



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 11, 2017

5:00 p.m. – Open and Adjourn to Closed Session

6:30 p.m. – Public Session

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

Welcome to a meeting of the Mt. San Antonio College Board of Trustees. If you wish to address the Board for any reason, please fill out one of the cards available on the table and give it to the Board Secretary. Those requesting to speak on an agenda item will be called upon at the time the item is under consideration. Anyone wishing to speak to items not on the agenda will be called upon under the "Communication" section.

Comments are limited to no more than three minutes per person.

AGENDA

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

CALL TO ORDER (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. **Appeal of Administrative Review** (Per Administrative Procedure 3435 – Discrimination and Harassment Investigations) – one case, regarding Employee No. ...2232
2. **Conference with Legal Counsel** (Pursuant to Government Code Section 54956.9(d) – Existing Litigation – 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 Employee (Newly Appointed)

- **Lisa Jackson**, Administrative Specialist IV (Instruction)
- **Phillip Wright**, Laboratory Technician – Aeronautics (Aeronautics)

- **Recognition:**

Award a Certificate of Service to the following retiring employee:

- **Katherine Coleman**, Curriculum Specialist (School of Continuing Education), 30 years of service

APPROVAL OF MINUTES

Approval of minutes of the regular meeting of September 13, 2017 (Pages 1 through 13).

PUBLIC COMMUNICATION

At this time, the Board of Trustees will listen to communication from the public on matters that are not on the agenda or on other matters of interest to the public that are within the subject matter jurisdiction of the Board. 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 and Alumni Association
8. Management Steering Committee
9. 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.

10. President's Report – Bill Scroggins, President & CEO
 - Informational Report – Grants Update (Page 14)
 - Informational Report – Distance Learning Program Update (Page 15)

CONSENT CALENDAR

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

Consideration of approval is requested for the following:

ADMINISTRATIVE SERVICES:

1. Appropriation Transfers and Budget Revisions Summary (Pages 16 and 17);
2. Hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines (Pages 18 and 19);
3. Re-issuance of stale-dated warrant (Page 20);
4. Purchase of budgeting software from Questica, Inc. (Pages 21 and 22);
5. Agreement with PCM-G for Microsoft Office 0365 professional services (Page 23);
6. Renewal of production music agreement with Killer Tracks (Page 24);
7. Contract with The WFC Group for Kronos Workforce Ready System training (Page 25);
8. Agreement with Psomas for surveying services for the Student Center project (Page 26);
9. Agreement with Murley Consulting Group to provide energy consulting services (Page 27);
10. Amendment to the agreement with Collaborative Braintrust Consulting Firm for the Educational Master Plan (Page 28 and 29);
11. Consulting Agreement for furniture, fixtures, and equipment design services with PAL id Studio for the Humanities/Social Sciences North Classroom Utilization project (Pages 30 and 31);
12. Contract with HMC Architects for professional design and consulting services on the Tennis Courts/Lot R Parking Structure project (Pages 32 and 33);
13. Change Order for Continuing Education Building 40 Upgrades (Pages 34 and 35):
 - Contract – Golden Phoenix Construction Co., Inc. (General Contractor) Change Order No. 3

14. Change Orders for the Business and Computer Technology Project (Pages 36 through 42):
 - Contract – SJD&B (General Contractor) Change Order No. 4
 - Contract – American Landscape (General Contractor) Change Order No. 1
 - Contract – CLS Constructors, Inc. (General Contractor) Change Order No. 1
 - Contract – Caston, Inc. (General Contractor) Change Order No. 2
 - Contract – Inland Building Construction Companies, Inc. (General Contractor) Change Order No. 3
 - Contract – Stanton Utilities, Inc. Bid No. 3047 (General Contractor) Change Order No. 4
 - Contract – Stanton Utilities, Inc. Bid No. 3049 (General Contractor) Change Order No. 1

HUMAN RESOURCES:

15. Personnel Transactions (Pages 43 through 58);
16. Contract for Fair Employment Housing Act/Americans with Disabilities Act Reasonable Accommodations with Arrowhead Evaluation Services, Inc. (Pages 59);
17. New and/or Revised Management Job Classification Descriptions (Pages 60 through 70);
18. Registration for the California Community College Registry Job Fair – Oakland and Los Angeles (Page 71);

INSTRUCTION:

19. Memorandum of Understanding Between Los Angeles Angeles County Workforce Development Aging and Community Services and Mt. San Antonio College to Provide Workforce Development Services (Page 72);
20. Memorandum of Understanding with California State University San Bernardino to Provide Teacher-Training Opportunities (Page 73);
21. School of Continuing Education Additions and Changes (Pages 74 through 76);
22. Contract Agreement with the City of Corona Fire Department for Wildland Fire Training (Page 77);
23. Program Articulation Agreement with Southern Illinois University, Carbondale for Administration of Justice Students (Page 78);
24. Program Articulation Agreement with Southern Illinois University, Carbondale for Emergency Medical Services Students (Page 79);
25. Program Articulation Agreement with Southern Illinois University, Carbondale for Fire Technology Students (Page 80);
26. Contract Agreement with Outfront Media for Bus Tail Advertising of the Culinary Arts Programs (Page 81);

27. Contract Agreement with Hotel Maya for the 2018 Management Retreat (Page 82);
28. Contract Agreement with Sagatica, LLC for the 2018 Management Retreat (Page 83);
29. Contract Agreement with The Dinner Detective for the 2018 Management Retreat (Page 84);
30. Communication Department to Host British Debaters: Approval of Expenditures (Page 85);
31. Out-of-Country Student Travel: Chamber Singers at the 2018 Ihlombe Festival in South Africa (Page 86);
32. Asian American and Native American Pacific Islander-Serving Institutions Grant: Acceptance of Funds and Authorization of Purchases (Page 87 and 88);
33. Child Development Training Consortium Grant: Acceptance of Funds (Page 89);

PRESIDENT'S OFFICE:

34. Revised 2017-18 Schedule of Board Meeting Dates (Page 90);

STUDENT SERVICES:

35. Contract with the Kellogg West Conference Center and Lodge (Page 91); and
36. Contract for Legal Services with the Harriett Buhai Center for Family Law (Page 92).

Ratification is requested for the following:

37. Consulting agreement for the West Parcel Solar Draft Subsequent Environmental Impact Report with Helix Environmental Planning (Page 93);
38. Twenty-first Amendment to Master Agreement between Mt. San Antonio College and Mt. SAC Auxiliary Services effective July 1, 2016, through June 30, 2021 (Pages 94 through 96); and
39. Contract Agreement with Davis Research LLC to Conduct a Salary Survey for the Los Angeles/Orange County Center of Excellence for Labor Market Research (Page 97).

ACTION ITEMS

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

1. Public Hearing on the Mt. San Antonio College West Parcel Solar Project Tiered Draft Environmental Impact Report (2017 SEIR) (SCH 2002041161);
2. Resolution No. 17-03 – A Resolution of the Board of Trustees of Mt. San Antonio College Certifying the Mt. San Antonio College West Parcel Solar Project Tiered Draft Environmental

Impact Report (SCH 2002041161) Adopting a Statement of Facts and Findings, and Adopting a Mitigation Monitoring Program; Authorizing Commencement of Phase 1 Grading Operations (Pages 98 through 105); and

3. Year One-of-Three Negotiated Agreement Between CSEA, Chapter 262 and the District for 2017-20 (Pages 106 through 117).

DISCUSSION ITEM

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

1. Proposed New Board Policy 3700 – Social Media (Pages 118 and 119); and
2. Proposed Revised Board Policy 7365 – Discipline and Dismissal – Classified Employees (Pages 120 through 123).

INFORMATION ITEMS

No action will be taken on the item listed. It is being provided to the Board of Trustees for information

1. New Administrative Procedure 3700 – Social Media (Pages 124 through 129);
2. Revised Administrative Procedure 7121 – Recruitment and Hiring: Classified Employees (Pages 130 through 134); and
3. New Administrative Procedure 7365 – Discipline and Dismissal – Classified Employees (Pages 135 through 141).

ADJOURNMENT

Future Board Meetings

November 8, 2017
December 13, 2017
January 10, 2018

Upcoming Events

October 6 **Secret of the Cardboard Rocket**, 4:30-5:00 p.m., Planetarium
Star Tales: Autumn Skies, 6:00-5:50 p.m. and 7:30-8:20 p.m., Planetarium
Telescope Night, 9:00-10:30 p.m., Building 60 Dome

Upcoming Events (continued)

- October 7 **One World, One Sky: Big Bird's Adventure**, 4:30-5:00 p.m., Planetarium
Back to the Moon for Good, 6:00-6:40 p.m. or 7:30-8:10 p.m., Planetarium
- October 10-12 **American Red Cross Blood Drive**, 9:00 a.m.-7:00 p.m., Building 9C
- October 10 **Night Student Appreciation**, 6:00-6:30 p.m., Building 26 Quad and Building 60 Quad
- October 11 **Mountie Makerspace Ribbon Cutting Ceremony**, 4:00 p.m., Building F7
- October 14 **Fall Faculty Jazz Concert**, 7:30 p.m., Recital Hall
- October 19 **Saxophone Faculty Recital**, 7:30 p.m., Recital Hall
Theodore Von Kármán Lecture Series, 6:30-8:30 p.m., Planetarium
- October 20 **One World, One Sky: Big Bird's Adventure**, 4:30-5:00 p.m., Planetarium
Halloween Show, 6:00-6:40 p.m. and 7:30-8:10 p.m., Planetarium
- October 20-21 **Second Story Man**, 8:00 p.m., Clarke Theater
- October 21 **Secret of the Cardboard Rocket**, 4:30-5:00 p.m., Planetarium
Halloween Show, 6:00-6:30 p.m. and 7:30-8:00 p.m., Planetarium
- October 22 **Second Story Man**, 2:00 p.m., Clarke Theater
- October 25 **Step Up! Bystander Intervention**, 12:00-1:00 p.m., Building 9C
- October 27-28 **Fall Repertory Dance Concert**, 8:00 p.m., Clarke Theater
- October 29 **Fall Repertory Dance Concert**, 2:00 p.m., Clarke Theater
- October 30 **Lost & Found Silent Auction**, 10:00 a.m.-1:00 p.m., Building 9C
- November 3 **Secret of the Cardboard Rocket**, 4:30-5:00 p.m., Planetarium
Star Tales: Autumn Skies, 6:00-6:50 p.m. and 7:30-8:20 p.m., Planetarium
Telescope Night, 9:00-10:30 p.m., Building 60 Dome
- November 3-4 **Fall Choral Concert**, 7:30 p.m., Recital Hall
- November 4 **One World, One Sky: Big Bird's Adventure**, 4:30-5:00 p.m., Planetarium
Back to the Moon for Good, 6:00-6:40 p.m. and 7:30-8:10 p.m., Planetarium

Upcoming Athletic Events

- October 5 **Men's Water Polo vs. La Salle University**, 5:00 p.m., Pool
Men's Water Polo vs. Fordham University, 7:00 p.m., Pool
- October 6 **Women's Soccer vs. Pasadena City College**, 4:00 p.m., Soccer Field
Men's Soccer vs. Chaffey College, 6:00 p.m., Soccer Field
Volleyball vs. Chaffey College, 6:00 p.m., Gym
- October 11 **Women's Golf**, 11:00 a.m., Black Gold Golf Course
Women's Water Polo vs. Cerritos College, 3:00 p.m., Pool
Men's Water Polo vs. Cerritos College, 4:30 p.m., Pool
Volleyball vs. Pasadena City College, 6:00 p.m., Gym
- October 13 **Cross Country Invite**, 9:00 a.m., Cross Country Course
- October 18 **Volleyball vs. Rio Hondo College**, 6:00 p.m., Gym
- October 20 **Women's Soccer vs. Long Beach City College**, 4:00 p.m., Soccer Field
Men's Soccer vs. Long Beach City College, 6:00 p.m., Soccer Field
Volleyball vs. Long Beach City College, 6:00 p.m., Gym
Cross Country Invitational – High School, All Day, Cross Country Course
- October 21 **Football vs. El Camino College**, 6:00 p.m., Covina District Field
Cross Country Invitational – High School, All Day, Cross Country Course
- October 24 **Women's Soccer vs. Compton College**, 4:00 p.m., Soccer Field
Men's Soccer vs. Compton College, 6:00 p.m., Soccer Field
- October 25 **Women's Water Polo vs. Long Beach City College**, 3:00 p.m., Pool
Men's Water Polo vs. Long Beach City College, 4:30 p.m., Pool
- October 27 **Men's Water Polo vs. San Diego Mesa College**, 10:00 a.m., Pool
Men's Water Polo vs. Citrus College, 2:30 p.m., Pool
Women's Soccer vs. East Los Angeles College, 4:00 p.m., Soccer Field
Men's Soccer vs. East Los Angeles College, 6:00 p.m., Soccer Field
Volleyball vs. Cerritos College, 6:00 p.m., Gym
- October 31 **Men's Soccer vs. L.A. Harbor College**, 2:00 p.m., Soccer Field
Women's Soccer vs. L.A. Harbor College, 4:00 p.m., Soccer Field
- November 1 **Volleyball vs. East Los Angeles College**, 5:00 p.m., Gym
Wrestling vs. Palomar College, 7:30 p.m., Gym

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**

October 11, 2017





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 13, 2017

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Bader at 4:30 p.m. on Wednesday, September 13, 2017. Trustees Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos, and Student Trustee Case were present.

STAFF PRESENT

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

PUBLIC COMMUNICATION REGARDING CLOSED SESSION

None.

CLOSED SESSION

The following correction was made to the Closed Session:

- Closed Session Item #1 – Appeal of Administrative Review – Employee No. 7859 should read 7853, and remove reference to Employee No. 2232.

The Board adjourned to Closed Session at 4:31 p.m. to discuss the following items:

1. **Appeal of Administrative Review** (Per Administrative Procedure 3435 – Discrimination and Harassment Investigations) – one case, regarding Employee No. ...7853

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

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

2. **Conference with Legal Counsel** (Pursuant to Government Code Section 54956.9(d) – Existing Litigation – 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

The meeting reconvened at 6:33 p.m., and the Pledge of Allegiance was led by Sokha Song.

REPORTING OF ACTION TAKEN IN CLOSED SESSION

Closed Session Item #1 – The Board approves to uphold the administrative determination regarding Employee No. ...7853.

Closed Session Item #2 – None.

INTRODUCTIONS AND RECOGNITION

- The following newly appointed and promoted employees were introduced:

Classified Employee (Newly Appointed)

- **Daniel Lopez**, Human Resources Technician (Human Resources) (present)
- **Randy Montes**, Laboratory Technician – Welding (Air Conditioning and Welding) (present)

Management Employee (Newly Appointed)

- **Kirk Kirkwood**, Manager, Basic Skills & Student Outcomes Transformation & Initiative Program (Instruction) (present)

Classified Employees (Promoted)

- **Claudia Coronado**, Information Technology Specialist (Information Technology) (absent)
- **Yvette Garcia**, Administrative Specialist IV (Technical Services) (absent)
- **Obdulia Reynoso**, Administrative Specialist II (Business) (present)

Management Employees (Promoted)

- **Lorenzo Meza**, Supervisor, Custodial Services (Custodial Services) (absent)
- **Michelle Sampat**, Associate Dean, Instruction (Instruction) (present)

Faculty (Newly Appointed)

Arts Division

- **Christopher Benoe**, Professor, Photography (Commercial and Entertainment Arts) (present)

Business Division

- **Eric Bladh**, Professor, Paralegal Studies (Paralegal Studies) (present)
- **Jesus Rubio**, Professor, Computer Information Systems, Network/Security (Computer Information Systems) (present)
- **Sohair Zaki**, Professor, Computer Information Systems (Computer Information Systems) (present)

Humanities and Social Sciences Division

- **Elizabeth Casian**, Professor, American Language (American Language) (present)
- **Herschel Greenberg**, Professor, English (English, Literature, and Journalism) (absent)
- **Karla Hernandez-Magallon**, Professor, Sociology (Sociology and Philosophy) (absent)
- **Jasmine McLeod**, Professor, Communication (Communication) (present)
- **Franklin Reynolds**, Professor, Communication (Communication) (present)
- **Keiko Tsurumi**, Professor, World Languages (World Languages) (present)
- **Selena Zeledon**, Professor, English (English, Literature, and Journalism) (absent)

Natural Sciences Division

- **Mariano Arellano**, Professor, Mathematics (Mathematics and Computer Science) (absent)
- **Naomi Barnes**, Professor, Registered Veterinary Technician (Agricultural Sciences) (absent)
- **Diana Churchill**, Professor, Biological Sciences (Biological Sciences) (present)
- **Dhaval Doshi**, Professor, Chemistry (Chemistry) (absent)
- **Hoang-Quyen Nguyen**, Professor, Mathematics (Mathematics and Computer Science) (present)
- **Laura Wohlgezogen**, Professor, Mathematics (Mathematics and Computer Science) (absent)

School of Continuing Education Division

- **L.E. Foisia**, Professor, Basic Skills (School of Continuing Education) (present)
- **Venus Soriano**, Professor Short-Term Vocational (Short-Term Vocational) (present)
- **Lorena Velazquez**, Professor, Counseling, Short-Term Vocational (School of Continuing Education) (present)

Technology and Health Division

- **Alan Cusolito**, Professor, Manufacturing Technology (Architecture, Industrial Design, Engineering, and Manufacturing) (absent)
- **Mitchell DeJarnett**, Professor Architecture (Architecture, Industrial Design, Engineering, and Manufacturing) (absent)
- **Raymond Mosack**, Professor, Fire Technology (Public Safety Programs) (present)

Student Services

- **Bettina Lee**, Professor, Disabled Student Programs and Services – Instructional Specialist (Math Emphasis) (present)
- Award a Certificate of Service to the following retiring employees:
 - **Victor Belinski**, Chief Technology Officer (Information Technology), 11 years of service (present)
 - **Katherine Coleman**, Curriculum Specialist (School of Continuing Education), 20 years of service (absent)
- Award the flame award to the following 2017 VOICES College Champion awardees:
 - Torch Bearer Award: **Don Potter**
 - Burning Bright Award: **Lee Jones**
 - Eternal Flame Award: **Doug Todd**

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 August 9, 2017.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

PUBLIC COMMUNICATION

- Marco Robles, College Donor and Owner of Cardenas Markets, spoke in support of DACA students.
- John Casper, Employee, spoke about College policies and procedures.
- Silver Calzada, Employee, spoke in support of DACA students.
- Alejandro Juarez-Ugalde, Student, spoke in support of DACA students.
- Karen Osorio, Jayra Cervera, Jessica Sanchez-Galran, Francisco Osuna, and Perla Gonzalez, Students, spoke in support of DACA students.
- Geovanna Castillo, Student, spoke in support of DACA students.

REPORTS

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

- **Brian Moon and Daniel Garcia**, President and Vice President, Associated Students
- **Martin Jones-Ramey**, President, Academic Senate
- **John Lewallen**, Senator, Classified Senate

- **Eric Kaljumagi**, President, Faculty Association
- **Lee Jones**, 1st Vice President, CSEA 262
- **Bill Lambert**, Executive Director, Mt. SAC Foundation
- **Jennifer Galbraith**, Management Steering Committee

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 Victor Belinski and Katherine Coleman on their retirement.
 - They thanked the students and educators who spoke in support of DACA.
 - They congratulated the recipients of the 2017 VOICES College Champion Awards.
- C. Trustee Hall reported the following:
- Attended the Community Facilities Plan Advisory Committee, and reported that they reviewed the first chapters of the EFMP.
 - Attended the Auxiliary Services Board of Directors Meeting.
 - Attended the San Gabriel Valley Economic Partnership Awards Gala with Dr. Scroggins. He commented that the Convergence, of which Mt. SAC is a part of, was recognized with an award.
 - Attended an awards gala for the Tzu Chi.
 - Thanked Professor Ralph Jagodka who has served as Chairman of Management Operations for the Industry Manufacturers Council for 20 years.
 - Attended events related to the passing of Jack Tanaka, former Diamond Bar City Council Member.
 - Commented on the passing of Phyllis Ferrero Tucker, who was the City of Industry Treasurer for 52 years, and who is the mother of recently retired Mt. SAC employee Deidre Vail.
- D. Trustee Chen Haggerty reported the following:
- Attended the campus Welcome Back BBQ on August 25.
 - Attended the mediation strategy meeting.
 - Attended a Rowland Heights Coordinating Council meeting.
- E. Trustee Hidalgo reported the following:
- Attended the California Youth Karate Championships, which supports many local K-12 districts, held at the Sheriff’s Academy in Whittier.
 - Looking forward to attending the ACCT Leadership Congress later this month to support Judy Chen Haggerty who is running for the Diversity Committee.
 - Looking forward to attending a college fair at Wilson High School, where Mt. SAC will have a table.
 - Looking forward to attending the IMC luncheon tomorrow at Pacific Palms.

F. Trustee Baca reported the following:

- Attended the Faculty Opening Meeting.
- Looking forward to attending the ACCT Leadership Congress.
- Looking forward to attending a State Foundation Meeting in San Luis Obispo.
- Attended a closing luncheon for the UC Davis Wheelhouse, where they graduated a cohort of 20 sitting presidents.
- Attended the International Latino Awards at Dominguez Hills where he presented an award to Hilda Solis.
- Attended the first football game of the season held at San Bernardino College.
- Attended the memorial services for Jack Tanaka.

G. Trustee Santos reported the following:

- Attended the play “The Silver Dollar.”
- Attended the Pepe Miranda Scholarship Golf Tournament.
- Attended Baldwin Park’s Day at the Fair.
- Attended a DACA rally in Pomona, and appreciated the faculty that showed up to support students. She’s proud of Mt. SAC students who had a strong presence there.
- Continued working on efforts to ensure safe and reliable water, and supporting desalination.
- Read a news article about state colleges and the problems they’re having contracting out services.

H. Trustee Chen reported the following:

- Attended a policy event.
- Attended a Sing Tao Newspaper event.
- Attended the campus Welcome Back BBQ.
- Attended the Cause 2017 Veterans Initiative kick-off event.
- Attended the LA County Fair Premiere Party.
- Attended the Day at the Fair.
- Attended community meetings with David, Rosanne, and Laura to try and improve relations.

I. Student Trustee Case reported the following:

- Attended the LA County Fair Premiere Party.
- Attended the San Gabriel Valley Economic Partnership Awards Gala.
- Attended the In-home Support Services Caregiver Ceremony.
- Thanked Dr. Scroggins for the opportunity to attend the Student Equity Conference and Annual Student Trustee Conference.

J. Trustee Bader reported the following:

- Looking forward to attending Wassail.
- Looking forward to hearing Deborah Keesler, Director of Cardiovascular Services at Pomona Valley Hospital, speak to health careers students.
- Wishes good luck to Judy on her nomination and election for the ACCT Diversity Committee.

PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed and congratulated newly appointed and promoted employees.
- He congratulated Victor Belinski and Katherine Coleman on their retirement.
- He talked about his commitment and the College's support of DACA students and thanked Audrey Yamagata-Noji for her help and support to him and the students. He discussed his recommitment to his Statement in Support for DACA and Dream Students.
- He introduced Uyen Mai, Director, Marketing and Communications; Antonio Bangloy, Interim Director, Enterprise Application Systems; George Bradshaw, Dean, Enrollment Management; Madelyn Arballo, Dean, School of Continuing Education; and Joumana McGowan, Associate Vice President, Instruction, to present the Enrollment Report (presentation attached).
- He introduced Mike Gregoryk, Vice President, Administrative Services and Myeshia Armstrong, Associate Vice President, Fiscal Services, to present the Adopted Budget Report (presentation attached).

CONSENT CALENDAR

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. Resolution No. 17-02 – Appropriations Limit for Fiscal Year 2017-18;
4. Proposition 30 – Education Protection Account Funding and Expenditures for 2017-18 Fiscal Year;
5. Quarterly Financial Status Report for the period ending June 30, 2017;
6. Quarterly Investment Report for the quarter ending June 30, 2017;
7. This item was pulled and acted upon below;
8. Amended agreement with Covina Unified School District;
9. Microsoft Campus agreement;
10. This item was pulled and acted upon below;
11. Agreement with AT&T for advance payment of Division of State Architect inspection fees;
12. Consulting agreement for architectural services with HPI Architecture for the Humanities/Social Sciences North Classroom Utilization project;
13. Consulting agreement for architectural services with HPI Architecture for the Writing Center Remodel project;
14. This item was pulled and acted upon below;

15. Consulting Agreement for engineering services for the Fire Alarm Upgrade – Phase II project at the Adult Basic Education Center;
16. Repairs for the Central Plant Scheduled Maintenance – Phase II;
17. Agreements for professional design and consulting services for the Equity Center;
18. Award of Bid No. 3162 to Harik Construction, Inc. of Glendora, CA, for the School of Continuing Education, Building 40, Phase III - Renovation;
19. This item was pulled and acted upon below;
20. Change Orders for the Business and Computer Technology Project:
 - Contract - CLS Constructors, Inc. (General Contractor) Change Order No. 2
 - Contract – Floored Tile and Stone (General Contractor) Change Order No. 1
 - Contract – Tandus Centiva Inc. (General Contractor) Change Order No. 1
 - Contract – Inland Building Construction Companies, Inc. (General Contractor) Change Order No. 2
 - Contract – Stanton Utilities, Inc. (General Contractor) Change Order No. 3;
21. Completion Notice:
 - Bid No. 3141 Athletics Complex East Abatement, Unlimited Environmental, Inc. (General Contractor);
22. Personnel Transactions;
23. Contract with Community College Search Services;
24. New Classified Job Classification Descriptions;
25. Acceptance of 2017-18 Basic Skills Initiative Grant Funds and Activities;
26. 2017-18 Regional Consortium for Adult Education Membership and Designees;
27. Contract Agreement with Kellogg West Conference Center and Lodge;
28. Partnership Agreement Between Pomona Unified School District and Mt. San Antonio College's School of Continuing Education – Adult Education;
29. School of Continuing Education Additions and Changes;
30. Affiliation Agreement with Hill Medical Corporation;
31. Affiliation Agreement with the City of Fountain Valley Fire Department;
32. Child Development Center Acceptance of 2017-18 Funds;
33. Child Development Center Grant Amendment;

34. Contract Agreement Between the Center of Excellence Strong Workforce Program (Los Angeles/Orange County) and the Orange County Business Council;
35. Work Experience 2017-18 Affiliation Agreement: Brethren Hillcrest Homes;
36. Contract Agreement with Volt Athletics;
37. College Futures Foundation Grant: Approval of Contract;
38. Student Support Services Grant: Acceptance of Funds and Authorization of Purchases;
39. This item was pulled and acted upon below;
40. This item was pulled and acted upon below;
41. Honors Ambassadors Club Fund-raisers for Scholarships;
42. 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;
43. West Covina Unified School District Facilities Use Agreement for Noncredit Instruction at Rio Verde Academy;
44. Memorandum of Understanding: Los Angeles County Workforce Development Board – Phase II;
45. Agreement between Pomona Unified School District and Mt. San Antonio College’s School of Continuing Education – High School;
46. Contract with Cal Poly Pomona Foundation, Inc. for the High School Outreach Department’s Annual Training Day; and
47. Contract Amendment: UCLA Conferences and Catering – Housing and Hospitality Services.

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

CONSENT ITEM #7 – PURCHASE OF NEW LED DISPLAY SYSTEM (RFP NO. 3164)

It was moved by Trustee Chen 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 #10 – AGREEMENT WITH SOUTHERN CALIFORNIA EDISON FOR THE WEST PARCEL SOLAR PROJECT - TELEMETRY DESIGN AND ENGINEERING REVIEW

It was moved by Trustee Baca 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 #14 – CONSULTING AGREEMENT FOR CLIMATE ACTION PLANNING SERVICES WITH HMC ARCHITECTS

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 #19 - CHANGE ORDERS FOR THE ATHLETICS COMPLEX EAST - CONTRACT – UNLIMITED ENVIRONMENTAL, INC. (GENERAL CONTRACTOR) CHANGE ORDER NO. 2 AND CONTRACT – SJD&B, INC. (GENERAL CONTRACTOR) CHANGE ORDER NO. 1

It was moved by Trustee Santos 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 #39 – TITLE V, DEVELOPING HISPANIC-SERVING INSTITUTIONS GRANT: ACCEPTANCE OF FUNDS AND AUTHORIZATION OF PURCHASES AND ACTIVITIES

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 #40 – MEMORANDUM OF UNDERSTANDING AND PAYMENT OF FEES – 2020 OLYMPIC TEAM TRIALS, TRACK & FIELD

It was moved by Trustee Chen 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.

ACTION ITEM #1 – PUBLIC HEARING ON PROPOSED BUDGET TO BE ADOPTED FOR THE FISCAL YEAR 2017-18

The public hearing was opened at 10:19 p.m.

There were no public comments.

The public hearing was closed at 10:20 p.m.

ACTION ITEM #2 – APPROVAL OF THE BUDGET FOR FISCAL YEAR 2017-18

It was moved by Trustee Hidalgo 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.

ACTION ITEM #3 – MEMORANDUM OF UNDERSTANDING WITH WEST COVINA UNIFIED SCHOOL DISTRICT

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 #4 - AWARD OF RE-BID NO. 3166 TO AMPCO CONTRACTING, INC. OF ANAHEIM, CA, FOR THE SOUTH CAMPUS SITE IMPROVEMENTS, DEMO/GRADING/PAVING PROJECT

It was moved by Trustee Baca 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 #5 - MEET-AND-CONFER AGREEMENT BETWEEN THE CONFIDENTIAL EMPLOYEES AND THE DISTRICT FOR 2017-18

It was moved by Trustee Chen Haggerty 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.

ACTION ITEM #6 – MEET-AND-CONFER AGREEMENT BETWEEN THE MANAGEMENT EMPLOYEES AND THE DISTRICT FOR 2017-18

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

ACTION ITEM #7 – PROPOSED REVISIONS TO BOARD POLICY 5010 – ADMISSIONS

It was moved by Trustee Chen Haggerty 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.

ACTION ITEM #8 – PROPOSED NEW BOARD POLICY 7601 – POLICE AND CAMPUS SAFETY DEPARTMENT INTERNAL POLICIES AND PROCEDURES (NEW)

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.

The meeting adjourned at 10:28 p.m.

WTS:CN

**Grants Office Report
Adrienne Price
October 11, 2017**

Background

The Grants Office's primary functions are: to assist faculty, staff, and managers in the development and submission of competitive grant applications; to assist project directors in grant start-up, management, and close-out; and to monitor grant projects to ensure compliance with funding agency guidelines and state and/or federal regulations. During the 2016-17 fiscal year, the Grants Office staff doubled with the addition of a Coordinator and an Administrative Specialist IV. The latter primarily assists with the planning and development of grant applications, while the former provides post-award support and fiscal monitoring for the College's myriad grant projects.

Program Overview

During the 2016-17 fiscal year, the Grants Office monitored 33 active grant projects, for a total funding level of \$21.05 million. Of these active projects, 12 (36.4%) were federally-funded, 16 (48.5%) were state-funded, and five (15.1%) were from private sources of funding. Grant projects were implemented across all academic divisions of the campus as well as Student Services and involved partnerships with K-12 school districts, regional occupational programs, community colleges, universities, business and industry, and non-profit organizations and associations.

The Grants Office coordinated the submission of 15 new grant applications. Of these new applications, 11 were funded, resulting in a 73.3% success rate. The Grants Office also assisted in the development of three partner applications, two of which were funded. The total funding level of these new grants is \$3.97 million.

Grant project highlights include:

- A \$1.43 million Child Care Access Means Parents in School grant from the U.S. Department of Education awards continued funding to the Child Development Center to provide student-parents with child care, educational support services, and family support services while they work toward attainment of a college degree.
- A \$1.46 million grant from the U.S. Department of Education awards continued funding to the College's Upward Bound Program. The purpose of this project is to provide low-income and potential first-generation college students with instruction, services, and activities that will enable them to stay in school, graduate from high school, and successfully enter and graduate from postsecondary education.
- A \$540,000 CCC Maker Initiative grant from the Chancellor's Office is: implementing a sustainable makerspace that addresses the specific interests and needs of students; initiating an inclusive network of faculty, industry, other educational partners, and students; and supporting faculty to create learning platforms and embed "making" into curriculum design, support an entrepreneurial ecosystem, and foster innovation across the curriculum.
- A \$12,000 Health Careers Conference mini-grant from the California Office of Statewide Health Planning and Development offsets the costs of Mt SAC's 12th Annual Health Professions Conference. This event is the largest and most comprehensive health professions conference of its kind in the United States, targeting high school and college students who are exploring their educational and professional options in the health careers.

Impact on Mt. SAC

Grant funds enable the college: to implement innovative projects; to develop new programs in response to identified needs; to strengthen partnerships with K-12 districts, community colleges, public and private universities, local government, non-profit agencies, and industry; and to provide critical support services that positively impact students, the campus, and the community at large.

Distance Learning Program
Meghan Chen
October 11, 2017

Background

Distance Learning (DL) consists of 100% online and hybrid courses to expand student access to college. These high quality courses are complemented by myriad support services to optimize student success. The College's unwavering focus on high quality courses and support services for faculty and students helped the College earn accreditation. The steady growth of distance learning courses and class offerings is done with an intentional focus on a quality educational experience for students and student equity. The College's distance learning efforts are complemented by its participation in the Online Education Initiative (OEI), which includes a pilot in the Course Exchange and a bevy of online student support services all subsidized by the OEI grant. The OEI resources are provided to the entire College, not only for distance learning, and the resources include:

- Canvas learning management system
- 24/7 online tutoring via NetTutor
- Online test proctoring via Proctorio
- Plagiarism detection via Vercite
- 24/7 online readiness videos
- Online counseling via Cranium Café

Mt. SAC has seen growth in new distance learning courses, sections offered, and wrap-around services for students. Additionally, student retention and success rates in distance learning have been catching up to classes offered in the traditional, on-campus modality. The presentation on distance learning will include the following topics:

- New distance learning courses
- Increase in faculty completers of online teaching certification
- Support and training for faculty
- Student retention and success
- Wrap-around student support services
- The Course Exchange

Impact on Mt. SAC

Distance learning exemplifies Mt. SAC's responsiveness to students by offering flexible ways they can access college and meet their educational goals. The College's attention to high quality and support services to students taking online and hybrid classes shows a strong commitment to equity and excellence in all offerings. With more new DL courses and additional faculty ready to teach distance learning, Distance Learning is one way the College is expanding student access to Mt. SAC and growing enrollment.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>October 11, 2017</u>	CONSENT
SUBJECT:	<u>Appropriation Transfers and Budget Revisions Summary</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

APPROPRIATION TRANSFERS
For the period 7/01/17 - 9/17/17

Unrestricted General Fund - 11

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 3,768
5000 Other Operating Expenses/Services	169,308
7950 Unassigned Fund Balance	4,500
Total	\$ 177,576

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 46,289
3000 Employee Benefits	2,563
6000 Capital Outlay	128,724
Total	\$ 177,576

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

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: October 11, 2017

Restricted General Fund - 17

From:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	8,114
3000	Employee Benefits		1,418
4000	Supplies/Materials		133
6000	Capital Outlay		1,000
Total		\$	10,665

To:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	5,116
5000	Other Operating Expenses/Services		5,549
Total		\$	10,665

RECOMMENDATION

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$177,576) and Restricted General Fund (\$10,665), pursuant to the California Code of Regulations, Title 5, Section 58307.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>October 11, 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. The following is a list of independent contractors for Board approval:

Provider	Area/Department	Service/ Assignment	Date(s)	Not to Exceed
Badua, Rickey	Instruction – Music	Adjudicator – Mt. SAC Band Festivals & Performances	10/12/17- 6/30/18	\$400
Bracken, Matthew	Instruction – STEM Teacher Prep Grant	Mentor student in laboratory research	6/1/17- 9/30/17	\$1,000
Burrell, Dwayne	Instruction – Music	Performer – Mt. SAC Band Festivals & Performances	10/12/17- 6/30/18	\$400
Butts, Carter	Instruction – STEM Teacher Prep Grant	Mentor student in laboratory research	6/1/17- 9/30/17	\$1,000
Claisse, Jeremy	Instruction – STEM Teacher Prep Grant	Mentor student in laboratory research	6/1/17- 9/30/17	\$1,000
Frantzen, John	Instruction – Music	Performer – Mt. SAC Band Festivals & Performances	10/12/17- 6/30/18	\$400
Gurrola, Michael	Instruction – Music	Bass Performance Artist – Faculty Jazz Concert	10/12/17- 6/30/18	\$500
Low-Atwater, Elizabeth	Instruction – Music	Performer – Mt. SAC Band Festivals & Performances	10/12/17- 6/30/18	\$400

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

SUBJECT: Independent Contractors

DATE: October 11, 2017

Mack, Karen	Student Services/ International Students Program	International Education Week/ Workshop and interactive artist showcase	11/15/17	\$1,000
Marsh, Kerry	Instruction – Music	Composer – Jazz Arrangements for Vocal Jazz Ensembles	9/1/17- 6/30/18	\$700
Martin, Rachel	Instruction – STEM Teacher Prep Grant	Mentor student in laboratory research	6/1/17- 9/30/17	\$1,000
Palmer, Kyle	Instruction – Music	Jazz Guest Artist – Faculty Jazz Concert	10/12/17- 6/30/18	\$500
Randall, Victoria	Instruction – LA 84 Youth Days	Create the layout for an Information Bulletin Brochure	7/24/17- 8/16/17	\$500
Salas, Olivia	Instruction – Music	Performer – Mt. SAC Band Festivals & Performances	10/12/17- 6/30/18	\$400
Shokair, Said	Instruction – STEM Teacher Prep Grant	Honorarium for planning, facilitating, and placing STEM students in various research projects at UCI	6/1/17- 9/30/17	\$1,000
Tusher, Benjamin	Administrative Services/Technical Services	Lighting design for the Fall Dance Concert	10/12/17 - 6/30/18	\$2,500
Velazquez, Irene (My Fiesta Supplies)	Student Services/ Financial Aid	Decorations for Cash for College event	10/21/17	\$400

Funding Sources

Unrestricted General Fund – Instruction – Music; Student Services – International Students Program; Administrative Services – Technical Services.

Restricted Fund – Instruction – STEM Teacher Prep Grant, LA 84 Youth Days; Student Services – Financial Aid (Cash for College Student Equity).

RECOMMENDATION

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

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>October 11, 2017</u>	CONSENT
SUBJECT: <u>Re-issuance of Stale-Dated Warrant</u>	

BACKGROUND

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

The payee listed below has been located and has submitted an affidavit to receive his payment.

ANALYSIS AND FISCAL IMPACT

The following payee has requested the re-issuance of his respective warrant:

Warrant No.	Original Issue Date	Payee	Amount
H0186499	08/11/2014	Richard Fernandez	\$24.50

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Stephen G. Garcia Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #3

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

DATE: October 11, 2017

CONSENT

SUBJECT: Purchase Budgeting Software from Questica, Inc.

BACKGROUND

The College budget development process is currently handled manually, using tools that do not have the ability to integrate with our Enterprise Resource Planning system for automation. Questica, Inc. offers a comprehensive budgeting application, which will allow the College to automate the preparation, approval, and reporting of the College's operating, personnel, and capital budgets. Questica proved to be the leading contender, as it was the only product that allowed for preparation, management, and reporting of the personnel budget. In addition, Questica is a fully integrated product with the potential to assist in managing the College's Strategic Objectives by leveraging financial and statistical data to effectively measure performance.

ANALYSIS AND FISCAL IMPACT

Staff performed an extensive evaluation on various options and found the technical functionality and services offered by Questica to be the single source that best meets the College's needs due to customization offered as part of the salary module. The salary module is able to automatically calculate wages, benefits, and associated labor costs, as well as model complex union and salary contracts, and forecast labor and benefit costs automatically for multiple years; a key component that accounts for approximately 87% of the College's budget. The software includes an integrated workflow to improve the efficiency of the budgeting process through each stage of its development by automatically notifying users via email when their participation is required.

In addition, Questica's off-the-shelf solution is designed specifically for the unique needs of the public sector and is currently being used by San Bernardino Community College District and Yuba Community College; CSU campuses including Cal Poly, San Luis Obispo, Northridge, Bakersfield, and Humboldt; as well as other universities and cities throughout the nation.

Public Contract Code (PCC) Section 20651 requires that all purchases valued over \$88,300 be formally bid and awarded by the governing board. The cost of purchasing the Questica software exceeds the formal bid threshold, however, the College has determined that there is no practical value in advertising for and receiving bids because the Questica software solution is the only solution that meets the College's needs.

Prepared by: Dale Vickers/Teresa Patterson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #4

SUBJECT: Purchase Budgeting Software from Questica, Inc.

DATE: October 11, 2017

Additionally, PCC Section 20652 allows the governing board of any community college district, without advertising for bids and when the board has determined it to be in the best interest of the district, to authorize the purchase of such services through another public agency that has awarded a contract based on a formal bid process and which permitted its bid to be used by other public agencies. Questica currently has a contract with the California State University system, which allows other agencies, such as Mt. SAC, to piggyback.

The first-year costs for the software licenses, maintenance and support, installation services, and hosting fees will be \$261,750, plus reasonable travel and expenses estimated at approximately \$6,000.

Annual recurring costs for maintenance and support and hosting fees will be \$41,360. The annual fee is fixed for years one through three with an annual adjustment thereafter of 3%.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the purchase of Budgeting Software from Questica, Inc.

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

DATE: October 11, 2017

CONSENT

SUBJECT: Agreement with PCM-G for Microsoft Office 365 Professional Services

BACKGROUND

In 2017, the Email Task Force was formed to represent the College user community in an extensive side-by-side evaluation of both Google Suite (G Suite) and Microsoft Office 365 (O365) tools in the areas of email, calendaring, mobile accessibility, instant messaging, collaboration tools, integration with other campus applications, ease of use, and overall functionality.

The Email Task Force concluded there was a definite desire to move away from the existing email system, Lotus Notes, and along with the Information Technology (IT) department, approved the recommendation to migrate to Microsoft's O365 hosted service.

ANALYSIS AND FISCAL IMPACT

This project will replace the existing email system with a fully integrated cloud-based system, which will reduce the need to maintain and upgrade email servers on premises. Due to the volume, timeline, and complexity of the migration, IT is seeking approval to contract with PCM-G for professional onboarding services to O365.

PCM-G has extensive experience designing, deploying, and managing cloud solutions for government agencies and educational institutions. PCM-G will provide professional services to migrate away from Lotus Notes and into O365. The cost for PCM-G professional services is \$29,155, plus \$32,800 to license the migration tool, Bit Titan.

Due to the complexity, high-visibility, and mission critical nature of email and calendar, as well as the potential financial impacts of delays, project contingency funds are also being requested in the amount of \$12,500. The total approximate cost of the project is \$74,455.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the agreement with PCM-G for Microsoft Office O365 professional services.

Prepared by: Dale S. Vickers

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #5

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>October 11, 2017</u>	CONSENT
SUBJECT:	<u>Renewal of Production Music Agreement with Killer Tracks</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The renewal agreement will cover unlimited use of the complete production music library offered by Killer Tracks, which is currently the equivalent of over 2,900 digital albums, plus approximately 100 new digital albums per year. The renewal agreement also covers use of the production music library for productions distributed on the internet, which is an area of growing importance to the College.

These libraries are used extensively for in-house video productions originated by the College and as a source for the production music used on the College “Music and Information on Hold” program on our telephone system.

By using licensed music from this provider, the College avoids any issues with copyright law.

The total cost of this five-year agreement is \$29,440, which will consist of five payments as follows: \$5,888 due upon execution of the contract, plus payments of \$5,888 each due on October 31, 2018, October 31, 2019, October 31, 2020, and October 31, 2021. The College will save \$562 per year on current rates by switching to a five year term. The previous cost of the agreement was \$5,608 per year on a three year term, a cost increase of \$280 per year.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the renewal of the production music contract with Killer Tracks.

Prepared by: <u>William S. Eastham</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #6</u>

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>October 11, 2017</u>	CONSENT
SUBJECT:	<u>Training for Kronos Workforce Ready System by The WFC Group</u>	

BACKGROUND

In 2016, Facilities Management and Payroll began the implementation of a new time and labor management system purchased from Kronos in order to automate employee timekeeping and payroll timesheet preparation in the Facilities Management department. It has been determined that additional training will be necessary to improve user functionality.

ANALYSIS AND FISCAL IMPACT

The WFC Group has experience in providing training for the Kronos Workforce Ready Time and Labor Management system. Their consultant will provide up to 20 hours of training. The cost of the training is not to exceed \$3,200.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the contract with The WFC Group for Kronos Workforce Ready System training.

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>October 11, 2017</u>	CONSENT
SUBJECT:	<u>Agreement with Psomas for Surveying Services for the Student Center Project</u>	

BACKGROUND

In May 2017, the Board of Trustees awarded the contract for the architectural design services for the new Student Center project. The project has now reached the point in design where specific site information is required.

Psomas has submitted a proposal to provide a topographic/design survey of the site, including a survey map; location of all buildings; other notable objects such as curbs, fences, and trees; topography and elevations; and the location of utilities.

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

	Consultant:	Psomas
	Project:	Student Center
Item	Description:	Amount
	Provide a topographic/design survey of the Student Center project site.	\$37,000.00
	Contract Amount:	\$37,000.00

Funding Source

2017 Bond Anticipation Note.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the agreement with Psomas for surveying services for the Student Center project.

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #8

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

DATE: October 11, 2017

CONSENT

SUBJECT: Energy Consulting Services – Murley Consulting Group

BACKGROUND

The College has requested a proposal from Murley Consulting Group to provide on-call consulting services related to a variety of existing and potential future energy facilities, operations, and projects.

ANALYSIS AND FISCAL IMPACT

The scope of work will include, but is not necessarily limited to:

- Evaluate projects from an energy perspective in terms of both their expected energy costs and savings.
- Conduct campus-wide systems analysis of existing and future facilities to evaluate their long term efficiency and compliance with campus energy efficiency standards.
- Conduct energy (primarily electricity) rate and cost analyses to forecast future energy costs and savings of various energy projects, energy strategies, and energy service providers.

The fee for this work is not to exceed \$30,000, plus reimbursable expenses, including travel expenses, not to exceed \$3,000.

Funding Source

2017 Bond Anticipation Note.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the agreement with Murley Consulting Group to provide energy consulting services.

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #9

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>October 11, 2017</u>	CONSENT
SUBJECT:	<u>Amendment to Agreement with the Collaborative Braintrust Consulting Firm for the Educational Master Plan</u>	

BACKGROUND

The Board of Trustees approved an agreement with the Collaborative Braintrust Consulting Firm in August 2016 to provide consulting services for the development of an Education Master Plan.

During the development of the plan, the scope of work for the Collaborative Braintrust Consulting Firm has been increased to include the addition of a Themes chapter in the document; attendance at more meetings than were included in the original proposal; increased the scope studied in Chapter 5 to include Human Resources; and increased the included data sets.

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

	Consultant:	Collaborative Braintrust Consulting Firm	No.	1
	Project:	Educational Master Plan		
Item	Description:	Amount		
	Provide additional consulting services for the development of the Educational Master Plan, not to exceed:	\$28,000.00		
	Total	\$28,000.00		
	Original Contract Amount		\$243,600.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$243,600.00	
	Amount of Amendment No. 1		\$28,000.00	
	New Contract Sum		\$271,600.00	

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

SUBJECT: Amendment to Agreement with the Collaborative Braintrust Consulting Firm
for the Educational Master Plan

DATE: October 11, 2017

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the amendment to the agreement with Collaborative Braintrust Consulting Firm for the Educational Master Plan.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>October 11, 2017</u>	CONSENT
SUBJECT:	<u>Consulting Agreement for Furniture Design Services for the Humanities/Social Sciences North Classroom Utilization Project</u>	

BACKGROUND

The Humanities/Social Sciences North, Building 26A, was renovated in 2006 to modernize classrooms for the Humanities Division. Many of the teaching spaces in the building no longer provide efficient space utilization. Several rooms will be reconfigured to improve the quality and efficiency of the teaching space.

The current space consisting of four classrooms, an observation room, and a storage closet will be reconfigured to provide four classrooms of a more appropriate size, six offices, an Information Technology workroom, and a data distribution room for technology equipment.

PAL id Studio has provided a proposal to provide furniture, fixtures, and equipment services for the design and procurement of furniture on the second floor of the building as part of the Classroom Utilization project.

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

	Consultant:	PAL id Studio
	Project:	Classroom Utilization - Building 26A Second Floor East
Item	Description:	Amount
	Professional furniture, fixtures, and equipment design services for the Building 26A Second Floor East Classroom Utilization Project.	\$33,500.00
	Reimbursable expenses, not to exceed:	\$1,220.00
	Contract Amount:	\$34,720.00

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

SUBJECT: Consulting Agreement for Furniture Design Services for the Humanities/
Social Sciences North Classroom Utilization Project

DATE: October 11, 2017

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the consulting agreement for furniture, fixtures, and equipment design services with PAL id Studio for the Humanities/Social Sciences North Classroom Utilization project.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>October 11, 2017</u>	CONSENT
SUBJECT:	<u>Professional Design and Consulting Services - Tennis Courts/Lot R Parking Structure - HMC Architects</u>	

BACKGROUND

HMC Architects was approved as part of the 2008 Request for Qualifications for Architects and Engineers process for a five-year Master Agreement. The agreement was then extended for an additional five-year term.

In August 2017, the Board approved an agreement with HMC Architects to provide a South Campus Parking Planning Study. The work related to the Tennis Courts/Lot R Parking Structure has now progressed to the point where we are ready to develop the design documents for the project. HMC Architects is proposed for this contract, due to the fact that the Tennis Courts/Lot R Parking Structure work will be integral with the work taking place in the Physical Education Project.

The design includes an upper parking deck with nine tennis courts, a toilet room/storage building, and a broadcast/electrical building. The lower parking deck will be parking only.

ANALYSIS AND FISCAL IMPACT

Architectural services include schematic design, design development, construction documents, and Division of State Architect review and approval, bidding, construction, and post-construction close-out. The architect’s fee will be 7% of a preliminary construction budget of \$20,000,000. At the completion of the Design Development phase, and upon final confirmation of the scope and budget of the project, the fee will then be converted to a fixed fee.

	Consultant:	HMC Architects
	Project:	Tennis Courts/Lot R Parking Structure
Item	Description:	Amount
	Professional architectural services for the design of the Tennis Courts/Lot R Parking Structure. The fee for basic services is based on a construction budget of \$20,000,000.	\$1,400,000.00
	Reimbursable expenses, not to exceed:	\$60,000.00
	Contract Amount:	\$1,460,000.00

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

SUBJECT: Professional Design and Consulting Services - Tennis Courts/Lot R
Parking Structure - HMC Architects

DATE: October 11, 2017

Funding Source

2017 Bond Anticipation Note.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the contract with HMC Architects for professional design and consulting services – Tennis Courts/Lot R Parking Structure.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>October 11, 2017</u>	CONSENT
SUBJECT:	<u>Continuing Education Building 40 Upgrades (Change Order)</u>	

BACKGROUND

The Continuing Education Building 40 Upgrade project bids were approved by the Board of Trustees in December 2015. The second phase of the project provides for the renovation of 9,500 square feet of temporary space for classrooms, and offices at support spaces. The project will provide new heating, ventilation, air conditioning, and lighting to increase energy efficiency and add improved technology. The project will also revise classroom sizes in the building and lead to increased utilization by the addition of four new classrooms.

ANALYSIS AND FISCAL IMPACT

In an effort to realize cost savings, this project was broken into individual multi-prime bid packages, each bid separately. During the renovation of the building, two types of changes are necessary to provide the College with an operational and complete project and to provide additional items not included in the original contract. These are Items 1, 3, and 5 unforeseen conditions discovered during the renovation process; and Items 2, 4, 6, and 7 owner requested changes. Items 8 and 9 are credits for deductive changes to the contract.

Bid No.	3065	Contractor:	Golden Phoenix Construction Co., Inc.	CO No.	3
Item	Change and Justification:		Amount	Time	
1	Upgrade the fire alarm junction box to current code.		\$217.32	0 days	
2	Install Connectrac In-carpet Wireway to add electrical and data for computer use.		\$2,156.01	0 days	
3	Replace 47 old and damaged utility box covers.		\$489.76	0 days	
4	Install LED lights in the new data room.		\$2,566.94	0 days	
5	Replace old conduit to five air-handling units and the boiler with upgraded conduit.		\$2,017.15	0 days	
6	Added additional controls for new LED fixtures beyond the original design to provide more flexibility in classrooms.		\$2,553.60	0 days	
7	Revise audiovisual control boxes due to change in technology.		\$558.06	0 days	
8	Credit for 180 feet of cable tray not installed.		<\$3,627.76>	0 days	
9	Credit for unused electrical allowance.		<\$150.12>	0 days	

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #13

SUBJECT: Continuing Education Building 40 Upgrades (Change Order)

DATE: October 11, 2017

Total	\$6,780.96	0 days
Original Contract Amount	\$244,000.00	
Net Change by Previous Change Orders	\$43,405.40	
Net Sum Prior to This Change Order	\$287,405.40	
Amount of Change Order No. 3	\$6,780.96	
New Contract Sum	\$294,189.36	
Percentage of Change to Contract, to Date	20.57%	

Bldg. 40 Upgrades	Date	Amount	%	American Modular Systems
Contract Amount		\$244,000.00		
C. O. No. 1	March 2016	\$19,460.16	7.98%	Furnish and install sleeves for data conductors; furnish and install CONNECTRAC System to provide power and data to student desks; infrastructure to switch from manual to motorized screens in classrooms.
C. O. No. 2	July 2016	\$23,945.24	17.79%	Conduit for new lighting inverter; electrical projector screens; lighting control sensors; replace damaged conduit and wire; troubleshoot lighting controller; and install new electrical connections in new wall.

Funding Sources

Measure RR Bond (Series A) funds.
2017 Bond Anticipation Note.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the Continuing Education Building 40 Upgrades Change Order.

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

DATE: October 11, 2017

CONSENT

SUBJECT: Business and Computer Technology Project (Change Orders)

BACKGROUND

In October and November of 2015, 20 contracts were awarded for the construction of the Business and Computer Technology project. Each contract included an allowance for unforeseen conditions and minor additions to the scope of work.

As the project is nearing completion, several contracts can be adjusted to reflect the actual costs of the work. Some contracts will require an increase while others will be reduced in value. The net change for the following contracts is an increase of \$44,089. There may also be future additive or deductive change orders for issues that are currently being negotiated.

ANALYSIS AND FISCAL IMPACT

Bid No.	3030	Contractor:	SJD&B (Grading)	CO No.	4
Item	Change and Justification:		Amount	Time	
1	Backfill hot water lines in the upper courtyard due to unforeseen field conditions. Back charge to Heating, Ventilation, and Air Conditioning (HVAC) contractor.		\$2,652.00	0 days	
2	Backfill hydronic line west of Building C due to unforeseen field conditions. Back charge to HVAC contractor.		\$9,885.00	0 days	
3	Back fill at the west side of Building C due to unforeseen field conditions. Back charge to concrete contractor.		\$11,885.00	0 days	
4	Regrade areas at Building C and north road not restored to previous grades. Back charge plumbing contractor.		\$4,821.00	0 days	
5	Regrade Stair #2. The footing was required to be stepped.		\$2,949.00	0 days	
6	Revise grade to provide additional coverage over existing hydronic piping.		\$5,381.00	0 days	
7	Regrade south landscaping to raise elevations.		\$4,595.00	0 days	
	Total		\$42,168.00	0 days	

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

Recommended by: Bill Scroggins Agenda Item: Consent #14

SUBJECT: Business and Computer Technology Project (Change Orders)

DATE: October 11, 2017

Original Contract Amount	\$1,343,558.00
Net Change by Previous Change Orders	\$115,697.00
Net Sum Prior to This Change Order	\$1,459,255.00
Amount of Change Order No. 4	\$42,168.00
New Contract Sum	\$1,501,423.00
Percentage of Change to Contract, to Date	11.75%

Business and Computer Technology	Date	Amount	%	Bid # 3030 SJD&B Inc.
Contract Amount		\$1,343,558.00		
C. O. #1	September 2016	\$45,019.00	3.35%	Remove and replace wet soil in two locations; additional Storm Water Pollution Prevention Plan (SWPPP) measures; removal of asbestos transite pipe; additional excavation at new storm drain location.
C. O. #2	May 2017	\$44,060.00	6.63%	Backfill trench due to rerouting of utility; additional over-excavation for retaining wall, and soil remediation for excessive wet soil; add over excavation for amphitheater wall.
C. O. #2	June 2017	\$26,618.00	8.61%	Backfill trench due to rerouting of utility occurred due to the Thermal Energy Storage Tank project.

SUBJECT: Business and Computer Technology Project (Change Orders)**DATE:** October 11, 2017

Bid No.	3031	Contractor:	American Landscape	CO No.	1
Item	Change and Justification:			Amount	Time
	Credit to revise irrigation system to a drip system to improve water conservation.			<\$28,024.00>	0 days
	Total			<\$28,024.00>	0 days
	Original Contract Amount			\$1,118,940.00	
	Net Change by Previous Change Orders			\$0.00	
	Net Sum Prior to This Change Order			\$1,118,940.00	
	Amount of Change Order No. 1			<\$28,024.00>	
	New Contract Sum			\$1,090,916.00	
Percentage of Change to Contract, to Date				<2.50%>	

Bid No.	3032	Contractor:	CLS Constructors, Inc. (Concrete)	CO No.	3
Item	Change and Justification:			Amount	Time
1	Install trench between Building B and Boiler Room for grate system and gas line to be code compliant.			\$3,329.00	0 days
2	Back charge for Earthwork contractor to backfill at the west side of Building C.			<\$11,885.00>	0 days
	Total			<\$8,556.00>	0 days
	Original Contract Amount			\$4,645,000.00	
	Net Change by Previous Change Orders			<\$138,322.00>	
	Net Sum Prior to This Change Order			\$4,506,678.00	
	Amount of Change Order No. 3			<\$8,556.00>	
	New Contract Sum			\$4,498,122.00	
Percentage of Change to Contract, to Date				<3.16%>	

Business and Computer Technology	Date	Amount	%	Bid # 3032 CLS Constructors, Inc.
Contract Amount		\$4,645,000.00		
C. O. #1	May 2017	<\$97,887.00>	<2.11%>	Deduct Alternate #1; revisions to site wall and footings; revise planter wall to a retaining wall.
C. O. #1	September 2017	<\$40,435.00>	<2.98%>	Back charge for correction required to beam; credit for deleting polished concrete floor; additional concrete due to bridge deck drainage changes; changes in walls

SUBJECT: Business and Computer Technology Project (Change Orders)

DATE: October 11, 2017

				and grades at stairs; back charge for correction to columns and beams details; grade changes at Building C walkway.
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Bid No.	3040	Contractor:	Caston Inc. (Framing)	CO No.	2
Item	Change and Justification:			Amount	Time
	Patch drywall in Building C due to added duct work and changes to return air openings.			\$4,394.00	0 days
	Total			\$4,394.00	0 days
	Original Contract Amount			\$3,935,585.00	
	Net Change by Previous Change Orders			\$17,542.00	
	Net Sum Prior to This Change Order			\$3,953,127.00	
	Amount of Change Order No. 2			\$4,394.00	
	New Contract Sum			\$3,957,521.00	
Percentage of Change to Contract, to Date				0.56%	

Business and Computer Technology	Date	Amount	%	Bid # 3040 Caston Inc.
Contract Amount		\$3,935,585.00		
C. O. #1	June 2017	\$17,542.00	0.45%	Remove and rebuild damaged scaffolding; install additional soffit framing in two rooms.

Bid No.	3045	Contractor:	Inland Building Construction Companies, Inc. (General)	CO No.	3
Item	Change and Justification:			Amount	Time
1	Back charge for electrical contractor to disconnect conductors from elevators and connect temporary power cords from generator.			<\$1,052.00>	0 days
2	Credit for soap dispensers, which will be owner-furnished.			<\$1,240.00>	0 days
	Total			<\$2,292.00>	0 days
	Original Contract Amount			\$2,024,000.00	

SUBJECT: Business and Computer Technology Project (Change Orders)

DATE: October 11, 2017

	Net Change by Previous Change Orders	<\$33,123.00>
	Net Sum Prior to This Change Order	\$1,990,877.00
	Amount of Change Order No. 3	<\$2,292.00>
	New Contract Sum	\$1,988,585.00
	Percentage of Change to Contract, to Date	<1.75%>

Business and Computer Technology	Date	Amount	%	Bid # 3045 Inland Building Co.
Contract Amount		\$2,024,000.00		
C. O. #1	May 2017	<\$31,679.00>	<1.57%>	Credit for deletion of manual projector screens; add seats and foot bar at new data distribution room location.
C. O. #2	September 2017	<\$1,444.00>	<1.64%>	Delete stage curtain track in Gallery Display Room; delete six window shades.

Bid No.	3047	Contractor:	Stanton Utilities, Inc. (Plumbing)	CO No.	4
Item	Change and Justification:			Amount	Time
1	Back charge for earthwork contractor to regrade areas not restored to previous grades.			<\$4,821.00>	0 days
2	Change specified sinks to fit installed casework.			\$12,960.00	0 days
3	Upgrade pumps to provide required size and flow requirements.			\$2,166.00	0 days
	Total			\$10,305.00	0 days
	Original Contract Amount			\$2,537,000.00	
	Net Change by Previous Change Orders			\$50,777.00	
	Net Sum Prior to This Change Order			\$2,587,777.00	
	Amount of Change Order No. 4			\$10,305.00	
	New Contract Sum			\$2,598,082.00	
	Percentage of Change to Contract, to Date				2.41%

SUBJECT: Business and Computer Technology Project (Change Orders)

DATE: October 11, 2017

Business and Computer Technology	Date	Amount	%	Bid # 3047 Stanton Utilities Inc.
Contract Amount		\$2,537,000.00		
C. O. #1	May 2017	\$34,852.00	1.37%	Extend south side storm drain due to poor condition of existing drain.
C. O. #2	June 2017	<\$2,459.00)	1.28%	Back charge to remove and rebuild scaffolding damaged by contractor.
C. O. #3	September 2017	\$18,384.00	2.00%	Provide thirteen deck drains on bridge decks and two additional faucets.

Bid No.	3049	Contractor:	Stanton Utilities, Inc. (Mechanical)	CO No.	1
Item	Change and Justification:		Amount	Time	
1	Back charge for earthwork contractor to backfill hot water lines in upper Courtyard.		<\$2,652.00>	0 days	
2	Back charge for earthwork contractor to backfill west of Building C hydronic line.		<\$9,885.00>	0 days	
3	Replace fan coil units in three elevator equipment rooms since specified wall-mounted split systems cannot be installed above the elevator control equipment.		\$27,148.00	0 days	
4	Add ducting, piping controls, and a fan coil unit in new data room in Building C. The room was added to accommodate additional racks and data drops due to audiovisual changes.		\$11,483.00		
	Total		\$26,094.00	0 days	
	Original Contract Amount		\$3,511,000.00		
	Net Change by Previous Change Orders		\$0.00		
	Net Sum Prior to This Change Order		\$3,511,000.00		
	Amount of Change Order No. 1		\$26,094.00		
	New Contract Sum		\$3,537,094.00		
Percentage of Change to Contract, to Date			0.74%		

SUBJECT: Business and Computer Technology Project (Change Orders)

DATE: October 11, 2017

Funding Sources

Measure RR Bond (Series A and C) funds.
2017 Bond Anticipation Note.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the Change Orders for the Business and Computer Technology project.

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

DATE: October 11, 2017

CONSENT

SUBJECT Personnel Transactions

CLASSIFIED EMPLOYMENT

*Denotes ratification

Permanent New Hires

Name: Candell, Melissa
 Position: Student Services Outreach Specialist New: No
 Department: Counseling
 Range/Step: A-81, Step 1 Salary: \$4,149.54/month
 Job FTE: 1.00/12 months
 Effective: 10/16/17

Name: Madarang, Connie
 Position: Buyer New: No
 Department: Fiscal Services
 Range/Step: A-79, Step 1 Salary: \$4,067.80/month
 Job FTE: 1.00/12 months
 Effective: 10/16/17

Name: Torres, Sabrina
 Position: Laboratory Technician I - Chemistry New: No
 Department: Chemistry
 Range/Step: A-79, Step 1 Salary: \$1,932.20/month
 Job FTE: 0.475/12 months
 Effective: 10/16/17

Name: Williams, Terah
 Position: Laboratory Technician - Photography New: No
 Department: Commercial and Entertainment Arts
 Range/Step: A-79, Step 1 Salary: \$4,067.80/month
 Job FTE: 1.00/12 months
 Effective: 10/16/17

Prepared by: Human Resources Staff

Reviewed by: Abe Ali

Recommended by: Bill Scroggins

Agenda Item: Consent #15

SUBJECT: Personnel Transactions

DATE: October 11, 2017

Promotion

Name: Orozco, Monico
Position: Graphic Design Studio Specialist New: Yes
Department: Commercial & Entertainment Arts
Range/Step: A-81, Step 3 Salary: \$4,574.89/month
Job FTE: 1.00/10 months
Effective: 10/16/17
Remarks: Previously, Laboratory Technician – Digital Arts

Reclassification

Name: House, Kevin
Position: Public Safety Officer II
Department: Campus Safety
Range/Step: A-98E, Step 6 Salary: \$6,773.86/month
Job FTE: 1.00/12 months
Effective: 10/12/17
Remarks: Previously, Public Safety Officer I

Permanent Changes of Assignment

Name: Lee, Stacy
Position: Student Services Program Specialist II New: No
Department: Counseling
Range/Step: A-79, Step 6 Salary: \$5,191.65/month
Job FTE: 1.00/12 months
Effective: 9/18/17*
Remarks: Voluntary Lateral Transfer, Previously Student Services Program Specialist II, 0.75 FTE

Name: Toledo, Concepcion
Position: Test Administration Clerk New: Yes
Department: Assessment and Matriculation
Range/Step: A-62, Step 6 + L25 Salary: \$5,103.47/month
Job FTE: 1.00/12 months
Effective: 10/16/17
Remarks: Previously, EOPS Specialist

SUBJECT: Personnel Transactions

DATE: October 11, 2017

Permanent Changes of Assignment (continued)

Name: Walter, Kenneth
 Position: Sports Publicist New: No
 Department: Kinesiology, Athletics, and Dance
 Range/Step: A-88, Step 3 Salary: \$4,904.89/month
 Job FTE: 1.00/12 months
 Effective: 9/5/17*
 Remarks: Previously, 0.475 FTE

Retirement

Mark Mc Farling, Custodian (Custodial Services), effective 1/6/18

ACADEMIC EMPLOYMENT

*Denotes ratification

Temporary New Hires (Fall 2017)

Name: Greenberg, Herschel
 Position: Professor, English New: Yes
 Department: English, Literature and Journalism
 Range/Step: Pursuant to the Faculty Agreement
 Job FTE: 1.00 FTE/Fall 2017
 Effective: 8/28/17* – 12/31/17
 Remarks: Amended to maintain compliance with Education Code Section 87482(b)

Name: Nguyen, Hoang-Quyen
 Position: Professor, Mathematics New: Yes
 Department: Mathematics and Computer Science
 Range/Step: Pursuant to the Faculty Agreement
 Job FTE: 1.00 FTE/Fall 2017
 Effective: 8/28/17* – 12/31/17
 Remarks: Amended to maintain compliance with Education Code Section 87482(b)

SUBJECT: Personnel Transactions**DATE:** October 11, 2017**Hourly Non-Academic Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Lee-Yuchongrian, Susan	Fiscal Support II	Admin. Services	16.00	09/18/17-09/30/17
Lizama, Breanne	Administrative Support II	Student Services	17.00	08/28/17-02/23/18
Lopez, Abraham	Instructional Support II	Instruction	13.00	08/28/17-12/17/17
Lu, Thuy	Instructional Support I	Instruction	11.00	09/14/17-06/30/18
Marinelli, Analia	Instructional Support III	Instruction	15.00	08/28/17-02/23/18
Mayfield, Crystal	Instructional Support II	Instruction	13.00	09/11/17-06/30/18
Mirambeau, Shana	Instructional Support II	Instruction	13.00	08/28/17-12/17/17
Mountain, Maureen	Administrative Support IV	Instruction	23.00	10/16/17-01/01/18
Navarro, Ernesto	Instructional Support II	Instruction	13.00	10/12/17-06/30/18
Nguyen, Anne	Instructional Support I	Instruction	11.00	09/13/17-02/15/18
Pavon, Fabian	Student Services Sup. IV	Student Services	17.00	07/01/17-02/23/18
Phillips, Donna	Instructional Support IV	Instruction	17.00	08/28/17-02/23/18
Preston, Erin	Student Services Support II	Student Services	13.00	08/28/17-12/31/17
Pringle, Kristen	Instructional Support III	Instruction	15.00	08/28/17-02/23/18
Quintero, Bryan	Instructional Support II	Instruction	13.00	08/28/17-12/17/17
Ramos, Leslie	Instructional Support I	Instruction	11.00	08/28/17-02/15/18
Roeske, Alison	Instructional Support IV	Instruction	17.00	08/28/17-02/23/18
Ruiz, Precylla	Instructional Support I	Instruction	11.00	08/28/17-12/17/17
Sanchez, Karla	Student Services Support II	Student Services	13.00	08/01/17-12/31/17
Vela, Melissa	Athletics Support I	Instruction	11.00	08/01/17-06/30/18
Voong, Koren	Instructional Support I	Instruction	11.00	10/12/17-06/30/18
Walker, Julia	Administrative Support IV	Student Services	23.00	08/21/17-12/20/17
Young, Teri	Administrative Support II	Instruction	17.00	08/28/17-12/15/17
Zeher, Kira	Instructional Support I	Instruction	11.00	07/01/17-06/30/18

Professional Expert Employees

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Adamiak, Ann	Interpreter III	Student Services	42.00	08/28/17-06/30/18
Aguilera, David	Project Expert I	Instruction	15.00	09/01/17-06/30/18
Alton, Sharon Lara	Not-For-Credit-Instr. III	Instruction	45.00	08/17/17-12/17/17
Anchondo, Arturo	Interpreter I	Instruction	31.00	08/28/17-06/30/18
Aquino, Dennis	Licensed Professional II	Instruction	49.00	08/21/17-06/30/18
Araya, Marina	Project Expert II	Instruction	20.00	09/01/17-06/30/18
Atherton, Robert	Project Expert III	Instruction	25.00	08/14/17-06/30/18
Auyang, Linda	Real Time Captioner II	Student Services	49.00	07/01/17-06/30/18
Avila, John	Project Expert III	Instruction	25.00	08/28/17-06/30/18
Banks, Twyla	Interpreter I	Instruction	31.00	08/28/17-06/30/18
Bauman, Sara	Interpreter II	Student Services	37.00	08/28/17-06/30/18
Beck, Jonathan	Art Model Expert	Instruction	25.00	08/31/17-06/30/18
Bourque, Daniel	Project Expert II	Instruction	20.00	08/28/17-06/30/18
Brambila, Frank	Technical Expert I	Instruction	30.00	08/01/17-06/30/18
Brown, Johnathan	Licensed Professional I	Instruction	42.00	09/11/17-06/30/18
Canales, Angel	Project Expert I	Instruction	15.00	09/01/17-06/30/18
Cardenas, Anna	Tutor Expert I	Student Services	15.00	08/01/17-06/30/18

SUBJECT: Personnel Transactions**DATE:** October 11, 2017**Professional Expert Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Cardoza, Leslie	Project Expert III	Instruction	25.00	08/01/17-06/30/18
Carr, Brian	Interpreter II	Student Services	37.00	07/01/17-06/30/18
Castro, Candice	Project Expert III	Instruction	25.00	07/03/17-06/30/18
Charlton, Valerie	Technical Expert II	Instruction	40.00	08/14/17-06/30/18
Chen, Hui Zu	Project Expert II	Instruction	20.00	09/11/17-06/30/18
Cusolito, Alan	Technical Expert III	Instruction	45.00	08/03/17-08/27/17
Delgadillo, Breana	Project Expert I	Instruction	15.00	08/15/17-06/30/18
Dominick, Samuel	Licensed Professional I	Instruction	42.00	09/04/17-06/30/18
Edwards, Joshua	Technical Expert II	Instruction	40.00	08/28/17-06/30/18
Fagundes, Michael	Licensed Professional I	Instruction	42.00	09/11/17-06/30/18
Froman, Vera	Project Expert V	Instruction	35.00	08/28/17-09/27/17
Gardella, Denisse	Technical Expert I	Admin. Services	30.00	08/28/17-06/30/18
Gibbins, Alpin	Interpreter IV	Student Services	49.00	08/28/17-06/30/18
Godde, Erin	Project Expert III	Instruction	25.00	08/01/17-06/30/18
Gonzales, Grecia	Technical Expert I	Admin. Services	30.00	09/12/17-06/30/18
Gonzalez, Anthony	Project Expert III	Instruction	25.00	09/01/17-06/30/18
Gonzalez, Elsa	Real Time Captioner II	Student Services	49.00	07/01/17-06/30/18
Ha, Margaret	Project Expert III	Instruction	25.00	08/01/17-06/30/18
Hnatiw, Jerry	Licensed Professional I	Instruction	42.00	09/12/17-06/30/18
Huber, Peggy	Interpreter V	Student Services	55.00	08/28/17-06/30/18
Huerta, Alberto	Project Expert III	Instruction	25.00	08/01/17-06/30/18
Huxford, Caylin	Licensed Professional I	Instruction	42.00	09/12/17-06/30/18
Huxford, Caylin	Technical Expert I	Admin. Services	30.00	09/12/17-06/30/18
King, Deborah	Interpreter IV	Student Services	49.00	08/16/17-06/30/18
Landeros, Maricela	Interpreter I	Student Services	31.00	08/16/17-06/30/18
Lazar, Jereme	Licensed Professional I	Instruction	42.00	09/11/17-06/30/18
Lee, Janella	Project Expert I	Instruction	15.00	08/28/17-02/23/18
Li, Patrick	Tutor Expert I	Instruction	15.00	08/28/17-02/15/18
Lyons, Casey	Interpreter III	Student Services	42.00	08/28/17-06/30/18
Macias, Paige	Project Expert I	Instruction	15.00	08/28/17-12/17/17
Mensah, Dora	Licensed Professional II	Instruction	49.00	08/28/17-06/30/18
Mesko, Abby	Tutor Expert I	Student Services	15.00	08/01/17-06/30/18
Milovich Goff, Michael	Tutor Expert I	Instruction	15.00	08/28/17-02/15/18
Miramontes, Sandra	Licensed Professional II	Instruction	49.00	08/01/17-06/30/18
Moore, Kristen	Technical Expert III	Instruction	45.00	07/01/17-06/30/18
Murphy, Kerry	Real Time Captioner III	Student Services	55.00	08/16/17-06/30/18
Murray, Steven	Licensed Professional I	Instruction	42.00	08/19/17-06/30/18
Nguyen, Tommy	Project Expert I	Instruction	15.00	08/28/17-06/30/18
Ordaz, Vanessa	Interpreter V	Student Services	55.00	08/16/17-06/30/18
Ormita, Mark Arkiel	Interpreter I	Student Services	31.00	08/16/17-06/30/18
Ortiz, Jose	Project Expert II	Instruction	20.00	08/01/17-06/30/18
Palomares, Cecilia	Interpreter I	Instruction	31.00	08/28/17-06/30/18
Perez, Leonardo	Licensed Professional I	Instruction	42.00	09/08/17-06/30/18
Phan, Mindy	Tutor Expert I	Student Services	15.00	08/28/17-06/30/18

SUBJECT: Personnel Transactions**DATE:** October 11, 2017**Professional Expert Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Price, Kimbri	Real Time Captioner II	Student Services	49.00	08/16/17-06/30/18
Prince, Natosha	Project Expert I	Instruction	15.00	08/22/17-06/30/18
Ramirez, Ana	Technical Expert II	Instruction	40.00	08/21/17-06/30/18
Rasmussen, Steven	Interpreter IV	Student Services	49.00	07/01/17-06/30/18
Rebensdorf, Chase	Interpreter II	Student Services	37.00	07/01/17-06/30/18
Roberts, Brenda	Interpreter V	Student Services	55.00	08/16/17-06/30/18
Roman, Ramon	Tutor Expert I	Student Services	15.00	08/01/17-06/30/18
Roslof, Benjamin	Project Expert III	Instruction	25.00	08/01/17-12/25/17
Ruiz, Precylla	Project Expert II	Instruction	20.00	08/21/17-12/31/17
Samson, Ron	Project Expert III	Instruction	25.00	08/01/17-06/30/18
Schultz, Connie	Interpreter V	Student Services	55.00	08/16/17-06/30/18
Shilts, Kristina	Tutor Expert III	Instruction	19.00	08/28/17-06/30/18
Sleight, Jaclyn	Interpreter III	Student Services	42.00	08/28/17-06/30/18
Smith, Dallas	Licensed Professional I	Instruction	42.00	09/08/17-06/30/18
Sosa, Alexandria	Project Expert I	Admin. Services	15.00	08/28/17-06/30/18
Ulloa, Vanessa	Project Expert I	Instruction	15.00	09/01/17-12/15/17
Vega, Gilbert	Project Expert I	Admin. Services	15.00	07/01/17-06/30/18
Vela, Edgar	Licensed Professional I	Instruction	42.00	09/06/17-06/30/18
Wilson, Trenton	Project Expert III	Instruction	25.00	08/28/17-06/30/18
Zeher, Kira	Project Expert I	Instruction	15.00	08/15/17-06/30/18

Student Employees

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Abdelnour, Sandra	Student Assistant III	Instruction	11.50	08/28/17-02/18/18
Abdelnour, Shady	Student Assistant II	Instruction	10.75	08/28/17-02/17/18
Achi, Birla	Student Assistant I	Instruction	10.50	08/30/17-12/17/17
Achi, Birla	Student Assistant III	Instruction	11.50	08/28/17-12/17/17
Acuna, Sean	Student Assistant IV	Student Services	12.25	08/28/17-02/25/18
Adelman, Chelsea	Student Assistant I	Instruction	10.50	08/28/17-12/17/17
Aguilera, Jessica	Student Assistant I	Student Services	10.50	08/28/17-02/23/18
Aguirre, Ashley	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Alexander, Robert	Student Assistant IV	Instruction	12.25	08/28/17-02/25/18
Altamirano, Mayra	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Aluesi, Elisinoa	Student Assistant II	Student Services	10.75	07/20/17-08/27/17
Alvarado, Ryan	Student Assistant III	Instruction	11.50	08/28/17-12/17/17
Alvarez, Kahomy	Student Assistant III	Admin. Services	11.50	07/01/17-08/27/17
Anderson-Hernandez, Krysten	Student Assistant IV	Instruction	12.25	08/28/17-02/25/18
Andrade Calderon, Victor	Student Assistant III	Student Services	11.50	08/28/17-02/15/18
Andrade Calderon, Victor	Student Assistant IV	Student Services	12.25	08/28/17-02/15/18
Aneke, Eric	Student Assistant III	Instruction	11.50	07/01/17-08/25/17
Aragon, Melissa	Student Assistant III	Student Services	11.50	07/03/17-08/11/17
Arellano, Alexis	Student Assistant I	Instruction	10.50	08/28/17-02/25/18
Arias, Oscar	Student Assistant III	Instruction	11.50	08/01/17-08/27/17

SUBJECT: Personnel Transactions**DATE:** October 11, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Arias, Oscar	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Armendariz, Alexis	Student Assistant I	Student Services	10.50	08/28/17-02/23/18
Ativalu, Abigail	Student Assistant IV	Student Services	12.25	08/28/17-02/23/18
Avila, Katie	Student Assistant V	Student Services	13.00	08/28/17-02/23/18
Ayub, Salomon	Student Assistant II	Instruction	10.75	07/01/17-08/27/17
Ayub, Salomon	Student Assistant II	Instruction	10.75	08/28/17-02/25/18
Azabache, Samantha	Student Assistant II	Instruction	10.75	08/28/17-02/15/18
Badillo, Jacob	Student Assistant II	Instruction	10.75	08/28/17-02/25/18
Bailey, Derek	Student Assistant I	Instruction	10.50	08/28/17-02/15/18
Banuchi, Ryan	Student Assistant III	Admin. Services	11.50	08/28/17-02/25/18
Barker, Taisun	Student Assistant III	Student Services	11.50	08/28/17-02/25/18
Barragan, Daniel	Student Assistant I	Admin. Services	10.50	08/28/17-02/25/18
Barragan, Maria	Student Assistant III	Student Services	11.50	08/28/17-02/23/18
Basto, Paula Lyn	Student Assistant I	Instruction	10.50	07/01/17-08/27/17
Baydoun, Mohamad	Student Assistant II	Instruction	10.75	08/28/17-02/18/18
Bell, Amanda	Student Assistant I	Instruction	10.50	08/28/17-02/25/18
Bell, Glennon	Student Assistant II	Admin. Services	10.75	08/28/17-02/25/18
Bera, Usha	Student Assistant III	Instruction	11.50	08/28/17-02/15/18
Betancourt, Anthony	Student Assistant V	Instruction	13.00	08/01/17-08/25/17
Betancourt, Anthony	Student Assistant V	Instruction	13.00	08/28/17-02/23/17
Bhattarai, Anjan	Student Assistant II	Instruction	10.75	08/28/17-02/15/18
Bodie, Shonnardo	Student Assistant IV	Student Services	12.25	08/28/17-02/23/18
Bonilla, Stephanie	Student Assistant II	Student Services	10.75	08/28/17-02/23/18
Botley-Brumfield, Elijah	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Boykin, Demiah	Student Assistant III	Admin. Services	11.50	08/28/17-02/25/18
Braga, Christina	Student Assistant III	Instruction	11.50	08/28/17-02/21/18
Bravo, Elizabeth	Student Assistant III	Student Services	11.50	08/28/17-02/22/18
Brown Yates, Marvin	Student Assistant IV	Admin. Services	12.25	08/28/17-02/25/18
Buie, Adrian	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Bustamante, Paul	Student Assistant II	Instruction	10.75	08/28/17-02/25/18
Caballero Ek, Brian	Student Assistant III	Student Services	11.50	08/28/17-02/23/18
Caballero, Jessica	Student Assistant IV	Student Services	12.25	08/28/17-02/15/18
Campa, Saul	Student Assistant III	Student Services	11.50	08/28/17-12/17/17
Cardenas Sanchez, Yarazet	Student Assistant III	Student Services	11.50	08/01/17-08/25/17
Cardenas Sanchez, Yarazet	Student Assistant IV	Student Services	12.25	08/28/17-02/25/18
Cardenas, Ricardo	Student Assistant III	Instruction	11.50	08/28/17-12/17/17
Carranza, Franiel	Student Assistant I	Admin. Services	10.50	08/28/17-02/25/18
Carrillo, Noemi	Student Assistant I	Instruction	10.50	08/28/17-02/25/18
Castaneda Rubio, Ana	Student Assistant III	Student Services	11.50	08/28/17-02/23/18
Castillo, Dalila	Student Assistant IV	Instruction	12.25	07/01/17-08/27/17
Centeno, Jovhil Ian	Student Assistant III	Student Services	11.50	08/28/17-02/23/18
Chaboya, Gavin	Student Assistant V	Instruction	13.00	08/24/17-08/27/17
Chaboya, Gavin	Student Assistant V	Instruction	13.00	08/28/17-02/25/18
Chagolla, Janeane	Student Assistant IV	Instruction	12.25	07/01/17-08/27/17

SUBJECT: Personnel Transactions

DATE: October 11, 2017

Student Employees (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Chairez, Giovanni	Student Assistant I	Instruction	10.50	08/28/17-02/15/18
Chamberlain, Yvonne	Student Assistant V	Instruction	13.00	08/28/17-02/26/18
Chang, Jamie	Student Assistant V	Admin. Services	13.00	08/28/17-02/26/18
Chavez, Valerie	Student Assistant I	Instruction	10.50	08/28/17-02/23/18
Chen, Julian	Student Assistant II	Student Services	10.75	08/28/17-02/25/18
Chong, Jasper	Student Assistant II	Student Services	10.75	08/28/17-02/25/18
Chou, Yishiuan	Student Assistant I	Admin. Services	10.50	08/28/17-02/25/18
Cielo, Nikki	Student Assistant I	Instruction	10.50	08/28/17-02/23/18
Clewley, Shannon	Student Assistant I	Instruction	10.50	08/28/17-02/18/18
Conant, Tiffany	Student Assistant III	Student Services	11.50	08/28/17-12/17/17
Cordero, Elijah	Student Assistant II	President's Office	10.75	08/28/17-02/25/18
Cornejo-Acosta, Veronica	Student Assistant I	Instruction	10.50	08/28/17-02/23/18
Corpuz, John	Student Assistant II	Admin. Services	10.75	09/11/17-12/15/17
Cruz, Joslynn	Student Assistant IV	Student Services	12.25	08/28/17-02/25/18
Cwiak, Daniel	Student Assistant V	Admin. Services	13.00	07/01/17-08/27/17
Dalman, Samantha	Student Assistant I	Instruction	10.50	09/05/17-02/23/18
Davis, Tina	Student Assistant II	Instruction	10.75	08/28/17-02/25/18
Dawson, Lamar	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
De La Mora, Rosalba	Student Assistant I	Instruction	10.50	08/28/17-02/23/18
De Leon Rodriguez, Silvia	Student Assistant I	Instruction	10.50	07/01/17-08/25/17
De Leon, Ariel	Student Assistant III	Student Services	11.50	08/28/17-02/23/18
De Los Rios, Eduardo	Student Assistant I	Instruction	10.50	08/28/17-02/23/18
De Los Santos, Frank	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Decker, Clegg	Student Assistant I	Admin. Services	10.50	08/28/17-02/25/18
Del Barrio, Maria Zeka	Student Assistant I	Admin. Services	10.50	08/28/17-02/25/18
Delgado Sandoval, Stefani	Student Assistant IV	Student Services	12.25	08/28/17-02/25/18
Delgado Solis, Ricardo	Student Assistant IV	Student Services	12.25	08/28/17-12/31/17
Demetillo, Geena Andrea	Student Assistant II	Instruction	10.75	08/28/17-02/15/18
Denstaedt, Nicholas	Student Assistant V	Student Services	13.00	08/28/17-12/15/17
Denver, Dayna	Student Assistant III	Instruction	11.50	08/28/17-02/23/18
DeVaughn, Danielle	Student Assistant V	Admin. Services	13.00	08/28/17-02/25/18
Dillard-Gregoire, Corina	Student Assistant III	Student Services	11.50	08/28/17-02/25/18
Dominguez, Samantha	Student Assistant I	Instruction	10.50	08/28/17-02/15/18
Dominguez, Walkiria	Student Assistant II	Student Services	10.75	08/28/17-02/23/18
Doyle, Sean	Student Assistant V	Instruction	13.00	08/28/17-02/15/18
Dunlap, Dorian	Student Assistant IV	Instruction	12.25	08/28/17-02/25/18
Duran, Daniel	Student Assistant I	Instruction	10.50	07/01/17-08/27/17
Duran, Daniel	Student Assistant I	Instruction	10.50	08/28/17-02/25/18
Eddins, Angelina	Student Assistant I	Admin. Services	10.50	08/28/17-02/27/18
Elmassian, Erin	Student Assistant II	Admin. Services	10.75	08/28/17-02/25/18
Elmassian, Erin	Student Assistant IV	Admin. Services	12.25	08/28/17-02/25/18
El-Rabaa, Jana	Student Assistant V	Student Services	13.00	08/28/17-12/15/17
Enriquez, Joey	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Erhard, Jasmine	Student Assistant I	Instruction	10.50	08/28/17-02/15/18

SUBJECT: Personnel Transactions**DATE:** October 11, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Espinoza, Luis	Student Assistant I	Instruction	10.50	08/28/17-02/23/18
Espiritu, Anahi	Student Assistant II	Student Services	10.75	08/28/17-02/22/18
Esquivel, Jose	Student Assistant III	Admin. Services	11.50	08/28/17-02/25/18
Estrada, Wendy	Student Assistant II	Admin. Services	10.75	08/28/17-02/27/18
Faamafoe, Manumalotaum	Student Assistant III	Student Services	11.50	08/28/17-02/25/18
Faouri, Razy	Student Assistant V	Instruction	13.00	09/01/17-02/25/18
Farg, Sandy	Student Assistant II	Instruction	10.75	08/28/17-02/18/18
Ferman, Kenny	Student Assistant III	Student Services	11.50	08/28/17-02/25/18
Fernandez, Khris	Student Assistant III	Student Services	11.50	08/28/17-02/25/18
Finchum, Marissa	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Fisher, Christopher	Student Assistant IV	Admin. Services	12.25	08/28/17-02/25/18
Flores Contreras, Luis	Student Assistant IV	Instruction	12.25	09/05/17-02/15/18
Flores Moreno, Jennifer	Student Assistant III	Instruction	11.50	08/28/17-12/17/17
Flores, Ashley	Student Assistant I	Instruction	10.50	08/28/17-02/23/18
Flores, Brenda	Student Assistant II	Instruction	10.75	08/28/17-02/25/18
Flores, Dayana	Student Assistant I	Instruction	10.50	08/28/17-02/18/18
Flores, Hilda	Student Assistant V	student Services	13.00	09/05/17-12/20/17
Flores, Jose	Student Assistant V	Instruction	13.00	08/28/17-02/23/18
Flores, Ruben	Student Assistant III	Student Services	11.50	07/01/17-08/27/17
Flores, Ruben	Student Assistant IV	Student Services	12.25	09/05/17-02/15/18
Flores, Stephany	Student Assistant III	Instruction	11.50	08/28/17-02/23/18
Flores-Lopez, Stephanie	Student Assistant IV	Instruction	12.25	08/28/17-02/23/18
Fortier, Tammy	Student Assistant V	Instruction	13.00	09/05/17-02/15/18
Foster, Ronzell	Student Assistant III	Student Services	11.50	08/28/17-02/25/18
Frazier, Amanda	Student Assistant III	Student Services	11.50	08/28/17-02/25/18
Gabriel, Unique	Student Assistant II	Student Services	10.75	08/28/17-02/23/18
Gallegos, Amanda	Student Assistant II	Student Services	10.75	08/28/17-02/23/18
Galvan Cruz, Beatriz	Student Assistant IV	Student Services	12.25	08/28/17-12/31/17
Garay, Javier	Student Assistant III	Instruction	11.50	08/28/17-02/18/18
Garcia Ceballos, Israel	Student Assistant III	Student Services	11.50	08/28/17-02/23/18
Garcia, Daniel	Student Assistant IV	Student Services	12.25	08/28/17-12/31/17
Garcia, David	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Garcia, Georgina	Student Assistant III	Student Services	11.50	08/28/17-02/25/18
Garcia, Joel	Student Assistant III	Admin. Services	11.50	08/28/17-02/25/18
Garcia, Karmin	Student Assistant II	Instruction	10.75	08/28/17-02/25/18
Gardner, Samantha	Student Assistant I	Instruction	10.50	08/28/17-02/25/18
Garner, Chelsea	Student Assistant I	Instruction	10.50	08/28/17-02/23/18
Garoz, Brigham	Student Assistant I	Admin. Services	10.50	08/28/17-02/25/18
Geiss, Michael	Student Assistant I	Instruction	10.50	08/28/17-02/15/18
Gomez, Florencia	Student Assistant III	Student Services	11.50	08/28/17-02/23/18
Gomez, Guadalupe	Student Assistant III	Student Services	11.50	08/28/17-02/25/18
Gomez, Isabel	Student Assistant IV	Instruction	12.25	08/28/17-02/17/18
Gonzalez, Catalina	Student Assistant II	Student Services	10.75	08/28/17-02/23/18
Gonzalez, Jocelyn	Student Assistant II	Instruction	10.75	08/28/17-02/23/18

SUBJECT: Personnel Transactions**DATE:** October 11, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Gonzalez, Minerva	Student Assistant III	Student Services	11.50	08/28/17-12/17/17
Gonzalez, Perla	Student Assistant V	Student Services	13.00	08/28/17-12/23/17
Gramajo, Melissa	Student Assistant II	Instruction	10.75	09/05/17-02/23/18
Guerra, Aaron	Student Assistant IV	Student Services	12.25	07/01/17-08/27/17
Guerra, Angelica	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Guerra, Eduardo	Student Assistant III	Instruction	11.50	08/28/17-02/23/18
Gutierrez, Elizabeth	Student Assistant V	Instruction	13.00	08/28/17-02/23/18
Gutierrez, Francisco	Student Assistant II	Instruction	10.75	08/28/17-02/15/18
Guzman, Steven	Student Assistant I	Admin. Services	10.50	08/28/17-02/25/18
Hadley, Sidonia	Student Assistant III	Student Services	11.50	08/28/17-12/17/17
Hafoka, Paula	Student Assistant II	Student Services	10.75	07/27/17-08/25/17
Hafoka, Paula	Student Assistant II	Student Services	10.75	08/28/17-02/23/18
Hakimeh, Myriam	Student Assistant III	Instruction	11.50	08/28/17-12/17/17
Hambrick, Darrian	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Han, Ke	Student Assistant II	Student Services	10.75	08/28/17-02/18/18
Hawthorne, Benjamin	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Heath, Clinton	Student Assistant II	Instruction	10.75	08/28/17-02/23/18
Henderson, Deonte	Student Assistant IV	Instruction	12.25	08/28/17-02/25/18
Hernandez, Carlos	Student Assistant V	Student Services	13.00	08/28/17-02/15/18
Hernandez, David	Student Assistant III	Instruction	11.50	08/01/17-08/27/17
Hernandez, David	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Hernandez, Diana	Student Assistant IV	Student Services	12.25	08/28/17-02/25/18
Hernandez, Helen	Student Assistant III	Student Services	11.50	08/28/17-02/25/18
Hernandez, Rachelmarie	Student Assistant I	Instruction	10.50	08/28/17-02/23/18
Hernandez, Samantha	Student Assistant I	Instruction	10.50	08/28/17-02/25/18
Hernandez, Stephanie	Student Assistant V	Instruction	13.00	08/28/17-12/17/17
Herrera, Clara	Student Assistant I	Instruction	10.50	08/28/17-02/23/18
Hom, Jordan	Student Assistant I	Admin. Services	10.50	08/27/17-02/25/18
Horn, Crystal	Student Assistant IV	Instruction	12.25	08/28/17-02/25/18
Hsu, James	Student Assistant III	Instruction	11.50	07/01/17-08/26/17
Hsu, James	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Hughey, Joshua	Student Assistant V	Instruction	13.00	08/31/17-02/15/18
Ibarra, Marisol	Student Assistant IV	Student Services	12.25	08/14/17-08/25/17
Ibarra, Marisol	Student Assistant IV	Student Services	12.25	08/28/17-12/31/17
Inouye, Andrea	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Jackson, Mariah	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Jaramillo, Breana	Student Assistant III	Instruction	11.50	08/28/17-02/23/18
Jarosz, Kylei	Student Assistant III	Student Services	11.50	08/28/17-02/23/18
Jimenez Larios, Itsel	Student Assistant IV	Instruction	12.25	08/28/17-02/23/18
Jimenez Larios, Itsel	Student Assistant V	Instruction	13.00	08/28/17-02/23/18
Jimenez, Abraham	Student Assistant III	President's Office	11.50	07/01/17-08/27/17
Jimenez, Abraham	Student Assistant III	President's Office	11.50	08/28/17-02/25/18
Jimenez, Amanda	Student Assistant I	Instruction	10.50	08/28/17-02/23/18
Jones, Angie	Student Assistant III	Instruction	11.50	07/01/17-08/27/17

SUBJECT: Personnel Transactions**DATE:** October 11, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Jones, Angie	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Juarez, Adrian	Student Assistant I	Instruction	10.50	08/28/17-02/15/18
Juarez, Alejandro	Student Assistant IV	Student Services	12.25	08/28/17-02/23/18
Juarez, Luis	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Kaaki, Sarah	Student Assistant III	Student Services	11.50	08/28/17-02/23/18
Katsuyama, Rick	Student Assistant III	Instruction	11.50	08/28/17-12/17/17
Khalid, Ayza	Student Assistant III	Student Services	11.50	08/28/17-02/23/18
Lares, Deane	Student Assistant V	Instruction	13.00	08/28/17-02/23/18
Latu, Max	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Le, Yen	Student Assistant IV	Admin. Services	12.25	08/27/17-02/25/18
Leon Garcia, Diana	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Leon, Amber	Student Assistant I	Instruction	10.50	08/28/17-02/25/18
Lim, Gabriel Hui Hwang	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Ling, Hongmei	Student Assistant III	Student Services	11.50	08/28/17-02/23/18
Lira Sanchez, Jasmin	Student Assistant III	Admin. Services	11.50	07/01/17-08/27/17
Lira Sanchez, Jasmin	Student Assistant III	Admin. Services	11.50	08/28/17-02/25/18
Liu, Jennie	Student Assistant V	Student Services	13.00	08/28/17-02/23/18
Liu, Junyan	Student Assistant V	Student Services	13.00	09/05/17-12/20/17
Lobo, Danier	Student Assistant III	Student Services	11.50	08/28/17-02/25/18
Lockhart, Jasmine	Student Assistant IV	Student Services	12.25	08/28/17-02/25/18
Lokotui, Nafetalai	Student Assistant IV	Student Services	12.25	08/28/17-02/23/18
Loperena Beattie, Lexa	Student Assistant III	Instruction	11.50	08/28/17-02/21/18
Lopez, Anthony	Student Assistant III	Student Services	11.50	08/28/17-12/15/17
Lopez, Paola	Student Assistant V	President's Office	13.00	08/30/17-02/15/18
Lopez-Villegas, Arianda	Student Assistant I	Instruction	10.50	08/28/17-02/25/18
Lu, Natalie	Student Assistant I	Instruction	10.50	08/28/17-02/15/18
Luong, Anh	Student Assistant V	Instruction	13.00	08/29/17-02/23/18
Lyles, Kennadie	Student Assistant III	Student Services	11.50	08/28/17-02/25/18
Ma, Ni	Student Assistant II	Student Services	10.75	07/01/17-08/27/17
Mack, Kwa Vaughn	Student Assistant III	Student Services	11.50	08/29/17-02/23/18
Magalei, Jaiave	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Magallanes, Jonas	Student Assistant IV	Instruction	12.25	08/28/17-02/25/18
Mak, Mickey	Student Assistant III	Student Services	11.50	08/28/17-02/25/18
Maldonado, Angelica	Student Assistant I	Instruction	10.50	08/28/17-02/25/18
Malhotra, Rajat	Student Assistant III	Student Services	11.50	08/28/17-02/25/18
Many, Boui	Student Assistant III	Student Services	11.50	08/29/17-02/23/18
Marcellina, Grace	Student Assistant V	Student Services	13.00	09/05/17-12/20/17
Marentin, Jimmy	Student Assistant I	Admin. Services	10.50	09/05/17-02/23/18
Mares, Karla	Student Assistant V	Admin. Services	13.00	08/28/17-02/25/18
Marinez, Tanner	Student Assistant II	Admin. Services	10.75	08/28/17-02/25/18
Marshall, Alicea	Student Assistant I	Instruction	10.50	08/28/17-02/25/18
Martinez Acosta, Martha	Student Assistant III	Student Services	11.50	08/28/17-02/23/18
Martinez Luna, David	Student Assistant III	Student Services	11.50	08/28/17-12/19/17
Martinez, Adriana	Student Assistant IV	Admin. Services	12.25	08/28/17-02/17/18

SUBJECT: Personnel Transactions**DATE:** October 11, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Martinez, Alexis	Student Assistant III	Instruction	11.50	08/28/17-12/12/17
Martinez, Crystal	Student Assistant III	Student Services	11.50	08/28/17-12/17/17
Martinez, Giselle	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Martinez, Julian	Student Assistant III	Student Services	11.50	08/28/17-02/23/18
Martinez, Shawdae	Student Assistant II	Student Services	10.75	08/28/17-02/23/18
McConnell, Robert	Student Assistant I	Instruction	10.50	08/28/17-02/25/18
Mcjimpson, Chanele	Student Assistant II	Student Services	10.75	08/28/17-02/23/18
Mejia, Ignacio	Student Assistant IV	Student Services	12.25	08/28/17-02/25/18
Mejia, Katherinne	Student Assistant IV	Student Services	12.25	08/28/17-12/31/17
Mena, Berlin	Student Assistant II	Student Services	10.75	08/28/17-02/23/18
Mendez Moreno, Frida	Student Assistant III	Instruction	11.50	08/28/17-02/21/18
Mendez, Oral	Student Assistant V	Instruction	13.00	08/28/17-02/25/18
Mendoza Padilla, Luis	Student Assistant IV	Student Services	12.25	08/28/17-02/25/18
Mendoza, Jasmine	Student Assistant III	Student Services	11.50	08/28/17-02/25/18
Merritt, Lisa	Student Assistant I	Instruction	10.50	08/28/17-02/23/18
Meza, Cristian	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Miller, Andrew	Student Assistant IV	Student Services	12.25	09/11/17-02/17/18
Miller, Paige	Student Assistant V	Instruction	13.00	08/28/17-02/25/18
Miranda, Yelena	Student Assistant III	Student Services	11.50	08/28/17-02/25/18
Moala, Mosese	Student Assistant IV	Student Services	12.25	08/28/17-02/23/18
Mobley, Chalon	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Monterroso, Jessica	Student Assistant IV	Student Services	12.25	08/28/17-02/25/18
Montes, Daisy	Student Assistant II	Student Services	10.75	08/28/17-02/23/18
Muehlen, Brian	Student Assistant V	Instruction	13.00	08/28/17-02/25/18
Munoz, Eddie	Student Assistant II	Admin. Services	10.75	08/28/17-02/27/18
Munoz, Savannah	Student Assistant III	Instruction	11.50	08/28/17-02/15/18
Murguia, Emilie	Student Assistant IV	Instruction	12.25	08/28/17-02/23/18
Murillo, Cassandra	Student Assistant II	Admin. Services	10.75	08/28/17-02/25/18
Murillo, Ivonne	Student Assistant IV	Instruction	12.25	08/28/17-02/25/18
Murphy, Tiana	Student Assistant V	Instruction	13.00	09/01/17-02/25/18
Nava Olvera, Cesar	Student Assistant V	Instruction	13.00	08/29/17-02/23/18
Navarro, John Joshua	Student Assistant IV	Instruction	12.25	08/28/17-02/25/18
Nelson, Kelly	Student Assistant V	President's Office	13.00	09/05/17-02/15/18
Nelson, Michael	Student Assistant I	Student Services	10.50	08/28/17-02/25/18
Newborn, Latricia	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Nguyen, Bryant	Student Assistant V	Admin. Services	13.00	08/28/17-02/23/18
Nguyen, Kenny	Student Assistant V	Student Services	13.00	07/01/17-08/25/17
Nieto, Gregorio	Student Assistant II	Student Services	10.75	07/01/17-08/25/17
Noarbe, Brenda Patricia	Student Assistant III	Student Services	11.50	08/28/17-02/23/18
Nochez, Christopher	Student Assistant V	Student Services	13.00	08/28/17-12/20/17
Nochez, Joshua	Student Assistant IV	Student Services	12.25	09/05/17-12/20/17
Noguera, Jenelle	Student Assistant I	Student Services	10.50	08/28/17-02/23/18
Nunez, Destiny	Student Assistant V	Student Services	13.00	08/28/17-02/25/18
Ochotorena, Martin	Student Assistant III	Student Services	11.50	08/28/17-12/17/17

SUBJECT: Personnel Transactions**DATE:** October 11, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
O'Hara, Cassidy	Student Assistant II	Student Services	10.75	08/28/17-02/23/18
Okhuysen, Sofia	Student Assistant I	Student Services	10.50	08/01/17-08/27/17
Olivares, Ruth	Student Assistant I	Student Services	10.50	08/28/17-02/23/18
Olmos, Sammy	Student Assistant I	Instruction	10.50	08/28/17-02/25/18
Ong, Sean	Student Assistant IV	Admin. Services	12.25	08/28/17-02/25/18
Oros, Pedro	Student Assistant V	Instruction	13.00	09/05/17-02/15/18
Orozco, Nancy	Student Assistant III	Student Services	11.50	08/28/17-02/25/18
Osei-Akosa, Justinian	Student Assistant I	Instruction	10.50	08/28/17-02/25/18
Osorio, Karen	Student Assistant IV	Student Services	12.25	08/28/17-02/23/18
Osornio, Ruth	Student Assistant I	Instruction	10.50	08/28/17-02/23/18
Osuna Zayas, Francisco	Student Assistant III	Student Services	11.50	08/28/17-02/25/18
Padilla, Precious	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Padua, Gabriell	Student Assistant I	Instruction	10.50	08/28/17-02/15/18
Paek, Jeremy	Student Assistant IV	Instruction	12.25	08/28/17-02/15/18
Palma Tejada, Edith	Student Assistant IV	Student Services	12.25	08/28/17-02/25/18
Pangilinan, Sarah Angelique	Student Assistant I	Student Services	10.50	08/28/17-02/23/18
Paniagua, Maricarmen	Student Assistant IV	Instruction	12.25	08/28/17-02/15/18
Parekh, Ahmed	Student Assistant III	Student Services	11.50	08/28/17-02/23/18
Parham, Jordan	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Partida, Ana	Student Assistant III	Instruction	11.50	08/16/17-08/27/17
Pauley, Joseph	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Pavlak, Alexander	Student Assistant V	Instruction	13.00	08/28/17-02/23/18
Paz, Damaris	Student Assistant III	Student Services	11.50	08/02/17-08/24/17
Paz, Damaris	Student Assistant III	Student Services	11.50	08/28/17-02/23/18
Peddicord, Joshua	Student Assistant I	Instruction	10.50	08/28/17-02/25/18
Pedraza, Moises	Student Assistant V	Admin. Services	13.00	08/28/17-02/25/18
Pedroche, Valerie	Student Assistant II	Instruction	10.75	08/28/17-02/23/18
Pena, Kelly	Student Assistant III	Student Services	11.50	08/28/17-02/25/18
Perez Lopez, Cristo	Student Assistant IV	Student Services	12.25	08/28/17-12/31/17
Perez, Briana	Student Assistant III	Student Services	11.50	08/28/17-02/23/18
Perez, Jose	Student Assistant V	Student Services	13.00	09/05/17-12/20/17
Perez, Robert	Student Assistant IV	Instruction	12.25	08/28/17-02/25/18
Perez, Shirley	Student Assistant I	Instruction	10.50	07/01/17-08/26/17
Perez, Shirley	Student Assistant II	Instruction	10.75	08/28/17-02/23/18
Pineda, Matthew	Student Assistant III	Student Services	11.50	08/28/17-02/23/18
Pizarro, Lizette	Student Assistant V	Instruction	13.00	08/28/17-02/23/18
Pla, Lauren	Student Assistant I	Student Services	10.50	08/28/17-02/23/18
Plummer, Destiny	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Quezada, Melissa	Student Assistant I	Instruction	10.50	08/28/17-02/23/18
Quindiagan, Jon	Student Assistant II	Instruction	10.75	09/06/17-02/17/18
Quinones, Juan	Student Assistant I	Instruction	10.50	08/28/17-02/25/18
Ramirez, Laura	Student Assistant I	Instruction	10.50	08/28/17-02/23/18
Ramirez, Michelle	Student Assistant I	Instruction	10.50	08/28/17-02/25/18
Ramos, Jocelyn	Student Assistant I	Instruction	10.50	08/28/17-02/15/18

SUBJECT: Personnel Transactions

DATE: October 11, 2017

Student Employees (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Rancano, Mitzy	Student Assistant II	Student Services	10.75	08/28/17-02/23/18
Reinoza-Zaldana, Katherinne	Student Assistant IV	Student Services	12.25	08/28/17-02/25/18
Richardson, Kory	Student Assistant IV	Student Services	12.25	08/28/17-02/23/18
Rider, Cole	Student Assistant V	Instruction	13.00	08/28/17-02/25/18
Rivera, Esmeralda	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Robledo, Francisco	Student Assistant I	Instruction	10.50	08/28/17-02/18/18
Rodriguez, Abigail	Student Assistant I	Instruction	10.50	08/28/17-02/15/18
Rodriguez, Laura	Student Assistant II	Student Services	10.75	08/28/17-02/23/18
Rodriguez, Ulysses	Student Assistant III	Student Services	11.50	08/28/17-12/15/17
Rodriguez, Ulysses	Student Assistant IV	Student Services	12.25	08/28/17-02/15/18
Rojas, Alyssa	Student Assistant II	Student Services	10.75	08/28/17-02/23/18
Rojo, Abraham	Student Assistant IV	Student Services	12.25	08/28/17-02/25/18
Roldan, Christopher	Student Assistant III	Instruction	11.50	08/28/17-12/17/17
Rubio, Martha	Student Assistant I	Instruction	10.50	08/28/17-02/23/18
Russo, Kristen	Student Assistant III	Instruction	11.50	08/28/17-02/23/18
Saafi, Joshua	Student Assistant IV	Student Services	12.25	08/28/17-02/25/18
Saavedra, Lizbeth	Student Assistant III	Instruction	11.50	09/05/17-12/17/17
Sakr, Marie Paule	Student Assistant I	Instruction	10.50	08/28/17-02/23/18
Salce, Bryan	Student Assistant III	Admin. Services	11.50	08/28/17-02/25/18
Sanchez Galvan, Jessica	Student Assistant IV	Student Services	12.25	08/28/17-02/25/18
Sanchez, Francisco	Student Assistant III	Student Services	11.50	08/28/17-02/25/18
Sanchez, Francisco	Student Assistant IV	Student Services	12.25	08/28/17-02/25/18
Sanchez-Camacho, Marivel	Student Assistant V	Student Services	13.00	08/28/17-12/20/17
Santamaria, Erik	Student Assistant IV	Student Services	12.25	08/28/17-02/28/18
Schexnayder, Kevin	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Scott, Dariana	Student Assistant I	Instruction	10.50	08/14/17-08/27/17
Scott, Dariana	Student Assistant I	Instruction	10.50	08/28/17-02/26/18
Scott, Emetrious	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Shaheed, Samiha	Student Assistant II	Student Services	10.75	08/28/17-02/23/18
Shahi-Bista, Parvati	Student Assistant V	Instruction	13.00	08/28/17-02/15/18
Shamsi, Wajeeha	Student Assistant V	Student Services	13.00	09/05/17-12/20/17
Sherman, Dominic	Student Assistant III	Student Services	11.50	08/14/17-08/25/17
Siddiqi, Azzaam	Student Assistant IV	Instruction	12.25	08/28/17-02/23/18
Silva, Noah	Student Assistant I	Instruction	10.50	08/28/17-02/25/18
Skeene, Mitchell	Student Assistant II	Instruction	10.75	09/05/17-02/15/18
Smith, Cameron	Student Assistant I	Admin. Services	10.50	08/28/17-02/25/18
Solis, Nicole	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Stegner, Lisa	Student Assistant V	Instruction	13.00	08/28/17-02/15/18
Stern, Griffin	Student Assistant III	Student Services	11.50	08/28/17-02/23/18
Struckus, Stephanie	Student Assistant II	Student Services	10.75	08/28/17-02/15/18
Sun, Elaine	Student Assistant III	Student Services	11.50	08/28/17-02/23/18
Tabuena, Vincent	Student Assistant III	Instruction	11.50	08/28/17-02/23/18
Tang, Jordan	Student Assistant III	Student Services	11.50	08/28/17-02/23/18
Tapia Lopez, Saydi	Student Assistant III	Student Services	11.50	08/28/17-02/25/18

SUBJECT: Personnel Transactions**DATE:** October 11, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Tarvin, Takisha	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Taylor, Ezekiel	Student Assistant III	Student Services	11.50	08/28/17-02/25/18
Toailoa Isara, Lonetona	Student Assistant III	Student Services	11.50	08/28/17-02/25/18
Torres, Erick	Student Assistant III	Student Services	11.50	08/28/17-02/25/18
Torres, Matthew	Student Assistant IV	Student Services	12.25	08/28/17-02/23/18
Torrico, Silvia	Student Assistant V	Student Services	13.00	08/28/17-12/15/17
Tran, Ann	Student Assistant III	Student Services	11.50	09/04/17-02/16/18
Tran, Jonathan	Student Assistant IV	Admin. Services	12.25	08/28/17-12/17/17
Tran, Nguyet	Student Assistant V	Student Services	13.00	09/05/17-12/20/17
Ueda, Seiji	Student Assistant I	Instruction	10.50	07/01/17-08/25/17
Ueda, Seiji	Student Assistant I	Instruction	10.50	08/28/17-02/25/18
Uiagalelei, Merosa	Student Assistant III	Instruction	11.50	09/10/17-02/25/18
Vadakkan, Sabeeca	Student Assistant V	Instruction	13.00	08/28/17-12/17/17
Vainikolo, Atunaisa Vainik	Student Assistant III	Student Services	11.50	08/28/17-02/25/18
Valenzuela, Raelene	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Vasquez, Elizabeth	Student Assistant II	Student Services	10.75	08/28/17-02/23/18
Vazquez Aviles, Maricela	Student Assistant III	Student Services	11.50	08/28/17-02/25/18
Vazquez, Jorge	Student Assistant IV	Student Services	12.25	08/14/17-08/25/17
Vazquez, Jorge	Student Assistant IV	Student Services	12.25	08/28/17-12/31/17
Vazquez, Roxanne	Student Assistant III	Instruction	11.50	08/28/17-12/17/17
Venegas, Rocio	Student Assistant III	Instruction	11.50	08/28/17-12/17/17
Villa, Abigail	Student Assistant IV	Admin. Services	12.25	08/28/17-02/25/18
Villanueva, Adrian	Student Assistant V	Instruction	13.00	08/28/17-02/25/18
Villatoro Benitez, Andres	Student Assistant V	Student Services	13.00	08/28/17-12/15/17
Villatoro, Christopher	Student Assistant IV	Student Services	12.25	08/28/17-02/25/18
Villaverde, Ma Anika	Student Assistant I	Instruction	10.50	08/28/17-02/15/18
Wadahara, Justin	Student Assistant IV	Instruction	12.25	08/29/17-02/25/18
Wallace, Dewayne	Student Assistant IV	Student Services	12.25	08/28/17-02/23/18
Walper, Sydney	Student Assistant V	Instruction	13.00	08/28/17-12/17/17
Watson, Jamari	Student Assistant III	Student Services	11.50	07/01/17-08/27/17
Watson, Jamari	Student Assistant III	Student Services	11.50	08/28/17-02/25/18
Wibowo, Agnes	Student Assistant III	Instruction	11.50	08/28/17-12/17/17
Wigfall, Keishma	Student Assistant III	Student Services	11.50	08/28/17-12/17/17
Wilkerson, Grace	Student Assistant I	Instruction	10.50	08/28/17-02/25/18
Wilson, Kimberly	Student Assistant IV	Student Services	12.25	08/28/17-02/25/18
Wilson, Quincey	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Wong, Ken	Student Assistant IV	Student Services	12.25	08/28/17-12/15/17
Wu, Jeffrey	Student Assistant II	Admin. Services	10.75	08/28/17-02/17/18
Wu, Jeffrey	Student Assistant III	Student Services	10.75	08/28/17-02/23/18
Yee, Justin	Student Assistant IV	Admin. Services	12.25	08/28/17-02/25/18
Yu, Rongkai	Student Assistant III	Instruction	11.50	08/28/17-02/23/18
Zaragoza, Arturo	Student Assistant IV	Student Services	12.25	08/28/17-02/25/18
Zou, Robert	Student Assistant III	Instruction	11.50	08/28/17-02/15/18
Zuniga, Kaylee	Student Assistant IV	Student Services	12.25	08/28/17-02/25/18

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

DATE: October 11, 2017

CONSENT

SUBJECT: Contract for Fair Employment Housing Act/Americans with Disabilities
Act Reasonable Accommodations – Arrowhead Evaluation Services, Inc.

BACKGROUND

Human Resources requires the services of a firm that specializes in providing certified medical experts who offer independent medical evaluations. To ensure compliance with the Fair Employment Housing Act/Americans with Disabilities Act (FEHA/ADA) and assess reasonable accommodations, medical evaluations may be necessary. Arrowhead Evaluation Services, Inc. (AES) operates as an independent third-party separate from the College. AES has been providing such services to school districts, CalPERS, the Department of Labor, and various other public agencies for 30 years. The current College practice is to use a consultant group to conduct reasonable accommodation analyses, which includes additional billing for physicians to administer fit-for-duty evaluations. With the implementation of this contract, Human Resources will be responsible for reasonable accommodation analyses and working directly with physicians regarding fit-for-duty evaluations.

ANALYSIS AND FISCAL IMPACT

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

The intent is to use the services of AES, on an as-needed basis as determined by the Vice President, Human Resources. The scope of work is to conduct fit-for-duty evaluations and provide the College with recommendations and written reports of findings.

This expense is not to exceed \$10,000, which is competitive within the medical evaluation market and proves to be a tremendous cost savings to the College. In 2016-17, the College spent approximately \$42,000 FEHA/ADA consulting fees; these fees did not include fit-for-duty evaluations. The fees may be adjusted, with the College's consent, from October 12, 2017, through June 30, 2018, the term of the agreement.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves a contract for FEHA/ADA Medical Evaluation services with Arrowhead Evaluation Services, Inc.

Reviewed by: Abe Ali
Recommended by: Bill Scroggins Agenda Item: Consent #16

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>October 11, 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 New and/or revised Management job classification descriptions are being submitted.

- Director, Dual Enrollment (New)
- Director, Purchasing, Printing, and Mail Services (Revised)

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 #17</u>

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: October 11, 2017

**DIRECTOR, DUAL ENROLLMENT
FLSA EXEMPT – M-9**

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Dual Enrollment Program; coordinates assigned activities with other College departments, officials, and outside agencies; acts as a liaison between the College and high schools/districts and is responsible for managing and enforcing the terms and conditions of memorandum of understandings related to these programs; is responsible for managing dual enrollment course offerings at local high schools; represents the College and interfaces with multiple school districts' personnel, school site administrators, and other partners; provides highly responsible and complex professional assistance to the Associate Vice President, Instruction in areas of expertise. This position is overtime-exempt.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is a Director classification that oversees, directs, and participates in all activities of the Dual Enrollment Program, including short- and long-term planning and development and administration of departmental policies, procedures, and services. This class provides assistance to the Associate Vice President, Instruction in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of dual enrollment, articulation, state and federal regulations applicable to concurrent enrollment, 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.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Plans, supervises, assesses, and evaluates the Dual Enrollment program. Develops and implements services, strategies, projects, goals, and objectives for each program.
2. Meets with high schools/districts administrators and conducts needs analyses in order to prepare a Memorandum of Understanding acceptable to both the College and the high schools/districts.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: October 11, 2017

3. Prepares recommendations and/or contracts as appropriate and submits them to the administration and/or the Board of Trustees for consideration.
4. Ensures student support structure is established for each signed agreement, including, but not limited to, counseling, matriculation, tutors, and books. Works with College staff to facilitate enrollment to high school students participating in a career pathway.
5. Works collaboratively with instructors, staff, and high schools/districts to ensure that current and future dual enrollment courses and activities meet Career Access Pathways Act requirements and comply with established standards, laws, codes, rules, regulations, policies, and procedures.
6. Serves as a liaison between institutions for course scheduling, curriculum, conflict resolution, resources, and personnel to assure clear communications and enrollment practices. Resolves problems raised by faculty and students of the program.
7. Provides and coordinates support services; assists program participants with obtaining and maintaining program enrollment, goals, and progress. Provides program information to students, parents, and the community.
8. Establishes and maintains program timelines and priorities; participates with the coordination of course offerings and ensures faculty coverage for each course.
9. Directs and participates in the preparation and maintenance of various narrative and statistical records and reports. Submits mandated reports to appropriate personnel according to established time-lines.
10. Facilitates and coordinates admission, program registration, and articulation of programs between the College and high schools/districts.
11. Conducts site visits and strengthens communication between the College, high schools/districts, and their respective academic and student affairs departments. Visits the high schools and ensures courses offered in the high school are the same as the courses offered on the College campus.
12. Develops and coordinates marketing, recruitment, and outreach activities to facilitate and enhance knowledge of, and participation in, Dual Enrollment Programs by students.
13. Establishes and maintains contact with the County Office, Regional Occupational Programs (ROP), committees, community groups, and local agencies.
14. Develops and monitors budgets, coordinates expenditures, and maximizes financial resources. Assists with the invoicing of expenses related to program activities.
15. Conducts end-of-term student evaluations for each dual enrollment course offered as needed. Surveys and collects data on students and alumni, and may annually conduct surveys of participating high school instructors, principals, and guidance counselors.
16. Leads, supervises, trains, and evaluates assigned personnel.
17. Participates on and chairs committees, task forces, and special assignments. Prepares and delivers oral presentations related to assigned areas.
18. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: October 11, 2017

19. 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. Assists in providing information and resources to individuals who bring forward DHR complaints and reporting possible DHR complaints to the Director, Equal Employment Opportunity Programs in Human Resources and other appropriate authority as necessary.
20. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
2. Pertinent federal and state laws, regulations, standards, and requirements concerning Dual Enrollment Programs.
3. Curriculum standards, requirements, interpretation, and application in Dual Enrollment Programs.
4. Strategic planning in organization and management practices, assessment, analysis, and evaluation of programs, policies, and administrative needs.
5. Learning and student success processes, assessment, program outcomes, and application of technology.
6. Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work procedures.
7. Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
8. Integrated management systems
9. Philosophy and objectives of community colleges.
10. Advertising and marketing methods and techniques.
11. Record-keeping principles and procedures.
12. Modern office practices, methods, and computer equipment and applications related to the work.
13. English usage, grammar, spelling, vocabulary, and punctuation.
14. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
15. 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: October 11, 2017

Skills & Abilities to:

16. Developing assessment and processes to enhance program outcomes.
17. Organizing work and building an effective team to meet the needs of the assigned areas.
18. Closing contracts and successfully completing transactions.
19. Using correct English, grammar, spelling, punctuation, and vocabulary to prepare reports, professional correspondence, and presentations.
20. Problem solving and conflict resolution in an academic environment.
21. Learn, interpret, and ensure compliance with established standards, laws, codes, rules, regulations, policies, and procedures pertaining to programs under assigned responsibility.
22. Meet change with innovation to promote and meet the College mission.
23. Organize, plan, and develop new concepts to enhance the programs, analyze outcomes, and prepare clear and concise reports and improvements.
24. Guide and direct others in goal achievement.
25. Develop and deliver training programs and presentations.
26. Develop and monitor budgets and maximize financial resources.
27. 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.
28. Establish and maintain a variety of filing, record-keeping, and tracking systems.
29. 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.
30. Operate modern office equipment including computer equipment and specialized software applications programs.
31. Use English effectively to communicate in person, over the telephone, and in writing.
32. Understand scope of authority in making independent decisions.
33. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
34. 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 that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

A Master's degree from a regionally accredited college or university and three (3) years of progressively responsible experience reasonably related to the administrative assignment.

Licenses and Certifications:

21. 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: October 11, 2017

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 to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in persona 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 50 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office 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.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: October 11, 2017

DIRECTOR, PURCHASING, PRINTING, AND MAIL SERVICES
FLSA EXEMPT – M-45 17

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex professional, technical, and administrative support related to the activities of the Purchasing Department, including centralized purchasing, **printing services, and mail services**; manages the effective use of District **College** and department resources to improve organizational productivity and customer service; provides highly complex and responsible support to the Associate Vice President, Fiscal **Administrative Services** in areas of expertise. **This position is overtime exempt.**

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Associate Vice President, Fiscal **Administrative Services**. Exercises direct and general supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification that manages all activities of the Purchasing Department. 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 Associate Vice President, Fiscal **Administrative Services** in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with other departments and divisions. This class is distinguished from the Associate Vice President, Fiscal **Administrative Services** in that the latter is a senior-level department-head classification with responsibility for directing and overseeing all functions of the Fiscal Services Department as well as developing, implementing, and interpreting public policy.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

1. Plans, manages, and oversees the daily functions, operations, and activities of the Purchasing Department, **Printing Services, and Mail Services**, including the purchase of goods and services and the review and approval of highly complex and comprehensive contracts and services agreements.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for the department; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
3. Participates in the development, administration, and oversight of the department budget.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: October 11, 2017

4. Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Associate Vice President, ~~Fiscal~~ **Administrative** Services.
5. Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; ~~recommends discipline to the Associate Vice President, Fiscal Services.~~
6. Manages, directs, organizes, and participates in all activities related to the District's **College's** purchasing function, including the purchasing of materials, equipment, and services, and the inventory functions; manages the disposal of surplus, salvage, and/or obsolete items.
7. Purchases supplies, services, and equipment; prepares and obtains quotations; prepares and issues purchase orders using an automated purchasing system.
8. Processes claims with vendors for damaged materials; monitors invoices for accuracy; obtains credits and refunds where appropriate.
9. Formulates, reviews, approves, and processes all District **College** service contracts, purchase orders, and warranties and works with legal counsel, as appropriate; maintains contact and negotiates with vendors; keeps informed of market conditions and new products; evaluates vendor performance.
10. Supervises and participates in the development of bid specifications and requests for proposals; solicits and analyzes bids; completes bid distribution and opening.
11. Develops reports for bid awards and recommends approval to the executive management and Board of Trustees.
12. Ensures that workers' compensation and liability insurance coverage for the District **College** is obtained and maintained for contracts involving work on campus by outside agencies and personnel.
13. Oversees the District's **College's** Labor Compliance Program.
14. Confers with division/department representatives to determine purchasing needs, specifications, and areas of standardization of equipment, supplies, and suppliers.
15. Coordinates services with other District **College** departments and divisions and with outside agencies; coordinates a cooperative purchasing program; interprets and ensures compliance with Federal and State codes and regulations and District **College** Board policies and procedures related to purchasing.
16. Prepares periodic reports related to department activities; plans, directs, and coordinates year-end fixed assets physical inventory.
17. Provides information to departments requesting status of requisitions and anticipated delivery dates.
18. Verifies availability of budgeted funds for the purchase of equipment, supplies, and services.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: October 11, 2017

19. Provides highly complex staff assistance to the Associate Vice President, Fiscal **Administrative** Services; develops and reviews staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
20. Ensures other divisions/departments are operating in compliance with District **College** policies, Federal and State tax law.
21. Reviews account payable warrant registers and serves as one of the District's **College's** bank check signatories.
22. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures, as appropriate.
23. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of purchasing; researches emerging products and enhancements and their applicability to District **College** needs.
24. Monitors changes in regulations and technology that may affect assigned functions and operations; tests and implements upgrades of automated enterprise application systems; implements emerging technologies related to the purchasing function; implements policy and procedural changes after approval.
25. Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
26. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
27. 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 and harassment and retaliation against~~ **Assist in providing information and resources to** individuals who bring these complaints forward **DHR complaints** through recognizing and reporting possible **DHR complaints** incidents to the Director, Equal Employment Opportunity Programs in Human Resources **and other appropriate authority as necessary.**
28. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
2. Principles and practices of public agency finance, including central purchasing, and inventory functions.
3. Principles and practices of public agency budget development and administration and sound financial management policies and procedures.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: October 11, 2017

4. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
5. Applicable Ffederal, Sstate, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
6. Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned department.
7. Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
8. Record-keeping principles and procedures.
9. Modern office practices, methods, and computer equipment and applications related to the work.
10. English usage, grammar, spelling, vocabulary, and punctuation.
11. Techniques for effectively representing the District **College** in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
12. 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 and Abilities to:

1. Recommend and implement goals, objectives, and practices for providing effective and efficient services.
2. Plan, direct, manage, and oversee a comprehensive public agency purchasing program.
3. Manage and monitor complex projects, on-time and within budget.
4. Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
5. Evaluate and develop improvements in operations, procedures, policies, or methods.
6. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
7. Analyze, interpret, summarize, and present administrative and financial information and data in an effective manner.
8. Interpret, apply, explain, and ensure compliance with Ffederal, Sstate, and local policies, procedures, laws, and regulations.
9. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
10. Effectively represent the department and the District **College** in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
11. Establish and maintain a variety of filing, record-keeping, and tracking systems.
12. 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.
13. Operate modern office equipment including computer equipment and specialized software applications programs.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: October 11, 2017

14. Use English effectively to communicate in person, over the telephone, and in writing.
15. Understand scope of authority in making independent decisions.
16. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
17. 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 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, business administration, or a related field and five (5) years of management and/or administrative purchasing experience. Experience in a purchasing office in a public agency and experience with complex integrated purchasing enterprise application system are highly desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of, or ability to obtain, a Certified Purchasing Manager certificate from the National Association of Purchasing Managers is desirable.

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 ~~District~~ **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~~ **Incumbents** must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

ENVIRONMENTAL ELEMENTS

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

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

DATE: October 11, 2017

CONSENT

SUBJECT: Registration for the California Community College Registry Job Fair –
Oakland and Los Angeles

BACKGROUND

Human Resources participates in the annual California Community College (CCC) Registry Job Fairs in an effort to increase recruitment and diversity throughout the College. The CCC Registry sponsors two job fairs annually, one in Oakland and one in Los Angeles. This year, Mt. SAC will be attending both job fairs, January 20, 2018, at the Hilton Oakland Airport Hotel and January 27, 2018, at the Westin Los Angeles Airport Hotel. Staff participation will be based on faculty recruitment for the Fall 2018 semester.

ANALYSIS AND FISCAL IMPACT

Expenses associated with the CCC Registry Job Fair includes prepayment for the registration fee and facility rental. The total cost for the California Community College Registry Job Fair expenses are estimated to be approximately \$7,500.

Funding Source

Equal Employment Opportunity Fund

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the registration and prepayment for the California Community College Registry Job Fair.

Recommended by: Bill Scroggins Reviewed by: Abe Ali
Agenda Item: Consent #18

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>October 11, 2017</u>	CONSENT
SUBJECT:	<u>Memorandum of Understanding Between Los Angeles County Workforce Development Aging and Community Services and Mt. San Antonio College to Provide Workforce Development Services</u>	

BACKGROUND

The Los Angeles County Workforce Development Aging and Community Services (WDACS) and Mt. San Antonio College have a mutual interest in collaborating to serve a shared population. A Memorandum of Understanding is proposed for WDACS staff to co-locate on the Mt. SAC campus and provide workforce development services. Mt. SAC students and community residents who meet County eligibility requirements can access services that include job placement, internships, ancillary needs, referrals to community resources and employment, and support services. This proposed co-location will enhance the integrated regional workforce plan that mandates resource sharing and encourages partners to have a physical presence within each organization.

ANALYSIS AND FISCAL IMPACT

Staff from LA County WDACS will locate services two- to three-days per week on the Mt. SAC campus in an office provided by the College. Staff from Mt. SAC and WDACS will create a referral process and collaborate on recruiting campus students. The period for this MOU will be October 16, 2017, through June 30, 2018.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the Memorandum of Understanding between Los Angeles County Workforce Development Aging and Community Services and Mt. San Antonio College to provide workforce development 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 #19</u>

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

DATE: October 11, 2017

CONSENT

SUBJECT: Memorandum of Understanding with California State University
San Bernardino to Provide Teacher-Training Opportunities

BACKGROUND

The California State University San Bernardino Teaching English to Speakers of Other Languages (TESOL) Masters level program is requesting a partnership with the College's English as a Second Language (ESL) program to provide teacher-training opportunities under the direct supervision of Mt. San Antonio College ESL faculty.

ANALYSIS AND FISCAL IMPACT

This Memorandum of Understanding serves to establish a partnership with one of the leading Masters in TESOL programs in the region. The College's ESL faculty will gain mentorship skills as they support the student teachers in developing their pedagogy. In recognition of the time and effort of Master Teachers, California State University San Bernardino will provide an honorarium of \$100 to each Master Teacher for each California State University San Bernardino student participating in student teaching at the College.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the Memorandum of Understanding with California State University San Bernardino to provide teacher-training opportunities.

Prepared by: Madelyn A. Arballo/Liza Becker

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #20

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

DATE: October 11, 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 – Program Changes

Course Title/Program	Presenter	Payment	Fee
Introduction to Franchise Management	Thorpe, Cynthia	40%	\$86
Introductory Voice-Over Workshop	Such A Voice (Shapiro, Wendy)	40%	\$35

2. New Contracts

Agency (Description of Services)	Expenses	Fee
Kryterion Test Center 7776 South Pointe Parkway West Suite 200 Phoenix, Arizona 85044 Test Proctoring Service	Kryterion Test Center will pay Mt. SAC \$15-\$70/student	No Fee

3. Contract Changes

Course Title/Program	Change	Detail
<u>Contract #1718-003</u> Los Angeles County Office of Education 11411 Valley Boulevard El Monte, California 91731	Additional Instructors	Holbert, James \$76.02/hour Blyzka, John \$90.30/hour

Prepared by: Madelyn A. Arballo

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #21

SUBJECT: School of Continuing Education Additions and Changes

DATE: October 11, 2017

4. Curriculum

New Courses

These new noncredit courses have been approved through the curriculum approval process since the last Board Meeting and will be effective beginning Summer 2017.

COURSE ID	Course Title
VOC PH11A	Intermediate Photography
VOC PH11B	Digital Workflow

Four-Year Review and Modifications:

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

COURSE ID	Course Title
BSHS CPTC	High School Computer Technology
CITZ NAT	Citizenship for Naturalization
ESL CNSL5	Career and Life Planning for ESL
ESL DEAF1	ESL for the Deaf and Hard of Hearing – Level 1
ESL DEAF2	ESL for the Deaf and Hard of Hearing – Level 2
ESL PLVL1	ESL Pre-level 1
ESL LVL1	ESL – Level 1
ESL LVL3	ESL – Level 3
ESL LVL4	ESL – Level 4
ESL LANG2	ESL Computer and Language Skills Lab
ESL LANG3	English for Special Uses
ESL SPKA	ESL Speaking A
ESL SPKB	ESL Speaking B
ESL SPKC	ESL Speaking C
ESL SPKP1	ESL Speaking A for Beginners (Pre-1)
ESL TOEFL	TOEFL Preparation (Test of English as a Foreign Language)
ESL VHLTH	ESL for Health Professionals
ESL WRTA	ESL Writing A
ESL WRTB	ESL Writing B
ESL WRTC	ESL Writing C

SUBJECT: School of Continuing Education Additions and Changes

DATE: October 11, 2017

Funding Source

Community Services - Student Registration Fees.
New Contracts – Contracting Agency.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the School of Continuing Education additions and changes.

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

DATE: October 11, 2017

CONSENT

SUBJECT: Contract Agreement with the City of Corona Fire Department for
Wildland Fire Training

BACKGROUND

Mt. San Antonio College's Fire Academy requires wildland fire training. The City of Corona Fire Department, located in Corona, California, has apparatus and property available for skills training in cutting trails, using mobile equipment, and fire attack in a wildland setting. Training for the 65th Fire Academy is to be conducted on October 26-27, 2017, and will provide approximately 28 students with 16 hours of skills-based training.

ANALYSIS AND FISCAL IMPACT

There is no cost for this two-day training session.

Funding Source

Not Applicable.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the agreement with the City of Corona Fire Department for wildland fire training.

Prepared by: Jemma Blake Judd

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #22

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

DATE: October 11, 2017

CONSENT

SUBJECT: Program Articulation Agreement with Southern Illinois University,
Carbondale for Administration of Justice Students

BACKGROUND

Mt. SAC entered into an agreement with Southern Illinois University, Carbondale (SIU) for the period of October 12, 2017, through September 30, 2022. A Program Articulation Agreement has been presented to include assisting Mt. SAC Administration of Justice students in transferring to the baccalaureate degree in the Public Safety Management (Emergency Management Administration Specialization) program offered by SIU. SIU will accept 62 semester hours of transfer credit from the Mt. SAC Associate Degree in Administration of Justice program upon admission to SIU's Bachelor of Science in Public Safety Management program. The remaining 58 of the 120 hours required for the Bachelor of Science in Public Safety Management degree, will be completed in residence with SIU. This agreement allows students to enroll concurrently at SIU and Mt. SAC to complete the degree.

SIU will have the exclusive rights to offer the online educational program leading to a Bachelor of Science in Public Safety Management degree, which shall be awarded upon successful completion of the program by SIU. SIU will provide the program in an online format with the exception of an internship course. Mt. SAC agrees to provide office space for SIU administrative and professional personnel who visit the Mt. SAC campus to provide transfer advisement information to Mt. SAC students.

ANALYSIS AND FISCAL IMPACT

There is no residual cost to the College.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the Program Articulation Agreement with Southern Illinois University, Carbondale.

Prepared by: Jemma Blake-Judd

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #23

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

DATE: October 11, 2017

CONSENT

SUBJECT: Program Articulation Agreement with Southern Illinois University,
Carbondale for Emergency Medical Services Students

BACKGROUND

Mt. SAC entered into an agreement with Southern Illinois University, Carbondale (SIU) for the period of October 12, 2017, through September 30, 2022. A Program Articulation Agreement has been presented to include assisting Mt. SAC Emergency Medical Services students in transferring to the baccalaureate degree in the Public Safety Management (Emergency Medical Services Specialization) program offered by SIU. SIU will accept 66 semester hours of transfer credit from the Mt. SAC Associate Degree in Emergency Medical Services program upon admission to SIU's Bachelor of Science in Public Safety Management program. The remaining 57 of the 123 hours required for the Bachelor of Science in Public Safety Management degree will be completed in residence with SIU. This agreement allows students to enroll concurrently at SIU and Mt. SAC to complete the degree.

SIU will have the exclusive rights to offer the online educational program leading to a Bachelor of Science in Public Safety Management degree, which shall be awarded upon successful completion of the program by SIU. SIU will provide the program in an online format with the exception of an internship course. Mt. SAC agrees to provide office space for SIU administrative and professional personnel who visit the Mt. SAC campus to provide transfer advisement information to Mt. SAC students.

ANALYSIS AND FISCAL IMPACT

There is no residual cost to the College.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of this Program Articulation Agreement with Southern Illinois University, Carbondale.

Prepared by: Jemma Blake-Judd

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #24

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

DATE: October 11, 2017

CONSENT

SUBJECT: Program Articulation Agreement with Southern Illinois University,
Carbondale for Fire Technology Students

BACKGROUND

Mt. SAC entered into an agreement with Southern Illinois University, Carbondale (SIU) for the period of October 12, 2017, through September 30, 2022. A Program Articulation Agreement has been presented to include assisting Mt. SAC Fire Technology students in transferring to the baccalaureate degree in the Public Safety Management (Fire Service Management Specialization) program offered by SIU. SIU will accept 60 semester hours of transfer credit from the Mt. SAC Associate Degree in Fire Technology program upon admission to SIU's Bachelor of Science in Public Safety Management program. The remaining 60 of the 120 hours required for the Bachelor of Science in Public Safety Management degree, will be completed in residence with SIU. This agreement allows students to enroll concurrently at SIU and Mt. SAC to complete the degree.

SIU will have the exclusive rights to offer the online educational program leading to a Bachelor of Science in Public Safety Management degree, which shall be awarded upon successful completion of the program by SIU. SIU will provide the program in an online format with the exception of an internship course. Mt. SAC agrees to provide office space for SIU administrative and professional personnel who visit the Mt. SAC campus to provide transfer advisement information to Mt. SAC students.

ANALYSIS AND FISCAL IMPACT

There is no residual cost to the College.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval this Program Articulation Agreement with Southern Illinois University, Carbondale.

Prepared by: Jemma Blake-Judd

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #25

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

DATE: October 11, 2017

CONSENT

SUBJECT: Contract Agreement with Outfront Media for Bus Tail Advertising
of the Culinary Arts Programs

BACKGROUND

The Culinary Arts program is requesting authorization to contract with Outfront Media to run a bus tail advertising campaign to promote the Culinary Arts programs within the local community.

The campaign is anticipated to run on the Taillight Bus Displays/LA Sector 4 - San Gabriel for approximately 12 weeks with completion by June 20, 2018.

ANALYSIS AND FISCAL IMPACT

The estimated cost of the advertising campaign is \$38,280. Culinary Arts Strong Workforce funds will be utilized for this project. Therefore, there is no direct cost to the College.

The performance period is October 12, 2017, through June 20, 2018.

Funding Source

Culinary Arts Strong Workforce Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the contract agreement with Outfront Media for bus tail advertising of the Culinary Arts programs.

Prepared by: Fawaz Al-Malood

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #26

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>October 11, 2017</u>	CONSENT
SUBJECT: <u>Contract Agreement with Hotel Maya for the 2018 Management Retreat</u>	

BACKGROUND

The Management Professional Development Committee, in collaboration with Professional and Organizational Development, is coordinating a two-day retreat for management personnel. The retreat will focus on leadership, development of coaching skills, teambuilding, and wellness. The retreat will be held January 4-5, 2018, at Hotel Maya in Long Beach, CA. Attendees are encouraged to stay overnight at the hotel, but have the option to attend the retreat during the day.

ANALYSIS AND FISCAL IMPACT

The Hotel Maya offers a package that includes food, overnight stay, parking, audio visual equipment, and meeting rooms for January 4-5, 2018, at a cost not to exceed \$48,000. The Hotel Maya requires an advance payment (deposit) of \$16,250; additional authorization is requested to make this deposit.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the contract with Hotel Maya and the advance payment.

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

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

DATE: October 11, 2017

CONSENT

SUBJECT: Contract Agreement with Sagatica, LLC for the 2018 Management Retreat

BACKGROUND

The Management Steering Team and Management Professional Development Committee are facilitating an annual management retreat and follow-up professional development training that will focus on application of coaching skills to unleash employee potential and deliver tangible results to the Mt. SAC organization. This training builds on the 2017 Management Retreat outcomes in which managers committed to developing coaching skills that include the parallel development of leadership courage and emotional intelligence. Eric Kaufmann of Sagatica, LLC facilitated a workshop at the 2017 management retreat and will continue this work with managers at the 2018 retreat, with a focus on collaborative learning and skills-building activities.

Mr. Kaufmann has two decades of experience in management roles, consulting, and coaching at Fortune 500 firms. As an author, facilitator, and executive coach, Eric's work guides leaders to evolve and change, and upgrade their relationships, priorities, strategies, and competence so that they can excel in the midst of organization transitions.

ANALYSIS AND FISCAL IMPACT

Authorization is requested to enter into a contract agreement with Sagatica, LLC for management professional development training to be held during the management retreat on January 4-5, 2018, and at a follow-up training on April 5, 2018, with a total cost not to exceed \$38,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the contract with Sagatica, LLC.

Prepared by: Lianne Greenlee

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #28

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

DATE: October 11, 2017

CONSENT

SUBJECT: Communication Department to Host British Debaters: Approval of Expenditures

BACKGROUND

The Communication Department requests approval of costs associated with hosting two British debaters, on a tour organized by the National Communication Association, from September 30 through October 2, 2017. Mt. San Antonio College has previously hosted in October 2013 and October 2015. The debaters will visit speech classes and meet with forensics team students to help them prepare for upcoming tournaments. They will also participate in a public debate, open to the campus community, with expected attendance of well over 200.

ANALYSIS AND FISCAL IMPACT

Costs will include a hosting fee of \$600, three nights' accommodations, and five meals with students and faculty at a cost not to exceed \$2,000.

Funding Source

Unrestricted General Fund – Revenue Generating Account.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the Communication Department expenditures associated with hosting two British debaters.

Prepared by: Karelyn Hoover

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #30

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>October 11, 2017</u>	CONSENT
SUBJECT:	<u>Out-of-Country Student Travel: Chamber Singers at the 2018 Ihlombe Festival in South Africa</u>	

BACKGROUND

The Mt. San Antonio College Chamber Singers request authorization to compete at the World Choir Games in Tshwane, South Africa and to perform as part of the Ihlombe Festival in Johannesburg, Soweto, and Cape Town. The Chamber Singers have been invited to attend the World Choir Games and will have the opportunity to represent the USA against choirs from around the world, and to perform friendship concerts with local African choirs. The Chamber Singers will go into the schools and/or orphanages to sing for and work with the local children as part of the Ihlombe Festival. The proposed travel dates are July 7–20, 2018. The 39 student members of the Chamber Singers will be accompanied by music directors Bruce Rogers and William McIntosh.

ANALYSIS AND FISCAL IMPACT

The total estimated cost is \$3,900 per person. Each student will contribute an amount not to exceed \$800 with the remaining costs to be covered by Unrestricted General funds, donations to the Mt. SAC Foundation, and Stars of Excellence.

Funding Sources

- Student contributions.
- Unrestricted General funds – Music-Choral.
- Mt. SAC Foundation.
- Restricted General Fund - Stars of Excellence.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the Out-of-Country Student Travel for the Chamber Singers at the 2018 Ihlombe Festival in South Africa.

Prepared by: _____	Sue Long	Reviewed by: _____	Irene M. Malmgren
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #31

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

DATE: October 11, 2017

CONSENT

SUBJECT: Asian American and Native American Pacific Islander-Serving
Institutions Grant: Acceptance of Funds and Authorization of
Purchases

BACKGROUND

Mt. San Antonio College received an award notification for an Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI) grant titled “Arise,” funded by the U.S. Department of Education. The purpose of the project is to provide a networked link of services and activities to improve the academic achievement and personal development of Asian American and Native American Pacific Islander (AANAPI) students. The project’s five main components are:

1. Instructional support: instructional strategies to improve students’ English and math skills; Math Up project to refresh students’ math skills, prepare for the placement test, and promote early enrollment in math; interventions for English language learners; development of a community of learners; peer study halls; and tutorial support.
2. Counseling intervention: Arise Guided Pathways and checklist; one-on-one and group activities to inform, advise, and counsel students about educational planning and career planning; development of term-to-term educational plans; AANAPI guest speakers; individual counseling sessions; financial literacy workshops; and other culturally-appropriate counseling interventions.
3. Student development: culturally-specific activities designed to enhance AANAPI students’ awareness and pride in their cultural heritage; efforts to enhance students’ sense of self, goal direction, and self-confidence; Fale Fono (culturally-relevant practice that creates a safe space for students to discuss ongoing issues); digital storytelling; and leadership development activities.
4. Professional development: exploration of instructional strategies to promote success among English language learners and basic skills math students; training on culturally relevant instructional strategies; and faculty/staff workshops regarding AANAPI students’ cultural orientation to education and learning.
5. Research and evaluation: development, tracking, and ongoing assessment of student learning outcomes; adjusting and improving strategies based on data analysis; focus groups to determine the unique needs of specific AANAPI sub-populations; and dissemination of findings and model strategies to other institutions of higher education.

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #32

SUBJECT: Asian American and Native American Pacific Islander-Serving Institutions
Grant: Acceptance of Funds and Authorization of Purchases

DATE: October 11, 2017

ANALYSIS AND FISCAL IMPACT

This grant award notification is for the second year of funding (\$325,620) of a projected five-year award. The performance period for this grant is October 1, 2016, through September 30, 2021. The budget period for the second year of this grant is October 1, 2017, through September 30, 2018.

The funding agency has approved the expenditure of grant funds for the following: faculty, classified, management, and student personnel; employee benefits; instructional and non-instructional supplies; employee and student travel and professional development; food supplies and/or catering; contracted services; printing/marketing; promotional items; and other grant-related costs.

As part of the grant activities, project staff will conduct student and staff development activities, advisory committee meetings, and other grant-related meetings. Authorization is requested to purchase food and/or catering services and promotional items for these meetings and special events.

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

Funding Source

U.S. Department of Education.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the AANAPISI grant funds and authorizes the purchases.

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

DATE: October 11, 2017

CONSENT

SUBJECT: Child Development Training Consortium Grant: Acceptance of Funds

BACKGROUND

Mt. San Antonio College received an award notification for a sub-grant titled “Child Development Training Consortium,” funded by the California Department of Education and passed through Yosemite Community College District. The purpose of the project is to address critical shortages in the number of licensed childcare center workers in California. The primary objective of the grant is to offer classes that meet the needs of the California Department of Education Child Development Division (CDD) and employees in CDD-funded programs. The College is eligible to generate up to 400 units of college credit by enrolling students in courses required by the California Commission on Teacher Credentialing to obtain a new or renew a currently held Child Development Permit.

ANALYSIS AND FISCAL IMPACT

This sub-grant award totals \$10,000. The performance period for the sub-grant is September 1, 2017, through June 30, 2018.

The funding agency has approved the expenditure of grant funds to support the following: personnel, employee benefits, supplies, postage, and direct student aid.

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

Funding Source

California Department of Education through Yosemite Community College District.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the Child Development Training Consortium grant funds.

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #33



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 3, 2018 – Board Study Session

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 #34

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

DATE: October 11, 2017

CONSENT

SUBJECT: Contract Agreement with Kellogg West Conference Center and Lodge

BACKGROUND

Student Services Administrators participate in a semi-annual off campus training day to review current projects and to collaborate on activities related to continued planning and evaluation as it relates to the Student Success and Support Program and Student Equity. This year, the training will be held on October 19, 2017, at the Kellogg West Conference Center and Lodge.

ANALYSIS AND FISCAL IMPACT

Authorization is requested to enter a contract with Kellogg West Conference Center and Lodge for facilities and equipment rental, audiovisual needs, catering, and parking. The total amount of the contract is not to exceed \$3,000.

Funding Source

Restricted Fund – Student Success and Support Program.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the contract with Kellogg West Conference Center and Lodge.

Recommended by: Bill Scroggins Reviewed by: Audrey Yamagata-Noji
Agenda Item: Consent #35

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>October 11, 2017</u>	CONSENT
SUBJECT:	<u>Contract for Legal Services with the Harriet Buhai Center for Family Law</u>	

BACKGROUND

The Harriet Buhai Center for Family Law is a non-profit law firm that provides legal consultations to students of the CalWORKs Program. This non-profit law firm previously provided services to CalWORKs students; but, due to their reduced funding, will no longer be able to provide free services to our students. In establishing a contract with the Harriet Buhai Center for Family Law, we will be able to continue offering confidential individual meetings between eligible CalWORKs students and Harriet Buhai legal staff. The legal staff will provide family legal services related to divorce, child support issues, housing, and domestic violence.

ANALYSIS AND FISCAL IMPACT

The legal services with Harriet Buhai Center for Family Law is for the current fiscal year, 2017-18. All Fall and Spring semester activities and expenses related to this contract will be funded out of the CalWORKs funding source, to be used only for CalWORKs-eligible students. There will be no cost to the College.

Funding Source

CalWORKs funding.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the contract for legal services with the Harriet Buhai Center for Family Law.

Prepared by: <u>Eric Lara</u>	Reviewed by: <u>Audrey Yamagata-Noji</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #36</u>

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

DATE: October 11, 2017

CONSENT

SUBJECT: Consulting Agreement for the West Parcel Solar Draft Subsequent
Environmental Impact Report

BACKGROUND

During the development of the Draft Subsequent Environmental Impact Report (SEIR), it was necessary to perform additional geological testing to provide additional reports for inclusion in the document and response to the comments received in the process. As part of the additional geological testing, it was necessary to have the biological consultant provide consulting services.

Due to the time constraints in the preparation of the documents, this proposal is presented for ratification.

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

	Consultant:	Helix Environmental Planning
	Project:	West Parcel Solar SEIR
Item	Description:	Amount
	Provide biological consulting services related to the geological testing at the West Parcel Solar project, including liaison with resource agencies, field reconnaissance and report; and monitoring the remedial measures for the project. Time and materials, not to exceed:	\$6,300.00
	Contract Amount:	\$6,300.00

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the ratification of the consulting agreement with Helix Environmental Planning for the West Parcel Solar Draft Subsequent Environmental Impact Report.

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #37

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>October 11, 2017</u>	CONSENT
SUBJECT: <u>Master Agreement with Mt. SAC Auxiliary Services – Amendment</u>	

BACKGROUND

The Mt. San Antonio College Auxiliary Services (Auxiliary Services) was formed in December 1982 as a separate 501(c)(3) nonprofit public corporation under the authority of Education Code Section 72672(c). Auxiliary Services was established to provide supportive services and specialized programs for the general benefit of Mt. San Antonio College. In particular, Auxiliary Services operates the Bookstore and arranges for contracted food services.

On April 21, 2016, Auxiliary Services approved an updated Twenty-first Amendment to the Master Agreement between the College and Auxiliary Services, which modified the agreement commencing July 1, 2016, through June 30, 2021. The purpose of this amendment is to provide the relationship between the College and Auxiliary Services in a contract stating the services, use of assets, and terms.

ANALYSIS AND FISCAL IMPACT

The following amendment needs to also be approved by our Board of Trustees. There is no fiscal impact.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the ratification of the Twenty-first Amendment to the Master Agreement By and Between Mt. San Antonio College and Mt. SAC Auxiliary Services, effective July 1, 2016, through June 30, 2021.

Prepared by: Suzanne Luetjen Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #38

SUBJECT: Master Agreement with Mt. SAC Auxiliary Services - Amendment

DATE: October 11, 2017

**TWENTY-FIRST AMENDMENT TO MASTER AGREEMENT
BY AND BETWEEN
MT. SAN ANTONIO COLLEGE
AND MT. SAC AUXILIARY SERVICES**

This amendment is made and entered into this 21st day of September 2016 by and between Mt. San Antonio College, hereinafter referred to as College, and Mt. SAC Auxiliary Services, hereinafter referred to as Auxiliary.

PURPOSE

The purpose of this amendment is to provide the relationship between the College and the Auxiliary.

SERVICES

The Auxiliary shall provide the following campus services to the College:

1. Contracted Bookstore operation and management.
2. Contracted Food Services to include meals, fast-food, concessions, and catering.
3. Contracted vending services.
4. Auxiliary Services, whether it be the contracted Bookstore for office supplies, clothing, gifts, and related merchandise or the contracted Food Services for catering for meetings or campus events, shall receive a Request for Proposal for all biddable services provided by the Auxiliary Services.
5. Other College support services for the benefit of our students.

USE OF ASSETS

The Auxiliary may occupy, operate, and use College facilities designated as the Sac Book Rac, the Campus Café, Common Grounds, SBR Too, the Prime Stop, the Mountie Grill, the Express Stop, the Quick Stop, the Short Stop, the concession stand at the Hilmer Lodge Stadium, and various vending locations on campus. The Auxiliary will administer the functions and services related to these locations utilizing the trade fixtures, supplies, and assets currently available for those operations.

SUBJECT: Master Agreement with Mt. SAC Auxiliary Services - Amendment

DATE: October 11, 2017

RESPONSIBILITY FOR MAINTENANCE, REPAIRS, AND OPERATING EXPENSES

Maintenance, repairs, and operating expenses of the College facilities used by the Auxiliary shall be provided as follows:

Maintenance: The Auxiliary agrees to keep and maintain College facilities in a clean and orderly condition and shall, at its own expense, at reasonably frequent intervals, and in a lawful manner, dispose of all waste generated from its use of College facilities.

Repairs: The Auxiliary agrees to keep College facilities in good repair.

Operating Expenses: The Auxiliary will be responsible for all operating expenses associated with the use of College facilities.

In consideration for the use of these facilities and assets, the Auxiliary agrees to pay the College rent of \$10,000, payable in one payment by December 31, each year.

PUBLIC RELATIONS

Auxiliary will conform its expenditures for public relations to the policies adopted by the Auxiliary and which have been approved by the College.

TERM OF THIS AMENDMENT

This amendment shall provide for necessary use of facilities and assets for the Auxiliary to operate for five fiscal years commencing July 1, 2016, through June 30, 2021. Unless successor amendment to the Master Contract is agreed to between the College and the Auxiliary, all assets and facilities will automatically revert to the College.

MT. SAN ANTONIO COLLEGE

MT. SAC AUXILIARY SERVICES

Vice President, Administrative Services

Director, Bookstore and Operations

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

DATE: October 11, 2017

CONSENT

SUBJECT: Contract Agreement with Davis Research LLC to Conduct a Salary Survey for the Los Angeles/Orange County Center of Excellence for Labor Market Research

BACKGROUND

The Los Angeles/Orange County Center of Excellence for Labor Market Research (COE) provides labor market data, research, and technical assistance to the regional colleges, the regional technical assistance providers, the regional consortium chairs, and the state Chancellor's office. In support of the Chancellor's office, Workforce and Economic Development Department, the COE will conduct primary research, analysis, and findings in the form of a salary survey across the state.

ANALYSIS AND FISCAL IMPACT

Davis Research will conduct primary research via a salary survey for the COE at 10 community colleges across the state. The COE will provide Davis Research with a questionnaire, contact information for human resources representatives at 10 community colleges across the state, and a list of occupations of interest. The COE will pay Davis Research \$3,700 to include project management, project set up/programming, telephone interviewing, and provide their findings in an Excel data file.

The performance period is September 18 through October 18, 2017.

Funding Source

California Community College Chancellors Office (SB1402) RFA 17-305-007.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the ratification of the contract agreement with Davis Research LLC to conduct a salary survey for the Los Angeles/Orange County Center of Excellence for Labor Market Research.

Prepared by: Lori Sanchez/Jennifer Galbraith

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #39

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>October 11, 2017</u>	ACTION
SUBJECT:	<u>Resolution No. 17-03 - A Resolution of the Board of Trustees of Mt.</u> <u>San Antonio College Certifying the Mt. San Antonio College West</u> <u>Parcel Solar Project Tiered Draft Environmental Impact Report</u> <u>(SCH 2002041161), Adopting a Statement of Facts and Findings,</u> <u>and Adopting a Mitigation Monitoring Program; Authorizing</u> <u>Commencement of Phase 1 Grading Operations</u>	

BACKGROUND

The Mt. San Antonio Community College District (District) is the lead agency and has prepared the Mt. San Antonio College West Parcel Solar Project Tiered Draft Environmental Impact Report (Draft SEIR) (SCH 2002041161) (distributed as a separate document) under the terms and requirements of the California Environmental Quality Act (CEQA) and the implementing CEQA regulations. The project site is located on campus west of Grand Avenue and south of Amar Road and Temple Avenue.

The Draft SEIR is tiered to the 2012 Master Plan’s Subsequent Environmental Impact Report (2012 Master Plan EIR) (SCH 2002041161) certified as a programmatic EIR by action of the District Board of Trustees in December 2013 and the 2015 Facilities Master Plan Update and Physical Education Projects (PEP) Subsequent Program/Project Environmental Impact Report (“2015 Master Plan EIR”) certified as a Program/Project EIR (SCH 2002041161) by action of the District Board of Trustees in October 2016.

The West Parcel Solar Project (Solar Project) is located on a 27.65-acre parcel located west of Grand Avenue zoned Solar and Retail. The 27.65-acre parcel contains primarily coastal sage scrub, habitat for the threatened coastal California Gnatcatcher. Replacement and restored habitat will be implemented onsite and east of Grand Avenue. Grading will occur on 17.25 acres to create a 9.9 acre pad at 761 feet mean sea level for a 2.2 MW ground-mounted solar panel system. Earth import for the project from the stadium area of the campus is estimated as 139,000 cubic yards.

The Solar Project is hereby separated into two construction phases. Phase 1 includes all activities related to implementation of all construction activities related to the permits from responsible agencies for biological resource restoration/replacement on- and off-site, all pre-construction activities (i.e., duff removal, all grading activities, earth import, and all landscaping installation activities—collectively, the “Phase 1 Grading Operations”). Phase 1 will result in completion of all grading for the site and the solar pad, roadway access, habitat replacement/restoration, and installation of the on- and off-site underground electrical conduit. Phase 2 includes installation of the solar panels onsite and all ancillary equipment within the solar pad to create an operational solar generation facility.

Prepared by:	<u>Gary L. Nellesen</u>	Reviewed by:	<u>Michael D. Gregoryk</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Action #2</u>

SUBJECT: Resolution No. 17-03 - A Resolution of the Board of Trustees of Mt. San Antonio College Certifying the Mt. San Antonio College West Parcel Solar Project Tiered Draft Environmental Impact Report (SCH 2002041161), Adopting a Statement of Facts and Findings, and Adopting a Mitigation Monitoring Program; Authorizing Commencement Of Phase 1 Grading Operations

DATE: October 11, 2017

The potential environmental impacts of the Parcel Solar Project are evaluated in the Draft SEIR posted on the District's website. A summary of potential project impacts, recommended mitigation measures, and the status of the impacts with mitigation (i.e., Less than Significant with Mitigation Incorporated) is included in Table 1.4.1 in Volume 1. All technical studies, notices, and correspondence are included in Volume 2: Appendices (available on the College website).

The Draft EIR was circulated to the State Clearinghouse and to other interested local agencies (e.g., Cities of Walnut, Diamond Bar, Industry, Pomona, County of Los Angeles) for a 45-day public review period from July 28, 2017, to September 12, 2017.

The Notice of Completion for the Draft SEIR was published in the San Gabriel Valley Tribune and the Inland Valley Daily Bulletin on July 28, 2017, posted on campus and College website, and filed with the County of Los Angeles Recorder/Clerk of Court in Norwalk. Copies of the Draft SEIR were also made available for the public at the Mt. San Antonio College Library, at the Walnut Public Library, and on the College website.

All public comments on the Draft SEIR (distributed as a separate document) were due on September 12, 2017. The Final SEIR consists of responses to the public comments (distributed as a separate document) received on the Draft SEIR (Volumes 1, 2).

ANALYSIS AND FISCAL IMPACT

The Facilities Planning and Management Department has evaluated all public comments on the Draft SEIR and prepared responses pertaining to significant environmental issues. The public comments, responses, and any changes to the Draft SEIR are included in the Response to Comments document.

As stated, the Response to Comments document was forwarded to agencies or parties providing comments 10 days prior to the public hearing. They, or the public, may provide additional comments prior to or during the public hearing for the project on October 11, 2017.

The Board of Trustees will consider adoption of a Statement of Facts and Findings at the public hearing. This document summarizes the findings of the Final SEIR in language specified by the CEQA Guidelines (Section 15091). Adoption of the Findings by the Board of Trustees indicates they agree with the conclusions presented in the Final SEIR.

SUBJECT: Resolution No. 17-03 - A Resolution of the Board of Trustees of Mt. San Antonio College Certifying the Mt. San Antonio College West Parcel Solar Project Tiered Draft Environmental Impact Report (SCH 2002041161), Adopting a Statement of Facts and Findings, and Adopting a Mitigation Monitoring Program; Authorizing Commencement Of Phase 1 Grading Operations

DATE: October 11, 2017

The Mitigation Monitoring Program (distributed as a separate document) specifies the final list of mitigation measures for the project, the agency or department responsible for implementation and monitoring of the measures, and the timing of the monitoring activity.

Funding Source

There are no costs involved in certification of the Subsequent Project Final Environmental Impact Report other than those previously approved in the CEQA consultants' contracts.

PUBLIC HEARING

Open a public hearing and receive comments on the Mt. San Antonio College SEIR (2017 SEIR) (SCH 2002041161).

RECOMMENDATION

It is recommended that the Board of Trustees adopts Resolution No. 17-03, A Resolution of the Board of Trustees of Mt. San Antonio College Certifying the Mt. San Antonio College West Parcel Solar Project Tiered Draft Environmental Impact Report (SCH 2002041161), and adopt a Mitigation Monitoring Program which includes the following:

1. Certify the Mt. San Antonio College West Parcel Solar Project Tiered Draft Environmental Impact Report (SCH 2002041161).
2. Adopt the Statement of Facts and Findings, and the 2017 West Parcel Solar Project Mitigation Monitoring Program.
3. Direct staff to file the Notice of Determination with the County Clerk, the State Clearinghouse, and the California Community College Chancellor's Office on November 8, 2017.

It is further recommended that the Board of Trustees authorize the commencement of Phase 1 Grading Operations only. Commencement of Phase 2 will proceed at a future date upon authorization by the Board of Trustees at a duly authorized noticed meeting.

RESOLUTION NO. 17-03

**A RESOLUTION OF THE BOARD OF TRUSTEES OF MOUNT SAN ANTONIO
COMMUNITY COLLEGE DISTRICT CERTIFYING THE MT. SAN ANTONIO
COLLEGE WEST PARCEL SOLAR PROJECT TIERED DRAFT ENVIRONMENTAL
IMPACT REPORT (“DRAFT SEIR”) (SCH 2002041161), ADOPTING A MITIGATION
MONITORING PROGRAM; AUTHORIZING COMMENCEMENT OF PHASE 1
GRADING OPERATIONS**

R E C I T A L S

WHEREAS, Mt. San Antonio Community College District (District or Mt. SAC) is duly authorized and existing under the laws of the State of California; and

WHEREAS, in 2012, the District projected future student enrollment in the District to be 33,433 (credit + non-credit annual full-time-equivalent students) for the year 2020; and

WHEREAS, the District now projects future student enrollment in the District to be 39,731; and

WHEREAS, the West Parcel Solar Project (Solar Project) is meant to address the growing energy consumption needs and costs associated with growing student enrollment; and

WHEREAS, Mt. SAC is the lead agency for the Solar Project, which is among the projects identified and evaluated in the Mt. San Antonio College Facility Master Plan 2012 dated February 18, 2013, and received California Environmental Quality Act (CEQA) lead agency approval by the Board of Trustees’ certification of the 2012 Master Plan’s Subsequent Environmental Impact Report (2012 Master Plan EIR) (SCH 2002041161); and

WHEREAS, on September 16, 2015, the Board of Trustees (Board) at a duly noticed special meeting adopted Resolution No. 15-01 approving the Solar Project; and

WHEREAS, the Board found the Solar Project, as then designed, could have significant effects on the environment but that all potentially significant effects had been analyzed in the 2012 Master Plan EIR pursuant to applicable standards and had been avoided or mitigated pursuant to the 2012 Master Plan EIR including mitigation measures that were adopted in the 2012 Mitigation Monitoring Program applicable to the Solar project; and

WHEREAS, for these reasons, the Board determined that no additional environmental analysis was required under CEQA; and

WHEREAS, on January 13, 2016, the Board approved an Addendum to the 2012 Master Plan EIR related to the Solar Project; and

WHEREAS, the 2012 Master Plan EIR and Addendum do not satisfy the requirements for project specific environmental review of the Solar Project under CEQA; and

WHEREAS, the 2012 Master Plan EIR is a programmatic EIR that may be used for tiering but not for project specific CEQA approval; and

WHEREAS, on October 12, 2016, the Board approved the 2015 Facilities Master Plan Update and Physical Education Projects (PEP) Subsequent Program/Project Environmental Impact Report (2015 Master Plan EIR); and

WHEREAS, on June 28, 2017, the Board set aside approvals of the Solar Project and the Addendum to the 2012 Master Plan Environmental Impact Report; and

WHEREAS, Mt. SAC remains the lead agency of the Solar Project and has prepared the Mt. San Antonio College West Parcel Solar Project Tiered Draft Environmental Impact Report (Draft SEIR) (SCH 2002041161) under the terms and requirements of the California Environmental Quality Act (CEQA) and implementing CEQA regulations; and

WHEREAS, the project site remains located on campus west of Grand Avenue and south of Amar Road and Temple Avenue; and

WHEREAS, the Draft SEIR is tiered to the 2012 Master Plan's Subsequent Environmental Impact Report (2012 Master Plan EIR) (SCH 2002041161) certified as a programmatic EIR by action of the District's Board of Trustees in December 2013 and the 2015 Facilities Master Plan Update and Physical Education Projects (PEP) Subsequent Program/Project Environmental Impact Report (2015 Master Plan EIR) certified as a Program/Project EIR (SCH 2002041161) by action of the District Board of Trustees in October 2016; and

WHEREAS, the Solar Project remains located on a 27.65- acre parcel located west of Grand Avenue zoned Solar & Retail; and

WHEREAS, the 27.65-acre parcel contains primarily coastal sage scrub, habitat for the threatened coastal California gnatcatcher; and

WHEREAS, replacement and restored habitat will be implemented onsite and east of Grand Avenue; and

WHEREAS, grading will occur on 17.25 acres to create a 9.9 acre pad at 761 feet mean sea level for a 2.2 MW ground-mounted solar panel system; and

WHEREAS, earth import for the project from the stadium area of the campus is estimated as 139,000 cubic yards; and

WHEREAS, the potential environmental impacts of the Solar Project are evaluated in the Draft SEIR posted on the College's website; and

WHEREAS, a summary of potential project impacts, recommended mitigation measures and the status of the impacts with mitigation (i.e. Less than Significant with Mitigation Incorporated) was included in Table 1.4.1 in Volume 1 and all technical studies, notices and correspondence are included in Volume 2: Appendices; and

WHEREAS, the Draft EIR was circulated to the State Clearinghouse and to other interested local agencies (e.g., Cities of Walnut, Diamond Bar, Industry, Pomona, County of Los Angeles) for a 45-day public review period from July 28, 2017, to September 12, 2017; and

WHEREAS, the Notice of Completion for the Draft SEIR was published in the San Gabriel Valley Tribune and the Inland Valley Daily Bulletin on July 28, 2017, posted on campus, on the College website, and filed with the County of Los Angeles Recorder/Clerk of Court in Norwalk; and

WHEREAS, copies of the Draft SEIR were also made available for the public at the Mt. San Antonio College Library, at the Walnut Public Library, and on the College website; and

WHEREAS, all public comments on the Draft SEIR were due on September 12, 2017; and

WHEREAS, the Final SEIR consists of responses to the public comments received on the Draft SEIR (Volumes 1, 2); and

WHEREAS, the Final SEIR consists of responses to the public comments received on the Draft SEIR; and

WHEREAS, the Facilities Planning and Management Department has evaluated all public comments to the Draft SEIR and prepared responses pertaining to significant environmental issues; and

WHEREAS, responses to public comments were forwarded to agencies or parties providing comments ten days prior to the public hearing and they or the public may provide additional comments prior to or during the Public Hearing for the certification of the SEIR at the October 11, 2017, Board of Trustees meeting; and

WHEREAS, the Board of Trustees has also considered adoption of a Statement of Facts and Findings at the public hearing; and

WHEREAS, the Statements of Facts and Findings (Findings) summarizes the findings of the Final SEIR in language specified by the California Environmental Quality Act (CEQA) Guidelines (Section 15091); and

WHEREAS, the Board of Trustees has considered whether the conclusions presented by the Findings correspond with the Final SEIR; and

WHEREAS, the Mitigation Monitoring Program specifies the final list of mitigation measures for the Solar Project, the agency or department responsible for implementation and monitoring of the measures, and the timing of the monitoring activity.

NOW, THEREFORE, BE IT RESOLVED, FOUND, AND DETERMINED BY THE BOARD AS FOLLOWS:

SECTION 1. The Board adopts the foregoing recitals as true and correct.

SECTION 2. The Board finds and determines that the District has complied with CEQA and that the Board determinations reflect the independent judgment of the Board based on its review of the administrative record.

SECTION 3. The Board hereby certifies the Mt. San Antonio College West Parcel Solar Project Tiered Draft Environmental Impact Report (SCH 2002041161), finding that: (a) the District has complied with CEQA and the Final SEIR is an accurate and objective statement that fully complies with CEQA and CEQA Guidelines; and (b) no evidence of new significant impacts as defined by CEQA Guidelines Section 15088.5, has been received by the District after circulation of the Draft SEIR and convening the October 11, 2017 public hearing which would require recirculation; and (c) the Final SEIR has identified and discussed the significant environmental impacts, as set forth in the CEQA Findings attached hereto as Attachment 1 and incorporated herein by this reference.

SECTION 4. The Board hereby adopts the CEQA Statement of Facts and Findings in Attachment 1 hereto.

SECTION 5. The Board hereby adopts the 2017 West Parcel Solar Project Mitigation Monitoring Program in Attachment 2 hereto.

SECTION 6. The Board authorizes and directs the District President or his designee to sign the Final SEIR and the Notice of Determination, and to cause the Notice of Determination to be filed in the office of the County Clerk, the State Clearinghouse, and the Community College Chancellor's Office, in accordance with CEQA and State CEQA Guidelines.

SECTION 7. The Board hereby approves the Solar Project which shall be subject to all statutory requirements for construction and occupancy. Further, the Solar Project is hereby separated into two phases for purposes of commencement. The two phases together shall comprise the Solar Project as evaluated in the Final EIR. Phase 1 shall

include all activities necessary to implement all construction activities related to the permits from responsible agencies for biological resource restoration/replacement on- and off-site, all pre-construction activities (e.g., duff removal), all grading operations and activities, earth import, and all landscaping installation activities (collectively, "Phase 1 Grading Operations"). Phase 2 of the Solar Project relates to installation of the solar panels on-site and all ancillary equipment within the solar pad to create an operational solar generation facility. Phase 2 shall not proceed without further approval of the Board of Trustees taken at a duly noticed meeting.

District staff is authorized and directed to take all steps necessary or convenient to proceed with Phase 1 Grading Operations in accordance with this Resolution and all other approvals as required by law. The District President or his designated representative is directed to ensure the Mitigation Monitoring Program is implemented by the District related to Phase 1 and shall notify the Board when the Mitigation Monitoring Program has been implemented.

SECTION 8. The President & CEO or his designees are delegated authority to take all steps and perform all actions necessary to carry out the actions of the Board as set forth in this Resolution.

SECTION 9. This Resolution shall become immediately effective upon adoption by the Board.

PASSED AND ADOPTED this 11th day of October, 2017, by the Board of Trustees of Mt. San Antonio Community College at a regular meeting held in Walnut, California.

AYES, and in favor of, Board Members:

NOES, Board Members:

ABSENT, Board Members:

William T. Scroggins
College President & CEO and
Secretary, Governing Board

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>October 11, 2017</u>	ACTION
SUBJECT:	<u>Year One-of-Three Negotiated Agreement Between CSEA, Chapter 262 and the District for 2017-20</u>	

BACKGROUND

The collaborative bargaining sessions between CSEA, Chapter 262 and the Mt. San Antonio Community College District (College) began on January 19, 2017. The parties met for 23 sessions from January 19, 2017, through August 17, 2017.

ANALYSIS AND FISCAL IMPACT

The College and CSEA, Chapter 262 reached a Tentative Agreement on Salaries, resulting in a 2.22% increase, on the salary schedule, retroactive to July 1, 2017.

The College and CSEA, Chapter 262 reached a Tentative Agreement on Health and Welfare, resulting in no change in the College’s contribution.

The College has analyzed the financial impact of these agreements on the current and subsequent fiscal years, and is confident in the College’s ability to maintain fiscal solvency. Evidence of the analysis can be viewed on the accompanying projection.

The attached pages provide a summary of the items tentatively agreed upon by both parties.

Funding Source

Unrestricted and Restricted General funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Year One-of-Three Year Negotiated Agreement between CSEA, Chapter 262 and the Mt. San Antonio Community College District for the period July 1, 2017, through June 30, 2020.

Recommended by: <u>Bill Scroggins</u>	Reviewed by: <u>Abe Ali</u>
	Agenda Item: <u>Action #3</u>

SUBJECT: Year One-of-Three Negotiated Agreement Between CSEA, Chapter 262 and the District for 2017-20

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SUMMARY OF AGREEMENTS
CSEA, Chapter 262 and the Mt. San Antonio Community College District

CSEA, Chapter 262 and the Mt. San Antonio Community College District reached a Tentative Agreement for year one of a three-year contract in effect from July 1, 2017, through June 30, 2020, if approved by the Board of Trustees. Highlights of the issues agreed upon are as follows:

Article 2: Terms of the Agreement:

02.01 Changed the term of the Agreement to July 1, 2017, through June 30, 2018.

02.02 Changed reopeners to be limited to salary and health and welfare contribution in the year immediately after ratification of a new three-year successor agreement. In subsequent years, reopeners shall be limited to three topics for each party plus salaries and health and welfare, unless mutually agreed.

02.07 Clarified “me too” language to apply to total compensation (Salary and Health and Welfare contribution) and included language to have the District and CSEA, Chapter 262 meet within no more than 90 days of ratification by the Board of Trustees. By mutual agreement, a portion of the dollar value of the proportional compensation may be utilized for other unit member compensation or benefits.

Added the following information:

02.05 By written mutual agreement, the regular contract negotiation period may be closed and the resulting amended contract may proceed to ratification with no more than two issues identified as subject to continuing negotiations. Any resulting agreement on such issues would be enacted as a Memorandum of Understanding rather than achieved by reopening the existing contract. Section 02.07.

02.07 Memorandum of Understanding (MOUs) shall be used to create written mutual agreements on matters subject to negotiations:

02.07.01 during periods outside the regular contractual negotiation period with the expectation that such agreements would be considered for incorporation into the contract at the next round of negotiations;

02.07.02 during regular negotiations to address temporary conditions or pilot possible solutions to issues under negotiation;

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02.07.03 with the specification of either a sunset date or conditions under which the MOU would expire; and

02.07.04 with the understanding that all MOU's are subject to the CSEA 610 process.

02.08 Side Letters shall be used:

02.08.01 to clarify some of the terms or sections of the main contract;

02.08.02 to amend the contract for specific, limited circumstances not addressed in the contract;

02.08.03 only when reciprocal benefit is articulated as is a condition of approval;

02.08.04 with the specification of either a sunset date or conditions under which the side letter would expire;

02.08.05 subject to mutual written agreement, witness and filed both with Human Resources and CSEA; and

02.08.06 with understanding that all Side Letters are subject to the 610 process.

Article 4: Organizational Rights:

Added the following language:

04.19 Committees: ...CSEA 262 has the right to appoint representatives to committees, including ad hoc and advisory groups, that are charged with policies and procedures that affect unit members.

04.20 Release Time for Needs Improvement Plans: Participation for unit members in trainings, workshops, or activities to meet the specifications of the Needs Improvement Plan shall be approved by the unit member's manager, subject to operational unit needs.

Article 8: Salaries:

08.01 Unit members will be paid in accordance with Appendices A and B

2017-18 Contract Year – 2.22% on the salary schedule

2018-19 Contract Year – To be negotiated through reopeners

2019-20 Contract Year – To be negotiated through reopeners

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08.06 Clarified that longevity is effective the first day of the month and added the following language:

The longevity dates above are calculated based on a unit member's adjusted service date. The adjusted service date is defined as the first day of the month in which a newly hired unit member has been in a paid status for ten (10) working days. Adjusted service dates may be recalculated when a unit member separates from, and is later reemployed by, the District (see AP 7366- Reinstatement for criteria).

Article 9: Health and Welfare Benefits:

09.01.2 The annual contribution for each eligible full-time unit member shall be as follows:

2017-18 Contract Year - \$10,946 (no change)
2018-19 Contract Year – To be negotiated
2019-20 Contract Year – To be negotiated

Article 10: Hours of Work and Related Matters:

Added the following information:

10.05 Overtime

10.05.1.1 Unit members will sign their acknowledgment of this policy and record will be retained in Human Resources.

10.05.1.2 Unit members may request approval for overtime work in writing in paper form, via email, or through text message. Approval by the immediate manager or other appropriate administrator must be provided in advance in writing.

10.05.1.3 All unit members will report hours worked, including approved overtime, monthly on the District approved time sheet.

10.05.1.4 Emergency situations do not require prior approval for unit member overtime to be compensable. Emergency status of any such situation will be based on evidence provided to the College President or designee. Every attempt should be made by the unit member to notify their immediate manager or other appropriate administrator for prior approval.

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Nothing in this subsection shall abrogate unit member's rights under relevant laws and regulations as interpreted by applicable law case.

10.05.2 When practical, overtime shall be offered by the unit manager first to the members in the same classification and same work unit who have worked the fewest number of overtime hours in the last twelve months. When overtime hours are equal among the unit members, preference shall be offered by seniority based on initial full-time hire date.

For overtime assignments on a scheduled holiday shift, the overtime assignment shall be offered to those employees regularly assigned to that shift.

10.07 Shift Differential: Removed language regarding a night schedule commencing any time after 12:00 noon.

10.13 Summer Schedule and Summer Scheduled Leave:

10.13.11.1 Removed floating holiday language and clarified this language in Article 11: Holidays.

10.13.12 Added language to clarify that any fraction of Summer Scheduled Leave provided by the District would be rounded up to the next whole hour.

10.13.14 Removed the sunset language.

Article 11: Holidays:

11.03.1 Fourth of July: Clarified the language that when the July Fourth holiday falls on a Friday or Saturday, the holiday will result in ten additional floating holiday hours, pro-rated for less than 100% employees. These hours are subject to the same provision specified in 11.05 and unit members hired after the July Fourth holiday shall not be entitled to these additional floating holiday hours for the contract year.

11.05 Floating Holidays: Changed the language to grant 20 hours of floating holiday that may be used in quarter-hour increments, each fiscal year.

11.05.5 Clarified language when a unit member changes employment percentages during the fiscal year, the District and CSEA will confer about the request from the employee and mutually agree on a fair and equitable solution, which shall not be precedent setting.

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Added the following language:

11.03.2 Christmas and New Year's Days: When December 25th and January 1st fall on a Saturday or Sunday, the hours worked on those days will be compensated at the holiday pay rate as specified in 11.04.2. When a unit member is normally scheduled to work those Saturday or Sunday dates, they will only receive their regular salary rate plus 50% of that rate. The total effective rate for those days will be the overtime rate (150%). This also applies to the July 4th contract language (11.03.1).

11.06 In Lieu of Holidays:

11.06.1 When a scheduled holiday falls on a unit member's non-working day, the unit member will be provided with a substitute holiday to be taken within five working days before or after the scheduled holiday as approved by the unit member's immediate manager.

11.06.2 When a unit member works on a scheduled holiday, the unit member will be paid the rate specified in 11.04.2, unless the unit member requests a substitute holiday to be taken within five working days before or after the scheduled holiday as approved by the unit member's immediate manager.

11.07 Holiday Work Schedules:

11.06.3 Full-time unit members working an alternate work schedule shall be provided an opportunity to temporarily return to a standard, five day per week, eight hours per day work schedule, with immediate manager approval, to accommodate weeks with holidays.

11.06.4 Part-time unit members shall be provided an opportunity to temporarily adjust their work schedules, with immediate manager approval, to accommodate weeks with holidays, so long as their workday does not exceed eight hours.

Article 12: Vacations:

12.05.1 Clarified language regarding "timely manner" on the manager or Vice President response time to typically within ten days.

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Article 13: Leaves of Absence and Related Matters:

Added the following language to both 13.01 Bereavement Leave and 13.11 Personal Necessity Leave:

Unit members employed full-time, 100%, shall be entitled to bereavement/personal necessity leave at the rate of eight hours per day. Part-time unit members shall be entitled to bereavement/personal necessity leave on a prorated basis equivalent to a full-time 100% assignment.

13.03 Jury Duty Leave: Removed language regarding unit members who have a shift commencing at 3:30 p.m. or after.

13.11 Personal Necessity Leave: Clarified year to contract year and removed language regarding part-time unit members receiving prorated benefits.

Article 16: Evaluations:

Changed employee to unit member, throughout Article and clarified 12-month period to be defined by the unit member's appointment date.

Added the following language:

16.01 Performance Evaluations: Timely and effective performance evaluations acknowledge the unit member's value to the College and provide a framework for positive discussion with unit members regarding their contributions to the College, professional development, and recognition of specific contributions to accomplishing the College's mission and goals. Timely and effective performance evaluations ensure that unit members and managers engage in regular conversations regarding the job performance and provide opportunities for encouraging improvement. Regular performance evaluation of all staff provides the institution with the opportunity to ensure the effectiveness of its human resources in alignment with accreditation standards. Successful performance management is an ongoing and continuous process involving interactive and open communication between the evaluator and the staff member whose performance is being evaluated. The performance management process continues throughout the year with regular communication and feedback between the evaluator and staff member. Doing so encourages a higher level of performance and ensures compliance with collective bargaining agreement requirements, accreditation standards, and campus practices concerning preparation and delivery of written performance evaluations at regular intervals.

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16.03 Professional Growth Plans are recommended as an effective practice as part of the unit member's evaluation. The purpose of a Professional Growth Plan is to encourage the continuous quality improvement of both the work of the unit member and the work of the unit. There is no presumption of deficiency as the unit member already meets or exceeds expectations. Activities are intended to strengthen current performance capabilities or to enhance skills and abilities for the unit member to exceed expectations. Elements of the plan may be generated by either the unit member or the evaluator and are mutually agreed upon. The Professional Growth Plan constitutes a commitment by the evaluator to support and provide resources for planned activities of the unit member and a commitment by the unit member to participate in the planned activities and use the results to improve both individual performance and that of the unit. Professional Growth Plans are also reviewed and approved by the evaluator's superior who also assumes a commitment to support the plan.

16.04 Negative Performance Evaluations:

16.04.3 Performance criteria marked as "needs improvement" on the evaluation will require the development of a Needs Improvement Plan.

16.04.4 The Needs Improvement Plan will consist of specific recommendations for improvements, specific observable outcomes to meet expectations, a timeline of 60 days, within the annual assignment period and excluding leave days, in which to improve, and provisions for assisting the unit member in implementing any recommendations made. This Needs Improvement Plan shall be created by the evaluator in consultation with that evaluator's superior, Human Resources, and CSEA 262 prior to the issuance to the unit member.

16.04.5 At the conclusion of the 60-day Needs Improvement period, the evaluation process shall be repeated on deficient criteria. If the evaluator finds that all deficiencies have been adequately remediated, no further action is needed, and the evaluation will proceed to the conclusion. If performance criteria of "needs improvement" remain, the Needs Improvement Plan process will be repeated with remediation specified for existing deficiencies.

16.04.6 At the conclusion of the second 60-day Needs Improvement Plan period, the evaluation process will again be repeated on deficient criteria. A finding of full remediation concludes the process. However, a finding of remaining deficiencies may constitute the basis for discipline.

16.07 Term of Employment and Supervision: ...The probationary period can be extended up to six months by mutual written agreement between the District and CSEA, Chapter 262. The intent of the extension is to assist the unit member to obtain permanent employment.

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16.08 Nothing in this Article shall preclude the District from applying discipline as authorized by Board Policy and Administrative Procedure nor should it abridge the rights of the unit members regarding discipline as specified in Article 24.

Article 25: Police and Campus Safety (New Article):

25.01 Uniforms and Equipment: The College will provide uniforms and equipment, and maintenance of those items, for all unit members required to wear them in the manner, quantity, and frequency as determined by the Chief of Police. The purchase of shoes and/or boots will be the responsibility of the employee.

The style and color of uniforms for the respective job classifications will be determined by the Chief of Police or designee. Specifications on uniform appearance and authorized equipment can be found in the Department policy manual.

Authorized unit members shall only use firearms that are issued or approved by the Department and have been thoroughly inspected. Except in an emergency or as directed by Board Policy and a supervisor, no firearm shall be carried by a unit member who has not qualified with that firearm at an authorized department range.

Unless authorized by Board Policy and the written authorization of the Chief or Deputy Chief of Police, all other weapons not provided by the Department are prohibited for use by unit members in the performance of their official duties.

The Department will provide a secure locker for the storage of uniforms and equipment.

25.02 Training: The College shall provide unit members with job-related mandatory safety training to safely and effectively perform their assigned duties and for mandated training to remain qualified and/or certified to meet requirements specified in their respective job descriptions. Unit members shall be released to attend these trainings, which shall be provided during their normal working hours. Those who work evening shifts shall receive appropriate compensation for receiving this training if they are required to attend a training that is not during their normal working hours.

25.03 Court On-Call: When a unit member is assigned court on-call duty outside of their normal shift, the unit member shall be informed in writing, in advance whenever practicable, of the dates and inclusive hours of such assignment. The unit member shall be compensated at one-fourth (1/4) of their basic hourly rate for the entire period of such assignment with a minimum of one (1) hours' pay.

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Court on-call duty requires that unit member so assigned: (1) to be reachable by telephone or other communication device; (2) to be able to report to work in a reasonable time; and (3) to refrain from activities which might impair their ability to perform assigned duties.

Appendix B-2: Special Compensation Categories:

Bilingual Premium – Clarified language to include the stipend amount of \$50 per month of assignment, separate from base salary and added Hindi as a recognized qualifying category.

Appendix D-1 – Classification Request Form:

Entire Appendix replaced.

Appendix D-2 – Pay Grade or Special Compensation Request Form:

Entire Appendix replaced.

Appendix D-3 – Reconsideration Request Form:

Entire Appendix replaced.

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Appendix H: Holidays for Classified Employees – CSEA 262:

HOLIDAY	2017-18	2018-19	2019-20
Independence Day	Tuesday, July 4	Wednesday, July 4	Thursday, July 4
Labor Day	Monday, September 4	Monday, September 3	Monday, September 2
Veteran's Day	Friday, November 10	Monday, November 12	Monday, November 11
Thanksgiving Day	Thursday, November 23	Thursday, November 22	Thursday, November 28
Day After Thanksgiving	Friday, November 24	Friday, November 23	Friday, November 29
Winter Recess	Thursday, December 21	Friday, December 21	Monday, December 23
Winter Recess	Friday, December 22	Monday, December 24	Tuesday, December 24
Winter Recess	Monday, December 25	Tuesday, December 25	Wednesday, December 25
Winter Recess	Tuesday, December 26	Wednesday, December 26	Thursday, December 26
Winter Recess	Wednesday, December 27	Thursday, December 27	Friday, December 27
Winter Recess	Thursday, December 28	Friday, December 28	Monday, December 30
Winter Recess	Friday, December 29	Monday, December 31	Tuesday, December 31
Winter Recess	Monday, January 1	Tuesday, January 1	Wednesday, January 1
Martin Luther King, Jr. Day	Monday, January 15	Monday, January 21	Monday, January 20
Lincoln's Birthday	Friday, February 16	Friday, February 15	Friday, February 14
Washington's Birthday	Monday, February 19	Friday, February 18	Monday, February 17
Cesar Chavez Day	Friday, March 30	Monday, April 1	Tuesday, March 31
Memorial Day	Monday, May 28	Monday, May 27	Monday, May 25
Floating Holiday	20 Hours	20 Hours	20 Hours
Total	18 Days + 20 Hours	18 Days + 20 Hours	18 Days + 20 Hours

Appendix I: Index (New):

Added an appendix that references where you can find specific items in the contract.

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Appendix J: Summer Schedule Floating Holiday Conversion Chart, Classified Employees:

Appendix removed from the contract.

ANALYSIS OF CSEA, CHAPTER 262 NEGOTIATION INCREASES

The overall increase for the above-negotiated items is \$914,771 between the Unrestricted and Restricted General funds.

SUBJECT: Proposed New Board Policy 3700 – Social Media

DATE: October 11, 2017

Chapter 3 - General Institution

BP 3700 Social Media (NEW)

References: Education Code Sections 99120-99121

Statement of Social Media Engagement

Mt. San Antonio College encourages the use of social media by the campus community in support of its mission, goals, and its overall communication objective to provide students, employees, and “followers” with timely information and to foster interactive communication and engagement. Mt. SAC’s Social Media Policy applies to employees, departments, and campus/student organizations that represent the College.

Social Media Defined

“Social media” means an electronic service or account, or electronic content, including, but not limited to, videos or still photographs, blogs, video blogs, podcasts, instant and text messages, email, online services or accounts, or internet web site profiles or locations.

Framework for Social Media Engagement

- Usage of Mt. SAC’s social media platforms by employees, departments, and campus/student organizations must adhere to the proprietary “code of conduct” and “terms/conditions of use” specified by the host media and must comply with Mt. SAC’s Board Policy and Administrative Procedures relative to social media.
- Content and messaging on behalf of the institution must relate directly to Mt. SAC’s mission, business, programs, and services.

The College President/CEO is charged with carrying out the guidelines, protocols and rules of engagement as expressed in the companion social media Administrative Procedure 3700.

Approved:

SUBJECT: Proposed Revised Board Policy 7365 – Discipline and Dismissals -
Classified Employees

DATE: October 11, 2017

Chapter 7 – Human Resources

BP 7365 Discipline and Dismissals – Classified Employees

Reference:

Education Code Section 88013; Government Code Sections 3300 et. Seq.

The College President/CEO shall enact procedures for the disciplinary proceedings applicable to permanent classified employees of the College including classified managers. Such procedures shall conform to the requirements of the Education Code.

The Board of Trustees' determination of the sufficiency of the cause for disciplinary action of a classified employee shall be conclusive.

No disciplinary action shall be taken for any cause that arose prior to the employee becoming permanent or for any cause that arise more than two years preceding the date of the filing of any charge against the employee, unless the cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee should have disclosed the facts to the College.

~~Permanent employees shall be subject to disciplinary action, including but not limited to, oral reprimand, written reprimand, reduction in pay, demotion, suspension, or termination, for any of the following causes:~~

- ~~• fraud in securing employment or making a false statement on an application for employment;~~
- ~~• incompetence, i.e., inability to comply with the minimum standard of an employee's position for a significant period of time;~~
- ~~• inefficiency or inexcusable neglect of duty, i.e., failure to perform duties required of an employee in the position;~~
- ~~• willful disobedience and insubordination, a willful failure to submit to duly appointed and acting supervision, conform to duly established orders or directions of, or insulting or demeaning the authority of a supervisor or manager;~~
- ~~• dishonesty involving employment;~~
- ~~• being impaired by or under the influence of alcohol or illegal drugs or narcotics while on duty, which could impact the ability to do the job;~~

SUBJECT: Proposed Revised Board Policy 7365 – Discipline and Dismissals -
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- ~~excessive absenteeism;~~
- ~~unexcused absence without leave;~~
- ~~abuse or misuse of sick leave;~~
- ~~the conviction of either a misdemeanor or a felony involving moral turpitude shall constitute grounds for dismissal of any employee. The record of conviction shall be conclusive evidence only of the fact that the conviction occurred. A plea or verdict of guilty or a conviction showing a plea of nolo contendere made to charge a felony or any offense involving moral turpitude, is deemed to be a conviction within the meaning of this section;~~
- ~~discourteous treatment of the public or other employees;~~
- ~~improper or unauthorized use of College property;~~
- ~~refusal to subscribe to any oath or affirmation that is required by law in connection with College employment;~~
- ~~any willful act of conduct undertaken in bad faith, either during or outside of duty hours which is of such a nature that it causes discredit to the College, the employee's department, or the division;~~
- ~~inattention to duty, tardiness, indolence, carelessness, or negligence in the care and handling of College property;~~
- ~~mental or physical impairment that renders the employee unable to perform the essential functions of the job without reasonable accommodation or without presenting a direct threat to the health and safety of self or others;~~
- ~~acceptance from any source of a reward, gift, or other form of remuneration in addition to regular compensation to an employee for the performance of his or her official duties;~~
- ~~the refusal of any officer or employee of the College to testify under oath before any court, grand jury, or administrative officer having jurisdiction over any then pending cause of inquiry in which the College is involved. Violation of this provision may constitute of itself sufficient ground for the immediate discharge of such officer or employee;~~
- ~~willful violation of policies, procedures, and other rules that may be prescribed by the College; or~~
- ~~working overtime without authorization.~~

SUBJECT: Proposed Revised Board Policy 7365 – Discipline and Dismissals -
Classified Employees

DATE: October 11, 2017

Approved: August 25, 2004
Reviewed: May 14, 2013
Reviewed: December 6, 2014
Reviewed: June 9, 2015
Reviewed: August 17, 2016

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

DATE: October 11, 2017

INFORMATION

SUBJECT: New Administrative Procedure 3700 – Social Media

BACKGROUND

Mt. SAC is updating the College’s Administrative Procedures and proposes the creation of Administrative Procedure 3700 – Social Media.

ANALYSIS AND FISCAL IMPACT

The goal is to continue to review, update, and create Mt. SAC procedures to ensure the needs of the College and its programs are being met.

Administrative Procedure 3700 – Social Media has gone through the governance process of the College and was approved by President’s Advisory Council and President’s Cabinet.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives as information New Administrative Procedure 3700 – Social Media.

Recommended by: Bill Scroggins Reviewed by: Uyen Mai
Agenda Item: Information #1

SUBJECT: New Administrative Procedure 3700 – Social Media

DATE: October 11, 2017

Chapter 3 - General Institution

AP 3700 Social Media

References:

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 CFR Part 99

Statement Affirming Social Media Engagement

Mt. San Antonio College encourages the use of social media by the campus community in support of its mission and goals. Social media can provide students, prospective students, employees, alumni, donors, and other “followers” with timely and accurate information as well as foster interactive communication and engagement. This Mt. SAC Social Media Policy addresses the appropriate creation, use, and maintenance of online social media platforms by the various constituencies of the College. These constituencies include College employees, programs, departments, and campus/student organizations.

Definitions

“Social media” means an electronic service or account, or electronic content, including, but not limited to, videos or still photographs, blogs, video blogs, podcasts, instant and text messages, email, online services or accounts, or internet web site profiles or locations.

Institutional social media are accounts that represent an official Mt. SAC operational unit.

Instructor moderated social media are accounts, sites, pages, groups, and similar formats which instructors have students use as a part of a Mt. SAC class. Uses include posting, sharing, liking, visiting, following, replying, and other interactions.

Publicly accessible Personal social media accounts are those accounts held by an individual and viewable by the general public but which are not authorized to officially represent Mt. SAC.

Social media account administrators are individuals who are trusted with access to, and moderation of, a social media presence of a person, brand, institution, or part of an institution.

Requirements for Social Media Associated With the College

The following requirements apply to social media usage by College employees and enrolled students on both institutional social media and instructor-moderated social media. These requirements also apply to publicly accessible personal social media when it is reasonable that a message could be construed as having come from a representative of the College.

SUBJECT: New Administrative Procedure 3700 – Social Media

DATE: October 11, 2017

College employees and students are responsible for the content they post to social media. The College will neither indemnify employees and students for anything they post on social media nor restrict speech on social media not associated with the College. However, all College policies and procedures apply to employee and student activities on social media associated with the College, including standards of behavior and conduct. Violations of College policy or procedure taking place on social media associated with the College are generally subject to the same penalties as if the violation had occurred on campus.

Confidential and proprietary information about Mt. SAC, students, prospective students, employees, donors, alumni, and volunteers shall not be posted on social media. When applicable, campus employees must follow federal and state laws (including, but not limited to, Family Educational Rights and Privacy Act [FERPA] and Health Insurance Portability and Accountability Act [HIPAA], as well as Mt. SAC policies and procedures and California Community College Athletic Association [CCCCAA] regulations).

Student participation in instructor-moderated social media, publicly accessible personal social media, and institutional social media shall not require disclosure of personal information protected by the Family Educational Rights and Privacy Act.

The Mt. SAC name, logo, and secondary logos may not be used on personal social media sites for advertising, promotions, or endorsements without written consent from the Department of Marketing and Communication.

Requirements of Institutional Social Media

Campus units that have a social media site or would like to create a social media site shall contact the Marketing and Communications Department at (909) 274-4121. Marketing and Communications can work with the unit to coordinate communication, provide consultation, and add the social media account(s) to a list of recognized institutional Mt. SAC social media accounts.

Institutional social media accounts shall have a plan that addresses the site's goals, target audiences, strategy for developing content, and strategy for responding to public posts and moderating conversations. The institutional unit and its social media administrators are responsible for the site's content and ensuring the site is in line with campus policies and procedures. See appendices A, B, and C for a list of applicable guidelines for usage, policies, and procedures.

Institutional social media shall have a full-time employee assigned responsibility for coordinating content and serving as an account administrator. In addition, a backup account administrator at Mt. SAC shall have access to the account for business continuity purposes.

Approved: September 28, 2016

SUBJECT: New Administrative Procedure 3700 – Social Media

DATE: October 11, 2017

APPENDIX (A) Social Media

Guidelines: Best practices for Institutional Social Media Sites

- **Have a Plan.** Carefully consider the site's goals, target audiences, strategy for developing content, and strategy for responding to public posts and moderating conversations. Determine when posts should be deleted and users banned. Determine how customer service questions will be answered. Marketing and Communication can provide consultation.
- **Respect the Rules.** Social media accounts should adhere to the proprietary "code of conduct" and "terms of use" specified by the host media and align with Mt. SAC's Social Media Policy.
- **Present Relevant Content.** Editorial content and messaging should relate to Mt. SAC's mission, business, programs, and services. The content should be accurate, timely, and consistent with content posted on the College website. The content should be professional and appropriate for an institutional voice.
- **Support Open Discussion.** The expression of differing viewpoints in the context of a social media discussion is wholly appropriate. Great thought should be taken before deleting comments or censoring posts.
- **Be Accurate.** Think twice before posting to ensure the content is accurate and appropriate for the College or the unit. Double check that facts, spelling, and grammar are correct.
- **Be Respectful.** Write posts and responses that are appropriate for, and respectful of, the diverse range of people the campus serves.
- **Provide Variety.** Offer a variety of content, such as informative posts, relevant photographs, links to interesting articles, and details on upcoming events.
- **Be Social.** Engage with the audience by encouraging participation, asking and answering questions, and responding to participants. Link to the official Mt. SAC account, if such an account exists on that social media site. Consider following other campus unit accounts as well as relevant third party, non-profit and sister organizations. Engage in broader discussions related to your unit or the College.

SUBJECT: New Administrative Procedure 3700 – Social Media

DATE: October 11, 2017

APPENDIX (B) Social Media

Guidelines: What Not To Do With Institutional Social Media Accounts

- Do not disclose confidential or proprietary information.
- Do not release private student information.
- Do not use threatening, harassing or abusive language.
- Do not share copyrighted images, logos, and publications without gaining license or permission.
- Do not confuse personal social media accounts with institutional social media accounts.
- Do not disparage competitors.
- Do not falsely pose as another person or entity.
- Do not make fun of or alienate the diverse range of people the campus serves.

SUBJECT: New Administrative Procedure 3700 – Social Media

DATE: October 11, 2017

APPENDIX (C) Social Media

College policies that could apply include those related to:

- BP 3410/AP 3410 Nondiscrimination
- BP 3430/AP 3430 Prohibition of Harassment
- BP 3450/AP 3450 Accessibility of Audiovisual Media – Captioning
- BP 3510/AP 3510 Workplace Violence Plan
- BP 3515/AP 3515 Reporting of Crimes
- BP 3518/AP 3518 Child Abuse Reporting
- BP 3720/AP 3720 Computer and Network Use
- BP 3750/AP 3750 Use of Copyrighted Material
- BP 3900/AP 3900 Freedom of Expression (Speech: Time, Place and Manner)
- BP 3910/AP 3910 Solicitation, Advertising, and Sales
- BP 4030/AP 4030 Academic Freedom
- BP 5040/AP 5040 Student Records, Directory Information, and Privacy
- AP 5043 Use of Social Security Numbers
- BP 5140 Students With Disabilities
- AP 5140 Students With Disabilities – General Academic Adjustments
- AP 5142 Students With Disabilities – Accessibility of Multimedia Instructional Material: Captioning
- BP 5500 Standards of Conduct
- AP 5520 Student Discipline Procedures
- AP 5530 Student Rights and Grievances
- AP 6535 Use of College Equipment
- BP 6625/AP 6625 College Fund-raising
- BP 7100/AP 7100 Commitment to Diversity
- BP 7370/AP 7370 Political Activity
- AP 7371 Personal Use of Public Resource

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE: <u>October 11, 2017</u>	INFORMATION
SUBJECT: <u>Revised Administrative Procedure 7121 – Recruitment and Hiring:</u> <u>Classified Employees</u>	

BACKGROUND

Mt. SAC is updating the College’s Administrative Procedures and proposes the following changes to Administrative Procedure 7121 – Recruitment and Hiring: Classified Employees.

ANALYSIS AND FISCAL IMPACT

The goal is to continue to review, update, and create Mt. SAC procedures to ensure the needs of the College and its programs are being met.

Administrative Procedure 7121 has gone through the governance process of the College and was approved by President’s Advisory Council and President’s Cabinet.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives as information Administrative Procedure 7121 – Recruitment and Hiring: Classified Employees.

Recommended by: Bill Scroggins Reviewed by: Abe Ali
Agenda Item: Information #2

SUBJECT: Revised Administrative Procedure 7121 – Recruitment and Hiring:
Classified Employees

DATE: October 11, 2017

Chapter 7 – Human Resources

AP 7121 Recruitment and Hiring: Classified Employees

References:

Education Code Sections 87100 et seq., 87400, and 88003; Accreditation Standard III.A

Appointment and Assignment – Classified Employees:

Position descriptions for classified personnel shall be maintained in the Office of Human Resources.

Classified Employee Selection Procedures:

The following provisions are applicable to the filling of all non-management regular classified positions:

- A. Vacancy - A Request to Fill Form for (new position or replacement) approved and signed by the appropriate Vice President or the College President/CEO shall be submitted to the Office of Human Resources. Such request should be accompanied by a current job description for the position. The Vice President or College President/CEO will issue instructions to the Office of Human Resources regarding filling the open position after the position has been approved by Fiscal Services and President's Cabinet.
- B. Recruitment – It is the policy of the College that all vacancies for full-time and part-time positions be advertised in and out of the District unless business necessity (as defined in Title 5) is determined by the President/CEO. Job announcements will be prepared based on information contained in the job description and information provided by the hiring manager and distributed at the earliest possible date by the Office of Human Resources. Job announcements will be distributed to all work locations within a minimum of six working days prior to the deadline to apply. ~~All positions will be advertised in local newspapers.~~ The Vice President, Human Resources shall be responsible for determining how the position will be advertised.
- C. Application - The application form is the document by which standard information about each applicant is obtained. In addition to the standard form, a supplemental application form may be used to gather specialized job-related information for use in the screening process. All applicants shall submit completed application forms. Brief resumes and letter(s) of recommendation or other pertinent information (i.e., transcripts, typing certificates, licenses) as required may be included with application. All application materials shall be submitted to

SUBJECT: Revised Administrative Procedure 7121 – Recruitment and Hiring:
Classified Employees

DATE: October 11, 2017

the Office of Human Resources and will become property of Mt. San Antonio College and will not be copied and/or returned. All application materials will be kept on file for three years.

- D. Examination - For designated classified positions, a job-related examination may be required. The Office of Human Resources shall schedule and proctor the exam. Exam results will be compiled by the Office of Human Resources and applicants that pass the exam will be forwarded to the screening committee. Passing exam scores are valid for one year.
- E. Screening - For each classified position to be filled, the Office of Human Resources shall authorize the appointment of an advisory screening and interview committee, making every effort to achieve a balanced pool of gender and ethnic representation **and inclusive of campus organizational units**. The committee shall be constituted as follows:
 - Manager of position to be filled, **or management designee**;
 - One classified staff within department appointed by hiring manager, if available;
 - One classified staff from another department selected by the appropriate CSEA unit;
 - **Optional: Additional member as appointed by the College President/CEO**; and
 - One member recommended by the Office of Human Resources ~~Manager~~ as non-voting EEO representative.

Using job-related criteria, the screening/interview committee will paper screen all applicants to determine a reasonable number to interview.

- F. Interviews - After the committee has screened the applicants down to a reasonable number for interviewing, the Office of Human Resources will make the necessary arrangements for all interviews. The established College interview procedures shall be used in all interviews. Interview questions and writing assignments are developed by the hiring manager with assistance from an Office of Human Resources representative. The interview questions and writing assignments are designed to solicit job-related information relative to the skills, attitudes, and knowledge of the applicants. Interview questions and writing assignments will be approved by the Chief Human Resources Officer. The Office of Human Resources will make the necessary arrangements for all interviews. The time frame for notification should be sufficient to allow applicants time to make necessary arrangements.

The advisory screening and interview committee will be notified of the time and place of the interview by the Office of Human Resources. A representative of the Office of Human Resources or the EEO Representative, with assistance from the hiring manager, will moderate the advisory screening and interview committee. The Office of Human Resources representative or the EEO Representative will be available during the interview for any questions or concerns. Members of the advisory screening and interview committee have the professional responsibility of maintaining the confidentiality of all discussions, recommendations, evaluations, rating, and decisions of the committee.

SUBJECT: Revised Administrative Procedure 7121 – Recruitment and Hiring:
Classified Employees

DATE: October 11, 2017

Committee members are prohibited from providing letters of recommendations or being used as a reference for applicants applying for the position(s) for which they are serving as members. In the event that a committee member provided a letter prior to being selected as a committee member, the committee member may elect to remove themselves from the committee or the Office of Human Resources will remove such letter and notify the applicant.

- G. Recommendation - It will be the committee's task to evaluate and rate the applicants using the established forms and procedures, and subsequently recommend the top applicants for final consideration by the manager. The appropriate manager will have the responsibility and authority for final selection. The manager will conduct reference checks on each finalist on a form provided by the Office of Human Resources. The manager will review his/her recommendations with his/her immediate supervisor and have the option to hold final interviews.

When the selection is made, all materials will be collected and turned over to the Office of Human Resources representative. It shall be the authority and responsibility of the Office of Human Resources to notify all applicants regarding the selection decisions.

- H. Board Approval - The College President's/CEO's Office will submit the selected applicant's name to the Board of Trustees for final approval.
- I. Equal Opportunity - Mt. San Antonio College is committed to the concept and promotion of equal employment opportunities without regard to race, age, sex, color, religion, national origin, marital status, disability, medical condition (cancer-related), sexual orientation, or Vietnam Era Veteran Status.
- J. Recruiting, screening, interview, evaluation, and rating procedures and selection procedures may not be modified without approval of the Chief Human Resources Officer.

Identification Badges:

Upon employment, all classified employees within the following departments, excluding clerical employees, shall be issued and wear when on duty an official Mt. SAC identification badge: Instructional Media, Farm, Grounds, Maintenance, Custodial, Warehouse, and Information Technology.

Loyalty Oath:

Personnel authorized to administer loyalty oaths for employment shall be approved by the Vice President, Human Resources. The record of such personnel shall be on file in the Office of Human Resources.

SUBJECT: Revised Administrative Procedure 7121 – Recruitment and Hiring:
Classified Employees

DATE: October 11, 2017

College Duties and Responsibilities:

Classified employees shall familiarize themselves with their College duties and provisions of the handbooks, Board Policies, Administrative Procedures, and respective collective bargaining agreements.

Approved: January 25, 2012

Revised: September 13, 2017

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

DATE: October 11, 2017

INFORMATION

SUBJECT: New Administrative Procedure 7365 – Discipline and Dismissal -
Classified Employees

BACKGROUND

Mt. SAC is updating the College’s Administrative Procedures and proposes the creation of Administrative Procedure 7365 – Discipline and Dismissal - Classified Employees.

ANALYSIS AND FISCAL IMPACT

The goal is to continue to review, update, and create Mt. SAC procedures to ensure the needs of the College and its programs are being met.

Administrative Procedure 7365 has gone through the governance process of the College and was approved by President’s Advisory Council and President’s Cabinet.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives as information New Administrative Procedure 7365 – Discipline and Dismissal – Classified Employees.

Recommended by: Bill Scroggins Reviewed by: Abe Ali
Agenda Item: Information #3

SUBJECT: New Administrative Procedure 7365 – Discipline and Dismissal – Classified Employees

DATE: October 11, 2017

Chapter 7 – Human Resources

AP 7365 Discipline and Dismissal - Classified Employees (NEW)

References:

Education Code Section 88013; Government Code Sections 3300 et seq.

Grounds for Discipline

A permanent member of the classified service shall be subject to disciplinary action for just cause, including but not limited to, written reprimand, reduction in pay, demotion, suspension, or discharge, for any of the following grounds:

- Fraud in securing employment or making a false statement on an application for employment.
- Incompetence, i.e., inability to comply with the minimum standard of an employee's position for a significant period of time.
- Inefficiency or inexcusable neglect of duty, i.e., failure to perform duties required of an employee within his/her position.
- Willful disobedience and insubordination; willful failure to submit or conform to duly established orders or directions of persons in a supervisory position or insulting or demeaning the authority of a supervisor or manager.
- Dishonesty involving employment.
- Being under the influence of alcohol or illegal drugs or narcotics while on duty; being impaired in job performance by having alcohol or illegal drugs in their biological system while on duty.
- Excessive absenteeism in violation of contractual requirements.
- Inexcusable absence without leave.
- Abuse of sick leave, i.e., taking sick leave without a doctor's certificate when one is required or misuse of sick leave.
- Improper or unauthorized use of College property.
- Inattention to duty, tardiness, indolence, carelessness, or negligence in the care and handling of College property.

SUBJECT: New Administrative Procedure 7365 – Discipline and Dismissal – Classified Employees

DATE: October 11, 2017

- Mental or physical impairment that renders the employee unable to perform the essential functions of the job with or without reasonable accommodation or without presenting a direct threat to the health and safety of self or others.
- Acceptance from any source of a reward, gift, or other form of remuneration in addition to regular compensation to an employee for the performance of their official duties.
- The refusal of any officer or employee of the College to testify under oath before any court, grand jury, or administrative officer having jurisdiction over any then pending cause of inquiry in which the College is involved.
- Willful violation of any of the provisions of the ordinances, resolutions, or any rules, regulations, or policies which may be prescribed by the College.
- Improper political activity. Example: Those campaigning for or espousing the election or non-election of any candidate in national, state, county, or municipal elections while on duty and/or during working hours or the dissemination of political material of any kind while on duty and/or during working hours.
- Working overtime without authorization.

Background Checks

Background checks may be conducted as part of disciplinary or harassment investigations (Civil Code Sections 1786 et seq. Fair Credit Reporting Act).

Advanced notice of discipline/harassment investigations shall be provided to those under investigation. If the investigation results in action that adversely affects the employee, the employee shall receive written or electronic notice of:

- The adverse action;
- The name, address, and telephone number of the third party agency that furnished the report;
- The employee's right to obtain a free copy of the report; and
- The employee's right to dispute the accuracy or completeness of any of the information in the report.

Disciplinary Actions

Disciplinary action taken by the College against a permanent member of the classified service may include, but not be limited to, oral reprimand, written reprimand, and the following:

SUBJECT: New Administrative Procedure 7365 – Discipline and Dismissal – Classified Employees

DATE: October 11, 2017

- **Reduction in pay or demotion** – The College may reduce the pay or demote an employee for just cause whose performance of the required duties falls below standard or for misconduct.
- **Suspension** – An employee may be suspended for just cause for disciplinary purposes without pay.
- **Discharge** – A permanent member of the classified service may be discharged for just cause at any time.

Procedure for Disciplinary Action

The College may, for disciplinary purposes, suspend, demote, or terminate any employee holding a position in the classified service. Demotion shall include reduction in pay from a range or pay level to one or more lower ranges or pay levels.

For classified employees suspended, demoted, or discharged the College shall follow a pre-disciplinary procedure as follows:

Notice of Intent: Whenever the College intends to suspend an employee, demote an employee, or dismiss an employee, the Vice President of Human Resources shall provide the employee with written notice of discipline which sets forth the following:

- The disciplinary action intended;
- The specific charges upon which the action is based;
- A factual summary of the grounds upon which the charges are based;
- A copy of all written materials, reports, or documents upon which the discipline is based;
- Notice of the employee's right to respond to the charges either orally or in writing to the Vice President of Human Resources and the appropriate vice president of the employee's work assignment;
- Notice of the employee's right to participate in a pre-determination meeting, commonly referenced as a Skelly Hearing, with the appropriate vice president or designee with the authority to impose, modify, or dismiss the proposed discipline but who did not participate in the decision to issue the notice of intent.
- The date and time by which the employee may respond within no less than 15 business days from delivery of the notice;
- Notice that failure to respond by the time specified shall constitute a waiver of the right to respond prior to final discipline being imposed.

SUBJECT: New Administrative Procedure 7365 – Discipline and Dismissal – Classified Employees

DATE: October 11, 2017

Response by Employee: The employee shall have the right to respond orally or in writing to the Vice President of Human Resources and the appropriate vice president of the employee's work assignment wherein such a response will include a request for a Skelly Hearing or refusal of such right. If requested, a Skelly Hearing will be conducted within 15 business days of receipt of the request or at a time mutually agreed between the employee and the Vice President of Human Resources. The employee shall have a right to be represented at any meeting set to hear the employee's response. In cases of suspensions, demotions, or dismissal, the employee's response will be considered before final action is taken.

Final Notice: After the conclusion of the Skelly Hearing or the expiration of the employee's time to respond to the notice of intent, the Vice President of Human Resources shall inform the employee of the administrative determination:

1. Dismiss the notice of intent and take no disciplinary action against the employee; or
2. Modify the intended disciplinary action; or
3. Prepare and serve upon the employee a final notice of disciplinary action. The final notice of disciplinary action shall include the following:
 - The disciplinary action taken;
 - The effective date of the disciplinary action taken;
 - Specific charges upon which the action is based;
 - A summary of the facts upon which the charges are based;
 - The written materials, reports, and/or documents upon which the disciplinary action is based; and
 - The employee's right to a hearing before the Board of Trustees.

Request for Board Hearing: Within five business days from the date of receipt of the final notice of disciplinary action, the employee may request a hearing before the Board of Trustees by filing with the Vice President of Human Resources a written answer to the charges and a request for the hearing.

Time for Board Hearing: The Board of Trustees shall, within a reasonable time from the filing of the written request, commence the hearing. The decision of the Board shall be final. The Board of Trustees may affirm, modify, or revoke the discipline. Any employee, having filed a request for hearing with the Board and having been notified of the time and place of the hearing, who fails to make an appearance before the Board, may be deemed to have abandoned their right to such a hearing. In this event, the Board shall affirm the administrative determination of discipline or dismissal.

SUBJECT: New Administrative Procedure 7365 – Discipline and Dismissal – Classified Employees

DATE: October 11, 2017

Conduct of the Hearing:

- The Board may conduct the hearing itself, or it may secure the services of an experienced hearing officer or Administrative Law Judge, mutually selected by the College and the employee, to conduct the hearing and render a proposed decision for consideration by the Board. However, in every case, the decision of the Board itself shall be final.
- Hearings are conducted in noticed closed sessions of regular or special meetings of the Board of Trustees.
- The hearing need not be conducted in accordance with technical rules relating to evidence and witnesses, but hearings shall be conducted in a manner most conducive to determination of the truth.
- The classified employee is entitled to representation during the hearing.
- Any relevant evidence may be admitted if it is the type of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs.
- Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence that shall not be sufficient in itself to support a finding.
- Irrelevant and unduly repetitious evidence may be excluded.
- The Board shall determine relevancy, weight, and credibility of testimony and evidence. Decisions made by the Board shall not be invalidated by any informality in the proceedings.
- During examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing upon request of either party.

Deliberation Upon the Case: The Board of Trustees should consider all oral and documentary evidence, the credibility of witnesses, and other appropriate factors in reaching their decision.

Findings and Decision: The Board shall render its findings and decision as soon after the conclusion of the hearing as possible. A finding must be made by the Board on each charge. The Board may sustain or reject any or all of the charges filed against the employee. The Board may sustain, reject, or modify the disciplinary action invoked against the employee.

Decision of the Board to be Final: The decision of the Board of Trustees in all cases shall be final.

SUBJECT: New Administrative Procedure 7365 – Discipline and Dismissal – Classified Employees

DATE: October 11, 2017

Emergency Suspension: Employees may be suspended prior to the Board of Trustees' final decision following a Skelly hearing before the President or designee. The employee may be suspended without pay following the meeting only if the employee's presence at work could prove injurious, harmful, or seriously disruptive to the College or the employee's misconduct causes an actual or reasonable foreseeable risk to the health or safety of students or other employees or loss or damage to College property. Employees charged with a sex, controlled substance, or criminal offense may be suspended pursuant to Education Code Section 88123. If, after a hearing, the suspension is upheld, the Board of Trustees shall determine whether the suspension is with or without pay.

Record Filed: When a final action results in discipline or dismissal, the documents cited in this procedure shall be placed in the employee's personnel file. The employee shall be given a minimum of 15 working days to respond.

Approved: September 13, 2017