



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 22, 2012

5:30 p.m. 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.

PUBLIC COMMUNICATION

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

CLOSED SESSION

1. **Conference with Legal Counsel – Anticipated Litigation, per Government Code Section 54956.9** – Termination of contract for failure to perform (one case).
2. **Conference with Legal Counsel – Anticipated Litigation, per Government Code Section 54956.9** – Termination of contract, approve Tender Agreement, and Award of Contract (one case).

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

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

3. **Conference with Labor Negotiator Annette Loria, Vice President, Human Resources, per California Government Code Section 54957.6**
CSEA, Chapters 262 and 651

RECEPTION FOR MEN'S SOCCER TEAM (6:00 p.m., Dining Hall)

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

MOMENT OF SILENCE

Observe a moment of silence in memory of retired professor John (Jack) Brennecke. Professor Brennecke joined the College in 1964 as a Psychology instructor, and he retired 30 years later, in 1994, and then served as an adjunct professor until 2007. During his tenure at Mt. SAC, for a time he was the Psychology Department Chair. He passed away on February 8.

INTRODUCTIONS AND RECOGNITION

- **Introduction of the following newly appointed staff:**

Classified

Allan Abutin, Senior Systems Analyst/Programmer (Information Technology)

Katie Ly, Budget and Accounting Technician (Fiscal Services)

Marlene Espina, Learning Assistance Resource Center Support Specialist (Learning Assistant Center)

Kenneth Frank, Senior Systems Analyst/Programmer (Information Technology)

Melissa Haro, Account Clerk I (Facilities Planning & Management)

Melissa Jaunal, Assistant Curriculum Specialist (Instruction Office)

Larry Poncetta, Animal Farm Operations Specialist (Agricultural Sciences)

Bernice Rose, Budget and Accounting Technician (Fiscal Services)

Juvencio Valdez, Refuse & Recyclable Collector (Custodial Services)

Betty Zhao, Senior Systems Analyst/Programmer (Information Technology)

- **Recognition**

- The **Men's Soccer Team**, under the leadership of Coach Juan Sanchez, for winning the State and National Championships.

APPROVAL OF MINUTES

Approval of minutes of the regular meeting of January 25, 2012, and of the special meeting of February 8, 2012. (See backup packet pages 1 through 11.)

REPORTING OF ACTION TAKEN IN CLOSED SESSION

PUBLIC COMMUNICATION

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

REPORTS

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

1. Associated Students Report
2. Senates
 - A. Academic Senate
 - B. Classified Senate
3. Employee Groups
 - A. Faculty Association
 - B. CSEA Units
 - C. Other Unrepresented Groups

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.

4. President – Bill Scroggins, President/CEO
 - A. Oral report by Vicenti, Lloyd & Stutzman representatives (Action item #1)
 - B. Discussion of topics for the Board Study Session, March 2-3, 2012
5. Informational Report – Teacher Preparation Institute, prepared by Cindy Shannon, Teacher Preparation Institute Coordinator. (See backup packet page __.)

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.

PRESIDENT'S OFFICE

1. Consideration of approval of a Consulting Agreement with the McCallum Group, Inc. (See backup packet page 13.)
2. Consideration of approval of an Agreement with CLARUS Corporation for e-Brochure. (See backup packet pages 14 and 15.)

HUMAN RESOURCES

3. Consideration of approval of Personnel Transactions dated February 22, 2012. (See backup packet pages 16 through 24.)
4. Consideration of approval of Recommendation to Employ Faculty Under Second Contract – 2012-13. (See backup packet pages 25 and 26.)
5. Consideration of approval of Recommendation to Employ Faculty Under Third Contract – 2012-13. (See backup packet page 27.)
6. Consideration of approval of Recommendation to Grant Tenure – 2012-13. (See backup packet pages 28 and 29.)

INSTRUCTION and STUDENT SERVICES

7. Consideration of approval of sabbatical applications for 2012-13. (See backup packet page 30.)
8. Consideration of approval to purchase on-line informational databases from the Community College League Consortium. (See backup packet page 31.)

9. Consideration of approval of new courses for the 2012-13 academic year. (See backup packet page 32.)
10. Consideration of approval for students and faculty to attend the Health Occupations Students of America Statewide Leadership Conference March 28-April 1, 2012, in Garden Grove, CA, and the National Leadership Conference June 19-24, 2012, in Orlando, FL. (See backup packet page 33.)
11. Consideration of approval for Forensics students to attend the Phi Rho Pi National Tournament April 4-14, 2012, in Schaumburg, IL. (See backup packet page 34.)
12. Consideration of approval for Phi Theta Kappa students and staff advisors to attend the Phi Theta Kappa Regional Conference March 9-22, 2012, in Las Vegas, NV. (See backup packet page 35.)
13. Consideration of approval of affiliation agreements with Cole Schaefer Ambulance Service for Emergency Medical Technician students and with Silverado Senior Living – The Huntington for Nursing students. (See backup packet page 36.)
14. Consideration of approval of a contract with California Community College Early Childhood Educators for the Family & Consumer Sciences Discipline/Industry Collaborative Grant. (See backup packet page 37.)
15. Consideration of approval to accept funds for the Jet Propulsion Laboratory apprenticeship program. (See backup packet page 38.)
16. Consideration of approval to accept funds and approve activities for the Upward Bound grant. (See backup packet page 39.)
17. Consideration of approval of a contract with The RP Group, Inc. for the Hispanic-Serving Institutions Education Grant – Mt. SAC Agriculture Pathways Program. (See backup packet page 40.)
18. Consideration of approval of activities for the Center of Excellence's CTE Hub grant. (See backup packet pages 41 and 42.)
19. Consideration of approval of additions and ratification of changes in the Continuing Education Division. (See backup packet page 43.)
20. Consideration of approval of an agreement with Los Angeles County Arboretum & Botanic Garden for the Horticulture department to participate in the 2012 Grow! A Garden Festival event May 4-6, 2012. (See backup packet page 44.)
21. Consideration of approval for Journalism students and coaches College Media Advisers Spring National Convention in New York, NY, March 17-20, 2012. (See backup packet page 45.)
22. Consideration of approval of a contract with Ted Tapia Mailing Services, Inc. (See backup packet page 46.)

23. Consideration of approval of a contract with Swank Motion Pictures, Inc. (See backup packet page 47.)

ADMINISTRATIVE SERVICES

24. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet pages 48 through 52.)
25. Consideration of approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. (See backup packet pages 53 through 55.)
26. Consideration of approval of the Quarterly Investment Report for the period ending December 31, 2011. (See backup packet page 56.)
27. Consideration of approval of the Quarterly Financial Status Report for the period ending December 31, 2011. (See backup packet pages 57 through 59.)
28. Consideration of approval of Emergency Resolution No. 11-07 – Mold Abatement from the Child Development Center Construction Site. (See backup packet pages 60 and 61.)
29. Consideration of approval of a Maintenance Agreement with Energy Environmental Solutions, Inc. for the Annual Central Plant Generator Emissions Monitoring project. (See backup packet page 62.)
30. Consideration of approval of agreements to provide Professional Design and Consulting Services with Hill Partnership, Inc. for the North Campus Precinct and Transportation Hub Planning Study project; and with HMC Architects for the Building 23 Renovation and New Data Center project. (See backup packet pages 63 and 64.)
31. Consideration of approval of the following Change Orders:
- Bid No. 2779 Agricultural Sciences Complex – American Electric Company (Electrical Contractor) – Change Order No. 14. (See backup packet pages 65 through 67.)
 - Bid No. 2832 Child Development Center – Continental Plumbing (Plumbing Contractor) – Change Order No. 2. (See backup packet pages 68 and 69.)
 - Bid No. 2833 Child Development Center – Comfort Conditioning (Mechanical Contractor) – Change Order No. 1. (See backup packet page 69.)
 - Bid No. 2834 Child Development Center – Tri Power Electric (Electrical Contractor) – Change Order No. 3. (See backup packet page 70.)

- Bid No. 2844 Design Technology Center – Evans Brothers, Inc. (Site Prep & Site Utility Relocation Contractor) – Change Order No. 4. (See backup packet pages 71 and 72.)
- Bid No. 2849 Design Technology Center – RC Construction (General Contractor) – Change Order No. 13. (See backup packet pages 72 through 74.)
- Bid No. 2851 Design Technology Center – HPL Mechanical (Plumbing Contractor) – Change Order No. 6. (See backup packet page 75.)
- Bid No. 2853 Design Technology Center – Brewster Electric (Electrical Contractor) – Change Order No. 13. (See backup packet pages 75 through 78.)
- Bid No. 2855 Administration Building Remodel – Angeles Contractor (General Contractor) – Change Order No. 12. (See backup packet pages 79 through 81.)
- Bid No. 2859 Administration Building Remodel – Rancho Pacific Electric Inc. (Electrical Contractor) – Change Order No. 10. (See backup packet pages 81 through 83.)
- Bid No. 2861 Physical Education Program Building Renovation – HMI Construction (General Contractor) – Change Order No. 5. (See backup packet pages 84 through 86.)
- Bid No. 2865 Physical Education Program Building Renovation – Construction Electric (Electrical Contractor) – Change Order No. 4. (See backup packet pages 86 and 87.)

32. Consideration of approval of the following Contract Amendments:

- Contract Building 2 Chiller Project – P2S Engineering (Professional Design and Consulting Services Consultant) – Amendment No. 1. (See backup packet page 88.)
- Contract Child Development Center – tBP Architects (Professional Design and Consulting Services Consultant) – Amendment No. 10. (See backup packet pages 88 and 89.)
- Contract Annual Fire Alarm Monitoring Maintenance Agreement – First Fire Systems (Consultant) – Amendment No. 3. (See backup packet page 90.)

33. Consideration of approval of the following Proposed Gifts and Donations to the College:
- Rainbow Gardens Nursery – 1998 International 24' Van Box Truck with Lift Gate, valued by donor at \$10,000, to be used by the Natural Sciences Division.
 - David J. Soto – Aircraft/Avionic Electrical Connectors (numerous manufacturers), valued by donor at \$100, to be used by the Technology & Health Division.
 - David J. Soto – Wilcox Panel Test for Transceiver, valued by donor at \$500, to be used by the Technology & Health Division.
 - David J. Soto – Bendix ANT-1N Aircraft Radar Antenna, valued by donor at \$500, to be used by the Technology & Health Division.
 - Joseph Manderville – One Flight Bag, two Aviation Headsets, five Pilot Training Videos, one Pilot Clipboard, and two Punch-to-Talk Switches, valued by donor at \$600, to be used by the Technology & Health Division.
 - Hamilton Sunstrand Power Systems – Hamilton-Sunstrand Model No. APS500C11 Auxiliary Power Unit to be used by the Technology & Health Division.

ACTION ITEMS

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

1. Consideration of approval to accept the audit reports from Vicenti, Lloyd & Stutzman, Certified Public Accountants, for the fiscal year ending June 30, 2011, relating to books and records of the Mt. San Antonio Community College District Proposition 39, General Obligation Bonds (Measure R, November 2001, Leave Revenue Bonds 2007, and Bond Anticipation Notes 2009) Performance and Financial Audits. (Distributed as separate documents.)
2. Consideration of approval of the selected Redistricting Plan map option for Trustee elections. (See backup packet page 91.)
3. Consideration of approval of the 2012-13 College goals. (See backup packet pages 92 and 93.)
4. Consideration of approval of the following Bid [PLACEHOLDER]:
 - Bid No. 2897 Agricultural Sciences Building Landscape project. (See backup packet page 94.)
5. Consideration of approval of Tentative Agreements between CSEA, Chapter 262 and the District on Article 7: Salaries and Article 8: Health and Welfare. (See backup packet page 95.)

DISCUSSION ITEMS

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

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

ADJOURNMENT

Future Board Meetings: March 2-3, 2012 (Board Study Session)
March 28, 2012
April 25, 2012
May 23, 2012

Upcoming Events:

February 24-25, 2012	Wonders of the Universe – 7:00 and 8:30 p.m., Randall Planetarium
February 27, 2012	2012 Spring Semester Begins
March 2-3, 2012	Star Tales – 7:00 and 8:30 p.m., Randall Planetarium
March 9, 2012	14th Annual Puttin' on the Hits – 7:30 p.m., Clarke Theater
March 10, 2012	14th Annual Puttin' on the Hits – 3:00 p.m. and 7:30 p.m., Clarke Theater
March 13-15, 2012	Join-A-Club Days – 9:00 a.m.-1:00 p.m., Building 9C Patio
March 15-April 12, 2012	Art Exhibit - Reflections: Jesse Mezquita Retrospective – Reception: Thursday, March 15, 4:00-6:00 p.m., Art Gallery
March 16-17, 2012	The Magic of Astronomy – 7:00 and 8:30 p.m., Randall Planetarium
March 23, 2012	Spring Thing – 8:00 p.m., Clarke Theater
March 23-24, 2012	Wonders of the Universe – 7:00 and 8:30 p.m., Randall Planetarium
March 28, 2012	Inspiring Women Luncheon – 12:00-1:30 p.m., Building 9C
March 30, 2012	Cesar Chavez Holiday – Campus Closed

Upcoming Sports Events:

February 23, 2012	Men's Tennis vs. El Camino – 2:00 p.m., Tennis Courts
February 25, 2012	Baseball vs. Santa Ana – 12:00 p.m., Baseball Field
February 28, 2012	Women's Tennis vs. Long Beach – 2:00 p.m., Tennis Courts Softball vs. Long Beach – 3:00 p.m., Softball Field

Upcoming Sports Events: (continued)

March 1, 2012	Softball vs. El Camino – 5:00 p.m., Softball Field
March 2, 2012	Swimming and Diving vs. Long Beach – 12:30 p.m., Pool
March 6, 2012	Men’s Tennis vs. Cerritos – 2:00 p.m., Tennis Courts
March 8, 2012	Baseball vs. Compton – 2:00 p.m., Baseball Field Women’s Tennis vs. El Camino – 2:00 p.m., Tennis Courts Softball vs. L. A. Harbor – 6:00 p.m., Softball Field
March 13, 2012	Baseball vs. El Camino – 2:30 p.m., Baseball Field Softball vs. East L. A. – 6:00 p.m., Softball Field
March 15, 2012	Men’s Tennis vs. Riverside – 2:00 p.m., Tennis Courts Softball vs. Cerritos – 3:00 p.m., Softball Field
March 16, 2012	Swimming and Diving vs. Pasadena and Rio Hondo – 12:30 p.m., Pool
March 17, 2012	Baseball vs. El Camino – 12:00 p.m., Baseball Field Softball vs. Ventura – 3:00 p.m., Softball Field Softball vs. Riverside – 7:00 p.m., Softball Field
March 20, 2012	Softball vs. Pasadena – 3:00 p.m., Softball Field Baseball vs. Pasadena – 6:00 p.m., Baseball Field
March 22, 2012	Women’s Tennis vs. Cerritos – 2:00 p.m., Tennis Courts
March 23, 2012	Swimming and Diving vs. L. A. Trade Tech and El Camino – 12:30 p.m., Pool
March 24, 2012	Baseball vs. Pasadena – 12:00 p.m., Baseball Field
March 27, 2012	Men’s Tennis vs. El Camino – 2:00 p.m., Tennis Courts Softball vs. East L. A. – 3:00 p.m., Softball Field
March 29, 2012	Women’s Tennis vs. Long Beach – 2:00 p.m., Tennis Courts Softball vs. Compton – 3:00 p.m., Softball Field Baseball vs. Long Beach – 6:00 p.m., Baseball Field
March 30, 2012	Swimming and Diving vs. Chaffey – 12:30 p.m., Pool
March 31, 2012	Softball vs. Palomar – 4:00 p.m., Softball Field Softball vs. Palomar – 6:00 p.m., Softball Field

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

BOARD OF TRUSTEES

**BACKUP INFORMATION PACKET
FOR
REGULAR MEETING**

February 22, 2012





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 25, 2012

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 6:30 p.m. on Wednesday, January 25, 2012. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present.

STAFF PRESENT

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

OTHERS PRESENT

Mark Huebsch, Stradling Yocca Carlson & Rauth

1. PUBLIC COMMUNICATION

None.

2. CLOSED SESSION

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

- **Conference with Labor Negotiator Annette Loria, Vice President, Human Resources, per California Government Code Section 54957.6**
CSEA, Chapters 262 and 651
- **Conference with Legal Counsel – Anticipated Litigation** – Initiation of litigation pursuant to subdivision (c) of Section 54956.9: (one case)

3. PUBLIC SESSION

The public meeting reconvened at 6:41 p.m.

4. INTRODUCTIONS/RECOGNITION

- The following newly appointed classified staff members were introduced to the Board:

Classified

James Gamble, Public Safety Officer (Public Safety)
Kevin House, Public Safety Officer (Public Safety)
Florencio Mesa, Public Safety Officer (Public Safety)
Annette Monugian, Laboratory Technician, Registered Veterinary Technology (Natural Sciences)
Christopher Romo, Grounds Equipment Operator (Grounds)
Valerie Serpa, Public Safety Officer (Public Safety)

Management

Jeanne-Marie Velickovic, Associate Dean, Humanities & Social Sciences (Humanities & Social Sciences)

- Trustee Bader thanked the outgoing members of the Citizens Oversight Committee for their service on the Committee and for their excellent work of informing the public about the College's progress related to bond projects. Outgoing members include Walt Allen, Albert Chang, Heidi Gallegos, Mariana Lake, and Alta Skinner (all with four years of service). All, except Walt Allen, were present to receive their plaques. Mr. Allen's plaque will be mailed with the Board's thanks.

5. APPROVAL OF MINUTES

It was moved by Trustee Baca seconded by Trustee Chen Haggerty to approve the minutes of the regular meeting of December 14, 2011. Motion unanimously carried. Student Trustee concurred.

6. ACTION TAKEN IN CLOSED SESSION

None.

7. PUBLIC COMMUNICATION

None.

8. REPORTS

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

- None.

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

- Mr. Kaljumagi said that the full Senate is on break until March 8; however, the following Senate Resolutions have been accepted by the College:

- Resolution 11-11 calls for the establishment of a Foundation Advisory Committee;
- Resolution 11-12 declares that the Senate finds value in offering courses in the arts and physical education;
- Resolution 11-13 encourages academic departments to participate in the statewide C-ID numbering system;
- Resolution 11-14 created a task force to spend winter reviewing the prerequisite process so as to comply with recent changes to Title 5 Section 55003.
- Resolution 11-16 directs the Senate's Distance Learning Committee to develop a "Distance Learning Plan" that will ensure well supported cases, whether online, hybrid, or technology-enhanced.
- Resolution 11-15 has been rejected by the College administration via AMAC. This resolution concerned recent changes to Title 5 Sections 55024, 55040, 55042, 58161, and 58161.5, which limit apportionment to three enrollments per student (even if they withdraw), effective this summer.
- Mr. Kaljumagi reported that 15 faculty positions have been approved for the first round of hiring by the College President. As of this date, 14 of the 15 positions are already open to applicants or will be so by the end of January.
- Regarding flex activities for winter, President Kaljumagi announced that over 60 faculty are expected for a day of voluntary professional development activities on February 24. Topics will include Moodlerooms Learning Management System, the CalSTRS retirement system, several technology trainings, and methods of instructional support and outreach to promote student success. The Senate thanked the Faculty Association for sponsoring the event.

C. Marchelle Nairne-Proulx, Classified Senate President, reported the following:

- On January 27, Ms. Nairne-Proulx said she will be attending the Regional 4CS (California Community Colleges Classified Senate) meeting at Irvine Valley College. Past President Donna Lee and President Elect DeeJay Santiago will also be attending.
- It's time for Mt. SAC to submit the California Community Colleges Classified Employee of the Year that is sponsored by the Chancellor's Office. The award honors community college classified employees who demonstrate the highest level of commitment to professionalism. These nominees are selected by their colleagues and must be submitted to the Chancellor's Office by March 10. Mt. SAC's 2011 nominee was Mary Lange, Supervisor, Older Adult Program, in the Continuing Education Division.
- President Nairne-Proulx thanked Janet Shoemaker for her service within the Senate, who resigned her seat as Senate Director.
- The Classified Senate newsletter will be distributed in early spring.

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

- The Faculty Association is looking forward to starting negotiations. The Faculty Association team of Jennifer Galbraith as lead, Paul Sharpe, Luisa Howell, and Michelle Grimes-Hillman has already started meeting and preparing for the reopener negotiations.
- Ms. Galbraith reported that the Faculty Association is sending 14 delegates to the Community Colleges Association's Winter Conference in Los Angeles, February 3-5. The list of breakout sessions includes Student Success, Sexual Harassment, Board Elections, CalSTRS update, and Funding Models.
- President Galbraith urged the Board to attend this year's Puttin' on the Hits 2012, which will be held March 9 and 10, in the Clarke Theater.

E. Laura Martinez, CSEA 262 Association President, reported the following:

- Ms. Martinez reported on the status of negotiations between the District and CSEA 262, regarding salaries. She referenced the fact that the District approved a 2% on-salary increase for CSEA 651 and how, historically, the District has always been a "me too" campus regarding Salaries and Health and Welfare. Chapter 651 should receive an on-going salary increase, as their contract language clearly states. However, the difference in wording used in Chapter 262's contract should not be the cause for a deviation from decades of Mt. SAC history. President Martinez urged the Board to consider all constituencies on campus when making their decision regarding Salaries and Health and Welfare.

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

- Mr. Jauregui called to the attention of the Board that members of CSEA 651 were in attendance, in force, to support his report. He piggybacked on the report that Ms. Martinez made earlier in the evening regarding Salaries and Health and Welfare.
- Mr. Jaruegui discussed CSEA 651's concern for student safety.
- President Jauregui reported some of the cost-saving ideas that classified employees have made to help reduce expenditures, which have included energy savings, using in-house resources instead of contracting out some of the College's projects, and not asking for Health and Welfare increases for over three years, to name a few.
- Mr. Jauregui indicated that the staff reductions within the Facilities Planning & Management Department have greatly crippled the employees in being able to perform their jobs adequately.
- Regarding contract negotiations, President Jauregui urged the District to discontinue negotiating items that are not pertinent to Chapter 651.

G. President Scroggins' report included the following:

- Vice President Mike Gregoryk reported on the status of the District's budget. Today, he received notification from the Chancellor's Office that the District is getting a mid-year cut of 2.4%, based upon a potential \$100M shortfall in student fees. The effect of the property tax shortfall isn't known yet. The 2012-13 student fee increase will go from \$36 to \$46 per unit, and there will be modifications to Cal Grants and Board of Governors (BOG) restrictions.
- If the Governor's proposed tax increase doesn't pass, Mt. SAC's share of the reduction will be at least \$6.6M and a workload reduction of 1,513 FTES. Also, the District could be looking at a structural deficit of \$16M-\$18M overall; but, most probably it would be \$10M-\$11M for sure, added on to the \$6.6M. The Budget Committee's role with these budget reductions is to help identify potential areas for reduction. CSEA 651 suggested many of the ideas through the Budget Reduction Task Force that saved the District significantly. Mt. SAC is in a great financial position right now; but, for the first time, it may run short on cash by June 2012. Mr. Gregoryk will report more ideas at the Board Study Session in March. President Scroggins called for more revenue-generating and cost-reduction suggestions.
- Mr. Gregoryk reported on the Auxiliary Accounting Services transition. During the transition from running our own on-site food service to Sodexo, it was determined that the overhead costs were not in line with the budgets in the bookstore and in the revenue base of food services. Five of the six Auxiliary Services employees chose the early retirement incentive, and three positions will assume those responsibilities by transferring the work to Fiscal Services, which will save Auxiliary Services approximately \$326K. The Auxiliary Services Board took action to make this transition. Mr. Gregoryk will report on the status of the transition at the Board Study Session in March.
- The textbook rental program is working tremendously well. Studies have shown that digital textbooks are shown to not save money.

9. CONSENT AGENDA

Trustee Bader asked that items #8 and #18 be pulled from the Consent Agenda for discussion.

Trustee Bader noted the addition of an addendum to the Consent Agenda (item #31).

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

HUMAN RESOURCES

1. Approval of Personnel Transactions dated January 25, 2012.
2. Approval of a contract with Liebert Cassidy Whitmore for "Hiring the Equal Employment Opportunity (EEO) Way" training.

INSTRUCTION and STUDENT SERVICES

3. Approval of the Lyceum Speaker Series and the Developmental Education Spring Conference.
4. Approval for Forensics students and faculty to attend the Long Island Forensics Extravaganza Swing in Garden City, NY, February 23–27, 2012.
5. Approval for the men's a cappella group, Fermata Nowhere, and faculty to attend the International Championship of Collegiate A Cappella competition in Tucson, February 24–26, 2012.
6. Approval for the Vocal Jazz Ensemble, Singocopation, and faculty to attend the Next Generation Festival in Monterey, CA, March 30–April 1, 2012.
7. Approval for Chamber Singers to travel on an East Coast Performance Tour, April 27–May 6, 2012.
8. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 10.
9. Approval to accept funds for the Flight Safety Programs grant.
10. Approval of a contract with Sacramento City College for the Family & Consumer Sciences Discipline/Industry Collaborative grant.
11. Approval to accept the Continuing Education WASC-ACS 2012 Self-Study Report.
12. Approval to change the hotel for the WASC-ACS Accreditation site visit team.
13. Approval of additions and changes in the Continuing Education division.
14. Approval to accept funds and approve extension of the Aid Success Project Agreement.

ADMINISTRATIVE SERVICES

15. Approval of the Appropriation Transfers and Budget Revisions Summary.
16. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
17. Approval of 2012-13 Nonresident Tuition Fees.
18. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 11.
19. Approval to renew the Site Lease Agreement with T-Mobile through October 2015.
20. Approval of an Agreement with Moodlerooms, Inc. for the TRAIN Program.

21. Approval to purchase Mobile Source Emission Reduction Credits for a period of three years, February 1, 2012, through February 1, 2015, in order to comply with SCAQMD Rule 2202.
22. Approval to declassify and destroy documents which are classified as Class 3 records, per Article 2, Sections 16023 through 16028, of Title 5, California Administrative Code.
23. Approval to reject a Claim Against the District by Joy Olayiwola, and Administrative Services is instructed to notify the claimant and her legal counsel of the rejection in accordance with Government Code Sections 910 through 915.4.
24. Approval for Leighton Consulting, Inc. and Converse Consultants to provide continuing materials and geotechnical soils testing Engineer-of-Record services.
25. Approval to reduce retention from 10% to 5% with JPI Development Group, Inc. for the Administration Building Remodel (Electrical) project (Bid No. 2859).
26. Approval of an agreement to provide Professional Design and Consulting Services with Albert Grover & Associates for the Bonita Drive and Temple Avenue Intersection Realignment project.
27. Approval of the following Change Order:
 - Bid No. 2846 Design Technology Center – K.A.R. Construction (Caissons & Concrete Contractor) – Change Order No. 8.
28. Approval of the following Contract Amendment:
 - Contract Science Laboratory Building – NTD Architecture (Professional Design and Consulting Services Consultant) – Amendment No. 5.
29. Approval of the following Completion Notice:
 - Bid No. 2846 Design Technology Center (Concrete & Masonry) – K.A.R. Construction, Inc. (Contractor)
30. Approval of the following Proposed Gifts and Donations to the College:
 - Paula Eastman – Various women’s clothing pieces, hats, purses, shoes, chairs, mirrors, and floral arrangements, valued by donor at \$6,060, to be used by the Arts Division.
 - Ted Barnett – John Paul Jones artwork: Oil painting, “Man for a Blue August,” 1963 (30” x 22”); and four signed, unframed original lithographs from Tamarind Fellowship, 1962 (5041, 5” x 11”; 5035, 11.5” x 7.5”; 5034, 11.5” x 7.5”; and 5038, 11.5” x 7.5”), valued by donor at \$4,500, to be used by the Arts Division.
31. Approval of Forensics students and faculty to attend the Arizona Forensics Swing in Glendale, AZ, February 10–12, 2012.

Motion unanimously carried. Student Trustee concurred.

10. AERONAUTICS STUDENTS TO PARTICIPATE IN FIELD TRIPS/INTERNSHIPS

Trustee Bader mentioned that she had a conversation with someone who had a grandson who completed the Aeronautics Program at Mt. SAC and applied for a pilot position with American Airlines. Out of the 40 applicants for one position, he was hired, which is a great testament to Mt. SAC's Aeronautics Program.

It was moved by Trustee Chyr, seconded by Trustee Hall, to approve students to participate in field trips/internships sponsored by Allegiant Airlines during calendar year 2012. Motion passed unanimously. Student Trustee concurred.

11. NINETEENTH AMENDMENT TO THE MASTER AGREEMENT BY AND BETWEEN MT. SAN ANTONIO COLLEGE AND MT. SAC AUXILIARY SERVICES

Trustee Hall asked how the ongoing relationship between Mt. SAC and Auxiliary Services was being affected by the transition of the Auxiliary Accounting Services to Mt. SAC's Fiscal Services Department. He also asked if changes can be made if the proposed changes don't work out. Vice President Gregoryk said that changes can be modified at a future Auxiliary Board meeting.

It was moved by Trustee Hall, seconded by Trustee Baca, to approve the Nineteenth Amendment to the Master Agreement By and Between Mt. San Antonio College and Mt. SAC Auxiliary Services, effective July 1, 2011, through June 30, 2016. Motion passed unanimously. Student Trustee concurred.

12. 2012 CCCT BOARD OF DIRECTORS

There were no nominations made for the 2012 CCCT Board of Directors.

13. FACULTY ASSOCIATION SUCCESSOR AGREEMENT, YEAR TWO OF THE THREE-YEAR CONTRACT

It was moved by Trustee Chyr, seconded by Trustee Hall, to approve the proposal to initiate the Faculty Association Successor Agreement, Year Two of the Three-Year Contract. Motion passed unanimously. Student Trustee concurred.

14. TENTATIVE AGREEMENT BETWEEN CSEA, CHAPTER 651 AND THE DISTRICT ON ARTICLE VII. B. SALARIES

Student Trustee Hernandez indicated that, even though he concurred on salary increases at the August 2011 meeting, the Associated Students are now opposed to any salary increases for staff.

Dr. Scroggins asked the Board to consider an amendment that specifies the effective date of the 2% ongoing salary increase to be July 1, 2011, and that the accrued salary be paid at the next convenient pay cycle.

It was moved by Trustee Baca, seconded by Trustee Chyr to approve the amendment that specifies the effective date of the 2% ongoing salary increase to be retroactive to July 1, 2011, and that the accrued salary be paid at the next convenient salary disbursement. Motion passed unanimously. Student Trustee concurred.

It was moved by Trustee Baca, seconded by Trustee Hall, to approve the Tentative Agreement Between CSEA, Chapter 651 and the District on Article VII. B.: Salaries. Motion passed unanimously. Student Trustee did not concur.

15. PROPOSED ADMINISTRATIVE PROCEDURE 7121 – RECRUITMENT AND HIRING: CLASSIFIED EMPLOYEES

The Board received proposed Administrative Procedure 7121 – Recruitment and Hiring: Classified Employees, for information only. A revised version was presented with the revision, as follows: On Page 2, E. Screening, a fifth bullet was added to read, “Upon request of the hiring manager and with the concurrence of CSEA, one faculty member for positions with work assignments closely related to faculty work shall be selected by the Academic Senate.”

16. BOARD COMMUNICATION

- All Board members shared the following comments:
 - Board members welcomed new and congratulated newly promoted employees.
 - Board members thanked the outgoing Citizens Oversight Committee members who are very talented and were willing to give their time, with a special thanks to Mike Gregoryk, Vice President, Administrative Services; and Gary Nellesen, Director, Facilities Planning & Management.
- Trustee Hall thanked Mark DiMaggio, Director, Public Safety, for recruiting and screening such qualified individuals.

Trustee Hall said that the budget comments made by Vice President Gregoryk weren't great news. Mt. SAC needs to position itself to weather the storm and, hopefully, things will turn around soon.

Dr. Hall is proud that Mt. SAC will be hosting the CyberWatch West kickoff meeting on Friday, January 27.
- Trustee Chen Haggerty will be attending the Community College League of California's Annual Conference in Sacramento this weekend, January 28-29.

Trustee Chen Haggerty wished a Happy Chinese New Year to everyone; it's the Year of the Dragon.
- Trustee Chyr talked about weathering the budget storm and, because it's an election year, hopes that the bad news will be postponed for another year. He thinks Mt. SAC is in a much better position than most other colleges due to its conservative fiscal practices.

- Trustee Baca reported on information from Sacramento that the larger colleges are going to handle the budget cuts much better than smaller colleges.

The Student Success Task Force presented their recommendations to the Board of Governors earlier this month. It's important that it be read and monitored very closely because some of the proposed items will be implemented over the coming months and the next couple of years.

- Student Trustee Hernandez said that he was asked by Mike Shay, President of the Foundation Board of Directors, to be a member of the Foundation Board. He plans to talk to Lisa Sugimoto, Interim Director of the Foundation, to obtain information about the duties of a Board member.

Mr. Hernandez especially thanked Heidi Gallegos for her service on the Citizens Oversight Committee – he's known her since he was a child.

- Trustee Bader attended the nursing graduation ceremony before the holidays and enjoyed it very much.

Trustee Bader congratulated CB Brown, Director of Marketing and Public Affairs, on winning two more Oscars for Marketing and Communications.

Ms. Bader reported that the Forensics team tied for first place in the Pacific Southwest region.

Trustee Bader will be attending the CyberWatch West kickoff meeting on Friday, January 27.

Ms. Bader has started rehearsing for Puttin' on the Hits, and she is really enjoying being a part of such a wonderful event.

- President Scroggins suggested that the Board share their insights with a larger group because he wants members of the College and the community to know them better. He suggested that they speak at future Board meetings right after the constituent groups and public comments and right before the President's Report. Board members said they would try it next month.

17. ADJOURNMENT

The meeting adjourned at 8:19 p.m.

WTS:dl



MT. SAN ANTONIO COLLEGE

SPECIAL MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 8, 2012

MINUTES

CALL TO ORDER

The special meeting of the Board of Trustees of Mt. San Antonio College was called to order at 5:20 p.m. on Wednesday, February 8, 2012. Trustees Baca, Bader, Chyr, and Hall were present.

STAFF PRESENT

Bill Scroggins, President/CEO; and Mike Gregoryk, Vice President, Administrative Services.

1. CLOSED SESSION

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

- **Conference with Legal Counsel – Anticipated Litigation** – Initiation of litigation pursuant to subdivision (c) of Section 54956.9: (one case)

2. PUBLIC SESSION

The public meeting reconvened at 5:50 p.m.

3. ACTION TAKEN IN CLOSED SESSION

The Board agreed to settle the potential litigation with the City of Industry.

4. ADJOURNMENT

The meeting adjourned at 5:51 p.m.

WTS:dl

Mt. San Antonio College Teacher Preparation Institute Report to the Board of Trustees

Background: Since the Fall Semester of 2000, the Mt. SAC Teacher Preparation Institute (TPI) has provided support and services to Mt. SAC students interested in careers as K-12 teachers or instructional aides. Currently, we offer 43 “apple courses,” courses that target TPI members (but also include non-TPI members) taught by 32 Mt. SAC faculty members who include examples of learning and teaching techniques and create assignments related to the teaching field. TPI also offers a textbook loan program to TPI members for these courses. In addition, TPI offers early fieldwork experience, specialized transfer counseling, CSET and CBEST preparation, and many other career-enhancing activities.

Accomplishments: Sixty students received specialized teacher pathway transfer counseling from the Cal Poly Pomona Liberal Studies program advisor, and 85 students received teacher pathway counseling from the Cal State Fullerton advisor. CSET workshops were completed in Fall and Spring Semesters (Subtest I: History and Language Arts; and Subtest II: Math and Science). Two CBEST 6-hour Saturday Workshops were offered. Informational open houses have been held involving resume preparation, the Instructional Aide program, CPR/First Aid, and preparing for the teaching profession.

Success Data: According to the Mt. SAC Research and Institutional Effectiveness Office data in 2010, Teacher Preparation Institute students have a higher transfer rate to four-year colleges (34.1%) than the general Mt. SAC student (24.6%). The overall transfer rate of the next TPI cohort examined in 2011 increased to 35.7%. Of those who transferred to a four-year school, 84.4% went to public in-state universities. Currently, we are examining TPI student success within Mt. SAC, including TPI student retention and pass rates (GPA), retention of TPI vs. non-TPI in “apple classes,” and the success of future instructional aides according to TOPS code 0802 for VTEA/Perkins. In spring 2012, we will be working with the research departments of our major transfer colleges to analyze Mt. SAC students’ progress through completion of a teaching credential.

New in Spring 2012: TPI is requiring five hours per semester of volunteer or paid field experience from the members. This requirement will not only provide early field experience to TPI members, but also an increased sense of program ownership. Many of these opportunities involve more exposure of the Mt. SAC future teachers to the areas of math and science. These opportunities include serving as a volunteer at the 1st Annual Dr. Deborah Boroch Science Discovery Day, May 12, 2012 (a joint effort with the Natural Sciences Division to bring science to local elementary and middle school students), tutor at Mt. SAC in the writing center and/or the learning assistance center, volunteer at the annual Onizuka Space Science Day at El Camino College (April 21, 2012), mentoring of a new TPI member, Student Instructor at Mt. SAC, volunteer Tour Guide for Inside the Outdoors in the Wildlife Sanctuary (a program that teaches elementary school children about Life Science and Native American studies), volunteer at Cal Poly Biotrek K-12 educational program, volunteer for Teacher Appreciation week, classroom aide for an apple course, or volunteer in a local K-12 classroom.

Budget Challenges: The TPI program has lost 33% of its budget in the last two years. The largest problem this has created is related to the classified status of the TPI program specialist position. A previously grant-funded position, the majority of the TPI budget is currently used to support this position; although the position has also suffered reduced hours. Since the hours of operation for the center revolve around this position, the TPI Center’s open hours have been reduced, which is a clear disadvantage to the students. We have been able to persuade publishers to donate almost half of the textbooks needed for the TPI textbook loan program this year; but, supplying textbooks to our members remains an ongoing challenge with our tight budget.

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

DATE: February 22, 2012

CONSENT

SUBJECT: Consulting Agreement with the McCallum Group, Inc.

BACKGROUND

Related to the last three years of legislative action that has greatly impacted community colleges, and particularly Mt. SAC, and the proposed changes to community colleges moving into the legislature this year, particularly the Student Success Initiative, it has called for a stronger voice for Mt. SAC, its Board, its staff, and its students in influencing the significant State-level decisions.

ANALYSIS AND FISCAL IMPACT

The McCallum Group, Inc. shall perform the following services:

- provide generally weekly e-mailed Sacramento Report to list of Client e-mail addresses; and
- provide up to 12 hours of consultation annually. This consultation could be in the form of a strategic planning session for the District; a PowerPoint presentation for the Board of Trustees; or consultation on the budget, facilities issues, legislators, CalSTRS issues, faculty advice, etc.

The term of the Consulting Agreement is February 1, 2012, through January 31, 2013. The cost to the District will be \$12,000, payable at the rate of \$1,000 per month as invoiced by the Consultant. In addition, if Consultant provides Client with consulting services at a location outside of Sacramento, Consultant shall be reimbursed by Client for all reasonable travel expenses, including airline tickets, car rentals, mileage, parking, tolls, hotel accommodations, and meals, as invoiced after the fact by Consultant. If Client asks Consultant to perform services in addition to those specifically listed above, the parties shall negotiate for additional compensation to be paid Consultant for such additional services.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the Consulting Agreement with the McCallum Group, Inc., as presented.

Recommended by: Bill Scroggins Agenda Item: Consent #1

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 22, 2012</u>	CONSENT
SUBJECT:	<u>Agreement with CLARUS Corporation for e-Brochure</u>	

BACKGROUND

Mt. San Antonio College proposes to enter a license agreement with CLARUS Corporation for use of its on-demand software product and web server, which will enable the College to more economically provide information to students and prospective students about its many academic and career programs and student support services. The traditional tool used has been the “printed brochure,” which is time consuming and comparatively costly to produce with no means of updating content other than to revise and reprint the College’s 80+ program brochures—most of which are outdated. The Marketing Department has explored CLARUS’s “Instant Info” product and found it to be a convenient and economical platform for meeting the increasing demand for up-to-date program and service information. Demonstrations of the software were conducted across the College last year, and there was universal approval and endorsement of it.

Essentially, the user accesses an online menu of programs and services on the homepage of the Mt. SAC website and selects the desired information. The software instantly retrieves and compiles the information and customizes an “info packet” as a pdf file within a minute. The file is downloadable, printable, and savable.

Instant Info offers the following features and benefits:

- User-friendly: The online process for creating customized brochures is simple.
- Convenient access: Users have 24/7 on-demand access to the information remotely.
- No limits: Users can create as many different program brochures as they desire.
- Always current: Content is always fresh and current via editing functionality.
- Efficient: Eliminates need to maintain inventory and display of printed brochures (i.e., literature racks).
- Economical: Eliminates design/redesign and printing/reprinting costs.
- Branding consistency: Templates are customized to Mt. SAC’s branding and color scheme.

In addition, CLARUS provides Mt. SAC the user’s contact information for follow-up and tracking purposes. This information can be shared with faculty and program staff to gauge interest/enrollment in programs.

Prepared by: Clarence Brown

Recommended by: Bill Scroggins

Agenda Item: Consent #2

SUBJECT: Agreement with CLARUS Corporation

DATE: February 22, 2012

ANALYSIS AND FISCAL IMPACT

Mt. SAC proposes to enter into a lease agreement with CLARUS for one year at a cost of \$10,000 (which includes initial setup assistance). At the end of the lease, the software will be evaluated. Going forward, the annual fee would be \$7,500, which is based on student population. CLARUS will provide design templates, initial hands-on content assistance, and content management training. They will host/manage the Instant Info server. Under the coordination of the Marketing Department, Mt. SAC will provide content, images, and graphics, just as it would for any printed brochure or webpage, and manage content and updating.

By comparison, outsourced design costs alone per brochure (even at a conservative \$50/hour rate) would cost about \$250 x 80 brochures = \$20,000. Printing would run an additional \$300 per brochure x 80 = \$24,000, for a total of \$44,000. As program, material fee, and staff information changes, brochures would have to be updated.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the one-year trial Instant Info license agreement with CLARUS Corporation.

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

DATE: February 22, 2012

CONSENT

SUBJECT: Personnel Transactions

CLASSIFIED EMPLOYMENT

Change in Range

Name: Vorster, Werner
 Position: Database Administrator New: No
 Department: Information Technology
 Salary/Range/Step: A-140, Step 4
 Job FTE: 1.00/12 months
 Effective: 2/27/12
 Remarks: Position Changed from Range A-126-6

Temporary Change of Assignment

Name: Tieu, David
 Position: Outreach Specialist
 Department: High School Outreach
 Effective Date: 2/23/12
 End Date: 6/30/12
 Remarks: Changed in Job FTE from 0.475 to 0.950

Temporary Out-of-Class Assignment

Name: Aparicio, Erika
 From: Clerical Specialist
 To: Human Resources Technician
 Department: Human Resources
 Effective: 2/14/12
 End Date: 5/7/12

Name: Bean, Ron
 From: Mid-Range Systems Programmer
 To: Database Administrator
 Department: Information Technology
 Effective: 2/27/12
 End Date: 6/30/12

Prepared by: Human Resources Staff

Recommended by: Bill Scroggins

Agenda Item: Consent #3

SUBJECT: Personnel Transactions

DATE: February 22, 2012

Temporary Out-of-Class Assignment (continued)

Name: Martinez, Julia
 From: Clerical Assistant
 To: Clerical Specialist
 Department: Adult Basic Education
 Effective: 2/23/12
 End Date: 6/30/12

Voluntary Lateral Transfer

Name: Parra, Carmen
 Position: Secretary
 Department: Technology & Health Division
 Job FTE: 1.00/12 months
 Effective: 1/23/12
 New: No

Personal/Professional Growth Benefits

Three Semester/Four Quarter Units or more, Lower Division Work - \$150

Cardenas, John
 Castaneda, Cesar
 Johnson, Karen
 Thaysangkram, Sangvan

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

Rains, Heather
 Torres, Jason
 Vargas, Jazmin

Associate's Degree - \$500

Thaysangkram, Sangvan
 Torres, Jason

SUBJECT: Personnel Transactions

DATE: February 22, 2012

SUPERVISORY EMPLOYMENT

Name: Turner, Eric
 Position: Supervisor, Web and Portal Services New: No
 Department: Information Technology
 Salary/Range/Step: S-12, Step 2
 Job FTE: 1.00/12 months
 Effective: 2/23/12

TEMPORARY EMPLOYMENT

Substitute Employees

Per employment list (See page 6.)

Hourly Non-Academic Employees

Per employment list (See page 6.)

Professional Experts Employees

Per employment list (See page 7.)

Student Employees

Per employment list (See pages 7 through 9.)

ACADEMIC EMPLOYMENT

Banking Leave of Absence with Pay

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Chapman, Neil	Commercial & Entertainment Arts	6.5	Spring 2012
Kojima, Tetsuro	Mathematics & Computer Science	15	Fall 2012

Approval of Payment for Work Experience Instructor/Coordinator – Fall 2011

Payment for the following faculty members at 0.1 LHE per student enrolled in the Work Experience courses, according to the District Faculty Agreement, Article 10, Workload.

<u>Instructor</u>	<u>Number of Students</u>	<u>Amount</u>
Ito, Billy	22	\$2,806.85
Ramirez, Jesus	3	\$ 382.75
Shum, Mee	12	\$1,531.00

Retirements

Gagnon, Cathy, Professor, Medical Services, effective 7/31/12
 Spaulding, Ralph, Professor, History & Art History, effective 6/15/12

SUBJECT: Personnel Transactions**DATE:** February 22, 2012**Additional Assignments**

Provider	Area/Department	Service/ Agreement	Dates	Amount
Altmire, Matthew	Music	Presenter/Percussionist, Percussion, Master Classes	2/29/12, 3/7/12 & 3/14/12	\$44.01/hr. Not to exceed \$300
Bowman, Deanna	Continuing Education/ Adult Basic Education	Curriculum, WASC Accreditation and SLO's	2/25/12 – 6/30/12	\$42.52/hr.
Campos, Raquel	Continuing Education/ Adult Basic Education	Curriculum, WASC Accreditation and SLO's	2/25/12 – 6/30/12	\$42.52/hr.
Capraro, John	Continuing Education/ Adult Basic Education	Curriculum, WASC Accreditation and SLO's	2/25/12 – 6/30/12	\$42.52/hr.
Chang, Susan	Continuing Education/ Basic Skills	High School Curriculum	2/25/12 – 6/30/12	\$41.09/hr.
Chaplot, Surekha	Continuing Education/ Adult Basic Education	Curriculum, WASC Accreditation and SLO's	2/25/12 – 6/30/12	\$45.55/hr.
Daugherty, Sue	Continuing Education/ Adult Basic Education	Curriculum, WASC Accreditation and SLO's	2/25/12 – 6/30/12	\$44.01/hr.
DeVries, Judy	Continuing Education/ Adult Basic Education	Curriculum, WASC Accreditation and SLO's	2/25/12 – 6/30/12	\$42.52/hr.
Hardman, Douglas	Continuing Education/ Adult Basic Education	Curriculum, WASC Accreditation and SLO's	2/25/12 – 6/30/12	\$45.55/hr.
Hutter, Donna	Continuing Education/ Adult Basic Education	Curriculum, WASC Accreditation and SLO's	2/25/12 – 6/30/12	\$42.52/hr.
Jensen, Karen	Dance	Choreography Auditions for Student Spring Dance Concert	4/8/12	\$45.55/hr. Not to exceed \$100
Kantenwein, Karen	Music	Flute Coach, Mt. SAC Chamber Winds Program	3/2/12 – 5/25/12	\$41.09/hr. Not to exceed \$600
Kantenwein, Karen	Music	Faculty Performer, Mt. SAC Wind Ensemble Southwestern Tour	2/23/12 – 2/24/12	\$41.09/hr. Not to exceed \$500
Ketterling, Jeremy	Continuing Education/ Adult Basic Education	Curriculum, WASC Accreditation and SLO's	2/25/12 – 6/30/12	\$41.09/hr.
Ledezma, Erica	Continuing Education/ Adult Basic Education	Curriculum, WASC Accreditation and SLO's	2/25/12 – 6/30/12	\$42.52/hr.

SUBJECT: Personnel Transactions**DATE:** February 22, 2012**Additional Assignments** (continued)

Provider	Area/Department	Service/ Agreement	Dates	Amount
Lefler, Patricia	Dance	Choreography Auditions for Student Spring Dance Concert	4/8/12	\$45.55/hr. Not to exceed \$100
McDonald, Russell	Continuing Education/ Adult Basic Education	Curriculum, WASC Accreditation and SLO's	2/25/12 – 6/30/12	\$41.09/hr.
McGillicuddy, Ryan	Music	Performer, Mt. SAC Instrumental Jazz Festival	5/5/12	Not to exceed \$100
Moore, Angelena	Continuing Education/ Adult Basic Education	Curriculum, WASC Accreditation and SLO's	2/25/12 – 6/30/12	\$41.09/hr.
Ross, Ronda	Continuing Education/ Adult Basic Education	Curriculum, WASC Accreditation and SLO's	2/25/12 – 6/30/12	\$42.52/hr.
Sanesi, Andrew	Music	Performer, Mt. SAC Instrumental Jazz Festival	5/5/12	Not to exceed \$100
Shear, Michelle	Dance	Choreography Auditions for Student Spring Dance Concert	4/8/12	\$45.55/hr. Not to exceed \$100
Shiao, Irene	Music	String Coach, Mt. SAC Chamber Winds Program	3/2/12 – 5/25/12	\$44.01/hr. Not to exceed \$600
Stuntz, Lori	Music	Brass Coach, Mt. SAC Chamber Winds Program	3/2/12 – 5/25/12	\$45.55/hr. Not to exceed \$600
Worsley, Margaret	Music	Woodwinds Coach, Mt. SAC Chamber Winds Program	3/2/12 – 5/25/12	\$41.09/hr. Not to exceed \$600
Worsley, Margaret	Music	Faculty Performer, Mt. SAC Wind Ensemble Southwestern Tour	2/23/12 – 2/26/12	\$41.09/hr. Not to exceed \$500

Change in Coaching Assignment for Spring Semester

Assignment	From	To	Stipend
Track & Field Assistant (W)	TBA	Estrada, Victor	\$8,000
Softball Assistant (W)	Bollier, James	Acevedo, Shannon	\$4,000

SUBJECT: Personnel Transactions

DATE: February 22, 2012

MANAGEMENT

Retirements

Baldwin, Linda, Associate Vice President, Fiscal Services, last day of employment: 6/30/12

Loria, Annette, Vice President, Human Resources, last day of employment: 8/31/12

TEMPORARY EMPLOYMENT

Substitute Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Barnes, Teresa	Athletic Eligibility Specialist	Kinesiology & Athletics	25.05	02/06/12-04/30/12
Lopez-Sanchez, Lisbet	Executive Assistant II	Administrative Services	30.47	01/28/12-03/28/12
Marin, Irma	Clerical Specialist	Human Resources	19.14	02/14/12-04/13/12
Naveda, Karen	Secretary	Counseling	21.57	01/17/12-02/29/12

Hourly Non-Academic Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Carrillo, Elsa	Study Skills Assistant I	Adult Basic Education	10.27	02/23/12-06/30/12
Cuesta, Daniel	Study Skills Assistant II	The Writing Center	11.32	02/22/12-06/30/12
Cuesta, Daniel	Study Skills Assistant III	Tutorial Services	12.48	03/05/12-06/30/12
Dahl, Angela	Study Skills Assistant III	The Writing Center	12.48	02/22/12-06/30/12
Gomez, Luis	Study Skills Assistant I	The Writing Center	10.27	02/27/12-06/30/12
Harvey, Tawnya	Tutor II	Tutorial Services	9.25	02/23/12-06/30/12
Lacson, Ron	Study Skills Assistant III	The Writing Center	12.48	02/22/12-06/30/12
Lara, Sharon	Study Skills Assistant II	The Writing Center	11.32	02/22/12-06/30/12
Lee, Christine	Study Skills Assistant III	Tutorial Services	12.48	02/24/12-06/30/12
Ma, Tiffany	Study Skills Assistant III	Adult Basic Education	12.48	02/23/12-06/30/12
Manahan, Justinne	Study Skills Assistant I	Tutorial Services	10.27	03/05/12-06/30/12
Pozon, Rachel	Study Skills Assistant II	Tutorial Services	11.32	03/05/12-06/30/12
Ramirez, Cindy	Tutor II	The Writing Center	9.25	02/27/12-06/30/12
Roeske, Alison	Study Skills Assistant I	The Writing Center	10.27	02/27/12-06/30/12
Sarekhani, Ryan	Study Skills Assistant I	The Writing Center	10.27	02/27/12-06/30/12
Shelton, Shade	Study Skills Assistant III	Tutorial Services	12.48	02/24/12-06/30/12
Sit, Ngai	Study Skills Assistant III	Tutorial Services	12.48	02/24/12-06/17/12
Srulevitch, Philip	Cashier III	Bursar's	10.00	02/01/12-06/30/12
Valencia, Susana	Secretarial Aide	Adult Basic Education	11.88	04/02/12-06/30/12
Vo, Tina	Study Skills Assistant I	Adult Basic Education	10.27	02/23/12-06/30/12
Williams, Marcus	Outreach Specialist	Student Services	12.50	01/03/12-02/24/12
Williams, Marcus	Outreach Specialist	Student Services	12.50	02/25/12-06/30/12

SUBJECT: Personnel Transactions**DATE:** February 22, 2012**Professional Expert Employees – New Assignments**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Azucar, Martha	Technical Expert II	Nursing	45.00	02/01/12-06/22/12
Blotzer, Kerry	Technical Expert II	Nursing	45.00	02/01/12-06/22/12
De Leon-Ramos, Melly	ECD Master Teacher I	Child Development Ctr	13.27	02/27/12-06/30/12
Hooper, Jaime	Technical Expert II	Nursing	45.00	02/01/12-06/22/12
Nln, Teerlina	Technical Expert II	Nursing	45.00	02/01/12-06/22/12
Ott, Gail	Project Expert/Specialist	Research and Inst. Effect.	25.00	02/23/12-06/30/12

Professional Expert Employees – Extended Assignments

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Brown, Amber	Athletic Injury Specialist I	Kinesiology & Athletics	22.00	10/22/11-06/30/12
Edney, Dora	Technical Expert II	Heating & Air Cond.	45.00	01/17/12-06/30/12
Estevez, Elizabeth	Project Expert/Specialist	ACES	25.00	01/02/12-03/31/12
Giacomazzi, Amber	Athletic Injury Specialist I	Kinesiology & Athletics	22.00	01/02/12-06/30/12
Goff, Michael	Technical Expert I	Kinesiology & Athletics	35.00	08/01/11-06/30/12
Holoman, Regina	CDC Teacher III	Child Development Ctr.	9.75	01/03/12-06/30/12
Kamaka, Ron	Technical Expert I	Kinesiology & Athletics	35.00	08/01/11-06/30/12
Kilmurray, Kevin	Proctor, EMT	Medical Services	12.48	01/21/12-06/30/12
Ledeboer, Lisa	Technical Expert I	Kinesiology & Athletics	35.00	09/01/11-06/30/12
Lee, Chris	Aquatics Assistant III	Kinesiology & Athletics	12.00	01/01/12-06/30/12
Lontok, Chris	Proctor, EMT	Medical Services	12.48	01/21/12-06/30/12
Martinez, Marlise	Project Expert/Specialist	Adult Basic Skills	25.00	01/10/12-06/30/12
Ross, Kyle	Lecturer-Fire Technology	Kinesiology & Athletics	37.26	12/01/11-06/30/12
Stute, Cathy	Project Coordinator	Research & Inst. Effect.	35.00	12/15/11-06/30/12
Todd, David	Technical Expert I	Kinesiology & Athletics	35.00	07/01/11-06/30/12

Student Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Abouelhouda, Ayaa	Student Assistant I	DSPS	8.00	01/20/12-02/24/12
Bausa, Jerad	Student Assistant IV	Teacher Prep. Institute	11.25	02/01/12-02/26/12
Bernal, Lidia	Student Assistant II	Assessment	8.75	01/09/12-02/26/12
Brunson, Naomi	Student Assistant I	Agricultural Sciences	8.00	12/12/11-02/26/12
Cadiz, Lisbeth	Student Assistant II	Child Development Ctr	8.75	01/23/12-02/24/12
Cadiz, Lisbeth	Student Assistant III	Child Development Ctr	10.00	01/23/12-02/24/12
Cardona, Leonard	Student Assistant III	Information Technology	10.00	02/21/12-06/29/12
Carrera, Michael	Student Assistant V	Information Technology	12.50	02/21/12-06/29/12
Cooper, Trevondrick	Student Assistant I	Counseling	8.00	02/27/12-06/29/12
Coprich, Jazzmine	Student Assistant IV	Learning Assistance Ctr.	11.25	02/27/12-06/30/12
Cordova, Jennifer	Student Assistant I	Child Development Ctr	8.00	01/03/12-02/24/12
Cordova, Jennifer	Student Assistant I	Child Development Ctr	8.00	01/03/12-02/24/12
El Mosalamy, Sandra	Student Assistant II	Assessment	8.75	01/09/12-02/26/12
Garcia, Adrian	Student Assistant I	Agricultural Sciences	8.00	01/03/12-02/26/12
Garciaconoe, Martha P.	Student Assistant I	Instruction	8.00	02/01/12-02/26/12
Guerra, Anna	Student Assistant I	DSPS	8.00	01/20/12-02/24/12

SUBJECT: Personnel Transactions**DATE:** February 22, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Guzman, Danielle	Student Assistant II	Public Safety	8.75	01/17/12-02/17/12
Hoang, Debra	Student Assistant IV	Learning Assistance Ctr.	11.25	02/27/12-06/29/12
Hoang, Debra	Student Assistant IV	Learning Assistance Ctr.	11.25	01/09/12-02/19/12
Jacobo, Beatriz	Student Assistant IV	Teacher Prep. Institute	11.25	02/01/12-02/26/12
Juarez, Maria	Student Assistant V	Adult Basic Education	12.50	02/01/12-02/26/12
Kim, Grace	Student Assistant I	DSPS	8.00	01/12/12-02/24/12
Le, Yen	Student Assistant I	Technical Services	8.00	02/28/12-06/30/12
Lew, Toni	Student Assistant I	Agricultural Sciences	8.00	12/12/11-02/26/12
Lopez, Ruben	Student Assistant II	Assessment	8.75	01/09/12-02/26/12
Loya, Ruby	Student Assistant II	Public Safety	8.75	01/09/12-02/17/12
Mancilla, Cassie	Student Assistant I	DSPS	8.00	01/23/12-02/24/12
Marroquin, Samantha	Student Assistant II	Counseling	8.75	02/27/12-06/29/12
Martinez, Kylie	Student Assistant III	Communications	10.00	01/09/12-02/19/12
Mena, Julian	Student Assistant II	Technical Services	8.75	02/27/12-06/30/12
Mendez, Joseph	Student Assistant IV	Learning Assistance	11.25	02/27/12-06/30/12
Mendez, Yvonne	Student Assistant V	EOPS/CARE/CalWORKs	12.50	01/03/12-02/26/12
Mendoza, Lidia	Student Assistant III	Fashion	10.00	12/19/11-02/19/12
Monarrez, Berenice	Student Assistant I	DSPS	8.00	01/20/12-02/24/12
Naghsh Nilchi, Hamed	Student Assistant II	Tutorial Services	8.75	01/09/12-02/20/12
Nikpour, Mitra	Student Assistant II	Assessment	8.75	01/09/12-02/26/12
Orantes, Erik	Student Assistant III	Technical Services	10.00	02/27/12-06/30/12
Ortiz, David	Student Assistant II	Counseling	8.75	01/03/12-01/31/12
Palomares, Susana	Student Assistant IV	Counseling	11.25	02/27/12-06/29/12
Parra, Rosa	Student Assistant II	Assessment	8.75	01/09/12-02/26/12
Parry, Edward	Student Assistant II	Public Safety	8.75	01/09/12-02/17/12
Partida, Leticia	Student Assistant IV	Learning Assistance	11.25	02/27/12-06/30/12
Pimentel, Karissa	Student Assistant IV	Teacher Prep. Institute	11.25	02/01/12-06/30/12
Piper, Shelby	Student Assistant I	DSPS	8.00	02/03/12-02/24/12
Porras, Victoria	Student Assistant II	Agricultural Sciences	8.75	01/17/12-02/26/12
Portillo, Tarah	Student Assistant II	Counseling	8.75	01/03/12-02/24/12
Quiroz, Vanessa	Student Assistant II	Child Development Ctr	8.75	01/03/12-02/24/12
Ralph, Jeffrey	Student Assistant II	Public Safety	8.75	01/09/12-02/17/12
Reed, Tyanna	Student Assistant II	Counseling	8.75	01/02/12-01/31/12
Rice, Cristy	Student Assistant I	DSPS	8.00	01/23/12-02/24/12
Rivera, Maria	Student Assistant I	DSPS	8.00	01/20/12-02/24/12
Rodriguez, Liza	Student Assistant I	Associated Students	8.00	11/01/11-12/08/11
Rosas, Laura	Student Assistant IV	Teacher Prep. Institute	11.25	02/01/12-06/30/12
Sanchez-Cantu, Carmen	Student Assistant II	Child Development Ctr	8.75	01/13/12-02/24/12
Schlickemeyer, Courtney	Student Assistant I	Child Development Ctr	8.00	01/06/12-02/24/12
Siddiq, Rubina	Student Assistant III	Instruction Office	10.00	01/18/12-02/26/12
Todd, Kaitlyn	Student Assistant II	Technical Services	8.75	02/27/12-06/30/12
Torres, Angel	Student Assistant IV	Teacher Prep. Institute	11.25	02/01/12-06/30/12
Tovar Garcia, Blanca	Student Assistant I	DSPS	8.00	01/23/12-02/24/12
Trisnadi, Tesia	Student Assistant I	DSPS	8.00	01/20/12-02/24/12
Turpin, Justin	Student Assistant I	DSPS	8.00	01/12/12-02/24/12

SUBJECT: Personnel Transactions

DATE: February 22, 2012

Student Employees (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Vega, Gilbert	Student Assistant III	Public Safety	10.00	01/09/12-02/17/12
Villanueva, Eva	Student Assistant I	Interior Design	8.00	01/31/12-06/30/12
Weber, Jessica	Student Assistant II	Agricultural Sciences	8.75	01/13/12-02/26/12

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

DATE: February 22, 2012

CONSENT

SUBJECT: Recommendation to Employ Faculty Under Second Contract – 2012-13

BACKGROUND

Pursuant to the provisions of Education Code Section 87608, the governing board shall make a determination concerning the employment of first-year contract faculty employees for a second academic year.

ANALYSIS AND FISCAL IMPACT

The faculty members listed below are probationary employees working under their first contract with the College and have been evaluated in accordance with the evaluation policies and procedures established by the Board of Trustees and the Faculty Association. The evaluation process involves an evaluation team for each professor composed of at least two tenured faculty and one administrator. The evaluation team completed a summary evaluation report of the probationary professor's performance. The report was based on information gathered from classroom visitations, student evaluations, input from faculty peers, a review of a portfolio of materials used by the professor, and other sources deemed relevant by the evaluation team. The evaluation team recommended that the probationary professor be employed for a second academic year. The recommendation, along with all supporting documentation, has been reviewed by the Vice President, Instruction or the Vice President, Student Services and the College President.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees enter into a contract for a second academic year with the following employees:

Prepared by: Human Resources Staff

Reviewed by: Annette Loria

Recommended by: Bill Scroggins

Agenda Item: Consent #4

SUBJECT: Recommendation to Employ Faculty Under Second Contract – 2012-13

DATE: February 22, 2012

<u>Name</u>	<u>Department</u>
Beydler, David	Mathematics, Computer Sciences
Butler, Thomas	Fine Arts
Campbell, Michael	Mathematics, Computer Sciences
Cantrell, Daniel	Communication
Felix, Diana	Counseling
Fowler, Jamaika	Counseling/Articulation Officer
Gomez, Francisco	English, Literature & Journalism
Hernandez, Corie	Mental Health
Hsieh, Mei-Ling	Communication
Hutchinson, James	Respiratory Therapy
Kuo, Tiffany	Music
Lancaster, Stephen	Mathematics, Computer Sciences
Miller, Kenneth	Electronics
Mrofka, David	Earth Sciences & Astronomy
Myers, Richard	English, Literature & Journalism
Padilla, Maya	Agricultural Sciences (RVT)
Purcell, Robert	Kinesiology & Athletics
Ramey, Martin	Business Administration
Salinger, Aaron	Foreign Languages
Santiago, Tonya	Nursing
Tran, Niki	Consumer & Design Technologies
Wasson, Shari	Fine Arts
Wheeler, Daniel	Learning Assistance

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

DATE: February 22, 2012

CONSENT

SUBJECT: Recommendation to Employ Faculty Under Third Contract – 2012-13

BACKGROUND

Pursuant to the provisions of Education Code Section 87608, the governing board shall make a determination concerning the employment of second-year contract faculty employees for third and fourth academic years.

ANALYSIS AND FISCAL IMPACT

The faculty members listed below are probationary employees working under their second contract with the College and have been evaluated in accordance with the evaluation policies and procedures established by the Board of Trustees and the Faculty Association. The evaluation process involves an evaluation team for each professor composed of at least two tenured faculty and one administrator. The evaluation team completed a summary evaluation report of the probationary professor's performance. The report was based on information gathered from classroom visitations, student evaluations, input from faculty peers, a review of a portfolio of materials used by the professor, and other sources deemed relevant by the evaluation team. The evaluation team recommended that the probationary professor be employed for third and fourth academic years. The recommendation, along with all supporting documentation, has been reviewed by the Vice President, Instruction or the Vice President, Student Services and the College President.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees enter into a contract for third and fourth academic years with the following employees:

<u>Name</u>	<u>Department</u>
Burgos, Matthew	Theater
Denny, Joseph	Electronics
Lackey, Hilary	Earth Sciences & Astronomy
Nguyen, Bao-Chi	Mathematics, Computer Science
Shackelford, Stephen	Aeronautics, Transportation
Uiagalelei, Iona	Kinesiology & Athletics
Yost, David	Aircraft Maintenance & Manufacturing Tech

Prepared by: Human Resources Staff

Reviewed by: Annette Loria

Recommended by: Bill Scroggins

Agenda Item: Consent #5

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

DATE: February 22, 2012

CONSENT

SUBJECT: Recommendation to Grant Tenure – 2012-13

BACKGROUND

Pursuant to the provisions of Education Code Section 87608, the governing board shall make a determination concerning the employment of probationary employees as tenured employees.

ANALYSIS AND FISCAL IMPACT

The faculty members listed below are probationary employees working under their third contract with the College and have been evaluated in accordance with the evaluation policies and procedures established by the Board of Trustees and the Faculty Association. The evaluation process involves an evaluation team for each professor composed of at least two tenured faculty and one administrator. The evaluation team completed a summary evaluation report of the probationary professor's performance. The report was based on information gathered from classroom visitations, student evaluations, input from faculty peers, a review of a portfolio of materials used by the professor, and other sources deemed relevant by the evaluation team. The evaluation team recommended that the probationary professor be granted tenure. The recommendation, along with all supporting documentation, has been reviewed by the Vice President, Instruction or the Vice President, Student Services and the College President.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees grant tenure to the following employees:

<u>Name</u>	<u>Department</u>
Arnold, Robert	Sign Language
Barr, Dustin	Music
Chavez, Dolores	Mathematics, Computer Science
Estes, Edwin	Business Administration
Frickert, Allison	History & Art History
Golestaneh, Kamran	Chemistry
Halabi, Solene	Foreign Languages
Heard, Lance	Public Services
Ma, Jannie	Learning Assistance
Olds, Jennifer	English, Literature & Journalism

Prepared by: Human Resources Staff

Reviewed by: Annette Loria

Recommended by: Bill Scroggins

Agenda Item: Consent #6

SUBJECT: Recommendation to Grant Tenure – 2012-13

DATE: February 22, 2012

<u>Name</u>	<u>Department</u>
Perez, Christopher	Mathematics, Computer Science
Phillips, Jamie	Agricultural Sciences
Plesetz, Sarah	Nursing
Presch, Melissa	Biological Sciences
Rickard, Malcolm	Physics, Engineering
Sanchez, Lizbet	Foreign Languages
Sardinas, Ignacio	Architecture & Engineering Design Tech.
Stone, James	History & Art History
Swift, Crystal Lane	Communications
Tellez, April	History & Art History
Waters, Dawn	Agricultural Sciences
Young, Paula	Mathematics, Computer Science

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

DATE: February 22, 2012

CONSENT

SUBJECT: Sabbatical Leave Applications for Academic Year 2012-13

BACKGROUND

The Board of Trustees may grant sabbatical leaves for purposes of a project, study, travel, or a combination thereof. Applications for sabbatical leaves are reviewed by the Salary and Leaves Committee for recommendation to the President and the Board of Trustees. The Committee membership is composed of three professors and three managers. The Vice President of Instruction serves as chairperson.

ANALYSIS AND FISCAL IMPACT

The Salary and Leaves Committee received no applications for sabbatical leaves for the 2012-13 academic year. The information session was publicized and held, as is the usual custom, but no faculty submitted applications. Therefore, there are no recommendations for sabbatical leaves resulting from the current year's process. At such time as it is advisable to once again fund sabbatical leaves, the College has committed to approving previously reviewed sabbatical leave proposals that were found to meet all required criteria involving proposed benefit to the students and to the instructional programs. There are eight faculty members on the historical list of sabbatical proposals that have been formally vetted by the Salary and Leaves Committee and previously recommended to the Board for its consideration.

Fiscal impact of sabbatical leaves is determined by combining the salary savings of the sabbatical recipient with the cost of replacement. First, noting that the District pays 80% of the full salary for the faculty on sabbatical leave and assuming a median annual salary of \$80,000, the savings is approximately \$16,000 (20% of \$80,000) per full year sabbatical granted. The cost of the backfill for their full teaching loads for classes taught by adjunct faculty for one faculty member on leave for the full year is nearly \$39,000. This net cost of \$23,000 per sabbatical does not include the loss of the non-teaching service provided by full-time faculty. This service is not replaced when backfilling with adjunct faculty.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees does not approve the sabbatical leaves for the 2012-13 academic year.

Submitted by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #7

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

DATE: February 22, 2012

CONSENT

SUBJECT: Library Electronic Information Resource – Community College League
of California

BACKGROUND

The Library and Learning Resources Division provides informational databases for a wide range of disciplines. The databases are used by students doing class projects and by faculty for research and class preparation. The databases provide students and faculty access to books, articles, newspapers, government codes, and legal information. Examples include the Grove Art Online, Academic Search Premier, Literature Resource Center, ProQuest Newspapers, CINAHL (Cumulative Indexes to Nursing and Allied Health Literature), ERIC (Educational Resource Information Center), and NetLibrary eBooks. The Community College League of California (CCLC) is a central source for many of our database needs.

ANALYSIS AND FISCAL IMPACT

Public Contract Code (PCC) Section 20651 requires that all purchases valued over \$81,000 be formally bid and awarded by the governing board. The cost of purchasing all the databases currently used by the College exceeds the formal bid threshold, and most of the databases are proprietary and considered sole source. Therefore, it is proposed that the College use the services of the Community College League Consortium, a joint project of the CCLC with the Council of Chief Librarians. The program provides informational databases via the internet to libraries at all 112 community colleges and many off-campus centers around the state. The program negotiates significant price discounts on more than 100 different databases, ranging from 20% to 50% off list prices. The Library and Learning Resources Division currently anticipates spending up to \$150,000 annually for these databases.

Funding Sources

State Lottery funds, Unrestricted General Fund, and Perkins/VTEA.

RECOMMENDATION

It is recommended that the Board of Trustees approves the purchase of on-line informational databases from the Community College League Consortium.

Prepared by: Meghan M. Chen/Thomas G. Meikle

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

Recommended by: Bill Scroggins

Agenda Item: Consent #8

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

DATE: February 22, 2012

CONSENT

SUBJECT: New Courses – 2012-13 Academic Year

BACKGROUND

The following courses have been developed to reflect changes within disciplines, to provide additional general education options, to meet industry requirements and advisory committee recommendations, and to respond to student interest.

<u>Course</u>	<u>Course Title</u>
AGOR 14	Advanced Landscape Design
CHLD 11	Child and Adolescent Development

ANALYSIS AND FISCAL IMPACT

Courses were developed by College departments and divisions. Documentation has been thoroughly reviewed by the Educational Design Committee and approved by the Curriculum & Instruction Council and the Academic Senate.

Each course taught at Mt. San Antonio College has various costs depending upon the instructor of record (hourly vs. full-time), lecture-lab equivalency, and class size limits. The number of sections offered in a given semester by a division or department is variable and part of the total College enrollment management process. Every effort is made to offer courses in a cost-effective manner through prudent enrollment management.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the above courses, effective with the 2012-13 academic year.

Prepared by: Terri S. Long

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #9

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

DATE: February 22, 2012

CONSENT

SUBJECT: Students to Attend Health Occupations Students of America Statewide
and National Leadership Conferences

BACKGROUND

Health Occupations Students of America (HOSA) Leadership Conferences allow students to compete in one of 49 health-related competitive events with other students. At these conferences, students and faculty attend health-related workshops and meet with health care industry representatives. The statewide event will be held March 28-April 1, 2012, in Garden Grove, CA. There are 12 students eligible to participate.

The HOSA National Leadership Conference allows students to compete against other students from around the nation. To be eligible to compete, students must be awarded a gold, silver, or bronze medal at the statewide conference. Students and faculty will also attend health-related workshops and meet with health care industry representatives. The event will be held June 19-24, 2012, in Orlando, Florida. Faculty members Gail Gonzalez, Jill McGraw, Mary-Ellen Reyes, and Terry Rudd will accompany students at both events.

ANALYSIS AND FISCAL IMPACT

The anticipated cost for the statewide event in March is \$9,055, and the anticipated cost for the national conference in June is \$20,240.

Funding Sources

Perkins IV and Stars of Excellence funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves faculty and student participation in the HOSA statewide and national conferences.

Prepared by: Sarah Daum

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #10

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

DATE: February 22, 2012

CONSENT

SUBJECT: Forensics Students to Attend the Phi Rho Pi National Tournament in
Schaumburg, IL

BACKGROUND

The Communication Department is requesting approval for fourteen forensics students and faculty members Jeff Archibald, Daniel Cantrell, Mei-Ling Hsieh, and John Vitullo to attend the Phi Rho Pi National Forensics Tournament, April 4-14, 2012, in Schaumburg, IL. Travel dates are April 4-15, 2012. Mt. SAC students will be competing against more than 500 students from over 70 U. S. community colleges in 13 speaking categories and debate. The tournament is the community college national forensics championship. Mt. SAC has won the national championship in 1994, 1998, 2000, 2001, 2003, 2006, and 2011.

ANALYSIS AND FISCAL IMPACT

The estimated cost of the trip is \$28,237.

Funding Sources

Unrestricted General Fund and Stars of Excellence.

RECOMMENDATION

It is recommended that the Board of Trustees approves the attendance of fourteen forensics students and four faculty members at the Phi Rho Pi National Tournament.

Prepared by: James Jenkins

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #11

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

DATE: February 22, 2012

CONSENT

SUBJECT: Honors Students to Attend Phi Theta Kappa Regional Conference in
Las Vegas, NV

BACKGROUND

The Honors Program is requesting approval for ten Phi Theta Kappa (PTK) student officers and staff advisors Carol Impara and Linda Diaz to attend the PTK Regional Conference in Las Vegas, March 9-11, 2012. Participants will attend educational forums, leadership seminars, transfer and service information workshops, and general sessions. Workshops will also focus on developing the Honors in Action Research Project and the Campus Service Project.

ANALYSIS AND FISCAL IMPACT

The estimated cost of this trip is \$2,500.

Funding Sources

Unrestricted General Fund and Phi Theta Kappa fund-raising.

RECOMMENDATION

It is recommended that the Board of Trustees approves the attendance of ten Phi Theta Kappa student officers and two staff advisors at the PTK Regional Conference.

Prepared by: Carolyn Kuykendall

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #12

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 22, 2012</u>	CONSENT
SUBJECT:	<u>Affiliation Agreements with Clinical Facilities for Students</u>	

BACKGROUND

Students enrolled in many of our health care programs require the use of clinical facilities for training. The following facilities have agreed to accept enrolled students and will provide them with excellent training opportunities.

ANALYSIS AND FISCAL IMPACT

These facilities will be using the standard Mt. SAC affiliation agreement, and they shall be effective February 23, 2012.

<u>Program</u>	<u>Facility</u>	<u>Location</u>
Emergency Medical Technician	Cole Schaefer Ambulance Service	Pomona
Nursing	Silverado Senior Living–The Huntington	Alhambra

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the affiliation agreements with Cole Schaefer Ambulance Service and Silverado Senior Living–The Huntington.

Prepared by: <u>Sarah Daum</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #13</u>

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

DATE: February 22, 2012

CONSENT

SUBJECT: Family & Consumer Sciences Discipline/Industry Collaborative Grant
Contract with California Community College Early Childhood Educators

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The grant will sponsor CCCECE's annual conference, to be held on March 16, 2012. This professional development and networking event will be open to community college faculty from across the state. Permission is requested to enter into a contract with CCCECE to sponsor the keynote speaker for this conference, Alison Gopnik, in an amount not to exceed \$5,000.

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

Funding Source

California Community Colleges Chancellor's Office.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract for the Family and Consumer Sciences Discipline/Industry Collaborative grant with CCCECE.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #14

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

DATE: February 22, 2012

CONSENT

SUBJECT: Jet Propulsion Laboratory Research Apprenticeship Program -
Acceptance of Funds

BACKGROUND

Mt. San Antonio College received a subcontract agreement from the California Institute of Technology, Jet Propulsion Laboratory (JPL), to support a student Research Apprenticeship Program. The program exists to provide an educational experience for students who may enter the science, technology, engineering, and mathematics pipeline, as well as provide mentoring opportunities to researchers at JPL. Students engage in research activities at JPL under the supervision of science or engineering mentors.

ANALYSIS AND FISCAL IMPACT

Funding for the subcontract is \$6,050.

The period of performance is February 3, 2012, through August 31, 2012.

Funding will support a research apprenticeship stipend for Mt. SAC student Brian Walker, who will mentor with Thomas Lu to test and optimize image processing and multi-stage ATR software. The project will also provide for indirect costs to the College.

Activities will be carried out with subcontract funds and will not impact the College budget.

Funding Source

National Aeronautics and Space Administration through California Institute of Technology.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the JPL Research Apprenticeship Program subcontract funds.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #15

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

DATE: February 22, 2012

CONSENT

SUBJECT: Upward Bound Grant - Acceptance of Funds and Approval of Activities

BACKGROUND

Mt. San Antonio College received an award notification for five-year funding of the Upward Bound grant, funded by the U. S. Department of Education. The purpose of the grant 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. As part of the grant activities, permission is requested to purchase food and promotional items for grant-related meetings and events that occur throughout the year.

ANALYSIS AND FISCAL IMPACT

Total funding for the five-year grant award is \$1,381,879. Funding for the year five grant award is \$269,479.

The performance period for the grant is September 1, 2007, through August 31, 2012. The performance period for year five is September 1, 2011, through August 31, 2012.

Funding will support personnel, fringe benefits, personnel travel, student travel, instructional and non-instructional supplies and materials, contractual services, food, and other related grant costs. The grant provides funds for the purchase of food and promotional and recognition items for special programs and activities.

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

Funding Source

U. S. Department of Education.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the Upward Bound grant funds and approves the activities, as defined above.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #16

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 22, 2012</u>	CONSENT
SUBJECT:	<u>Hispanic-Serving Institutions Education Grant – Mt. SAC Agriculture Pathways Program Contract with The RP Group, Inc.</u>	

BACKGROUND

Mt. San Antonio College currently has a grant titled “Mt. SAC Agriculture Pathways,” funded by the U. S. Department of Agriculture. The project’s outcomes include the following: increase the number of K-8 teachers using agricultural sciences curriculum in the classroom; increase the number of K-12 students aware of agricultural sciences careers and educational requirements; increase the number of students in grades 6-12 who indicate an interest in an education/career in agricultural sciences; increase the number of students who pursue a college education program in agricultural sciences; and increase the number of students completing/transferring to programs in agricultural sciences.

As part of the grant activities, permission is requested to amend an existing contract with The RP Group, Inc.

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio College currently has a contract with The RP Group, Inc. in the amount of \$9,600. The contract provides funds for the following: tracking data, designing survey instruments, analyzing survey data, analyzing and interpreting aggregated data, preparing summary of findings, attending grant-related meetings as needed, and preparing annual and final evaluation reports. This contract amendment will extend the contract end date, for a new contract period of November 1, 2009, through August 31, 2012.

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

Funding Source

U. S. Department of Agriculture.

RECOMMENDATION

It is recommended that the Board of Trustees approves the amendment for the Mt. SAC Agriculture Pathways grant to the contract with The RP Group, Inc.

Prepared by: <u>Adrienne J. Price</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #17</u>

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

DATE: February 22, 2012

CONSENT

SUBJECT: Center of Excellence's CTE Hub Grant Activities

BACKGROUND

The Center of Excellence (COE) is funded by the Workforce and Economic Development Division (WEDD) of the Chancellor's Office to conduct environmental scanning. The COE also directs a grant funded by SB70, focused on career exploration (CTE Hub). The Chancellor's Office approved the following:

1. The 2010-11 CTE Hub grant is extended until June 30, 2012.
2. The 2011-12 CTE Hub grant is renewed effective January 10, 2012, through March 31, 2014.

Contract with vendor:

3. The COE will renew the contract with Economic Modeling Specialists, Inc. (EMSI) to continue to have access to labor market information, projections, and other data required for the Center of Excellence's research activities.

ANALYSIS AND FISCAL IMPACT

1. The 2010-11 CTE Hub grant will be extended until June 30, 2012. The total award of \$187,500 remains unchanged.
2. The 2011-12 CTE Hub is renewed effective January 10, 2012, through March 31, 2014. The total grant amount for the two years is \$150,000.
3. The contract for \$6,000 with EMSI will be effective March 1, 2012, through February 28, 2013.

There is no cost to the District.

Prepared by: Joumana McGowan/Audrey Reille

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #18

SUBJECT: Center of Excellence's CTE Hub Grant Activities

DATE: February 22, 2012

Funding Sources

Items 1 and 2 – CTE Hub funded by SB 70.

Item 3 – COE funded by the California Community Colleges Chancellor's Office Workforce and Economic Development Division (WEDD, formerly EWDP).

RECOMMENDATION

It is recommended that the Board of Trustees approves the CTE Hub extension, the CTE Hub renewal, and the contract with EMSI, as presented.

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

DATE: February 22, 2012

CONSENT

SUBJECT: Continuing Education Offerings

BACKGROUND

Continuing Education presents a variety of offerings.

ANALYSIS AND FISCAL IMPACT

Adult Education Program – Schedule Additions:

Course Title/Program	Providers	Rate of Pay
CPR and First Aid	Baca, Michael	17 hours @ \$45/hour
	Malone, Kristine	14 hours @ \$45/hour

Funding Source

Health Resources and Services Administration Personal Care Attendant Grant.

Community Services Program – Classes/Programs - Schedule Additions:

Course Title/Program	Presenter	<u>Remuneration</u>		Fee
		40%	Other	
Firefighter Physical Ability Test	Ward, Elizabeth		50%	\$20
Conditioning for Sports (Winter & Spring)	PE Trust Various Instructors	X	No Pay	\$36

Funding Source

Student registration fees collected or grant funds.

Contract Changes:

Pomona Unified School District,
Contract No. 1112-002:

From: Staff, 118 hours (\$8,400)
To: Greenberg, Herschell - 64 hours @ \$75.93/hour
Nandi, Swapna - 48 hours @ \$67.14/hour

RECOMMENDATION

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

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #19

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

DATE: February 22, 2012

CONSENT

SUBJECT: Agreement with Los Angeles County Arboretum & Botanic Garden

BACKGROUND

The Los Angeles County Arboretum & Botanic Garden hosts an annual garden festival. This year the festival will be held May 4-6, 2012. The Mt. San Antonio College Horticulture Department will participate and sell perennial, succulent, and house plants at the festival.

ANALYSIS AND FISCAL IMPACT

The Mt. San Antonio College Horticulture Department has received a plant vendor memorandum of understanding (MOU) and a hold harmless agreement for the 2012 Grow! A Garden Festival event. The MOU addresses the levels of participation, event hours, space and finance, security, resale number, and insurance requirements. The Mt. San Antonio College Horticulture Department will agree to return 15% of their sales to the Los Angeles Arboretum Foundation to support the Arboretum's mission and educational programs. The hold harmless agreement addresses workers' compensation, comprehensive general liability, and automobile liability insurance.

Funding Source

Mt. San Antonio College Farm Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the plant vendor memorandum of understanding and the hold harmless agreement with the Los Angeles County Arboretum & Botanic Garden.

Prepared by: Larry Redinger

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #20

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

DATE: February 22, 2012

CONSENT

SUBJECT: Journalism Students to Attend College Media Advisers Spring National
Convention in New York, NY

BACKGROUND

The English, Literature, and Journalism Department is requesting approval for five journalism students and faculty member Toni Albertson to attend the College Media Advisers Spring National Convention in New York, NY, March 17-20, 2012. Travel dates are March 16-20, 2012.

ANALYSIS AND FISCAL IMPACT

The estimated cost of the trip is \$5,092.

Funding Sources

Mountaineer advertising proceeds and student contributions.

RECOMMENDATION

It is recommended that the Board of Trustees approves the attendance of five journalism students and one faculty member at the College Media Advisers Spring National Convention.

Prepared by: James Jenkins

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #21

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 22, 2012</u>	CONSENT
SUBJECT:	<u>Contract with Ted Tapia Mailing Services, Inc.</u>	

BACKGROUND

The Associated Students (A.S.) is requesting that the Board approve a contract with Ted Tapia Mailing Services, Inc. for the purpose of printing 26,000 pieces of mail for the Spring 2012 Semester.

The service includes: 1) the printing of the indicia and addresses on envelopes; 2) printing of the Activity Sticker; 3) affixing the stickers to the flier; 4) dies, plate, and artwork setup; 5) machine setup; and 6) delivery to the Covina Post Office.

The sticker is sent out to Mt. SAC students who pay the \$11 Student Activity fee. The Activity Sticker is placed on the Mt. SAC student ID card and provides the student with the following services: 1) the Mountie Discount Program; 2) A.S. events and activities; 3) eligibility for various scholarships; and 4) access to purchase discounted movie and amusement park tickets.

ANALYSIS AND FISCAL IMPACT

The contract cost with Ted Tapia Mailing Services, Inc. is \$2,522.16.

Funding Source

Associated Students.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Ted Tapia Mailing Services, Inc.

Prepared by: Maryann Tolano-Leveque

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #22

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

DATE: February 22, 2012

CONSENT

SUBJECT: Contract with Swank Motion Pictures, Inc.

BACKGROUND

The Associated Students is requesting that the Board approve a contract with Swank Motion Pictures, Inc. for the purpose of paying for licensing rights and rental fees to show the movie "The Help" during National Women's History Month on Wednesday, March 21, 2012. The Associated Students will sponsor two free viewings of the film for the campus community. Both viewings will be in Student Life Center, Stage area.

ANALYSIS AND FISCAL IMPACT

The contract cost for the licensing rights and rental fees with Swank Motion Pictures, Inc. is \$396.

Funding Source

Associated Students.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Swank Motion Pictures, Inc.

Prepared by: Maryann Tolano-Leveque

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #23

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

DATE: February 22, 2012

CONSENT

SUBJECT: Appropriation Transfers and Budget Revisions Summary

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Sources

**APPROPRIATION TRANSFERS
For the period 01/10/12 - 02/06/12**

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 48,715
7950 Unassigned Fund Balance	54,612
Total	103,327

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 37,226
2000 Classified/Other Nonacademic Salaries	17,226
3000 Employee Benefits	628
5000 Other Operating Expenses/Services	18,913
6000 Capital Outlay	29,334
Total	103,327

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #24

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: February 22, 2012

Restricted General Fund - 17

From:

<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$ 39,077
7000	Other Outgo	15,592
Total		54,669

To:

<u>Budget Classification</u>		<u>Amount</u>
1000	Academic Salaries	\$ 16,325
2000	Classified/Other Nonacademic Salaries	8,442
3000	Employee Benefits	5
5000	Other Operating Expenses/Services	15,072
6000	Capital Outlay	14,825
Total		54,669

Child Development Fund - 33

From:

<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$ 3,678
Total		3,678

To:

<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$ 3,678
Total		3,678

Bond Construction Fund - 42

From:

<u>Budget Classification</u>		<u>Amount</u>
6000	Capital Outlay	\$ 19,740
Total		19,740

To:

<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$ 19,740
Total		19,740

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: February 22, 2012

Capital Outlay Project/Redevelopment Fund - 43

From:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 10,449
Total	10,449

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 10,449
Total	10,449

BAN Construction Fund - 44

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 10,000
7920 Restricted Fund Balance	19,801
Total	29,801

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 25,000
6000 Capital Outlay	4,801
Total	29,801

Associated Students Trust Fund - 71

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 1,579
Total	1,579

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 201
3000 Employee Benefits	17
5000 Other Operating Expenses/Services	1,282
6000 Capital Outlay	79
Total	1,579

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: February 22, 2012

BUDGET REVISIONS
For the period 01/10/12 - 02/06/12

Unrestricted General Fund - 11 and 13

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
883900 City College of San Francisco	\$ 15,000
883900 2011-12 Disabled Student Programs & Services (DSPS)	500
887710 2011-12 Paramedic-Instructional Materials Fees	2,230
887712 Fire Academy-Instructional Materials Fees - Fall 2011	53,856
887714 Fire Academy-Instructional Materials Fees - Spring 2012	57,670
889000 Risk Management-Safety Credits	1,751
889000 Aeronautics	11,300
Total	142,307

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 493
3000 Employee Benefits	7
4000 Supplies/Materials	93,724
5000 Other Operating Expenses/Services	45,332
6000 Capital Outlay	2,751
Total	142,307

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
819000 2011-12 Personal Home Care Training	\$ 124,214
865900 2011-12 CTE Community Collaborative Project - Round 4	87,645
882000 2011-12 Giving Community College Students a Roadmap	10,000
882002 2011-12 Flight Safety Program	45,979
Total	267,838

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: February 22, 2012

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	34,730
2000	Classified/Other Nonacademic Salaries		100,272
3000	Employee Benefits		20,755
4000	Supplies/Materials		15,800
5000	Other Operating Expenses/Services		50,302
6000	Capital Outlay		45,979
Total			267,838

Capital Outlay Project/Redevelopment Fund - 43

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
889000	RDA, Industry - Project 1	\$	63,970
889000	RDA, Industry - Project 2		28,285
889000	RDA, Industry - Project 3		3,543
Total			95,798

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
7920	Restricted Fund Balance	\$	95,798
Total			95,798

RECOMMENDATION

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$103,327), Restricted General Fund (\$54,669), Child Development Fund (\$3,678), Bond Construction Fund (\$19,740), Capital Outlay Project/Redevelopment Fund (\$10,449), BAN Construction Fund (\$29,801), and Associated Students Trust Fund (\$1,579) pursuant to the California Code of Regulations, Title 5, Section 58307.

Further authorization is requested to approve the budget revisions and allow expenditures within the Unrestricted General Fund (\$142,307), Restricted General Fund (\$267,838), and Capital Outlay Project/Redevelopment Fund (\$95,798) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

DATE: February 22, 2012

CONSENT

SUBJECT: Independent Contractors

BACKGROUND

Approval of Independent Contractors.

ANALYSIS AND FISCAL IMPACT

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

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Christine Baltes	Instruction – Dance	Guest Lecturer, Master class	3/12/12- 5/12/12	\$300
Jeremy Brown	Instruction – Music	Adjudicator, Mt. SAC Instrumental Jazz Festival	5/5/12	\$400
Yvette Buccino	Student Services – CARE Program	Facilitator, Personal Development Workshops	3/1/12- 5/31/12	\$960
Ernie Del Fonte	Instruction – Music	Adjudicator, Mt. SAC Instrumental Jazz Festival	5/5/12	\$400
Dan Evans	Instruction – Family and Consumer Science (FCS), Discipline/Industry Collaborative Grant	Speaker, Hospitality Professional Development event	5/4/12	\$800
Mike Esperenza	Instruction – Dance	Guest Lecturer, Master class	3/14/12- 3/30/12	\$350
Jennifer Fa Galde	Instruction – Family and Consumer Science (FCS), Discipline/Industry Collaborative Grant	Speaker, “What’s Your Big Idea” Entrepreneur Workshop	2/23/12	\$500
Mitchell Fennell	Instruction – Music	Adjudicator, Mt. SAC Wind Ensemble Festival	3/28-12- 3/29/12	\$400
Marla Franco	Student Services – Student Life, LEAD Program	Presenter, LEAD Program, “Leading & Managing a Diverse Group”	5/1/12- 5/31/12	\$75

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #25

SUBJECT: Independent Contractors**DATE:** February 22, 2012

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Beat Giger	Instruction – Family and Consumer Science (FCS), Discipline/Industry Collaborative Grant	Speaker, Hospitality Professional Development event	5/4/12	\$800
Karla Gustafson	Instruction – Family and Consumer Science (FCS), Discipline/Industry Collaborative Grant	Speaker, “What’s Your Big Idea” Entrepreneur Workshop	2/23/12	\$500
Richard Hernandez	Instruction – Family and Consumer Science (FCS), Discipline/Industry Collaborative Grant	Speaker, Hospitality Professional Development event	5/4/12	\$800
Michael Iles	Instruction – Family and Consumer Science (FCS), Discipline/Industry Collaborative Grant	Speaker, Hospitality Professional Development event	5/4/12	\$500
Richard Larson	Instruction – Family and Consumer Science (FCS), Discipline/Industry Collaborative Grant	Speaker, Hospitality Professional Development event	5/4/12	\$800
Dora Lee	Student Services – Student Life, LEAD Program	Presenter, LEAD Program, “Power & Privilege”	4/1/12– 4/30/12	\$75
Veronica Lee	Instruction – Dance	Guest Lecturer, Master class	3/14/12- 3/30/12	\$200
Mark Meisner	Instruction – Dance	Guest Lecturer, Master class	5/1/12- 6/10/12	\$400
Kevin Mayse	Instruction – Music	Adjudicator, Mt. SAC Wind Ensemble Festival	3/28/12- 3/29/12	\$400
Thaihoa Nguyen	Instruction – Dance	Guest Lecturer, Master class	4/1/12- 5/31/12	\$250
Wayne Nelson	Instruction – Music	Adjudicator, Mt. SAC Instrumental Jazz Festival	5/5/12	\$400
Matthew Politano	Instruction – Music	Performer, Mt. SAC Instrumental Jazz Festival	5/5/12	\$100
Charles Richard	Instruction – Music	Adjudicator, Mt. SAC Instrumental Jazz Festival	5/5/12	\$400
Charles Tumlinson	Instruction – Music	Adjudicator, Mt. SAC Instrumental Jazz Festival	5/5/12	\$400
Angela Vamos	Instruction – Dance	Guest Lecturer, Master class	3/14/12- 3/30/12	\$200

SUBJECT: Independent Contractors

DATE: February 22, 2012

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Jean Winchell	Instruction – Family and Consumer Science (FCS), Discipline/Industry Collaborative Grant	Speaker, “What’s Your Big Idea” Entrepreneur Workshop	2/23/12	\$500
Will Wright	Student Services – Student Life, Associated Students	Speaker, Black History Month Event	2/9/12	\$300

Funding Source

Restricted General Fund – Student Services/CARE Program; and Instruction/Family and Consumer Science (FCS) Discipline/Industry Collaborative Grant.

Unrestricted General Fund – Student Services/LEAD Program and Associated Students; and Instruction/Music and Dance.

RECOMMENDATION

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

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

DATE: February 22, 2012

CONSENT

SUBJECT: Quarterly Investment Report

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio Community College District was approved for fiscal accountability status effective July 1, 2009. As a result, cash and checks are deposited on a daily basis with the Los Angeles County Treasurer's Office. The College maintains the Citizens Business Bank accounts for the collection of enrollment and student fees, a clearing account to receive wire transfers for financial aid and other grants, and a revolving fund for emergencies. These funds are transferred on a daily or as-needed basis to the Los Angeles County Treasurer's Office. In addition, the cash from the Revenue Lease Bonds (COPS) is held with a trustee. The cash investments are summarized as follows for the quarter ending December 31, 2011:

County of Los Angeles, Cash in County Treasury	\$106,490,650	.91%
Citizens Business Bank, District Clearing Account	6,793	.10%
Citizens Business Bank, Revolving Fund	93,227	.10%
Citizens Business Bank, Community Education Clearing Account	9,552	0.00%*
Citizens Business Bank, Web Registration Credit Cards	43,506	.10%
Citizens Business Bank, Parking Services Credit Cards	1,204	.10%
Cash with Trustee, Revenue Lease Bonds (COPS)	736,157	.05%

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

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the December 31, 2011, Quarterly Investment Report, as presented.

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #26

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

DATE: February 22, 2012

CONSENT

SUBJECT: Quarterly Financial Status Report

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following report for the period ending December 31, 2011, should be reviewed and approved by the Board of Trustees. Once this report has been approved, it will be forwarded to the Chancellor's Office. This report includes revenues, expenditures, and fund balance for the Unrestricted General Fund only and gives the Board a condensed overview of the fiscal status of the College.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees reviews and approves the Quarterly Financial Status Report for the period ending December 31, 2011, as presented.

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #27

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA**

CHANGE THE PERIOD ▼

Fiscal Year: 2011-2012

Quarter Ended: (Q2) Dec 31, 2011

District: (850) MT. SAN ANTONIO

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2008-09	Actual 2009-10	Actual 2010-11	Projected 2011-2012
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	149,050,146	143,634,299	145,152,876	137,391,196
A.2	Other Financing Sources (Object 8900)	112,129	13,887	37,323	4,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	149,162,275	143,648,186	145,190,199	137,395,196
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	144,082,373	137,369,441	139,693,635	145,138,155
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	4,640,508	3,169,740	1,953,909	830,054
B.3	Total Unrestricted Expenditures (B.1 + B.2)	148,722,881	140,539,181	141,647,544	145,968,209
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	439,394	3,109,005	3,542,655	-8,573,013
D.	Fund Balance, Beginning	26,722,017	27,161,411	30,270,416	33,813,071
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	26,722,017	27,161,411	30,270,416	33,813,071
E.	Fund Balance, Ending (C. + D.2)	27,161,411	30,270,416	33,813,071	25,240,058
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	18.3%	21.5%	23.9%	17.3%

II. Annualized Attendance FTES:					
G.1	Annualized FTES (excluding apprentice and non-resident)	32,685	31,048	31,203	28,980

	Description	As of the specified quarter ended for each fiscal year			
		2008-09	2009-10	2010-11	2011-2012
III. Total General Fund Cash Balance (Unrestricted and Restricted)					
H.1	Cash, excluding borrowed funds		42,296,593	47,162,729	44,437,705
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	45,470,971	42,296,593	47,162,729	44,437,705

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	137,061,740	137,391,196	71,329,965	51.9%
I.2	Other Financing Sources (Object 8900)	0	4,000	10,020	250.5%
I.3	Total Unrestricted Revenue (I.1 + I.2)	137,061,740	137,395,196	71,339,985	51.9%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	144,698,427	145,138,155	64,767,809	44.6%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	826,054	830,054	154,689	18.6%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	145,524,481	145,968,209	64,922,498	44.5%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-8,462,741	-8,573,013	6,417,487	
L.	Adjusted Fund Balance, Beginning	33,813,071	33,813,071	33,813,071	
L.1	Fund Balance, Ending (C. + L.2)	25,350,330	25,240,058	40,230,558	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	17.4%	17.3%		

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

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

Contract Period Settled (Specify)	Management	Academic		Classified
		Permanent	Temporary	

YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1: 2011/07	164,780						34,710	
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1: 2011/07	28,624						7,454	
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

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

The Board of Trustees approved a one-time two percent salary increase for Managers, Supervisors and Confidential employees, effective July 1, 2011. This increase will be funded from the District's Unassigned Fund Balance.

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

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

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

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

The College reduced 2011-12 course offerings by 1,609 FTES and an additional 415 FTES for the winter and spring 2012. The "trigger" cuts for the fiscal year 2011-12 were enacted in December. Revenues will be reduced by approximately \$766,407 for Tier One (one-time) and by approximately \$1,839,377 for Tier Two (ongoing). It is anticipated that the College will receive additional one-time revenue decreases due to enrollment fee and property tax deficits.

Based on Governor's 2012-13 budget projections, Mt. SAC may have ongoing revenues reduced by \$6.6 million if the Governor's tax initiative is not approved by the voters on the November 2012 ballot.

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

DATE: February 22, 2012 **CONSENT**
SUBJECT: Emergency Resolution No. 11-07 – Mold Abatement from the
Child Development Center Construction Site

BACKGROUND

During a routine inspection of the new Child Development Center construction site, a discoloration of the wood framing was observed. Samples of the material were taken for testing by the District's environmental consultant, H2 Environmental. The samples were determined to be mold, requiring that all construction activities be halted. A contractor specializing in hazardous mold isolation and abatement was needed in order to resume construction activity.

ANALYSIS AND FISCAL IMPACT

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

Shortly after being notified about the potentially hazardous situation, staff contacted H2 Environmental (H2) to test the materials in order to identify whether mold was present. H2 determined that a hazardous condition existed which required a shutdown of all construction activities and immediate abatement. H2's fee for conducting the tests was \$2,250. Three bids were solicited for the abatement work. Staff recommended that the contract be awarded to United Environmental, the lowest bidder at \$66,543. Additional bids were received from American Technologies, Inc. at \$82,500 and Janus Corporation at \$86,799. Contract, insurance, and bonding requirements of PCC 20654 have been addressed appropriately.

Funding Source

Measure RR Bond Anticipation Note funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves Emergency Resolution No. 11-07, as presented.

Prepared by: Thomas G. Meikle Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #28

**EMERGENCY RESOLUTION NO. 11-07
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA**

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

WHEREAS, mold was found at the Child Development Center construction site; and

WHEREAS, construction was halted due to the safety of workers, staff, and students; and

WHEREAS, the project cannot continue until the mold has been isolated and abated; and

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

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

a Limited Preliminary Microbial Assessment of Child Development Center Buildings A, B, C, and D with H2 Environmental for a not-to-exceed amount of \$2,250; and

the isolation and abatement of mold from the Child Development Center construction site with United Environmental for a not-to-exceed amount of \$66,543.

without advertising or inviting bids pursuant to Public Contract Code Section 20654.

PASSED AND ADOPTED by unanimous vote of the members of the Governing Board of the Mt. San Antonio Community College District on the 22nd day of February 2012 by a vote of:

AYES: _____
NOES: _____
ABSENT: _____

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

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

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

DATE: February 22, 2012

CONSENT

SUBJECT: Maintenance Agreement with Energy Environmental Solutions, Inc.

BACKGROUND

In order to provide for the ongoing maintenance and safe operation of certain specialized equipment and systems, it is necessary to retain the services of qualified professionals.

ANALYSIS AND FISCAL IMPACT

The following agreement is presented for approval:

Consultant:	Energy Environmental Solutions, Inc.	
Project:	Annual Central Plant Generator Emissions Monitoring	
Description:	Amount	
Three-year maintenance agreement to provide annual service for Source Testing and Periodic Monitoring Emissions Testing for the two 750 kw co-generation units. Pricing breakdown for three-year term: Year one-\$12,300.00; year two-\$8,200.00; and year three-\$13,300.00. Qualifications of existing staff not sufficient to meet this need.	\$33,800.00	
Contract Amount		\$33,800.00

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Agreement with Energy Environmental Solutions, Inc., as presented.

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #29

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

DATE: February 22, 2012

CONSENT

SUBJECT: Professional Design and Consulting Services

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following contracts are presented for approval:

#1	Consultant:	Hill Partnership, Inc.	
	Project:	North Campus Precinct and Transportation Hub Planning Study	
Item	Description:	Amount	
	Professional design services to prepare a Planning Study for the northern portion of the campus to identify opportunities and constraints for linkage between the northern campus projects and how a regional Transportation Hub could be incorporated within the Planning Zone. Services are provided for a fixed fee.	\$145,840.00	
	Reimbursable expenses:	\$1,000.00	
	Contract Amount		\$145,840.00

#2	Consultant:	HMC Architects	
	Project:	Building 23 Renovation and New Data Center	
Item	Description:	Amount	
	Professional design services to prepare electrical and architectural as-built drawings. Services are provided for a fixed fee.	\$9,800.00	
	Contract Amount		\$9,800.00

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #30

SUBJECT: Professional Design and Consulting Services

DATE: February 22, 2012

Funding Source

Measure RR Bond Anticipation Note funds.

RECOMMENDATION

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

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

DATE: February 22, 2012

CONSENT

SUBJECT: Agricultural Sciences Complex (Change Order)

BACKGROUND

Agricultural Sciences Complex (Change Order).

As of January 1, 2012, Change Orders for the Agricultural Sciences Complex project totaled \$1,769,848.57, or 12.45% of all contracts. Changes totaling 2.31% of all contracts were owner-requested changes, 6.50% were required by the Architect, 1.33% were to address unforeseen conditions, 0.29% was required to update Campus Standards, and 2.02% were for Division of the State Architect, updated code requirements, and other miscellaneous changes.

ANALYSIS AND FISCAL IMPACT

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

Bid No.	2779	Contractor:	American Electric Company (Electrical Contractor)	CO No.	14
Item	Change and Justification:			Amount	Time
1	Credit to the owner for unused labor to install light poles at the turf plot. <i>Owner-directed change-added scope.</i>			<\$7,470.09>	0 days
2	Modify form work and re-enforcing cages for parking lot light fixture bases located at the south walkway to provide clear ADA access at the sidewalk. <i>Architect/Engineer requirement-additional details required.</i>			\$5,111.67	0 days
	Total			<\$2,358.42>	28 days
	Original Contract Amount			\$1,863,000.00	
	Net Change by Previous Change Orders			\$535,101.29	
	Net Sum Prior to This Change Order			\$2,398,101.29	
	Amount of Change Order No. 14			<\$2,358.42>	
	New Contract Sum			\$2,395,742.87	
Percentage of Change to Contract, to Date				28.60%	

Prepared by: Gary L. Nellesen

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

Recommended by: Bill Scroggins

Agenda Item: Consent #31

SUBJECT: Agricultural Sciences Complex (Change Order)**DATE:** February 22, 2012

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

Agricultural Sciences Complex	Date	Amount	%	Bid No. 2779 American Electric (Electric Contractor)
Contract amount		\$1,863,000.00		
C. O. No. 1	July 2009	\$43,859.09	2.35%	Clean and cut block outs; Retaining wall footing excavation.
C. O. No. 2	July 2010	\$103,536.27	7.91%	Rain costs; Mass Notification; Install electrical boxes.
C. O. No. 3	August 2010	\$41,846.15	10.16%	Install underground conduit; Relocate traffic signal boxes.
C. O. No. 4	September 2010	\$7,379.48	10.55%	Replace existing conduits and add traffic boxes along Bonita Drive.
C. O. No. 5	November 2010	\$7,487.00	10.96%	Install additional light poles in courtyard.
C. O. No. 6	December 2010	\$114,597.81	17.11%	Install audiovisual equipment and cables; Implement electrical and telecommunication; Miscellaneous design changes.
C. O. No. 7	January 2011	\$93,595.75	22.13%	Provide main power feeders to Greenhouse, Raptor, Equine, Animal Care, and main buildings.
C. O. No. 8	February 2011	\$28,915.99	23.68%	Install underground cabling and projection screens.
C. O. No. 9	April 2011	\$34,233.67	25.52%	Replace all one-lamp exterior light fixtures with two-lamp fixtures; Add extra circuits to computer lab.
C. O. No. 10	May 2011	\$19,345.72	26.56%	Materials and labor to install three 12' double-headlight pole fixtures in turf areas.
C. O. No. 11	July 2011	\$6,909.61	26.93%	Additional light fixtures; Terminate new variable frequency drive.
C. O. No. 12	November 2011	\$18,255.18	27.91%	Wire mold for surgical equipment; Gate motor for rolling gate; Lights for film development room.
C. O. No. 13	December 2011	\$15,139.57	28.72%	Multiple receptacle upgrades throughout the building; Fiber optic upgrades to LCD panels; Added access panels.

SUBJECT: Agricultural Sciences Complex (Change Order)

DATE: February 22, 2012

Funding Sources

State Capital Outlay and Measure R Bond funds.

RECOMMENDATION

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

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

DATE: February 22, 2012

CONSENT

SUBJECT: Child Development Center (Change Orders)

BACKGROUND

Child Development Center (Change Orders).

As of January 1, 2012, Change Orders for the Child Development Center project totaled \$138,798.43, or 0.73% of all contracts. Changes totaling 0.09% was to address unforeseen conditions, and 0.64% was for Division of the State Architect, updated code requirements, and other miscellaneous changes.

ANALYSIS AND FISCAL IMPACT

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

Bid No.	2832	Contractor:	Continental Plumbing (Plumbing Contractor)	CO No.	2
Item	Change and Justification:		Amount	Time	
	Additional move-in and "out-of-sequence work" costs to install a second 6" fire water service with backflow and building riser at the west side of Building D. This work was eliminated, then added to the scope of work. <i>Miscellaneous change.</i>		\$8,274.00	0 days	
	Total		\$8,274.00	0 days	
	Original Contract Amount		\$1,097,579.00		
	Net Change by Previous Change Orders		\$13,245.00		
	Net Sum Prior to This Change Order		\$1,110,824.00		
	Amount of Change Order No. 2		\$8,274.00		
	New Contract Sum		\$1,119,098.00		
	Percentage of Change to Contract, to Date		1.96%		

Prepared by: Gary L. Nellesen

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

Recommended by: Bill Scroggins

Agenda Item: Consent #31

SUBJECT: Child Development Center (Change Orders)

DATE: February 22, 2012

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

Child Development Center	Date	Amount	%	Bid No. 2832 Continental Plumbing (Plumbing and Site Utilities Contractor)
Contract Amount		\$1,097,579.00		
C. O. No. 1	December 2010	\$13,245.00	1.21%	Installation of 8" storm drain due to out-of-sequence work; Additional gravel and slurry for setting of the grease interceptor; Re-survey the domestic and fire water service.

Bid No.	2833	Contractor:	Comfort Conditioning (Mechanical Contractor)	CO No.	1
Item	Change and Justification:		Amount	Time	
	Provide HSS tube steel members to support each side of the fan coil units. Install tube steel to span between six members at 13 locations per the structural engineer's recommendation. <i>Architect/engineer requirements-additional details required.</i>		\$6,940.00	0 days	
	Total		\$6,940.00	0 days	
	Original Contract Amount		\$1,374,000.00		
	Net Change by Previous Change Orders		\$0.00		
	Net Sum Prior to This Change Order		\$1,374,000.00		
	Amount of Change Order No. 1		\$6,940.00		
	New Contract Sum		\$1,380,940.00		
	Percentage of Change to Contract, to Date		0.51%		

SUBJECT: Child Development Center (Change Orders)**DATE:** February 22, 2012

Bid No.	2834	Contractor:	Tri Power Electric (Electrical Contractor)	CO No.	3
Item	Change and Justification:			Amount	Time
1	Perform all electrical changes as per Addendum 4 (LEED Certification) on the documents. <i>Miscellaneous change-LEED costs.</i>			\$17,311.51	0 days
2	Install a new electrical vault to relocate conduits from the substation away from walkways. <i>Architect/engineer requirements-additional details required.</i>			\$2,985.06	0 days
	Total			\$20,296.57	0 days
	Original Contract Amount			\$1,856,500.00	
	Net Change by Previous Change Orders			\$50,620.36	
	Net Sum Prior to This Change Order			\$1,907,120.36	
	Amount of Change Order No. 3			\$20,296.57	
	New Contract Sum			\$1,927,416.93	
Percentage of Change to Contract, to Date				3.82%	

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

Child Development Center	Date	Amount	%	Bid No. 2834 Angeles Contractor (General Contractor)
Contract Amount		\$1,856,500.00		
C. O. No. 1	August 2010	\$44,500.00	2.40%	Provide temporary construction power for the project and future projects in the vicinity.
C. O. No. 1	July 2011	\$6,120.36	2.73%	Additional temporary power poles throughout the site; Replace damaged light signal pull box.

Funding Source

Measure RR Bond Anticipation Note funds.

RECOMMENDATION

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

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

DATE: February 22, 2012

CONSENT

SUBJECT: Design Technology Center (Change Orders)

BACKGROUND

Design Technology Center (Change Orders).

As of January 1, 2012, Change Orders for the Design Technology Center project totaled \$1,284,234.05, or 8.05% of all contracts. Changes totaling 3.68% of all contracts were owner-requested changes, 2.65% were required by the Architect, 0.74% was to address unforeseen conditions, and 0.98% was for Division of the State Architect, updated code requirements, and other miscellaneous changes.

ANALYSIS AND FISCAL IMPACT

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

Bid No.	2844	Contractor:	Evans Brothers, Inc. (Site Prep & Site Utility Relocation Contractor)	CO No.	4
Item	Change and Justification:		Amount	Time	
1	Demolish and dispose of 42 feet of roadway at the northwest area of the site to allow for the upgrade of additional underground utilities. <i>Owner-directed change-design modification.</i>		\$802.87	0 days	
2	Revise concrete fire lane to achieve the new Campus paving standards and revise grading design for better fire truck access onto the site. <i>Owner-directed change-Campus Standard.</i>		\$102,101.57	28 days	
3	Provide credit for deleted traffic coating at exterior second floor balcony, scope of work is assigned to another contractor. <i>Miscellaneous change-contract price adjustment.</i>		<\$8,864.77>	0 days	
4	Provide seven designated "no smoking" signs, with steel posts and footings, per LEED certification requirements. <i>Architect/engineer requirements-Campus Standard.</i>		\$1,484.70	0 days	
5	Install sleeves for future landscape irrigation pipes and control wires, this work is necessary to allow site work to continue while the landscape contractor is being replaced. <i>Owner-directed change-unforeseen conditions.</i>		\$10,998.17	0 days	

Prepared by: Gary L. Nellesen

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

Recommended by: Bill Scroggins

Agenda Item: Consent #31

SUBJECT: Design Technology Center (Change Orders)**DATE:** February 22, 2012

Item	Change and Justification:	Amount	Time
	Total	\$106,522.54	28 days
	Original Contract Amount	\$1,599,000.00	
	Net Change by Previous Change Orders	\$67,888.91	
	Net Sum Prior to This Change Order	\$1,666,888.91	
	Amount of Change Order No. 4	\$106,522.54	
	New Contract Sum	\$1,773,411.45	
	Percentage of Change to Contract, to Date		10.91%

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

Design Technology Center	Date	Amount	%	Bid No. 2844 Evans Brothers, Inc. (Site Grading Contractor)
Contract Amount		\$1,599,000.00		
C. O. No. 1	May 2010	\$7,592.35	0.47%	Remove septic tank; Install four concrete filled bollards.
C. O. No. 2	August 2010	\$44,715.32	2.80%	Wet soils remediation; Install rodent screens.
C. O. No. 3	January 2011	\$15,580.84	0.97%	Install retaining wall; Install sub-drains; Dry-pack storm drain penetrations through concrete retaining walls; Remove standing rain water; Grade and prep the south side of site; Adjust site retaining wall foundation for utilities; Pour slurry mix under chilled water lines.

Bid No.	2849	Contractor:	RC Construction (General Contractor)	CO No.	13
Item	Change and Justification:		Amount	Time	
1	Modify and extend temporary fencing to accommodate continued site work during the fire road installation. <i>Miscellaneous change.</i>		\$603.00	0 days	
2	Install flooring for the elevator cabs that was not specified on the original plans. <i>Architect/engineer requirement-additional details required.</i>		\$2,455.00	0 days	
3	Provide "Wrap Shield" air barrier/rain screen with UV protection for the exterior vertical surfaces that receive cement board siding, as the original specified product was not ultraviolet light-resistant. <i>Architect/engineer requirement-additional details required.</i>		\$2,203.00	0 days	

SUBJECT: Design Technology Center (Change Orders)

DATE: February 22, 2012

Item	Change and Justification:	Amount	Time
4	Revise Assembly Space paint colors per the Architect's clarification. <i>Architect/engineer requirement-design modification.</i>	\$0.00	0 days
5	Provide cement board siding at the west stair not shown on construction documents. <i>Architect/engineer requirement-additional details required.</i>	\$18,944.00	0 days
6	Provide roof patches for relocated and added duct-mounted smoke detectors at the Assembly Space roof. <i>Architect/engineer requirement-additional details required.</i>	\$840.00	0 days
7	Install access panels at duct detectors and electrical locations as required to allow for long-term service and maintenance. <i>Architect/engineer requirement-additional details required.</i>	\$3,427.00	0 days
	Total	\$28,472.00	0 days
	Original Contract Amount	\$4,998,000.00	
	Net Change by Previous Change Orders	\$573,205.62	
	Net Sum Prior to This Change Order	\$5,571,205.62	
	Amount of Change Order No. 13	\$28,472.00	
	New Contract Sum	\$5,599,677.62	
	Percentage of Change to Contract, to Date		12.04%

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

Design Technology Center	Date	Amount	%	Bid No. 2849 RC Construction (General Contractor)
Contract Amount		\$2,707,000.00		
C. O. No. 1	July 2010	\$1,464.72	0.59%	Pump for rain water and relocate fence.
C. O. No. 2	August 2010	\$1,684.69	1.00%	Increase wall thickness; Insulation at roof cricket for mechanical unit.
C. O. No. 3	December 2010	\$27,666.00	0.55%	Roofing; Rubber tile flooring.
C. O. No. 4	January 2011	\$37,232.00	0.74%	Metal wall panels; Revised floor finishes.
C. O. No. 5	April 2011	\$33,221.73	0.66%	Metal stud furring wall; Change out wood doors to 100% FSC; Concrete work; Revise corridor ceiling heights; Duct chase at upper roof; Framing changes at wheelchair lift; 1,200-gallon water tank; Install plywood sheathing.

SUBJECT: Design Technology Center (Change Orders)

DATE: February 22, 2012

Design Technology Center (cont.)	Date	Amount	%	Bid No. 2849 RC Construction (General Contractor)
C. O. No. 6	May 2011	\$65,889.48	1.32%	Fire alarm system; Column furring; Revise drinking fountain; Revise wall framing; Change opening of doors; Automatic door openers; Ductwork in Assembly Space; Add soffit.
C. O. No. 7	June 2011	\$79,375.30	1.59%	Architectural metal louvers.
C. O. No. 8	July 2011	\$163,884.10	3.28%	Marker boards; Revise room layouts; Metal stud framing; Anti-graffiti coating and glazing; Replace drywall with wonder board; Expansion joints; Revise door hardware.
C. O. No. 9	September 2011	\$19,883.33	0.40%	Revise metal stud framing in Assembly Space; Increase framing soffit; Box in tube steel; Backing for monitors in lobby; Demo and patch drywall.
C. O. No. 10	October 2011	\$83,329.56	1.67%	Revise floor finishes.
C. O. No. 11	November 2011	\$21,816.62	0.44%	Provide expansion joint at block wall; Traffic coating at balcony; Soffits in elevator machine room; Panels at stair landing; Modify ceiling height.
C. O. No. 12	December 2011	\$37,761.00	0.76%	Eliminate tackable wall panel; Composite panels at stair landing; Window roller shades; Time extension due to unforeseen abatement; Time extension due to weather; Relocate temporary fence; Provide additional SWPPP maintenance.

SUBJECT: Design Technology Center (Change Orders)

DATE: February 22, 2012

Bid No.	2851	Contractor:	HPL Mechanical (Plumbing Contractor)	CO No.	6
Item	Change and Justification:			Amount	Time
	Install area drain at east exterior stair landing to prevent pooling of water. <i>Architect/ engineer requirement-additional details required.</i>			\$3,629.42	2 days
	Total			\$3,629.42	2 days
	Original Contract Amount			\$807,937.00	
	Net Change by Previous Change Orders			\$36,635.82	
	Net Sum Prior to This Change Order			\$844,572.82	
	Amount of Change Order No. 6			\$3,629.42	
	New Contract Sum			\$848,202.24	
	Percentage of Change to Contract, to Date			4.98%	

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

Design Technology Center	Date	Amount	%	Bid No. 2851 HPL Mechanical (Plumbing Contractor)
Contract Amount		\$807,937.00		
C. O. No. 1	August 2010	\$3,078.10	0.38%	Repair water line; Install underground utilities for restrooms.
C. O. No. 2	December 2010	\$10,175.85	1.26%	Revise underground site utilities on west side.
C. O. No. 3	May 2011	\$5,861.66	0.73%	Additional photo processing sinks; Revise size of the walk-around sinks.
C. O. No. 4	August 2011	\$6,252.40	0.77%	Install condensation drain line and drywell.
C. O. No. 5	December 2011	\$11,267.81	1.39%	Install meters for LEED compliance.

Bid No.	2853	Contractor:	Brewster Electric (Electrical Contractor)	CO No.	13
Item	Change and Justification:			Amount	Time
1	Add additional cabling to the projector lift located in the Assembly Space.			\$1,339.00	0 days
2	Provide infrastructure for future installation of two monitors in the lobby and the walkway per the owner's request. <i>Owner-directed change-added scope.</i>			\$1,406.00	0 days
3	Relocate light fixtures in Room 202 due to ductwork interference, which was modified to clear structural steel. <i>Architect/engineer requirement-unforeseen field conditions.</i>			\$475.00	1 day

SUBJECT: Design Technology Center (Change Orders)

DATE: February 22, 2012

Item	Change and Justification:	Amount	Time
4	Install a distribution box for all Assembly Space audiovisual connections. <i>Owner-directed change-design modification.</i>	\$5,921.00	4 days
5	Relocate the owner-furnished hand dryer to meet accessibility requirements. <i>DSA/Code requirement.</i>	\$465.00	1 day
6	Revise and add supplemental lighting in the Mail/Break room, due to insufficient lighting. <i>Architect/Engineer requirement-design modification.</i>	\$2,617.00	2 days
	Total	\$12,223.00	8 days
	Original Contract Amount		\$2,491,338.00
	Net Change by Previous Change Orders		\$371,590.66
	Net Sum Prior to This Change Order		\$2,862,928.66
	Amount of Change Order No. 13		\$12,223.00
	New Contract Sum		\$2,875,151.66
	Percentage of Change to Contract, to Date		15.41%

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

Design Technology Center	Date	Amount	%	Bid No. 2853 Brewster Electric (Electrical Contractor)
Contract Amount		\$2,491,338.00		
C. O. No. 1	June 2010	\$14,085.49	0.56%	Revise high voltage feeder location; Repair conduit in sidewalk; Repair light pole locations.
C. O. No. 2	July 2010	\$200,409.40	8.00%	Add rooftop lighting; Revise lighting layout; Floor boxes; Protection screen locations; Add lights in Hallway 123; Exterior light fixture.
C. O. No. 3	October 2010	\$18,452.04	0.74%	Add light in corridor; Power and conduit to irrigation controller; Add power at AHU unit.
C. O. No. 4	November 2010	\$6,710.26	0.27%	Roofing credit; Power to automatic doors; Install disconnect switch.
C. O. No. 5	January 2011	\$44,136.96	1.77%	Wire baskets; Sump drain; Store existing emergency blue phone; Add power to EMS control panels; FLEX vs. EMT.
C. O. No. 6	March 2011	\$14,352.01	0.58%	Delete intrusion alarm; Interior and exterior lighting controls; Revise power distribution in Room 137.

SUBJECT: Design Technology Center (Change Orders)

DATE: February 22, 2012

Design Technology Center (cont.)	Date	Amount	%	Bid No. 2853 Brewster Electric (Electrical Contractor)
C. O. No. 7	May 2011	<\$24,998.00>	<0.1>%	Power smoke detector to fire alarm system; Revise power in Rooms 158 and 143; Revise electrical design in Assembly Space ; Reinstall disconnects; Connect fire alarm to coiling door; Ceiling-mounted receptacles; Credit for Public Address systems; Lighting control zones; Install annunciate panel.
C. O. No. 8	July 2011	\$5,498.00	0.22%	Temporary power for elevator installation; Relocate boiler control panel location; Install wall-mounted light fixture at wheelchair lift; Column furring at Room 113.
C. O. No. 9	August 2011	\$39,833.00	1.60%	Fire stopping; Install projection screen and project lift in Assembly space; Revise communications; Three duct detectors on second floor.
C. O. No. 10	September 2011	\$13,950.00	0.56%	Change light fixtures; Revise corridor ceiling plan revision of cost estimate.
C. O. No. 11	November 2011	\$12,684.50	0.51%	Change transformer in Room 103; Modify outlets; Provide metal stud and gypsum board soffits; Route power connection at water heater; Provide Cat 6 cabling into ceiling space; Delete fire alarm device in Room 307 and 308; Provide power to condensation pumps; Revise lighting design at second floor corridors; Add rebar on the light pole bases.
C. O. No. 12	December 2011	\$26,477.00	1.06%	Add metering to the main power and light panels; Add nine duct detectors.

SUBJECT: Design Technology Center (Change Orders)

DATE: February 22, 2012

Funding Sources

State Capital Outlay and Measure R Bond funds.

RECOMMENDATION

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

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

DATE: February 22, 2012

CONSENT

SUBJECT: Administration Building Remodel (Change Orders)

BACKGROUND

Administration Building Remodel (Change Orders).

As of January 1, 2012, Change Orders for the Administration Building Remodel project totaled \$1,486,432.54, or 22.70% of all contracts. Changes totaling 12.27% of all contracts were owner-requested changes, 3.16% were required by the Architect, 1.50% were required to update Campus Standards, 3.10% were to address unforeseen conditions, and 2.67% were for Division of the State Architect, updated code requirements, and other miscellaneous changes.

ANALYSIS AND FISCAL IMPACT

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

Bid No.	2855	Contractor:	Angeles Contractor (General Contractor)	CO No.	12
Item	Change and Justification:		Amount	Time	
1	Prepare existing Doors 106A and 121A for custom casing installation due to existing door openings that were too wide and deep to receive standard door casings. <i>Architect/engineer requirements-design modification.</i>		\$1,348.72	0 days	
2	Credit for omitting counter flashing and termination peel stop at parapet wall due to a revised roofing installation. <i>Architect/engineer requirements-design modification.</i>		<\$4,852.52>	0 days	
3	Provide wood filler at jamb and header at condition when it meets drywall or concrete wall to keep a consistent reveal around the door and window openings. <i>Architect/engineer requirements-additional details required.</i>		\$5,654.16	0 days	
4	Install insulation to the south wall of Room 207 and re-tape drywall at Rooms 154, 107, and 217; this work is necessary due to electrical modifications. <i>Miscellaneous change-unforeseen conditions.</i>		\$2,041.89	0 days	
5	Infill abandoned electrical pull boxes in Rooms 213, 221, and 246 and repair existing concrete at east side to prepare the floor for carpet installation. <i>Miscellaneous change-unforeseen conditions.</i>		\$4,035.46	0 days	

Prepared by: Gary L. Nellesen

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

Recommended by: Bill Scroggins

Agenda Item: Consent #31

SUBJECT: Administration Building Remodel (Change Orders)**DATE:** February 22, 2012

Item	Change and Justification:	Amount	Time
6	Credit for trash enclosure that was deleted from the scope of work. <i>Miscellaneous change-contract price adjustment.</i>	<\$13,411.00>	0 days
7	Paint the red brick wall at the east entrance to match the adjacent wall. <i>Owner-directed change-added scope.</i>	\$2,134.43	1 day
8	Perform minor patching and painting of drywall due to move-in activities. <i>Miscellaneous change-unforeseen field conditions.</i>	\$4,534.32	0 days
9	Paint 48 vent grills above nine-foot ceilings and ceiling wire for 64 light fixtures for a more uniform look. <i>Architect/engineer requirements-additional details required.</i>	\$5,275.87	2 days
	Total	\$6,761.33	28 days
	Original Contract Amount		\$2,582,000.00
	Net Change by Previous Change Orders		\$795,179.43
	Net Sum Prior to This Change Order		\$3,377,179.43
	Amount of Change Order No. 12		\$6761.33
	New Contract Sum		\$3,383,940.76
	Percentage of Change to Contract, to Date		31.06%

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

Administration Building Remodel	Date	Amount	%	Bid No. 2855 Angeles Contractor Inc. (General Contractor)
Contract Amount		\$2,582,000.00		
C. O. No. 1	July 2010	\$121,159.78	4.69%	Add punch windows and roller shade for skylight.
C. O. No. 2	August 2010	\$35,942.34	6.08%	Modify roofing application to cover parapet wall.
C. O. No. 3	September 2010	\$12,125.52	6.79%	Reinforce penthouse duct openings.
C. O. No. 4	January 2011	\$68,526.69	9.44%	Penthouse wall panels; Roof reinforcement for HVAC; Parapet membrane.
C. O. No. 5	March 2011	\$67,389.36	12.05%	Human Resources Department reconfiguration; Repair existing walls; Access controls hardware.
C. O. No. 6	April 2011	\$14,704.38	12.62%	Revise concrete stair landing; Room 130 transaction counter; Casework.
C. O. No. 7	May 2011	\$254,114.61	22.46%	Add exterior steel canopies; Modify interior walls due to reconfiguration of rooms; Add exterior windows; Fiscal Services vault fit-out; Add card readers.

SUBJECT: Administration Building Remodel (Change Orders)

DATE: February 22, 2012

Administration Building Remodel (cont.)	Date	Amount	%	Bid No. 2855 Angeles Contractor Inc. (General Contractor)
C. O. No. 8	June 2011	\$106,705.54	26.59%	Plaster patching at existing areas; Add windows where previously there was colored glass block; Print Services shelving; Storefront hardware; Wall framing.
C. O. No. 9	September 2011	\$64,219.05	29.08%	Exterior painting; Roller shades; Concrete paving; Structural reinforcement.
C. O. No. 10	November 2011	\$22,111.26	29.94%	Waterproofing membrane; Elevator operator; Wall shelving at Print Shop; Miscellaneous painting.
C. O. No. 11	December 2011	\$22,180.90	30.80%	Construct wall; Steel stud headers; Gypsum board at skylight brace frame; Aluminum cover to conceal conduit; Replace old color windows; Patch drywall; Modify soffit; Slip-not warning on stairs.

Bid No.	2859	Contractor:	Rancho Pacific Electric Inc. (Electrical Contractor)	CO No.	10
Item	Change and Justification:		Amount	Time	
1	Install new LCD monitors with upgraded features in lieu of discontinued LCD monitors. <i>Miscellaneous change-unforeseen field conditions.</i>		<\$3,042.83>	0 days	
2	Relocate electrical boxes in three rooms due to conflict with systems furniture. <i>Miscellaneous change-unforeseen field conditions.</i>		\$1,006.00	2 days	
3	Replace damaged cable for power at the west entrance that was damaged by another trade; costs for this damage will be back charged to the responsible party. <i>Miscellaneous change-unforeseen field conditions.</i>		\$184.00	0 days	
4	Extend low-voltage cable/conduit to the new location in Room 132 to improve security. <i>Architect/engineer requirement-design modification.</i>		\$438.00	1 day	
5	Exchange wall-mounted LCD monitors in Rooms 134 and 201 per user group requirements. <i>Owner-directed change - design modification.</i>		\$520.00	0 days	
6	Install power for additional wall-mounted card reader and security equipment at Information Technology Room 220; information not shown on original scope of work. <i>Architect/engineer requirement-additional details required.</i>		\$619.00	1 day	

SUBJECT: Administration Building Remodel (Change Orders)

DATE: February 22, 2012

Item	Change and Justification:	Amount	Time
7	Revise and add a light switch in the Research Department; original lighting control was combined with the Marketing suite. <i>Architect/engineer requirement-additional details required.</i>	\$1,272.00	2 days
8	Relocate two data outlets and one receptacle in Room 135 to accommodate the specialized equipment <i>Owner-directed change-added scope.</i>	\$908.00	0 days
9	Install power to Ethernet hub switch, which was not addressed in original plans. <i>Architect/engineer requirements-additional details required.</i>	\$666.00	0 days
10	Install power to added condensation pumps. <i>Architect/engineer requirements-additional details required.</i>	\$1,221.00	2 days
11	Remove and reinstall receptacles in the Print Shop at cabinet locations to allow proper sealing of the floor per the flooring warranty requirements. <i>Miscellaneous change.</i>	\$214.00	0 days
12	Provide a dedicated phone line to the elevator and fire alarm system per current code. <i>DSA/Code requirements.</i>	\$197.00	0 days
13	Install blank covers on existing boxes in Rooms 106, 121, 155, 246, and the penthouse. <i>Miscellaneous change.</i>	\$96.00	0 days
14	Provide an additional microphone for the conference room table in Room 216 to provide adequate coverage for the conference table. <i>Owner-directed change-added scope.</i>	\$569.00	0 days
15	Modify new circuits to the elevator cab lights and the shunt tip to provide for proper power requirements. <i>Architect/engineer requirements-additional details required.</i>	\$396.00	0 days
16	Rewire two Type L fixtures, remove dimmer boxes and provide separate boxes for three-way light switch in Room 208. <i>Architect/engineer requirements-additional details required.</i>	\$624.00	0 days
17	Provide emergency power to power outlets in Rooms 130 and 134 per the owner's request. <i>Owner-directed change-added scope.</i>	\$1,395.00	2 days
18	Relocate and modify cable tray and relocate the fire alarm device, as these devices interfered with the light fixture installation.	\$401.00	0 days
19	Install power to ceiling projectors in Rooms 208, 216, 217, and 218, as power was not shown on the original plans. <i>Architect/engineer requirements-additional details required.</i>	\$3,628.00	2 days
20	Install one 5" Type K fixture and supply custom support stems for Type L light fixtures in the corridor due to ceiling space constraints. <i>Miscellaneous change-</i>	\$501.00	0 days
	Total	\$11,812.17	12 days
	Original Contract Amount		\$1,667,700.00
	Net Change by Previous Change Orders		\$433,222.50
	Net Sum Prior to This Change Order		\$2,100,922.50
	Amount of Change Order No. 10		\$11,812.17
	New Contract Sum		\$2,112,734.67
	Percentage of Change to Contract, to Date		26.69%

SUBJECT: Administration Building Remodel (Change Orders)

DATE: February 22, 2012

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

Administration Building Remodel	Date	Amount	%	Bid No. 2859 Rancho Pacific Electric, Inc. (Electrical Contractor)
Contract Amount		\$1,667,000.00		
C. O. No. 1	July 2010	\$103,488.00	6.21%	Relocate 12kv duct bank and install meters.
C. O. No. 2	September 2010	\$20,600.00	7.44%	Install 12kv conductor.
C. O. No. 3	October 2010	\$21,597.00	8.74%	Improve Penthouse lighting.
C. O. No. 4	January 2011	\$47,020.50	11.56%	Entrance canopy lighting and power.
C. O. No. 5	March 2011	\$48,959.00	14.49%	Power and data reconfiguration.
C. O. No. 6	April 2011	\$24,528.00	15.96%	Added power requirements due to space changes; Temporary power to AC units; Light fixture revisions.
C. O. No. 7	June 2011	\$91,640.00	21.46%	Added data and communication outlets for access control and equipment; Fiscal vault fit-out; Audiovisual equipment updates.
C. O. No. 8	September 2011	\$41,932.00	23.97%	Emergency power circuits for card readers; Power for energy management panels; Electrical line supports.
C. O. No. 9	December 2011	\$33,458.00	25.98%	Smaller project screen; Relocate power/data; Integrate motorized shades with audiovisual controls; Redundant fiber and copper connection.

Funding Sources

State Capital Outlay and COPS funds.

RECOMMENDATION

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

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

DATE: February 22, 2012

CONSENT

SUBJECT: Physical Education Program Building Renovation (Change Orders)

BACKGROUND

Physical Education Program Building Renovation (Change Orders).

As of January 1, 2012, Change Orders for the Physical Education Program Building Renovation project totaled \$222,118.54, or 7.51% of all contracts. Changes totaling 1.79% of all contracts were owner-requested changes, 4.67% were required by the Architect, 0.13% was required to update Campus Standards, 0.03% was to address unforeseen conditions, and 0.89% was for Division of the State Architect, updated code requirements, and other miscellaneous changes.

ANALYSIS AND FISCAL IMPACT

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

Bid No.	2861	Contractor:	HMI Construction (General Contractor)	CO No.	5
Item	Change and Justification:		Amount	Time	
1	Revise restroom accessories, per the College's request, to upgrade all mirrors with anti-graffiti film. <i>Owner-directed change-Campus Standards.</i>		\$1,526.40	0 days	
2	Install a second door and frame in Work Room 133, which was not included on the original drawings. <i>Owner-directed change-additional scope.</i>		\$1,250.64	0 days	
3	Provide additional framing for three exhaust fans. <i>Architect/engineer requirements-additional details required.</i>		\$572.37	0 days	
4	Credit for the unused labor and materials for ballet bars deleted from the scope of work in Room 102. <i>Owner-directed change-design modification.</i>		<\$1,440.00>	0 days	
5	Installation of outdoor study area at the southwest side of the building and construct an ADA-compliant stair at the west side of the building. <i>Owner-directed change-additional scope and DSA/Code requirement.</i>		\$22,166.00	0 days	
6	Patch and paint in existing rooms due to damaged drywall at the mop sink. <i>Owner-directed change-additional scope.</i>		\$2,871.54	0 days	
7	Install two relocated casework filing cabinets to the west wall of Room 139. <i>Owner-directed change-additional scope.</i>		\$188.90	0 days	

Prepared by: Gary L. Nellesen

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

Recommended by: Bill Scroggins

Agenda Item: Consent #31

SUBJECT: Physical Education Program Building Renovation (Change Orders)

DATE: February 22, 2012

Item	Change and Justification:	Amount	Time
8	Reseal existing ADA parking lot and patch asphalt at west and south sides. <i>Owner-directed change-additional scope.</i>	\$2,014.00	0 days
9	Credit for unused labor and materials to patch back the sheet vinyl flooring and cove base/trim in Room 118. Scope was removed from the contractor's scope of work and will be assigned to an outside vendor. <i>Miscellaneous change-contract price adjustment.</i>	<\$188.90>	0 days
10	Credit for unused labor and materials for two aluminum doors and hardware that were substituted for metal doors to match the surrounding doors in the building per the College's request. <i>Miscellaneous change-contract price adjustment.</i>	<\$2,799.20>	0 days
11	Grade the planter area at the west side of the building. This work is necessary to prepare the area for future landscaping. <i>Miscellaneous change.</i>	\$1,980.00	0 days
12	Replace the soils at the ADA landings and ramps to mitigate the existing expansive soils, as recommended by the geotechnical engineer. <i>Architect/engineer requirements-additional details required.</i>	\$2,067.96	0 days
	Total	\$30,209.71	0 days
	Original Contract Amount	\$1,883,000.00	
	Net Change by Previous Change Orders	\$138,239.43	
	Net Sum Prior to This Change Order	\$2,021,239.43	
	Amount of Change Order No. 5	\$30,209.71	
	New Contract Sum	\$2,051,449.14	
	Percentage of Change to Contract, to Date		8.95%

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

Physical Education Program Building Remodel	Date	Amount	%	Bid No. 2861 HMI Construction (General Contractor)
Contract Amount		\$1,883,000.00		
C. O. No. 1	April 2011	\$14,580.49	0.77%	Over-excavate 12" of footing to expose firm soil bottom; Remove drywall and patch back at eight locations.
C. O. No. 2	June 2011	\$49,658.63	2.64%	Height of wall increase; Casework replacement; Framing in corridors; New chain-link fence line posts; Furr out wall for drinking fountain chiller; Demolish existing planters.

SUBJECT: Physical Education Program Building Renovation (Change Orders)

DATE: February 22, 2012

Physical Education Program Building Remodel	Date	Amount	%	Bid No. 2861 HMI Construction (General Contractor)
C. O. No. 3	September 2011	\$12,796.27	0.68%	Additional column reinforcement and metal stiffeners.
C. O. No. 4	October 2011	\$61,204.04	3.25%	Install plate between stiffeners; Install insulation support framing and flatwork concrete.

Bid No.	2865	Contractor:	Construction Electric (Electrical Contractor)	CO No.	4
Item	Change and Justification:		Amount	Time	
1	Install two conduits at the west side of the building for a future emergency phone. <i>Owner-directed change-Campus Standards.</i>		\$1,140.00	0 days	
2	Modify seismic restraints above the corridor to allow greater access to other works. <i>Unforeseen field conditions.</i>		\$1,198.00	0 days	
3	Replace the specified light fixtures with updated fixtures to allow new structural steel members to be concealed. <i>Architect/engineer requirement-additional details required.</i>		\$1,457.00	0 days	
4	Add power and data outlets due to changes in the locker configuration. <i>Owner-directed change-added scope.</i>		\$1,305.00	0 days	
5	Change the power outlet for the dryer in Room 104 to a 220-volt outlet to accommodate electric dryer. <i>Architect/engineers requirements-additional details required.</i>		\$1,096.00	0 days	
6	Provide additional conduit and raceway to the fire alarm panel for incorporation of the monitoring device into the fire alarm system per updated code requirements. <i>DSA/Code compliance.</i>		\$884.00	0 day	
7	Modify the lighting raceway in Room 102 due to the existing conditions of the ceiling grid. <i>Architect/engineer requirement-additional details required.</i>		\$772.00	0 days	
8	Adjust the location of the electrical J-box in Room 107C, per the Inspector, to gain additional clearance from the structural bracing. <i>DSA/Code compliance.</i>		\$216.00	0 days	
9	Revise existing power outlet in Room. <i>Owner-directed change-added scope.</i>		\$682.00	0 days	
10	Provide power to the west counter in Room 108 to accommodate printers and add a ceiling-mounted power receptacle for the user's additional flat panel display. <i>Owner-directed change-added scope.</i>		\$719.00	0 days	

SUBJECT: Physical Education Program Building Renovation (Change Orders)

DATE: February 22, 2012

Item	Change and Justification:	Amount	Time
11	Install one additional duplex power outlet at the south wall of Room 141. <i>Owner-directed change-added scope.</i>	\$479.00	0 days
	Total	\$9,948.00	0 days
	Original Contract Amount		\$452,000.00
	Net Change by Previous Change Orders		\$38,066.00
	Net Sum Prior to This Change Order		\$490,066.00
	Amount of Change Order No. 4		\$9,948.00
	New Contract Sum		\$500,014.00
	Percentage of Change to Contract, to Date		10.62%

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

Physical Education Program Building Remodel	Date	Amount	%	Bid No. 2865 Construction Electric (Electrical Contractor)
Contract Amount		\$452,000.00		
C. O. No. 1	April 2011	\$834.00	0.18%	Furnish support of all conduits.
C. O. No. 2	October 2011	\$3,799.00	1.19%	Connect roll up door to fire alarm system; Add additional fire drops to feed new furniture system.
C. O. No. 3	December 2011	\$31,870.00	0.55%	Power to economizers; Future mass notification system; Install second door frame; Conduit installation; Wiring in restroom to code; Data in WIN program; Replace OSP cable; Install wiring across corridor.

Funding Source

Measure RR Bond Anticipation Note funds.

RECOMMENDATION

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

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

DATE: February 22, 2012

CONSENT

SUBJECT: Professional Design and Consulting Services (Contract Amendments)

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following contract amendments are presented for ratification:

#1	Consultant:	P2S Engineering	No.	1
	Project:	Building 2 Chiller Project		
Item	Change and Justification:		Amount	
	Additional professional consulting services for providing structural investigation services for the Building 2 Chiller Project. Fixed fee:		\$21,850.00	
	Total		\$21,850.00	
	Original Contract Amount		\$112,200.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$112,200.00	
	Amount of Amendment No. 1		\$21,850.00	
	New Contract Sum		\$134,050.00	

#2	Consultant:	tBP Architects	No.	10
	Project:	Child Development Center		
Item	Change and Justification:		Amount	
	Additional professional consulting services to prepare drawings and specifications for a new electrical substation at the Child Development Center. Fixed fee:		\$9,660.00	
	Total		\$9,660.00	
	Original Contract Amount		\$425,000.00	
	Net Change by Previous Amendments		\$976,050.55	
	Net Sum Prior to This Amendment		\$1,401,050.55	
	Amount of Amendment No. 10		\$9,660.00	
	New Contract Sum		\$1,410,710.55	

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #32

SUBJECT: Professional Design and Consulting Services (Contract Amendments)

DATE: February 22, 2012

Funding Sources

#1 – One-time funding – Building 2 Chillers.

#2 – Measure RR Bond Anticipation Note funds.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the Contract Amendments with P2S Engineering and tBP Architects, as presented.

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

DATE: February 22, 2012

CONSENT

SUBJECT: Annual Maintenance Agreement (Contract Amendment)

BACKGROUND

In order to provide for the ongoing maintenance and safe operation of certain specialized equipment and systems, it is necessary to retain the services of qualified professionals.

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

	Consultant:	First Fire Systems	No.	3
	Project:	Annual Fire Alarm Monitoring		
Item	Change and Justification:		Amount	
	Addition of the new Design Technology Center Building to the remaining three-year annual fire alarm monitoring contract. Fixed fee for three-year term:		\$510.00	
	Total		\$510.00	
	Original Contract Amount		\$22,032.00	
	Net Change by Previous Amendments		\$3,978.00	
	Net Sum Prior to This Amendment		\$25,500.00	
	Amount of Amendment No. 3		\$510.00	
	New Contract Sum		\$26,010.00	

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Annual Maintenance Agreement with First Fire Systems, as presented.

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #32

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

DATE: February 22, 2012

ACTION

SUBJECT: Redistricting

BACKGROUND

The District has engaged Redistricting Partners to conduct an analysis of the California Voting Rights Act. This analysis demonstrated a need for the District to move from an at-large voting system for trustees to a districted system where each trustee is elected from a specific area by the voters in that area.

The Board has been presented with several map options that satisfy the California and Federal Voting Rights Acts. These plans have been previously presented to the Board and made public as a part of these items.

ANALYSIS AND FISCAL IMPACT

Each of the plans presented comply with state and federal law for the creation of new trustee areas. They also provide for the creation of two additional trustees – increasing the Board size to seven.

The lines were drawn based on the following criteria:

- 1) Population Equality;
- 2) Contiguity and Compactness;
- 3) Complying with Voting Rights Act, and
- 4) Preserving Communities of Interest.

The Board also elected to, wherever possible, use the underlying school district boundaries as a basis for drawing new district lines.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees recommends the selection of a map option and vote to approve that option to be filed with the County.

Recommended by: Bill Scroggins Agenda Item: Action #2

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

DATE: February 22, 2012

ACTION

SUBJECT: Adoption of College Goals

BACKGROUND

On September 23, 2009, the Board of Trustees approved the College Goals for 2009-10. The goals were developed by the Institutional Effectiveness Committee (IEC) in the context of examining closely the responses contained in the Planning for Institutional Effectiveness (PIE) summaries submitted as well as other important planning documents that influence our institutional priorities. Committee members crafted goals that would be responsive to the dominant themes reported in the PIE summaries and to the California Community Colleges (CCC) System Strategic Plan, the Student Equity Plan goals, and the Basic Skills Initiative. The IEC attended closely to articulating goals that would allow us to measure progress as a college and that encourages broad participation across the campus in College priorities. The 2009-10 College Goals were reviewed and endorsed by the President's Advisory Council.

ANALYSIS AND FISCAL IMPACT

After review by the Institutional Effectiveness Committee and the President's Advisory Council, it is recommended that the goals be carried forward for 2012-13 with the deletion of one goal and the addition of three goals, as indicated below:

1. The College will secure funding that supports exemplary programs and services.
2. The College will prepare students for success through the development and support of exemplary programs and services.
3. The College will improve career/vocational training opportunities to help students maintain professional currency and achieve individual goals.
4. The College will improve the quality of its partnerships with business and industry, the community, and other educational institutions.
5. The College will utilize and support appropriate technology to enhance educational programs and services.
6. The College will provide opportunities for increased diversity and equity for all across campus.
7. The College will increase access for students by strengthening recruitment and opportunities for full participation in College programs and services.
8. The College will encourage and support participation in professional development to strengthen programs and services.

Recommended by: Bill Scroggins Agenda Item: Action #3

SUBJECT: Adoption of College Goals

DATE: February 22, 2012

9. The College will provide facilities and infrastructure that support exemplary programs and consider the health and safety of the campus community.
10. The College will ensure that basic skills development is a major focus in its planning efforts.
11. The College will improve effectiveness and consistency of dialogue between and among departments, committees, teams, and employee groups across the campus.
12. The College will engage students in activities and programs designed to increase their term-to-term enrollment (i.e., persistence).
- ~~13. The College will improve integration of campus-wide planning activities.~~
- 13. The College will ensure that curricular, articulation, and counseling efforts are aligned to maximize students' successful university transfer.**
- 14. The College will utilize assessment data to guide planning, curriculum design, pedagogy, and/or decision-making at the department/unit and institutional levels.**
- 15. The College will utilize existing resources and improve business processes to maximize efficiency of existing resources and to maintain necessary services and programs.**
- 16. The College will ensure appropriate staffing to maintain necessary services and support critical functions to implement the College Mission.**

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the proposed 2012-13 College Goals.

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

DATE: February 22, 2012 **ACTION**
SUBJECT: Agricultural Sciences Building Landscape (Bid No. 2897)
[PLACEHOLDER]

BACKGROUND

This project is to provide landscaping and site improvements to the south slope of the newly built Agricultural Sciences Building. The work will include construction of new retaining walls, stairs, railings, sidewalks, site utilities, landscape, irrigation, and site lighting.

ANALYSIS AND FISCAL IMPACT

Due to time constraints in meeting the Board submittal deadline, a recommendation and bid summary backup will be presented to the Board of Trustees at its regular meeting on February 22, 2012.

Funding Source

Measure RR Bond Anticipation Note funds.

RECOMMENDATION

A recommendation will be presented to the Board of Trustees at its regular meeting on February 22, 2012.

Prepared by: Thomas G. Meikle Reviewed by: Linda M. Baldwin/Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Action #4

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

DATE: February 22, 2012

ACTION

SUBJECT: Tentative Agreements Between CSEA, Chapter 262 and the District on
Article 7: Salaries and Article 8: Health and Welfare Benefits

BACKGROUND

The 2011-14 collaborative bargaining sessions between CSEA, Chapter 262 and the Mt. San Antonio Community College District began on April 28, 2012. The parties met for twenty-two (22) sessions, from April 28, 2011, through February 8, 2012.

ANALYSIS AND FISCAL IMPACT

Pursuant to Article 2: Terms of the Agreement - If any subsequent agreement with another employee group provides a higher percentage Salary or Health and Welfare contribution, the District and CSEA 262 shall meet to review the particulars of any such agreement. The District and CSEA, Chapter 262 reached a Tentative Agreement for an on-schedule salary increase of two percent (2%) to the salary schedule, an increase of \$302 annually for Health and Welfare Benefits, both retroactive to July 1, 2011, and an opt-out provision in the amount of \$5,000.

The District has analyzed the financial impact of this agreement on the current and subsequent fiscal years. The cost of implementing the agreement is \$668,962.

Funding Sources

Unrestricted General Fund: \$523,790
 Restricted General Fund: \$110,499
 Child Development Fund: \$13,880
 Health Services Fund: \$16,127
 Associated Students Fund: \$4,666

RECOMMENDATION

It is recommended that the Board of Trustees approves the Tentative Agreements between CSEA, Chapter 262 and the District on Article 7: Salaries and Article 8: Health and Welfare.

Prepared by: Annette Loria

Recommended by: Bill Scroggins

Agenda Item: Action #5