

Parent Fees and Child Development Center Fee Account.

RECOMMENDATION

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

Prepared by: Tamika Addison/Jennifer Galbraith

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #34

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 8, 2017</u>	CONSENT
SUBJECT:	<u>Contract Agreement with Right Question Institute</u>	

BACKGROUND

The Mt. San Antonio College Developmental Education Study Team has hosted a spring conference for the past 15 years. Formerly known as Parachutes and Ladders, the Inspired Teaching Conference educates instructors about theories of learning, current research, and teaching techniques. Authorization is requested to enter into a contract with Right Question Institute to provide speakers for the conference to be held April 6-7, 2017.

ANALYSIS AND FISCAL IMPACT

The contract with Right Question Institute will not exceed \$8,250, which includes speakers' fees and travel. Additional authorization is sought for expenditures associated with promotional items, not to exceed \$3,300 and food items, not to exceed \$4,000.

Funding Source

Student Equity Fund.
Basic Skills Initiative Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with the Right Question Institute and approves the expenditures associated with Inspired Teaching Conference, as presented.

Prepared by:	<u>Lianne Greenlee</u>	Reviewed by:	<u>Irene M. Malmgren</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #35</u>

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

DATE: March 8, 2017

CONSENT

SUBJECT: Qualtrics Campus-Wide License Renewal

BACKGROUND

Professional & Organizational Development has a current contract with Qualtrics, which will expire on June 14, 2017. Qualtrics is a web-based survey tool used to conduct survey research, evaluations, and other data collection activities. Approximately 125 Mt. SAC faculty, staff, and students utilized this survey tool to create over 189 new surveys during the past year, with primary use by Research and Institutional Effectiveness, Information Technology, Student Services, and Professional & Organizational Development. This is an ADA-compliant software tool that also includes training and support, translation tools in multiple languages, survey mailer components, a branded login, and special reporting tools.

ANALYSIS AND FISCAL IMPACT

Authorization is requested to renew the agreement with Qualtrics. This renewal will cover the period of June 15, 2017, through June 14, 2020, at a cost not to exceed \$17,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the license renewal with Qualtrics, as presented.

Prepared by: Lianne Greenlee

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #36

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

DATE: March 8, 2017

CONSENT

SUBJECT: New, 4-Year Review, Modified Courses, Modified Certificates, and New
and Modified Degrees Effective with the 2017-18 Academic Year

BACKGROUND

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

New Courses

Course Title

ECT 16 CADD and Digital Design Media Level I
NF 40 Healthy American Cuisine

4-Year Review

Course Title

ANTH 99 Special Projects in Anthropology
ARTC 165 Illustration
BIOL 5 Contemporary Health Issues
BUSA 76 Using Microcomputers in Managerial Accounting
BUSM 85 Special Issues in Business
CISD 11 Database Management - Microsoft Access
GERM 1 Elementary German
KINI 37A Tai Chi Chuan - Beginning
KINX 6 Baseball - Men
LIT 25 Contemporary Mexican American Literature
PLGL 31B Advanced Legal Analysis and Writing
SIGN 223 Principles of Interpreting

Modified Courses

Course Title

AGOR 91 Work Experience in Horticulture
CHILD 66L Early Childhood Development Observation and Assessment
Laboratory
CHLD 73 Infant and Toddler Development
ECT 17 Legal Aspects of Construction
FIRE 86 Basic Fire Academy
HIST 36 Women in American History
R-TV 100 Work Experience in Film and TV
SIGN 231 Interpreting

Prepared by: Joumana McGowan

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #37

SUBJECT: New, 4-Year Review, Modified Courses, Modified Certificates, and New
and Modified Degrees Effective with the 2017-18 Academic Year

DATE: March 8, 2017

SPAN 1S	Spanish for the Spanish Speaking
SPAN 2S	Continuing Spanish for the Spanish Speaking

Modified Certificates

Nutrition
Culinary Arts

New Degrees

AS-T Plant Science
AS Public Health

Modified Degrees

Engineering Constructions Technology AS
Manufacturing Technology AS
AA-T Psychology

ANALYSIS AND FISCAL IMPACT

New, 4-year review, modified courses, as well as new and modified degrees and certificates, were developed and approved by their respective College departments and Divisions. Documentation has been reviewed by the Educational Design Committee and approved by the Curriculum and Instruction Council.

Each course offered at Mt. San Antonio College has varying costs. Every effort is made to offer courses in a cost-effective manner through prudent enrollment management.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the above curriculum additions and changes effective with the 2017-18 academic year, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 8, 2017</u>	CONSENT
SUBJECT:	<u>Course Identification Program Grant: Acceptance of Funds and</u>	
	<u>Approval of Contract with Academic Senate for California Community</u>	
	<u>Colleges</u>	

BACKGROUND

Mt. San Antonio College received notification of an augmentation to the Course Identification (C-ID) Program grant, funded by the California Community Colleges Chancellor’s Office. The purpose of the grant is to continue to provide for a course identification numbering system to maximize the effective and efficient transfer of students within and among California’s higher education segments and expand activities to include curriculum that supports a variety of new initiatives, including the Associate Degrees for Transfer program, transfer-level Career Technical Education curriculum, lateral transfer among California community colleges (including basic skills), and continual review of the top 20 transfer majors. As part of the grant activities, authorization is requested to amend an existing contract with the Academic Senate for California Community Colleges (ASCCC).

ANALYSIS AND FISCAL IMPACT

This grant award notification is for an augmentation of \$359,383. The total funding is now \$754,378. The performance period for this grant has been extended and is now February 1, 2016, through June 30, 2017.

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

The College will amend an existing subcontract with ASCCC to oversee the curriculum-related responsibilities of the C-ID Program. This amendment will increase the contract by an amount not to exceed \$345,561, for a new total not to exceed \$643,739. The amendment will also extend the project period from February 1, 2016, through June 30, 2017.

Funding Source

California Community Colleges Chancellor’s Office.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the funds and approves the contract with ASCCC, as presented.

Prepared by:	<u>Adrienne J. Price</u>	Reviewed by:	<u>Irene M. Malmgren</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #38</u>

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

DATE: March 8, 2017

CONSENT

SUBJECT: Strong Workforce Initiative Local Share: Acceptance of Funds and
Approval of Purchases

BACKGROUND

Mt. San Antonio College received an award notification for the Strong Workforce Initiative Local Share, funded by the California Community Colleges Chancellor's Office. The purpose of the grant is to develop more and better Career Technical Education (CTE) to increase social mobility and fuel regional economies with skilled workers. The initiative focuses on data-driven outcomes rather than activities, along with an emphasis on innovation and risk-taking.

The Local Share will support work in expansion or development of 16 CTE programs across the Arts, Business, Continuing Education, Natural Sciences, and Technology & Health divisions at the College: (1) development of programs in the Augmented Reality and Virtual Reality fields of Animation; (2) creation of an Audio Production program; (3) development of a training program in the use of unmanned aerial systems ("drones") within the field of Photography; (4) creation of a professional-level production and post-production facility for the Graphic Design program; (5) development of a Technical Theater program; (6) creation of a Television Engineering program; (7) development of three accounting courses that will form the foundation of an eventual Tax Achievement Certificate; (8) creation of a Child Development Internship to provide a formal educational pathway paired with extensive on-the-job training; (9) implementation of a student-run restaurant, culinary market, and expansion of Culinary Arts by ten courses; (10) development of a four-course Paralegal certificate in e-discovery, document review, and litigation support; (11) creation of new non-credit Physical Therapy Aide and Occupational Therapy Aide programs; (12) expansion of the Registered Veterinary Technician program; (13) expansion of the Histotechnology program; (14) development of a new program to train geologic technicians; (15) establishment of a path to certification for drone pilots; and (16) and expansion of the Welding program.

ANALYSIS AND FISCAL IMPACT

This grant award is \$2,493,730.

The performance period is July 1, 2016, through December 31, 2018.

The funding agency has approved the expenditure of grant funds to support the following: faculty, management, classified, hourly, and student salaries; employee benefits; instructional and non-instructional supplies and materials; travel; catering; contracted services; equipment; construction; and indirect costs.

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #39

SUBJECT: Strong Workforce Initiative Local Share: Acceptance of Funds and Approval of Purchases

DATE: March 8, 2017

As part of the grant activities, authorization is requested to provide advance payment (deposits) to vendors for grant-related activities and to reimburse travel and related expenses for non-Mt. SAC employees to participate in grant-sponsored events.

Funding Source

California Community Colleges Chancellor's Office.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the funds and approves the purchases, as presented.

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

DATE: March 8, 2017

CONSENT

SUBJECT: Strong Workforce Initiative Regional Share: Acceptance of Funds and Approval of Purchases

BACKGROUND

Mt. San Antonio College received an award notification for the Strong Workforce Initiative Regional Share, funded by the California Community Colleges Chancellor's Office and passed through Rancho Santiago Community College District. The purpose of the grant is to develop more and better Career Technical Education (CTE) to increase social mobility and fuel regional economies with skilled workers. The initiative focuses on data-driven outcomes rather than activities, along with an emphasis on innovation and risk-taking.

The Regional Share will support two CTE programs at the College. The first project will support the expansion of efforts within a Heating, Ventilation, and Air Conditioning/Refrigeration (HVAC/R) collaborative. The purpose and scope of this project is to provide facilities and technology, which can be utilized across the region, as well as showcase and research the energy and sustainability of Zero Net Energy. The second project will create CTE readiness/non-credit boot camps. These contextualized short-term non-credit boot camps will better prepare students to enter college and be successful in credit CTE coursework.

ANALYSIS AND FISCAL IMPACT

The total grant award is \$1,545,000. The award for the HVAC/R collaborative project is \$750,000. The award for the CTE readiness/non-credit boot camp project is \$795,000.

The performance period is July 1, 2016, through June 30, 2020.

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

As part of the grant activities, authorization is requested to provide advance payment (deposits) to vendors for grant-related activities and to reimburse travel and related expenses for non-Mt. SAC employees to participate in grant-sponsored events.

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #40

SUBJECT: Strong Workforce Initiative Regional Share: Acceptance of Funds and Approval of Purchases

DATE: March 8, 2017

Funding Source

California Community Colleges Chancellor's Office through Rancho Santiago Community College District.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the funds and approves the purchases, as presented.



MT. SAN ANTONIO COLLEGE

BOARD OF TRUSTEES

2017-18 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 2017-18:

July 12, 2017
 August 9, 2017
 September 13, 2017
 October 11, 2017
 November 8, 2017
 December 13, 2017
 January 10, 2018
 February 14, 2018
 March 14, 2018
 April 11, 2018
 May 9, 2018
 June 27, 2018 (4th Wednesday)

WTS:cn

Recommended by: Bill Scroggins Agenda Item: Consent #41

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 8, 2017</u>	CONSENT
SUBJECT:	<u>Independent Contractors: Note Takers for the Disabled Student Programs and Services</u>	

BACKGROUND

Approval of Note Takers as Independent Contractors for the Disabled Student Programs and Services (DSP&S) for the Winter 2017 Intersession.

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:

Providers	Not to Exceed
Beizai, Sheila	\$96
Cheung, Ryan	\$96
Neyoy, Yasmine	\$96
San Miguel, Madeleen	\$96
Van Zitteren, Kailey	\$96
Villasana, Marlene	\$96

Funding Source

Restricted Categorical Fund – Disabled Student Programs and Services.

RECOMMENDATION

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

Prepared by: Grace Hanson Reviewed by: Audrey Yamagata-Noji
 Recommended by: Bill Scroggins Agenda Item: Consent #42

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

DATE: March 8, 2017

CONSENT

SUBJECT: Contract with Pacific Palms Resort and Conference Center

BACKGROUND

The Department of Financial Aid and Scholarships is requesting approval of a contract with the Pacific Palms Resort and Conference Center for the College's annual Scholarship Ceremony on Saturday, June 10, 2017. Together with the Associated Students and the Foundation, the Financial Aid and Scholarships Department has hosted this awards ceremony for over 10 years. In publicly honoring scholarship recipients, the event serves the dual purpose of acknowledging the successes of student scholars while cultivating donors who give to Mt. SAC annually and potential donors who may create scholarships in the future.

ANALYSIS AND FISCAL IMPACT

Specific items related to this contract include a deposit and estimated balance for a donor reception, student winner reception, and event ballroom equipment rental. The total amount will not exceed \$19,500.

Total estimate contract fee	\$19,500
Deposit	(\$2,000)
Remaining estimated balance	\$17,500

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with the Pacific Palms Resort and Conference Center, as presented.

Prepared by: Chau Dao

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #43

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

DATE: March 8, 2017

CONSENT

SUBJECT: Agreement with Lazar Translating and Interpreting Services

BACKGROUND

On August 17, 2016, the Board approved a contract for consultant services for the development of an Educational and Facilities Master Plan (EFMP) with Collaborative Braintrust Consulting Firm and HMC Architects, respectively. A component of the Master Plan is to work collaboratively with the cities in our District and encourage community input for the EFMP. Part of this process is holding eight Public Workshops in these communities to determine how best to serve our students and community. These workshops are designed to be interactive and encourage dialogue and discussion. The diversity of our communities requires the need for interpreters at seven of the Workshops.

ANALYSIS AND FISCAL IMPACT

We have received a quote from Lazar Translating and Interpreting for Spanish and Chinese written translation of information and interpreters for seven workshops that will be held between February 23 and March 15. The cost for written translation of information is \$.10 per word for Spanish and \$.16 per word for Chinese. The approximate cost for each workshop is \$520 for Spanish interpretation and \$640 for Chinese interpretation. The total anticipated cost is not to exceed \$8,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the agreement with Lazar Translating and Interpreting, as presented.

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

DATE: March 8, 2017

CONSENT

SUBJECT: Agreement with Iteris to Provide Transportation Planning Services for the Pomona Intersections Update Supplement to the Mt. San Antonio College 2015 Facilities Master Plan Update, the Physical Education Projects Subsequent Project, and the Program Environmental Impact Report

BACKGROUND

Following the adoption of the Mt. San Antonio College 2015 Facilities Master Plan Update, the Physical Education Projects Subsequent Project, and the Program Environmental Impact Report in October 2016, it was determined that two additional intersections in Pomona require a focused traffic analysis to evaluate the potential significant impacts of buildout of the 2015 Facilities Master Plan Update.

The additional traffic analysis is being done at the request of the City of Pomona Public Works Department.

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

	Consultant:	Iteris
	Project:	Transportation Planning Services for the Pomona Intersections Update
Item	Description:	Amount
	Professional transportation planning services for a focused traffic analysis that evaluates the potential significant impact of buildout of the 2015 Facilities Master Plan Update at two additional intersections in the City of Pomona (Campus Drive/Temple Avenue, and Kellogg Drive/I-10 Westbound Ramps). Time and materials not to exceed:	\$13,301.00
	Contract Amount:	\$13,301.00

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #45

SUBJECT: Agreement with Iteris to Provide Transportation Planning Services for the Pomona Intersections Update Supplement to the Mt. San Antonio College 2015 Facilities Master Plan Update, the Physical Education Projects Subsequent Project, and the Program Environmental Impact Report

DATE: March 8, 2017

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

In order to meet time constraints for the preparation of the supplement, it was necessary to authorize Iteris to proceed prior to Board approval.

It is recommended that the Board of Trustees ratifies the agreement with Iteris to provide professional transportation planning services for the Pomona Intersections Update Supplement to the Mt. San Antonio College 2015 Facilities Master Plan Update, the Physical Education Projects Subsequent Project, and the Program Environmental Impact Report, as presented.

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

DATE: March 8, 2017

CONSENT

SUBJECT: Professional Design and Consulting Services – Contract Amendment
Hill Partnership for Business and Computer Technology Center

BACKGROUND

Hill Partnership was awarded the contract for design and construction administration of the Business and Computer Technology facility in February, 2013. The contract was previously amended to address an increased scope of work for the project during the design phase, and then to address the changes in the construction delivery method during the public bidding phase.

This Contract Amendment provides for additional engineering required to replace existing chilled water lines found to be in conflict with the new site elevations, and additional engineering and construction administration required to revise the construction documents to meet the updated campus audio-visual standards.

ANALYSIS AND FISCAL IMPACT

The following Contract Amendment is presented for ratification:

	Consultant:	Hill Partnership	No.	3
	Project:	Business and Computer Technology		
Item	Description:	Amount		
1	Provide additional professional architectural and engineering services necessary to relocate existing chilled water lines running through the southern portion of the project site.	\$6,500.00		
2	Revisions to construction documents for the audio-visual scope of work.	\$18,975.00		
	Total	\$25,475.00		
	Original Contract Amount	\$3,233,989.00		
	Net Change by Previous Amendments	\$275,196.00		
	Net Sum Prior to This Amendment	3,508,185.00		
	Amount of Amendment No. 3	\$25,475.00		
	New Contract Sum	\$3,533,660.00		
	Total Project Budget	\$63,864,861.00		
	Percentage of Change to the Total Project Budget	0.04%		

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins Agenda Item: Consent #46

SUBJECT: Professional Design and Consulting Services – Contract Amendment
Hill Partnership for Business and Computer Technology Center

DATE: March 8, 2017

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

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

DATE: March 8, 2017

ACTION

SUBJECT: Proposal to Initiate CSEA, Chapter 651 Negotiations for Successor Agreement, July 1, 2017, through June 30, 2020

BACKGROUND

Chapter 10.7, Sections 3440-3549 of the California Government Code requires that items to reopen negotiations for 2017-20 must first be identified by both parties and presented in advance to the Board, prior to the start of negotiations.

ANALYSIS AND FISCAL IMPACT

The District and CSEA, Chapter 651 have agreed to begin negotiations for the successor agreement during the Winter intersession of 2017. Negotiations for the successor agreement will begin no later than March 17, 2017. The District and CSEA have submitted the attached initial proposals, with the intention of using the interest-based bargaining approach to negotiations.

Funding Source

Not applicable.

RECOMMENDATION

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

Recommended by: Bill Scroggins Reviewed by: Abe Ali
Agenda Item: Action #1

SUBJECT: Proposal to Initiate CSEA, Chapter 651 Negotiations for Successor Agreement, July 1, 2017, through June 30, 2020

DATE: March 8, 2017

Proposals for Successor Agreement

From the District:

Mt. San Antonio College has no topical proposals, at this time, to submit for the purpose of opening negotiations on a successor agreement for July 1, 2017, through June 2020.

From CSEA, Chapter 651:

CSEA, Chapter 651 submits the following conceptual proposals to Mt. San Antonio College for the purpose of opening negotiations on a successor agreement for July 1, 2017, through June 30, 2020:

Article II:	Terms of the Agreement
Article VII:	Salaries
Article VIII:	Health and Welfare Benefits
Article IX:	Hours of Work and Related Matters

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

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

DATE: March 8, 2017

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 of one year, 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 8, 2017

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 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

Revised: April 2, 2014

Reviewed: June 9, 2015

Reviewed: August 17, 2016

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

DATE: March 8, 2017

DISCUSSION

SUBJECT: Finalization of Board Goals for 2017-18

BACKGROUND

It is the responsibility of the Board of Trustees to annually set goals. Following are suggestions as based on discussions at the Board Study Session on January 21, 2017:

1. Increased private financial support.
2. More updates from our CEO in preparation for a successful 2018 bond measure.
3. A comprehensive campus security plan.
4. A plan for recruiting international students.
5. Vigorous communication with elected officials at the local, state, and federal level.
6. More Board advocacy at the state and national level.
7. A comprehensive parking facilities plan.
8. A Diversity Dashboard with an annual presentation to the Board.
9. A well-trained Mt. SAC police department.
10. Effective community meetings regarding our facilities master planning.
11. Full seven years of accreditation.
12. Protection for our DACA students and other at-risk groups.
13. Resolution of disputes and improved relations with the City of Walnut.
14. A thorough and fair discussion on a Community Workforce Agreement (PLA).

ANALYSIS AND FISCAL IMPACT

Not applicable.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees reviews the suggested Board Goals for 2017-18. These Goals will be brought back to the April Board of Trustees meeting for approval.

Recommended by: Bill Scroggins Agenda Item: Discussion #2

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>March 8, 2017</u>	DISCUSSION
SUBJECT: <u>Project Labor Agreements</u>	

BACKGROUND

As a result of the recession and drastically reduced revenues, many colleges are facing unprecedented budget crises. In awarding municipal contracts, one important consideration is to get the product, service, or construction of a public project at the lowest cost. A Project Labor Agreement (PLA) is a pre-hire collective bargaining agreement typically negotiated between a project owner, construction manager, or general contractor and an appropriate labor organization that establishes terms and conditions of employment for a specific construction project or projects. PLAs are specific to the construction industry because of its unique conditions, including the short-term nature of employment that makes post-hire collective bargaining difficult, the contractor’s needs for predictable costs, and a steady supply of skilled labor, and a long-standing custom of pre-hire bargaining in the industry.

On October 2, 2011, Governor Jerry Brown signed SB922 into law, which prohibits a charter provision, initiative, or ordinance from preventing the governing board of a local public entity from considering a PLA on a project-by-project basis. This bill does not require any local governments to adopt a PLA, but preserves the right of all sides to debate their use.

ANALYSIS AND FISCAL IMPACT

Any public entity considering the adoption of a PLA bid specification must do so on a case-by-case basis, bearing in mind the competitive bidding laws and the project’s specific facts, such as size, scope, complexity, time sensitivity, and the cost of delay.

While there is much controversy on PLAs, the Board has been provided three point-of-view articles (distributed as separate documents) for review.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees reviews information on Project Labor Agreements.