



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 13, 2016

6:00 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 (6:00 p.m.)

- **Title 5, California Code of Regulations, Sections 59328-59338: Appeal of Administrative Determination from Discrimination Complaint (regarding Employee Number. ...4432)**

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.

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

MOMENT OF SILENCE

Observe a moment of silence in memory of Nursing faculty member **Dr. Lance Wilcher**, who passed away on March 16, 2016. Lance leaves behind his wife, Betty, and two daughters, Brittani and Athina. Lance received his Bachelor and Master of Science Degrees in Nursing from USC and his Doctorate of Nursing Practice from Western University. Lance worked with the Nursing Department since 2005 and was respected and loved by his colleagues, staff, and students. He served on multiple committees during his tenure including Academic Senate, and he was a past Department Chair and Assistant Director of Nursing. He also worked as a Nurse Practitioner in an emergency room, which kept him up to date in medicine. In addition to his work at Mt. San Antonio College, he was on the Board of Trustees at Citrus Valley Healthcare Partners. He was a talented instructor who demonstrated a passion for teaching and kept students engaged in learning. Lance will be greatly missed by his friends and colleagues on campus. Please join us as we send our thoughts and prayers to the family during this time of grief.

MOMENT OF SILENCE

Observe a moment of silence in memory of **William Huluhola Greathouse Fifita, Jr.**, a Mt. SAC football player, who tragically passed away on March 20, 2016 "Jr.," as he was lovingly called, was a young man of faith, who was an Eagle Scout and recently returned last fall from his two-year LDS (Latter Day Saints) missionary work in Guatemala. Through the help of a network of family and friends, he found his way to Mt. SAC and was eager to fulfill his athletic and academic goals. Many of those who met him all shared a common memory of this new member of the Mt. SAC family; his contagious and uplifting smile and the love for his family was expressed in the extra effort he gave during his team workouts.

REPORTING OUT OF ACTION TAKEN IN CLOSED SESSION

INTRODUCTIONS AND RECOGNITION

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

Classified Employees (Newly Appointed)

- **Lorina Boon**, Administrative Specialist III (School of Continuing Education)
- **Leonard Cardona**, Help Desk Support Technician (Information Technology)
- **Patricia do Carmo**, Tutorial Services Specialist (The Writing Center)
- **Christopher Haukom**, Parking Officer (Public Safety)
- **Roch Hickey**, Skilled Trade Crafts Worker (Facilities, Planning & Management)

Management Employee

- **Fernan Siocon**, Manager, Construction Projects (Facilities Planning and Management)

Classified Employee (Promoted)

- **Craig Hobson**, Lead Printing Services (Information Technology)

- **Recognition:**

- Award a Certificate of Service to the following retiring employees:
 - **Nancy Gordien**, Human Resources Technician (Human Resources), 10 years of service
 - **Karen Saldana**, Director, Safety and Risk Management (Administrative Services), 11 years of service
- The Mt. SAC Women's Basketball Team captured the 2015-16 State Championship in Livermore, California, on March 13, 2016. The Mounties defeated the East Los Angeles Huskies by a score of 57-55, overcoming a 19-point first-half deficit! They were led by Freshman **Jonnae Vermillion**, who earned the Tournament MVP, along with Sophomore All-Tournament Selection, **Alize' Lofton**, who finished the game with 21 points and 10 rebounds; Freshman **Caira Benton**, Sophomore, **Tahniya Sweatt**, and Sophomore, **Gina Henderson**, who earned All-State 1st Team Honors, as well. The Championship capped off a 34-1 season and tied the State record with 7 overall titles by a college. Congratulations to Coach **Brian Crichlow**, his staff, and all of the student athletes for achieving this accomplishment!
- Student journalists from the student news and magazine publications recently swept the 2016 California College Media Association Awards in February, taking home 14 top three awards against UCLA, USC Annenberg, Berkeley, and many other universities across California. Several first-place awards came in above UCLA and Berkeley, along with winning Best Magazine Website for Substance magazine. The awards were for newswriting, feature writing, editorial writing, photography, and design. The journalism program also just formed a partnership with the Washington Post, which will be building the student media a fully interactive website, set to launch in May. The only other colleges offered this partnership is USC Annenberg, Stanford, and Yale. Congratulations to student editors **Talin Hakopyan**, **Albert Serna**, **Jen Sandy**, **Breanna Lopez**, and faculty advisor **Toni Albertson**!

APPROVAL OF MINUTES

- Approval of minutes of the regular meeting of March 9, 2016. (See backup packet Pages 1 through 11.)
- Approval of minutes of the special meeting of March 12, 2016. (See backup packet Pages 12 through 15.)

PUBLIC COMMUNICATION

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

REPORTS

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

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

BOARD COMMUNICATION

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

9. President's Report – Bill Scroggins, President & CEO
10. Informational Report
 - Bomb Threat and Evacuation, presented by Dave Wilson, Director, Public Safety. (See backup packet Page 16.)
11. Informational Report
 - Title IX/Clery Act Update, presented by Dave Wilson, Director, Public Safety; and Marti Whitford, Director, Student Health Services. (See backup packet Page 17.)

CONSENT CALENDAR

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

ADMINISTRATIVE SERVICES

1. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet Pages 18 through 24.)
2. Consideration of approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. (See backup packet Pages 25 through 28.)
3. Consideration of approval of the re-issuance of stale-dated warrants, as listed. (See backup packet Page 29.)
4. Consideration of approval of a two-year agreement renewal with Higher One, Inc. for student refund management services. (See backup packet Pages 30 through 32.)
5. Consideration of approval of Emergency Resolution No. 15-08 – Repair Central Plant Chiller. See backup packet Pages 33 through 35.)
6. Consideration of approval of the purchase of modular furniture, seating, and ergonomic accessories for the Temporary Student Services Counseling Modularity project (Phase 1). (See backup packet Pages 36 and 37.)
7. Consideration of approval of an agreement to lease two triple-wide modular buildings for temporary offices for the Student Services Counseling Annex for the following Bid. (See backup packet Pages 38 and 39.)
 - Bid No. 3072 Agreement to Lease Two Triple Wide Modular Buildings for Temporary Offices for the Student Services Counseling Annex – Design Space Modular of Fontana, CA
8. Consideration of approval of a contract with Imerge Consulting, Inc. for consulting services to develop a records retention schedule. (See backup packet Pages 40 and 41.)
9. Consideration of approval of a contract with OmniUpdate, Inc. for technical services, not to exceed \$750. (See backup packet Page 42.)
10. Consideration of approval of an agreement with NewCloud Networks for secure cloud storage space. (See backup packet Page 43.)

11. Consideration of approval of an agreement with AT&T Mobility Wireless for advance payment of Division of State Architect (DSA) inspection costs. (See backup packet Page 44.)
12. Consideration of approval of an agreement with T-Mobile Wireless for advance payment of Division of State Architect (DSA) inspection costs. (See backup packet Page 45.)
13. Consideration of approval of agreements to provide professional design and consulting services with Pal ID Studio for the Technology Center – Room 106 Improvements and Miscellaneous Interior Improvement Projects; Steven Fader Architects for Bookstore Mechanical, Electrical, and Plumbing Upgrades; Automated Control Engineers for the Central Plan Expansion and Thermal Energy Storage Tank; Ecotype Consulting for the Business and Computer Technology project; and P2S Engineering, Inc. for Student Services Temporary Space. (See backup packet Pages 46 through 48.)
14. Consideration of approval of the following Contract Amendments: (See backup packet Pages 49 through 56.)
 - Contract Technical and functional support services since July 2006 for the implementation and maintenance of Banner and related software products – Strata Information Group (SIG).
 - Contract Purchase of Mobile Television Production Trailer – Gerling and Associates - Amendment No. 1.
 - Contract Physical Education Project Subsequent Environmental Impact Report – ASM Affiliates – Amendment No. 1.
 - Contract Physical Education Project Subsequent Environmental Impact Report – Iteris - Amendment No. 2.
 - Contract Former Campus Café Demolition – H2 Environmental Consulting Services, Inc. - Amendment No. 1.
 - Contract Library Building Fire Alarm Replacement – P2S Engineering, Inc. - Amendment No. 1.
 - Contract Aerial Survey and Topographic Map – Psomas - Amendment No. 1.
 - Contract Temple Avenue/Bonita Drive Westbound Right Turn Lane Improvements – Psomas - Amendment No. 1.
15. Consideration of approval of the following Change Order for Campus Elevators Maintenance Service Agreement. (See backup packet Page 57).
 - Contract Schindler Elevator (Elevator Contractor) – Change Order No. 1.
16. Consideration of approval of the following Change Order for the Farm Retaining Wall. (See backup packet Pages 58 and 59).
 - Contract E.C. Construction Co. (General Contractor) – Change Order No. 1.

17. Consideration of approval of the following Completion Notices:

- Bid No. 2999 Demo Buildings 12A, 12B, and Tennis Court Restrooms, Resource Environmental, Inc. (Contractor)
- Bid No. 3020 Sophia B. Clarke Theater Installation of Motorized Rigging Equipment, Polaris Lighting Associates, Inc. (Contractor)

18. Consideration of approval of the following Proposed Gifts and Donations to the College:

- Sunil and Chris Dissanayake – X-ray protective gloves, one pair, black in color, durable vinyl cover, valued by donor at \$150; X-ray radiation safety glasses with built-in protective side shields, brown-colored frame, made in Italy, valued by donor at \$100; and Wesco biological compound microscope, valued by donor at \$200, to be used as student learning resources the in Radiologic Technology and Microbiology Department.
- Thurber D. Proffitt – Ferguson 8” F7.5 Newtonian reflector telescope, valued by donor at \$450, to be used as a student learning resource in the Earth Science/Astronomy Department.
- David Corbin, Battalion Chief – City of Upland Fire Department – 1984 Spartan Van Pelt Fire Engine, valued by donor at \$5,000, to be used for mandated Fire Academy training.

HUMAN RESOURCES

19. Consideration of approval of Personnel Transactions. (See backup packet Pages 60 through 76.)
20. Consideration of approval of Human Resources Training and Development with Newleaf. (See backup packet Page 77.)
21. Consideration of approval of New and/or Revised Classified Job Classification Descriptions. (See backup packet Pages 78 through 106.)
22. Consideration of approval of New and/or Revised Management Job Classification Descriptions. (See backup packet Pages 107 through 132.)

INSTRUCTION

23. Consideration of approval of the School of Continuing Education Division additions and changes. (See backup packet Pages 133 through 136.)
24. Consideration of approval of the School of Continuing Education Division 2016-17 Mt. SAC Regional Consortium for Adult Education. (See backup packet Page 137.)
25. Consideration of approval of an Agreement with Kellogg West Conference Center and Lodge for the Mt. San Antonio College Regional Consortium for Adult Basic Education. (See backup packet Page 138.)

26. Consideration of approval of the acceptance of funds for Technical Assistance Provider for Contract Education Grant Renewal and approval of purchases. (See backup packet Page 139.)
27. Consideration of approval of an Amendment with Children's Hospital of Orange County for the Radiologic Technology Program. (See backup packet Page 140.)
28. Consideration of approval of advance payment to Papachino's Grill & Greens for the Radiologic Technology Program Pinning Ceremony. (See backup packet Page 141.)
29. Consideration of approval of program fees for students in the Technology and Health Division. (See backup packet Page 142.)
30. Consideration of approval of advance payment to San Gabriel Valley News Group for Career Technical Education marketing. (See backup packet Page 143.)
31. Consideration of approval of costs associated with the Communication Department hosting of the American Readers' Theater Association Tournament. (See backup packet Page 144.)
32. Consideration of approval of a modified course effective with the 2016-17 academic year. (See backup packet Page 145.)
33. Consideration of approval of an Agreement with Applied Learning Science through the Career Technical Education Enhancement Fund. (See backup packet Page 146.)

PRESIDENT'S OFFICE

34. Consideration of approval of a contract with AccuData for updating and refreshing contact information in the Donor and Alumni Databases (See backup packet Page 147.)

STUDENT SERVICES

35. Consideration of approval to hire Note Takers as Independent Contractors for the Disabled Student Programs and Services in order to acquire the expertise needed to accomplish College goals and to meet deadlines. (See backup packet Pages 148 and 149.)
36. Consideration of approval of an agreement with Cal Poly Pomona Foundation, Inc. for the rental of the Kellogg House for the Financial Aid Department annual training day. (See backup packet Page 150.)

ACTION ITEMS

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

1. Consideration of approval of Board Policy 2015 – Student Member. (See backup packet Pages 151 and 152.)

DISCUSSION ITEM

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

1. Finalization of Board Goals for 2016-17. (See backup packet Page 153.)

ADJOURNMENT

Future Board Meetings

May 11, 2016

June 22, 2016

July 13, 2016

Upcoming Events

April 7 **Sexual Assault: Self-Defense Class**, 11:00 a.m.-2:00 p.m., Student Life Stage Area (Building 9C)

April 9 **Run Mt. SAC 5K Fun Run for Hope**, 8:00 a.m.
7th Annual Kepler Distinguished Lecture and Scholarship Dinner, 5:00 p.m., Dance Recital Room (Building 2T)

April 12-14 **Blood Drive**, 9:00 a.m.-7:00 p.m., Student Life Stage Area (Building 9C)

April 13 **Mountie Café Ribbon-Cutting Ceremony**, 4:00 p.m., Mountie Café
Board of Trustees Meeting, 6:30 p.m., Founders Hall

April 14 **Mt. SAC Relays**, All Day, Cerritos College

April 15 **Parachutes & Ladders XV – Inspired Teaching Conference**, 8:30 a.m.-3:00 p.m., Feddersen Recital Hall

April 15-17 **Theater Production: And Then There Were None**, April 15 and 16: 8:00 p.m.; April 17: 2:00 p.m., Clarke Theater

Upcoming Events (continued)

April 16 **Piano and Cello Recital**, 7:30 p.m., Recital Hall

April 22 **One World, One Sky: Big Bird's Adventure**, 4:30-5:00 p.m., Planetarium
Cosmic Comets, 6:00 and 7:30 p.m., Planetarium

April 23 **Secret of the Cardboard Rocket**, 4:30 p.m., Planetarium
Dynamic Earth, 6:00 and 7:30 p.m., Planetarium

April 27 **Culture Fair**, 3:00-6:00 p.m., Student Life Patio Area (Building 9C)

Upcoming Athletics Events

- April 9 **Baseball vs. El Camino College**, 12:00 p.m., Baseball Field
- April 12 **Baseball vs. East Los Angeles College**, 6:00 p.m., Baseball Field
- April 16 **Baseball vs. East Los Angeles College**, 12:00 p.m., Baseball Field
- April 19 **Baseball vs. Pasadena City College**, 2:30 p.m., Baseball Field
- April 21 **Softball vs. El Camino College**, 3:00 p.m., Softball Field
- April 22 **Softball vs. Glendale College**, 3:00 p.m., Softball Field
- April 23 **Baseball vs. Pasadena City College**, 6:00 p.m., Baseball Field
- April 28 **Baseball vs. Compton College**, 2:30 p.m., Baseball Field

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

BOARD OF TRUSTEES

**BACKUP INFORMATION PACKET
FOR
REGULAR MEETING**

April 13, 2016





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 9, 2016

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Chen Haggerty at 6:38 p.m. on Wednesday, March 9, 2016. Trustees Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos, and Student Trustee Santos were present.

STAFF PRESENT

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

1. RECEPTION FOR TENURED FACULTY

Prior to the meeting, a reception was held to celebrate the newly tenured faculty.

2. PUBLIC SESSION

Note: The entire dialogue may be heard beginning at 00:00:01 on the attached meeting audio.

The Pledge of Allegiance was led by Rene Jimenez, Associated Students President.

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. INTRODUCTIONS AND RECOGNITION

Note: The entire dialogue may be heard beginning at 00:00:54 on the attached meeting audio.

- The following newly appointed and promoted employees were introduced:

Classified Employees (Newly Appointed)

- **Elizabeth Callahan**, Administrative Specialist IV (School of Continuing Education) (absent)
- **Mariezar Figueroa**, Admissions & Records Specialist III (Admissions & Records) (present)
- **Lizette Henderson**, Administrative Specialist III (Natural Sciences) (present)
- **Nadine Hernandez**, Student Services Program Specialist II (EOPS/CARE) (present)
- **Marlyn Lanuza**, Administrative Specialist III (Instruction) (present)
- **Venice McCurdy**, Laboratory Technician – Arts (Arts) (present)
- **Cynthia Orozco**, Student Services Outreach Specialist (High School Outreach) (present)
- **Lloyd Robinette**, Equipment Technician (Architecture, Industrial Design Engineering, and Manufacturing) (present)
- **Astrid Rodriguez**, Laboratory Technician – Theater (Theater) (present)

Classified Employee (Promoted)

- **Olga Castillo**, Public Safety Officer (Public Safety) (absent)
- The following tenured faculty were recognized:
 - **Christopher Briggs**, Biological Sciences (present)
 - **Todd Clements**, Chemistry (present)
 - **Jamaika Fowler**, Counseling/Articulation Officer (absent – Dean Tom Mauch spoke on her behalf)
 - **Jeremy Hart**, Counseling (present)
 - **Jamie Hirsch**, Fire Technology (present)
 - **Stephen James**, Industrial Design (present)
 - **Melissa Macias**, Fine Arts (absent)
 - **Clark Maloney**, Athletics (present)
 - **Jane Nazzal**, Learning Assistance (present)
 - **Serena Ott**, Foreign Languages (absent)
 - **Eloise Reyes**, Counseling, DSP&S (present)
 - **William Roche**, Computer Information Systems (absent)
 - **Dianne Rowley**, Learning Assistance (present)
 - **Cecilia Thay**, Child Development (present)

4. APPROVAL OF MINUTES

Note: The entire dialogue may be heard beginning at 00:26:39 on the attached meeting audio.

It was moved by Trustee Baca, seconded by Trustee Bader, and passed to approve the minutes of the regular meeting of February 17, 2016.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

5. PUBLIC COMMUNICATION

Note: The entire dialogue may be heard beginning at 00:27:30 on the attached meeting audio.

- Alejandro Juarez spoke in support of adding more gender and ethnic studies classes at Mt. SAC.

6. REPORTS

Note: The entire dialogue may be heard beginning at 00:31:32 on the attached meeting audio.

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

- **Rene Jimenez**, President, Associated Students
- **Dan Smith**, President, Academic Senate
- **John Lewallen**, President, Classified Senate
- **Eric Kaljumagi**, President, Faculty Association
- **Bill Rawlings**, President, CSEA 262 (no written report)
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

7. BOARD COMMUNICATION

Note: The entire dialogue may be heard beginning at 01:01:20 on the attached meeting audio.

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

B. All Board members shared the following comments:

- They welcomed and congratulated newly appointed and promoted employees Elizabeth Callahan, Mariezar Figueroa, Lizette Henderson, Nadine Hernandez, Marlyn Lanuza, Venice McCurdy, Cynthia Orozco, Lloyd Robinette, Astrid Rodriguez, and Olga Castillo.
- They congratulated tenured faculty Christopher Briggs, Todd Clements, Jamaika Fowler, Jeremy Hart, Jamie Hirsch, Stephen James, Melissa Macias, Clark Maloney, Jane Nazzal, Serena Ott, Eloise Reyes, William Roche, Dianne Rowley, and Cecilia Thay.
- They are all looking forward to this Saturday's Board Study Session at the University of La Verne.

C. Trustee Baca reported the following:

- He performed in Puttin' on the hits for one night.
- He attended the Veterans' Summit at Pacific Palms, where 375 individuals attended.
- He was a judge for the final round of the Inland Spelling Bee, for Grades 3-8.
- He attended the Pomona Valley Hospital Medical Center Foundation Gala with Trustee Rosanne Bader and Mike Gregoryk, Vice President, Administrative Services.
- He reminded everyone to attend the Kepler fund-raiser on April 9.

D. Trustee Bader reported the following:

- She attended the Cash for College event and congratulated Audrey Yamagata-Noji, Vice President, Student Services, and her staff for such a successful event.
- She performed in Puttin' on the Hits and congratulated the Faculty Association for another successful event.
- She attended the Pomona Valley Hospital Medical Center Foundation Gala.
- She attended today's ribbon-cutting ceremony for the new Student Success Center.

E. Trustee Santos reported the following:

- She thanked everyone involved for the Cash for College event, even though she wasn't able to attend.
- She attended a Bassett middle school's event entitled Coffee with the Principal and a Movie Night.
- She attended grand openings and ribbon-cutting events for the Baldwin Park Business Association, Tae Kwon Do, and the Gold Line in Irwindale.
- She attended Puttin' on the Hits.
- She attended several Women's basketball games.
- She attended training put on by the Los Angeles County School Trustees Association regarding the California Voting Rights Act, Redistricting, Committee on School District Organization, etc.

F. Trustee Chen reported the following:

- He attended the Cash for College event, which is one of the largest in the state.
- He performed in Puttin' on the Hits.
- He attended the California Community Foundation's Unsung Heroes Dinner.
- He attended the ribbon-cutting event today for the new Student Success Center and is looking forward to future ribbon-cutting events, as well.
- He's looking forward to the Kepler fund-raiser event.
- He's going to attend a White House briefing on Community Colleges in Washington, DC.

G. Student Trustee Santos reported the following:

- She attended the Cash for College event and thanked Audrey Yamagata-Noji, Vice President, Student Services, and her staff for putting on the event.
- She attended the Pomona Valley Hospital Medical Center Foundation Gala.
- She attended Puttin' on the Hits.
- She attended the Inland Spelling Bee.
- She attended the Veterans' breakfast in Diamond Bar.
- She attended the Women's basketball game.
- She said that Sodexo is offering discounts to students every Monday, and she thanked Associated Students President Rene Jimenez for his participation.
- She said that ethnic studies is having a loud voice at Mt. SAC.

- She thanked the President's Office for her upcoming retreat.
- She said that she has concerns regarding the new Student Center and feels that the students can work with administration to make it happen.
- She attended today's ribbon-cutting ceremony for the new Student Success Center.

H. Trustee Hidalgo reported the following:

- He performed in Puttin' on the Hits and said that he really enjoyed it.
- He attended the Industry Manufacturers Council luncheon, where Sheriff Jim McDonald was the speaker, and human trafficking was a large part of the meeting.
- He checked out the Mountie café and said it looks like a good selection of food.
- He said that he's looking forward to attending the Kepler fund-raising event.

I. Trustee Hall reported the following:

- He performed in Puttin' on the Hits and thanked Joan Sholars, John Cordova, Scott Hillman, and Jay Truman for pulling off such a successful event.
- He attended the Cash for College event and said that Senator Ed Hernandez attended, as well.
- He attended the San Gabriel Valley Regional Chamber of Commerce Heroes Breakfast.
- He attended several Women's basketball games.
- He attended today's ribbon-cutting ceremony for the new Student Success Center.

J. Trustee Chen Haggerty reported the following:

- She attended today's ribbon-cutting ceremony for the new Student Success Center.
- She orchestrated a Cash for College event at Pathfinder Community Center in Rowland Heights, and about 60 families attended.

8. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

Note: The entire dialogue may be heard beginning at 01:36:03 on the attached meeting audio.

- He welcomed and congratulated newly appointed and promoted employees Elizabeth Callahan, Mariezar Figueroa, Lizette Henderson, Nadine Hernandez, Marlyn Lanuza, Venice McCurdy, Cynthia Orozco, Lloyd Robinette, Astrid Rodriguez, and Olga Castillo.
- He congratulated tenured faculty Christopher Briggs, Todd Clements, Jamaika Fowler, Jeremy Hart, Jamie Hirsch, Stephen James, Melissa Macias, Clark Maloney, Jane Nazzal, Serena Ott, Eloise Reyes, William Roche, Dianne Rowley, and Cecilia Thay.
- He said that he's on the CCLC Legislative Advisory Committee.
- He and Trustee Manuel Baca were invited to meet with the Secretary of Education and the Undersecretary of Education at the U.S. Department of Education in Washington, DC, on March 24, to talk about Pell Grants with 24 other community college and university representatives.
- He said that the Governor has proposed \$200M for trailer bills, and the Workforce Taskforce is trying to figure out how to spend the money; so, they'll be working with lobbyists and talking to the Department of Finance for some collaboration.

- He and Irene Malmgren, Vice President, Instruction, sit on the Los Angeles/Orange County Consortia that will be receiving \$65M, and Mt. SAC will probably receive \$4M to serve students and expand CTE.
- He presented the Board with a Summary of the AACC Pathways Project.
The Pathways Project – Case Statement summary may be found with these minutes on the College website.
- He asked Gary Nellesen, Director, Facilities Planning and Management, to present the Purpose and Causes of Contract Change Orders
Discussion: Dr. Scroggins commented on additional plans/scope of work that may contribute to change orders.
Discussion: Trustee Chen had questions, and Mr. Nellesen answered them.
Discussion: Mike Gregoryk, Vice President, Administrative Services, made comments regarding the research that happens before a change order is required.
Discussion: Trustee Hall had questions, and Mr. Nellesen answered them.
Discussion: Trustee Chen Haggerty had questions, and Mr. Nellesen answered them.
Discussion: Trustee Chen had questions, and Dr. Scroggins and Mr. Nellesen answered them.
Discussion: Trustee Santos had questions, and Mr. Nellesen answered them.
Discussion: Trustee Hidalgo had questions, and Mr. Nellesen answered them.
Discussion: Dr. Scroggins talked about splitting projects into smaller jobs, and how Mt. SAC is very careful not to do that.
Discussion: Trustee Chen had questions, and Mr. Nellesen answered them.
The presentation may be found with these minutes on the College website.

9. CONSENT CALENDAR

Note: The entire dialogue may be heard beginning at 02:29:58 on the attached meeting audio.

The following correction was made to the Consent Calendar:

- On Page 59, New and/or Revised Classified Job Classification Descriptions – under “EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only),” remove “**evaluates prerequisite overrides,**” from the third bullet. Therefore, that bullet should read, “**Provides unofficial evaluation of transcripts and interprets test and assessment scores.**”

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

ADMINISTRATIVE SERVICES

1. Approval of the Appropriation Transfers and Budget Revisions Summary.
2. This item was pulled and acted upon separately (see Paragraph No. 10).
3. Approval of the re-issuance of stale-dated warrants, as listed.

4. Approval of the Quarterly Financial Status Report ending December 31, 2015.
5. Approval of the Quarterly Investment Report ending December 31, 2015.
6. Approval of an agreement for school bus transportation services for the following Bid:
 - Bid No. 3069 Agreement for School Bus Transportation Services – Durham School Services, L.P., of Rosemead, CA
7. Approval of a contract with Hyland for consulting services and software license.
8. Approval of an agreement with Cal Poly Pomona Foundation, Inc. for the rental of the Kellogg House for Information Technology's Enterprise Application Systems annual staff retreat.
9. This item was pulled and acted upon separately (see Paragraph No. 11).
10. Approval of agreements to provide professional design and consulting services with HPI Architects for the Student Center, and Pal ID Studios for Building 40 Upgrades.
11. Approval of the following Contract Amendments:
 - Contract Physical Education Project Environmental Impact Report – Greve & Associates, LLC - Amendment No. 1.
 - Contract Physical Education Project Environmental Impact Report – Iteris - Amendment No. 1.
12. Approval of the following Change Order for the Athletics Modular Structure:
 - Contract American Modular Systems (General Contractor) – Change Order No. 2.
13. Approval of the following Change Order for the Building 23 Renovation:
 - Contract Harik Construction, Inc. (General Contractor) – Change Order No. 2.
14. Approval of the following Change Orders for the Continuing Education Building 40 Upgrades project:
 - Contract Harik Construction, Inc. (General Contractor) – Change Order No. 2.
 - Contract Golden Phoenix Construction Co., Inc. (General Contractor) – Change Order No. 1.
15. Approval of the following Change Order for the Food Services building:
 - Contract Tilden-Coil Constructors (General Contractor) – Change Order No. 2.
16. Approval of the following Change Order for the Restoration of Parking Lot A:
 - Contract Beach Paving, Inc. (Paving Contractor) – Change Order No. 1.

HUMAN RESOURCES

17. Ratification of Personnel Transactions.

18. Approval of New and/or Revised Classified Job Classification Descriptions.
19. Approval of Range Placement for CSEA, Chapter 262-Represented Employees.

INSTRUCTION

20. This item was pulled and acted upon separately (see Paragraph No. 12).
21. Approval of the Continuing Education Division additions and changes.
22. This item was pulled and acted upon separately (see Paragraph No. 13).
23. Approval of a contract with Record Timing for 2016 Mt. SAC Relays.
24. Ratification of an Agreement with Diamond Ranch High School to host the 2015 Mt. SAC Mountie Classic Men's Basketball Tournament.

PRESIDENT'S OFFICE

25. This item was pulled and acted upon separately (see Paragraph No. 14).
26. This item was pulled and acted upon separately (see Paragraph No. 15).

STUDENT SERVICES

27. Ratification to hire Note Takers as Independent Contractors for the Disabled Student Programs and Services in order to acquire the expertise needed to accomplish College goals and to meet deadlines.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

10. CONSENT ITEM #2 – HIRE VARIOUS INDEPENDENT CONTRACTORS IN ORDER TO ACQUIRE THE EXPERTISE NEEDED TO ACCOMPLISH COLLEGE GOALS AND TO MEET DEADLINES

Note: The entire dialogue may be heard beginning at 02:32:52 on the attached meeting audio.

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

Discussion: Trustee Chen had a question, and Dr. Scroggins answered it.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

11. CONSENT ITEM #9 – CONTRACT WITH TILDEN COIL CONSTRUCTORS, INC. FOR CONSTRUCTION MANAGEMENT SERVICES – SOUTH CAMPUS SITE IMPROVEMENTS

Note: The entire dialogue may be heard beginning at 02:34:53 on the attached meeting audio.

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

Discussion: Trustee Hall said his questions were already answered.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

12. CONSENT ITEM #20 – CONTINUING EDUCATION DIVISION 2016 HIGH SCHOOL SUMMER SCHOOL PROGRAM

Note: The entire dialogue may be heard beginning at 02:36:30 on the attached meeting audio.

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

Discussion: Trustee Hall had a question, and Dr. Malmgren answered it.

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

Noes: None

Abstained: Hidalgo

Absent: None

Student Trustee concurred.

13. CONSENT ITEM #22 – ACCEPTANCE OF FUNDS FOR COURSE IDENTIFICATION (C-ID) GRAND AND APPROVAL OF PURCHASES

Note: The entire dialogue may be heard beginning at 02:39:02 on the attached meeting audio.

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

Discussion: Trustee Hall had a question, and Dr. Malmgren answered it.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

14. CONSENT ITEM #25 – 2016-17 MEETING CALENDAR FOR THE MT. SAN ANTONIO COLLEGE BOARD OF TRUSTEES

Note: The entire dialogue may be heard beginning at 02:42:29 on the attached meeting audio.

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

Discussion: Trustee Chen Haggerty asked to change the August 10, 2016, meeting to August 17, 2016.

This item was approved, as amended.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

15. CONSENT ITEM #26 – CONTRACT WITH POMONA COLLEGE AS THE 2016 SCHOLARSHIP AWARDS CEREMONY SITE

Note: The entire dialogue may be heard beginning at 02:44:26 on the attached meeting audio.

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

Discussion: Trustee Chen asked a question, and Dr. Scroggins answered it.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

16. ACTION ITEM #1 – 2016 ELECTION OF THE CCCT BOARD OF DIRECTORS

Note: The entire dialogue may be heard beginning at 02:45:52 on the attached meeting audio.

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

Discussion: The following candidates were selected by the Board:

- Mary Figueroa, Riverside CCD
- Susan “Sue” M. Keith, Citrus CCD
- Linda S. Wah, Pasadena Area CCD
- Kenneth A. Brown, El Camino CCD
- Sally W. Biggin, Redwoods CCD
- Louise Jaffe, Santa Monica CCD
- Jerry D. Hart, Imperial CCD
- Cy Gulassa, Peralta CCD

It was moved by Trustee Baca and seconded by Trustee Bader to nominate the above eight candidates.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

17. DISCUSSION ITEM #1 – ANNUAL REVIEW OF BOARD POLICY 2015 – STUDENT MEMBER

Note: The entire dialogue may be heard beginning at 02:51:00 on the attached meeting audio.

Discussion:

- Student Trustee Santos had questions, and Dr. Scroggins, Trustee Hall, Trustee Hidalgo, and Trustee Chen Haggerty answered them.
- Trustee Bader had a question, and Student Trustee Santos answered it.

This item will be brought back to the April Board meeting for action.

18. CLOSED SESSION

The Board adjourned to Closed Session at 9:37 p.m. to discuss the following:

- Public Employee Discipline/Dismissal/Release, per Government Code Section 54957.

19. PUBLIC SESSION

The public meeting reconvened at 10:10 p.m.

20. REPORTING OF ACTION TAKEN IN CLOSED SESSION

None.

21. ADJOURNMENT

The meeting adjourned at 10:11 p.m.

WTS:dl



MT. SAN ANTONIO COLLEGE

BOARD OF TRUSTEES STUDY SESSION

Saturday, March 12, 2016

MINUTES

CALL TO ORDER

The special meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Chen Haggerty at 8:44 a.m. on Saturday, March 12, 2016. Trustees Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos, and Student Trustee Santos were present.

STAFF PRESENT

Bill Scroggins, President/CEO; Mike Gregoryk, Vice President, Administrative Services; Irene Malmgren, Vice President, Instruction; and Audrey Yamagata-Noji, Vice President, Student Services were present.

1. CHANGES IN ENROLLMENT

- a./b. Irene Malmgren, Vice President, Instruction; and Audrey Yamagata Noji, Vice President, Student Services; gave a presentation entitled "Instruction and Student Services – Changes in Enrollment."

The presentation may be found on the College's website with these minutes.

- c. Uyen Mai, Director, Marketing; and Eric Turner, Supervisor, Web and Portal Services, gave a presentation entitled "Marketing for Enrollment."

The presentation may be found on the College's website with these minutes.

The Board recessed for a break at 10:40 a.m.

The Board reconvened at 10:53 a.m.

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.

- d. Audrey Yamagata Noji, Vice President, Student Services; and Irene Malmgren, Vice President, Instruction; continued with the presentation entitled “Instruction and Student Services – Changes in Enrollment,” beginning with the slide entitled “Changing Landscape: High Schools and CCCs.”

The presentation may be found on the College’s website with these minutes.

2. CURRENT OFF-CAMPUS CLASSES

Irene Malmgren, Vice President, Instruction; and Madelyn Arballo, Dean, School of Continuing Education; gave a presentation entitled “Responding to Community Need – Off-Campus and Noncredit Programs.”

The presentation may be found on the College’s website with these minutes.

3. STATE ACTIONS CHANGING COMMUNITY COLLEGE MISSION

Bill Scroggins, President & CEO, talked about the State actions that are changing the Community College Mission.

4. BOARD COMMENTS

Discussion:

Trustee Hidalgo made comments about helping high school students transition easier to Mt. SAC.

Trustee Hall said that the Women’s Basketball Team won the semi-finals and will play East Los Angeles City College in the finals tomorrow.

The Board recessed for lunch at 12:15 p.m.

The Board reconvened at 12:30 p.m.

5. LOOKING FORWARD AT FUTURE FACILITY NEEDS

- a. Gary Nellesen, Director, Facilities Planning and Management; and Gary Gidcumb, Senior Construction Project Manager; talked to a handout entitled “Measure R and Measure RR Project Status

The handout may be found on the College’s website with these minutes.

- b. Gary Nellesen, Director, Facilities Planning and Management; and Gary Gidcumb, Senior Construction Project Manager; talked to a handout entitled “Future Facilities Improvements – 2018 through 2030.”

The handout may be found on the College’s website with these minutes.

- c. Gary Nellesen, Director, Facilities Planning and Management; and Gary Gidcumb, Senior Construction Project Manager; talked to a handout entitled "Parking Plan."

The handout may be found on the College's website with these minutes.

- d. Gary Gidcumb, Senior Construction Project Manager; talked to a handout entitled "Transit Center."

The handout may be found on the College's website with these minutes.

6. ACCREDITATION

Irene Malmgren, Vice President, Instruction; and Kristina Allende, English, Literature, and Journalism Department Chair; gave a presentation entitled "Excellence & Distinction – Our Pathway to Accreditation."

Board members were asked to write down what they do as Board members. Afterwards, their responses were aligned with the specific Accreditation Standard 4C (Governing Board) sub-standard that was affected.

The results of the written assignment may be found on the College's website with these minutes.

The presentation may be found on the College's website with these minutes.

7. BUDGET

This presentation was tabled and will be brought back to the April Board of Trustees meeting.

8. STUDENT SUCCESS AND STUDENT EQUITY

Audrey Yamagata-Noji, Vice President, Student Services; and Irene Malmgren, Vice President, Instruction; gave a presentation entitled "Mt. SAC's Student Equity Agenda."

The presentation may be found on the College's website with these minutes.

9. DISCUSSION OF WHAT'S ON THE HORIZON

Bill Scroggins, President & CEO, talked about what's on the horizon for community colleges regarding the following subjects:

1. Workforce Initiative
2. Accreditation
3. Basic Skills Innovation
Trustee Baca made a comment, and Dr. Scroggins responded to it.
4. The Concept of Pathways
Trustee Hall made a comment, and Dr. Scroggins responded to it.
5. Proposition 30
Trustee Santos made a comment, and Dr. Scroggins responded to it.
6. Community College Baccalaureate Degree
7. CalSTRS/CalPERS Assessment

8. The Demographics of California
9. Presidential Election This Year
10. Gubernatorial Election Next Year

10. BOARD SELF-EVALUATION AND PRIORITY SETTING

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

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

Discussion:

Trustee Hall made comments regarding some of the grades that were given by his fellow trustees.

Trustee Santos made comments regarding Mt. SAC's relationship with its neighbors.

Trustee Hall made comments regarding Mt. SAC's relationship with its neighbors and the City of Walnut.

The responses of Board members to each of the open-ended questions were reviewed.

- The second part of the self-evaluation asked Board members to respond to particular open-ended questions.

Trustee Bader asked everyone to look at No. 3 (What are the areas in which the Board could improve?).

Dr. Scroggins suggested updating the Board every other month on the College's Facilities Master Plan.

Dr. Scroggins suggested a Community Advisory Committee, which would be comprised of approximately 30 diverse community members. Board members thought it was a good idea.

Dr. Scroggins talked about the community's complaints about voting on another bond.

Dr. Scroggins talked about advocating the College and working with elected officials.

Trustee Hall made a comment regarding the Mt. SAC's partnerships with other colleges regarding baccalaureate. Trustees Bader and Hall and Dr. Malmgren made comments regarding this subject, as well.

Dr. Scroggins will summarize the Board's goals for 2016-17.

The Board of Trustees Self-Evaluation compilation for 2016 is posted on the College's website with these minutes.

11. ADJOURNMENT

The meeting adjourned at 4:25 p.m.

Bomb Threat and Campus Evacuation
March 24, 2016
Presented by Dave Wilson, Director, Public Safety

Background

Mt. San Antonio College was part of a bomb threat that originated at Walnut High School on Thursday, March 24, 2016. The Department of Police and Public Safety became aware of the threat at 10:30 a.m. and began notifications of key parties. Several discussions about the appropriate course of action occurred, and the decision to evacuate the campus was issued via an Emergency Notification at 11:33 a.m.

The College received assistance from the Los Angeles County Sheriff's Department, the Los Angeles County Fire Department, Cal Poly Pomona Police Department, and the City of Walnut.

Approximately 12,000 students, faculty, and staff members were evacuated from the College. Every building was searched for suspicious items, and there were none located. The College issued an alert at 3:13 p.m., announcing that the campus was safe for return and that classes would resume at 4:30 p.m.

Several Mt. SAC faculty and staff members were integral in assisting with the evacuation, and the coordinated efforts of all involved resulted in the evacuation being completed in a safe and orderly manner.

The incident has been discussed by many involved parties, and planning has begun to ensure the lessons learned from this evacuation are applied to any similar events in the future.

**Title IX/Clery Act Update
Responding to Campus Sexual Violence
Presented by Dave Wilson, Director, Public Safety
and
Marti Whitford, Director, Student Health Services**

Background

The presenters will discuss having a well-trained and coordinated team of College employees who have the resources and authority to investigate and take immediate action to address sexual violence. This is essential to changing the college culture on the issue of responding and preventing sexual violence on campus and in our community.

The discussion will identify the members of the Sexual Assault Response Team and what the Team does from its discipline including Health Services, Student Life, Public Safety, and the Title IX Coordinator. The Sexual Assault Response Team offers timely response to reports of sexual assault, domestic violence, dating violence, and stalking. The Team can assess situations and quickly provide services such as crisis counseling, academic remedies, and protective orders that support recovery from traumatic sexual violence. The Team is responsive in providing resources, investigating, and taking disciplinary action to provide a safe and supportive college environment.

The Sexual Assault Response Team is working to ensure that College procedures are compliant with the Title IX, VAWA (Violence Against Women Act), Campus SaVE (Sexual Violence Elimination) Act, and consistent in providing prompt resolutions. The Team is making steady progress in revision of administrative procedures related to Sexual Assault, Sexual Harassment, and Student Discipline.

The presentation will include statistics on the number of investigations the Team has conducted.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>April 13, 2016</u>	CONSENT
SUBJECT:	<u>Appropriation Transfers and Budget Revisions Summary</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

**APPROPRIATION TRANSFERS
For the period 2/8/16 - 3/10/16**

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 1,748,157
Total	\$ 1,748,157

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 202,329
3000 Employee Benefits	129,839
4000 Supplies/Materials	115,498
6000 Capital Outlay	108,886
7000 Other Outgo	1,050
7950 Unassigned Fund Balance	1,190,555
Total	\$ 1,748,157

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

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: April 13, 2016

Restricted General Fund - 17

From:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 144,694
Total	\$ 144,694

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 1,079
2000 Classified/Other Nonacademic Salaries	48,231
3000 Employee Benefits	23,031
4000 Supplies/Materials	26,461
6000 Capital Outlay	9,082
7000 Other Outgo	36,810
Total	\$ 144,694

Farm Operation Fund - 34

From:

<u>Budget Classification</u>	<u>Amount</u>
7940 Assigned Fund Balance	\$ 10,000
Total	\$ 10,000

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 10,000
Total	\$ 10,000

Health Services Fund - 39

From:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 20,000
Total	\$ 20,000

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 20,000
Total	\$ 20,000

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: April 13, 2016

Capital Outlay Projects Fund - 41

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 2,179
Total	\$ 2,179

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 2,179
Total	\$ 2,179

Bond Construction Fund No 2 - 45

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 412,792
Total	\$ 412,792

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 62,792
5000 Other Operating Expenses/Services	350,000
Total	\$ 412,792

Associated Students Trust Fund - 71

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 2,726
Total	\$ 2,726

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 2,726
Total	\$ 2,726

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: April 13, 2016

BUDGET REVISIONS
For the period 2/8/16 - 3/10/16

Unrestricted General Fund - 11 and 13

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
882001 Health Occupations	\$ 100,000
882001 Mt. SAC Foundation - Basic Skills	25,000
883100 Los Angeles County Office of Education, contract #1516-003	125,600
887750 Floral Design, Material Fees	11,250
889000 Self-Insured Retention Trust	3,083
889000 Technical Assistance Provider (TAP) - Contract Education Events	2,050
891002 Fire Technology - Sales of Equipment	2,763
Total	\$ 269,746

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 23,564
3000 Employee Benefits	1,436
4000 Supplies/Materials	24,700
5000 Other Operating Expenses/Services	159,338
6000 Capital Outlay	68,000
7950 Unassigned Fund Balance	(7,292)
Total	\$ 269,746

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
812000 2015-16 Upward Bound, Year 4	\$ 14,600
812000 Building Pathways of Persistence, Title V, Year 3	333,917
819000 2015-16 Child Development Training Consortium	10,000
862300 2015-16 Disabled Student Programs & Services - Augmentation	768,130
862300 2014-15 Disabled Student Programs & Services - Recalculation Apportionment	3,059
862900 Proposition 39 Clean Energy - Ends 6/30/16	54,984
882000 LA84 Foundation, Mt. SAC Relays Youth 2016	85,000
888150 Student Transportation Fees	500,000
Total	\$ 1,769,690

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: April 13, 2016

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 147,316
2000 Classified/Other Nonacademic Salaries	737,647
3000 Employee Benefits	72,379
4000 Supplies/Materials	55,875
5000 Other Operating Expenses/Services	705,903
6000 Capital Outlay	30,770
7000 Other Outgo	19,800
Total	\$ 1,769,690

Farm Operations Fund - 34

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
898001 Farm Operations - Beef	\$ 24,000
Total	\$ 24,000

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 24,000
Total	\$ 24,000

Health Services Fund - 39

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
898001 Health Services	\$ 7,201
Total	\$ 7,201

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 5,522
3000 Employee Benefits	1,679
Total	\$ 7,201

Capital Outlay Projects Fund - 41

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
889000 Verizon Wireless - Building 6, Library	\$ 2,000
889000 AT&T Wireless - Building 6, Library	1,200
889000 T-Mobile Wireless - Building 1A, Arts	800
Total	\$ 4,000

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: April 13, 2016

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 4,000
Total	\$ 4,000

Bond Construction Fund No. 2 - 45

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
891006 Proceeds for Legal Settlements	\$ 398,334
Total	\$ 398,334

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 398,334
Total	\$ 398,334

Student Financial Aid Trust - 74

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
882001 2015-16 Occupational Work Experience	\$ 25,000
Total	\$ 25,000

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7000 Other Outgo	\$ 25,000
Total	\$ 25,000

Scholarship and Loan Trust - 75

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
882000 2015-16 Scholarships	\$ 200,000
Total	\$ 200,000

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7000 Other Outgo	\$ 200,000
Total	\$ 200,000

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: April 13, 2016

RECOMMENDATION

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$1,748,157), Restricted General Fund (\$144,694), Farm Operations Fund (\$10,000), Health Services Fund (\$20,000), Capital Outlay Projects Fund (\$2,179), Bond Construction Fund No. 2 (\$412,792) and Associated Students Trust Fund (\$2,726) 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 (\$269,746), Restricted General Fund (\$1,769,690), Farm Operations Fund (\$24,000), Health Services Fund (\$7,201), Capital Outlay Projects Fund (\$4,000), Bond Construction Fund No. 2 (\$398,334), Student Financial Aid Trust Fund (\$25,000), and Scholarship and Loan Trust Fund (\$200,000) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

DATE: April 13, 2016

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
Acuna, Fatima	Student Services- Student Life/Associated Students	Performer – Aztec Dance for Cross Cultural Fair	4/27/16	\$400
Adams, James D.	Student Services- Student Life/Associated Students	Speaker – Earth Week	4/20/16	\$400
Benedict, Jeff	Instruction – Music	Judge – Jazz Band Spring Concert	5/6/16	\$425
Cataraha, Ronald	Human Resources – Equal Employment Opportunity (EEO)	EEO Management Assistance	4/14/16– 6/30/16	\$35,321
Claus, Scott	Instruction – Fine Arts	Presenter – Writers’ Weekend	4/16/16– 4/30/16	\$300
Colondres, Donna	Instruction – Learning Assistance Center	Trainor – Diversity for Tutors	4/22/16– 6/30/16	\$2,500
Creley, Scott Noon	Instruction – English, Literature, and Journalism	Presenter – Writers’ Weekend	4/22/16– 4/24/16	\$100
Delfante, Ernie	Instruction – Music	Judge – Jazz Band Spring Concert	5/6/16	\$425

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

SUBJECT: Independent Contractors**DATE:** April 13, 2016

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Falkinburg, David	Instruction – English, Literature, and Journalism	Presenter – Writers’ Weekend	4/22/16– 4/24/16	\$100
Frank, Peter Solomon	Instruction – Art Gallery	Writer – Karl Benjamin Catalog Essay	3/1/16– 6/30/16	\$500
Fyfe, Anne-Marie	Instruction – English, Literature, and Journalism	Literary Reading	4/4/16	\$300
Gallegos, Francie	Instruction – Music	Judges’ Runner – Jazz Band Spring Concert	5/6/16	\$200
Garcia, Stephen G.	Administrative Services – Fiscal Services	Financial Consultant – Fiscal Services	4/14/16– 10/14/16	\$97.32 per hour
Hearn Hill, Bonnie	Instruction – English, Literature, and Journalism	Presenter – Writers’ Weekend	4/22/16– 4/24/16	\$350
Husband, Ron	Instruction – Fine Arts	Presenter – Writers’ Weekend	4/16/16– 4/30/16	\$200
Knapp, Michaelsun	Instruction – English, Literature, and Journalism	Presenter – Writers’ Weekend	4/22/16– 4/24/16	\$200
Lai, Yi Shun	Instruction – English, Literature, and Journalism	Presenter – Writers’ Weekend	4/22/16– 4/24/16	\$500
Lockhart, Heidi	Student Services – CalWORKS	WIB work study to establish procedures and processes for Cal WORKS students	4/14/16– 6/30/16	\$3,000
Lynch, Christina	Instruction – English, Literature, and Journalism	Presenter – Writers’ Weekend	4/22/16– 4/24/16	\$500
Ma, Amie	Instruction – Music	Judges’ Runner – Jazz Band Spring Concert	5/6/16	\$200
Matthews, Lonnie	Student Services – ACES and Financial Aid	Speaker – Financial Literacy Spring 2016	5/10/16	\$1,750
McDowell, Robert	Instruction – English, Literature, and Journalism	Literary Reading	4/27/16	\$700

SUBJECT: Independent Contractors**DATE:** April 13, 2016

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
McSherry, Laura dba Laura McSherry Consulting	Instruction – Center of Excellence	Editing and Proofreading Services – Research Projects	4/14/16– 6/30/16	\$1,500
Naha-Ve'evalu, Daniel	Student Services – Arise Program	Consultant and Technical Support – Digital Stories	4/21/16– 12/31/16	\$7,000
Nyerges, Christopher	Student Services- Student Life/Associated Students	Speaker – Earth Week	4/20/16	\$400
Ogbu, Myrenna	Instruction – English, Literature, and Journalism	Presenter – Writers' Weekend	4/22/16– 4/24/16	\$500
Parra, Peter	Human Resources	Interim Vice President, Human Resources	3/21/16– 6/30/16	\$117.14 per hour
Perez, Andrew	Instruction – Music	Judges' Runner – Jazz Band Spring Concert	5/6/16	\$200
Poe, Christoper Allan	Instruction – English, Literature, and Journalism	Presenter – Writers' Weekend	4/22/16– 4/24/16	\$250
Politano, Matthew	Instruction – Music	Performer /Masterclass - Jazz Piano & Rhythm Section for instrumental jazz concerts	3/1/16 – 6/30/16	\$1,500
Posner, Barry	Instruction – Professional & Organizational Development	Facilitator – Leadership Development Workshop	5/24/16	\$2,500
Reeve, Betty Jean	Instruction – Agriculture	4-Pony Weep with Attendants –May Farm Day	5/7/16	\$800
Richard, Charles	Instruction – Music	Judge – Jazz Band Spring Concert	5/6/16	\$425
Scott-Coe, Jo	Instruction – English, Literature, and Journalism	Presenter – Writers' Weekend	4/22/16– 4/24/16	\$500
Virgo, Sabina	Student Services- Student Life/Associated Students	Speaker – Earth Week	4/20/16	\$400

SUBJECT: Independent Contractors**DATE:** April 13, 2016

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
West Coast Consulting Group, Inc.	Administrative Services – Risk Management	Emergency Preparedness Services - Develop and Update Emergency Operations Plans	4/14/16– 7/14/16	\$17,280 (for 96 hours) plus expenses. Work beyond 96 hours will be billed at \$180 per hour.
White, Dean	Instruction – Fine Arts	Presenter – Writers' Weekend	4/16/16– 4/30/16	\$600
Wolfson, Morey	Instruction – Political Science, Geography	Presenter – Earth Day	4/21/16	\$1,000

Funding Sources

Unrestricted General Fund – Instruction – Music, Fine Arts, English Literature, and Journalism, Art Gallery, Professional & Organizational Development, Agriculture; Student Services – Student Life/Associated Students, Administrative Services – Fiscal Services, Human Resources – Interim Vice President and EEO.

Restricted Fund – Instruction – Center of Excellence, Music, Fine Arts, Learning Assistance Center; Student Services – Arise Program , Cal WORKS, ACES, and Financial Aid.

Safety Credits Fund – Administrative Services – Risk Management.

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: April 13, 2016

CONSENT

SUBJECT: Re-issuance of Stale-Dated Warrants

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Warrant No.	Original Issue Date	Payee	Amount
07128516	07/12/11	Darren J. Perrier	\$372.00
07128536	07/13/11	Marsman T. Alberto	\$104.00
07129367	07/13/11	Roy C. Redman	\$58.00
07139999	09/15/11	Seoreem Ahn	\$144.00
07140939	09/15/11	Lauren B. Harchut	\$72.00
07146496	10/06/11	Debora Cristobal	\$84.50
H0014860	03/12/12	Colton R. Sparks	\$108.00
07163674	03/16/12	Joshua Acosta	\$79.99
H0022535	04/09/12	Xin Li	\$375.00
07168398	08/22/12	Marina Magana	\$74.20

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #3

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

DATE: April 13, 2016

CONSENT

SUBJECT: Two-Year Agreement Renewal with Higher One, Inc. for Student Refund Management Services

BACKGROUND

On July 27, 2011, the Board of Trustees approved the renewal of a three-year agreement with Higher One, Inc. (Higher One) for student refund management services. This agreement was subsequently renewed for two additional years and approved by the Board of Trustees on May 14, 2014. With these services, students have the option to utilize fast, secure, and convenient ways to receive and access their financial aid or student fees funds by selecting a refund preference. Students can make a refund preference by choosing the Optional Higher One Account Debit Card, Automated Clearing House (ACH) direct deposit to a bank of their choice, or a paper check. Mt. San Antonio College implemented Higher One refund management services in Winter 2012. These services have streamlined College operations and reduced the cost of banking fees and printing/ mailing checks.

The Department of Education recently announced changes to the cash management rules for Title IV financial aid funds. These new changes include quite extensive requirements imposed on colleges and universities that have agreements with financial institutions or third-party servicers that include bank accounts, debit cards, or some type of financial account offered to students. These new regulations will become effective July 1, 2016.

Higher One has been dedicated to higher education for more than 15 years and is the leader in refund management services. Higher One currently services over 11 million students, 1,100 campuses, 73 California community colleges, and has disbursed over \$65.5 billion in student refunds. Higher One is ready to guide us through the new era of disbursing Title IV funds and will continue to deliver a compliant full-service solution to our College and students.

With Higher One services, students will continue to receive either their student fees refund or financial aid disbursement by direct deposit to their bank account or have the amount instantly added to the optional Higher One account debit card. The students will continue to receive a text or e-mail message when their funds have been posted to their account. This process saves the student the inconvenience of special trips to cash checks, having checks lost in the mail, and prevents fraud of stolen checks from the mail. Some of the most important changes to be implemented by Higher One that will be effective July 1, 2016, are:

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #4

SUBJECT: Two-Year Agreement Renewal with Higher One Inc. for Student Refund Management Services

DATE: April 13, 2016

- The refund disbursement selection to students will present prominently as the first option, the financial account belonging to the student.
- The optional Higher One account offered to the students will clearly identify major features and commonly assessed fees.
- A card (access device) will only be sent to students after they have consented to open an optional Higher One account. Students who select the optional account will have immediate access to funds via online bill pay, transfers, and a virtual debit card.
- Free access to nationwide ATM network (43,000+ ATMs in the U.S.) and no point-of-sale (PIN) fees.

ANALYSIS AND FISCAL IMPACT

Since January 18, 2012, the Fiscal Services Department has processed over 334,000 student refunds, and the College has saved approximately \$245,000 in banking fees and printing/ mailing costs. The current contract was renewed for two years and will end on October 1, 2016. The cost of services for these two years was comprised of \$5,000 per year for student refund management services and \$7,500 per year for configuration costs to allow the issuance and mailing of paper checks to each student that did not make a preference selection within 14 days from when the Federal Student Aid account was credited and funds were received by Higher One. This was an enhancement negotiated to improve the service for our students as the regulation allows holding the check for an additional 21 days before it is mailed.

As mentioned before, the Department of Education new cash management rules for Title IV financial aid funds include extensive compliance requirements on colleges and universities that have agreements with financial institutions or third-party servicers. The College made some other inquiries on the cost for these student refund management services. These inquiries resulted in a cost for these services of approximately \$95,000 per year.

The College is requesting the renewal of the contract with Higher One, Inc. for an additional two-year period, through October 1, 2018. Higher One, Inc.'s fee to provide student refund management services will be \$15,000 per year.

SUBJECT: Two-Year Agreement Renewal with Higher One Inc. for Student Refund Management Services

DATE: April 13, 2016

The services will include:

- guidance to comply with the new Department of Education cash management rules;
- disclosure of contract, account, and fee information;
- information to attest in writing that the terms of the financial accounts offered on campus are in the best interest of students;
- ongoing marketing;
- collecting student bank account data;
- safely storing bank account data;
- exception handling (paper and ACH);
- data security, etc.;
- customer service training;
- reconciliation;
- Instant Issue Checks (immediate checks); and
- mail default paper check to each student that has not made a preference selection within 14 days from when the Federal Student Aid account is credited and funds have been received by Higher One.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the renewal of the two-year agreement with Higher One, Inc. for student refund management services, as presented.

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

DATE: April 13, 2016

CONSENT

SUBJECT: Emergency Resolution No. 15-08 – Repair Central Plant Chiller

BACKGROUND

On March 3, 2016, one of the two chillers at the Central Plant went into emergency shutdown. Upon investigation, it was determined that one of the variable frequency drives on the unit failed, which in turn caused a number of other failures in the unit.

ANALYSIS AND FISCAL IMPACT

The Central Plant, through the production of the two chillers, provides chilled water, which in turn provides air conditioning to a large number of campus buildings. Having only half of our cooling capacity available would have a significant impact on students and staff.

The cost to repair the chiller could not wait for the process legally required for this type of public works project in order to provide an appropriate learning and working environment. 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 or property. The repair of the chiller and variable frequency drive qualifies as an emergency, as specified in PCC 20654.

Diversified Thermal Services, Inc. has been contracted since 2014 to provide preventative maintenance services for the Central Plant chillers, is familiar with the equipment, and is qualified to provide the necessary repairs. Contract, insurance, and bonding requirements of PCC 20654 have been addressed appropriately, and costs are estimated not to exceed \$140,000. Staff has determined these costs to be fair and reasonable.

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves Emergency Resolution No. 15-08 – Repair Central Plant Chiller, as presented.

Prepared by: Teresa Patterson/Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #5

SUBJECT: Emergency Resolution No. 15-08 – Repair Central Plant Chiller

DATE: April 13, 2016

**EMERGENCY RESOLUTION NO. 15-08
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA
EMERGENCY RESOLUTION NO. 15-08 – REPAIR CENTRAL PLANT CHILLER**

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

WHEREAS, the College experienced a failure of chiller equipment in the Central Plant.

WHEREAS, permanent repairs to the chiller equipment is necessary to minimize the disruption to the continuance of existing classes.

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 or 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 approves entering into a contract for:

Repair and Replace failed Chiller equipment including Variable Frequency Drive module for the estimated not to exceed amount of \$140,000, 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 13th day of April 2016 by a vote of:

AYES:
NOES:
ABSENT:
ABSTAINED:

SUBJECT: Emergency Resolution No. 15-08 – Repair Central Plant Chiller

DATE: April 13, 2016

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:	<u>April 13, 2016</u>	CONSENT
SUBJECT:	<u>Purchase of Modular Furniture, Seating, and Ergonomic Accessories for the Temporary Student Services Counseling Modularity Project (Phase 1)</u>	

BACKGROUND

A project is currently underway to provide swing space and secondary effects for the Student Services Counseling Annex in Building 9D, which will be utilized until the new Student Center is completed.

This space is being provided by leasing two triple-wide modular buildings to accommodate ten offices and open work areas for the various Student Services groups and Counseling staff. This request is for the purchase of Phase 1 furniture to meet the deadline to have offices in the two buildings ready for the beginning of the Fall semester in August 2016.

This procurement will provide new modular office furniture systems, free-standing case goods, ergonomic accessories, and seating for the offices in the two modular buildings. The furniture has been selected by the user groups to meet specific operational needs and is based upon the furniture standards established by the Administrative Services Building 4 Request for Proposal No. 2882.

ANALYSIS AND FISCAL IMPACT

Cost proposals were submitted by the selected manufacturers for the purchase and installation of furniture per the below summary. During the furniture analysis process, the building end users, facility representatives, Information Technology, Audio Visual representatives, and furniture consultant, PAL id Studio, determined that the manufacturers, products, and dealers below meet both the functional requirements and budget.

Company	Amount
Allsteel – Modular systems, office furniture, seating, and tables (CMAS)	\$110,263.53
Gunlocke – Office guest chairs and tables (CMAS)	20,471.18
CBI – Ergonomic Product, Labor, and Installation	27,300.49
Haworth – Task Chairs (US Communities)	6,375.96
Total	\$164,411.16

Prepared by: Gary L. Nellesen/Teresa Patterson Reviewed by: Rosa M. Royce/Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #6

SUBJECT: Purchase of Modular Furniture, Seating, and Ergonomic Accessories for the Temporary Student Services Counseling Modularity Project (Phase 1)

DATE: April 13, 2016

The cost for the purchase of Phase I furniture for the Temporary Student Services Counseling Modularity project includes all applicable sales tax and freight and are in line with the College's cost estimates for this project. The manufacturers listed above have successfully provided quality products and services to the College in the past. Contract terms include:

- California Multiple Awards Schedule (CMAS)
- Administrative Services Building Request For Proposal (RFP)
- US Communities

Funding Source

Measure RR (Series A) Bond funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the purchase of modular furniture, seating, and ergonomic accessories for the Temporary Student Services Counseling Modularity project (Phase 1), as presented.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>April 13, 2016</u>	CONSENT
SUBJECT: <u>Lease Two Triple-Wide Modular Buildings as Temporary Offices for Student Services Counseling Annex (Bid No. 3072)</u>	

BACKGROUND

This project is required as part of the swing space and secondary effects for the Student Services Counseling Annex in Building 9D, which will be utilized until the new Student Center is completed. The scope of work for the Student Services Modular Buildings is to provide two triple-wide modular units designed to accommodate ten offices and open work areas for the various Student Services groups and counseling staff. These buildings will include ADA ramps, landings, stairs, and decks. The buildings will be located along Miracle Mile, south of the new Equity Center, and southeast from the Student Success Center. This location will be beneficial to the delivery of services to the student groups.

ANALYSIS AND FISCAL IMPACT

Bids were advertised in the Inland Valley Daily Bulletin, in accordance with Education Code 81641. Four suppliers were invited to participate in the bid process. Three bids were received and publically opened on March 3, 2016. The modular buildings will be leased for a period of three years, with the option to renew for up to two additional one-year periods, at which time the new Student Center is planned to be ready for occupancy. The lowest responsible, responsive bidder is Design Space Modular Buildings, located in Fontana, CA. A summary of bids is as follows:

Company Name	Total Five-Year Lease including Ramps, Stairs, Landings, Deck, and One-time Setup Fees	Comments
Williams Scotsman Perris, CA	\$160,908.68	Non-responsive. Did not include pricing for ramps, stairs, landings, and deck, as specified.
Mobile Modular Mira Loma, CA	\$306,352.00	Non-responsive. Did not include pricing for deck, as specified.
Design Space Modular Buildings Fontana, CA	\$288,582.00	Lowest responsive/responsible bidder.

Prepared by: Teresa Patterson/Rosa M. Royce Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #7

SUBJECT: Lease Two Triple Wide Modular Buildings as Temporary Offices for
Student Services Counseling Annex (Bid No. 3072)

DATE: April 13, 2016

Funding Source

Measure RR (Series A) Bond Funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves Bid No. 3072 – Lease Two Triple-Wide Modular Buildings for Temporary Offices for Student Services Counseling Annex and awards the project to Design Space Modular Buildings, as presented.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>April 13, 2016</u>	CONSENT
SUBJECT: <u>Agreement for Consulting Services with Imerge Consulting, Inc.</u>	

BACKGROUND

In September 2014, the Board of Trustees approved the purchase of Hyland's OnBase System to replace the College's previous imaging system, Singularity. OnBase offered imaging and document workflow solutions to better manage services to students and administrative departments. In addition, OnBase would provide the College with a permanent records retention solution.

In preparation for a campus-wide implementation, the College needs to develop a records retention schedule addressing all information assets. The overall objective is to understand the document types in existence at Mt. SAC and develop a universal records retention schedule to streamline the lifecycle process and reduce the amount of stored data.

ANALYSIS AND FISCAL IMPACT

The College requests to engage Imerge Consulting, Inc. to provide records and information management consulting services. Imerge Consulting, Inc., is an independent analyst firm providing records and information management consulting services. Their focus includes information governance, records and information management, electronic content management, business process optimization, document and data capture, training, collaboration, and compliance advisory services. The project timeline for Phase 1 includes all areas of Student Services and Facilities Planning and Management, with an option for Phase 2. Phase 2 will include Administrative Services, Human Resources, Instruction, and President's Office. The fees for Phase 1 will not exceed \$40,500, plus travel expenses. It is anticipated that it will take five to six consultant trips at a cost not to exceed \$11,400. The term of the contract is for a period of four months from the effective date.

Prepared by: <u>Victor A. Belinski/Monica Cantu</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #8</u>

SUBJECT: Agreement for Consulting Services with Imerge Consulting, Inc.

DATE: April 13, 2016

The scope for the Records Retention Schedule program includes:

Project Deliverables	Amount
Phase 1 – Student Services and Facilities Planning and Management	
Physical Records Database and Analysis Reports	\$3,400
Records Policy and Schedules Assessment and Validation of Record Types/Classification Through User Interviews	11,900
Physical Inventory of Large Collections	2,000
Master Classification Taxonomy	7,000
Consolidated Records Retention Schedule	4,000
Information Governance Package	6,000
Program Implementation	6,200
Phase 1 Total	\$40,500

Phase 2 – Administrative Services, Human Resources, Instruction, and President’s Office	
Physical Records Database and Analysis Reports	\$1,400
Records Policy and Schedules Assessment and Validation of Record Types/Classification Through User Interviews	7,000
Physical Inventory of Large Collections	800
Master Classification Taxonomy	1,400
Consolidated Records Retention Schedule	1,600
Information Governance Package	1,000
Program Implementation	2,200
Consolidation of Phases 1 and 2	2,800
Update Policies with Phase 2 Finding	1,200
Phase 2 Total	\$19,400
Project Total	\$59,900

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Imerge Consulting Inc., as presented for Phase 1, with an option for Phase 2.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>April 13, 2016</u>	CONSENT
SUBJECT: <u>Contract with OmniUpdate, Inc.</u>	

BACKGROUND

OmniUpdate is the College’s web content management system for the www.mtsac.edu website. The system was implemented in 2011 to provide a standard platform for website development to ensure consistent branding across the College. OmniUpdate displays uniform digital content across a variety of communication tools including the College website, marquee, message boards, and social media sites like Facebook.

Information Technology (IT) continues to add snippets, which are simplified web development tools, to the OmniUpdate platform so departments can easily update their websites. Two additional tools that are under development are Really Simple Syndication feeds on department websites, and a dynamic A-Z index within a webpage. Technical assistance from OmniUpdate is needed to complete development of the new tools and make them available to OmniUpdate campus users.

ANALYSIS AND FISCAL IMPACT

OmniUpdate charges \$150 per hour for remote technical services. IT estimates that five hours of remote assistance will be required to complete this project and train IT web staff on the process. Authorization is requested to enter into a contract with OmniUpdate for the not to exceed amount of \$750.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Victor A. Belinski Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #9

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

DATE: April 13, 2016

CONSENT

SUBJECT: Agreement with NewCloud Networks

BACKGROUND

NewCloud Networks is a national cloud computing and communications provider with 30 years of experience, specializing in cloud backup and disaster recovery. They have more than 2,500 clients that utilize their secure cloud storage solutions.

Currently, Information Technology (IT) performs nightly backups of almost all computer systems, servers, and databases to digital tapes. These tapes are sent off-site, on a daily basis, via secure transport to a vault for storage and rotated back to the College for re-use on a set schedule. To begin the process of refining data backup processes, IT will transition some backups from digital tapes to streaming data going to NewCloud Networks cloud storage. NewCloud has all appropriate measures of security including encrypted data streaming and storage, two-factor authentication for account access, and infrastructure redundancy to ensure system reliability.

ANALYSIS AND FISCAL IMPACT

NewCloud charges \$.10 per gigabyte (GB) of storage space per month. IT estimates that at least 10,240 GB, which is a little more than 10 terabytes, will be needed, for an estimated monthly fee of \$1,024.00. NewCloud has agreed to waive the one-time setup fee of \$250.00. Due to the potential for fluctuating storage needs, IT is requesting approval for an annual not-to-exceed amount of \$18,000.00.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with NewCloud Networks from May 1, 2016, to April 30, 2019, with an option to renew for two additional years.

Prepared by: Victor A. Belinski

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #10

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>April 13, 2016</u>	CONSENT
SUBJECT: <u>Agreement for Cellular Sites - Division of State Architect Inspection Costs - AT&T Mobility Wireless</u>	

BACKGROUND

The College currently has an agreement with AT&T Mobility Wireless to provide communications facilities on the roof of the Learning Technology Center. Replacing existing equipment in-kind requires Division of State Architect (DSA) inspection services in order to ensure that the firm complies with applicable building codes.

ANALYSIS AND FISCAL IMPACT

AT&T Mobility Wireless has agreed to reimburse the College for the costs associated with the DSA inspection services for this project in the amount of \$1,440. At the end of the project, the College will send a final invoice to the company detailing all costs. AT&T Mobility Wireless has agreed to pay in advance for the inspection services. Any remaining balance of the advance payment will be returned within 30 days of the completion of the project and final sign off. In the event that the costs exceed the advance payment amount during the course of the project, the College will submit invoices for those additional costs.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with AT&T Mobility Wireless for advance payment of DSA inspection fees, as presented.

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>April 13, 2016</u>	CONSENT
SUBJECT:	<u>Agreement for Cellular Sites - Division of State Architect Inspection Costs - T-Mobile Wireless</u>	

BACKGROUND

The College currently has an agreement with T-Mobile Wireless to provide communications facilities on the roof of the Technology Center. Replacing existing equipment in-kind requires Division of State Architect (DSA) inspection services in order to ensure that the firm complies with applicable building codes.

ANALYSIS AND FISCAL IMPACT

T-Mobile Wireless has agreed to reimburse the College for the costs associated with the DSA inspection services for this project in the amount of \$1,560. At the end of the project, the College will send a final invoice to the company detailing all costs. T-Mobile Wireless has agreed to pay in advance for the inspection services. Any remaining balance of the advance payment will be returned within 30 days of the completion of the project and final sign off. In the event that the costs exceed the advance payment amount during the course of the project, the College will submit invoices for those additional costs.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with T-Mobile Wireless for advance payment of DSA inspection fees, as presented.

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>April 13, 2016</u>	CONSENT
SUBJECT:	<u>Professional Design and Consulting Services</u>	

BACKGROUND

In order to complete the required facilities planning activities and to commence the design phase for 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:	Pal ID Studio	
	Project:	Technology Center - Room 106 Improvements	
Item	Description:	Amount	
	Professional interior design and furniture, fixtures, and equipment design services for the renovation of a classroom in the Technology Center.	\$3,800.00	
	Contract Amount:	\$3,800.00	

#2	Consultant:	Pal ID Studio	
	Project:	Miscellaneous Interior Improvement Projects	
Item	Description:	Amount	
	Professional interior design and furniture, fixtures, and equipment design services for miscellaneous small interior projects as directed by Facilities Planning and Management. Scope includes planning, programming, design, specifications, documentation, procurement assistance, and field coordination and installation oversight. Time and Materials, not to exceed:	\$50,000.00	
	Reimbursable expenses, not to exceed:	\$2,500.00	
	Contract Amount:	\$52,500.00	

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

SUBJECT: Professional Design and Consulting Services

DATE: April 13, 2016

#3	Consultant:	Steven Fader Architects	
	Project:	Bookstore Mechanical, Electrical, and Plumbing Upgrades	
Item	Description:	Amount	
	Professional architectural and engineering services for the mechanical, electrical, and plumbing systems at the Bookstore building for improved energy efficiency including new heating and ventilation systems, connection to the Central Plant for chilled water for cooling, new lighting, and building upgrades as required by building code and the asbestos removal process.	\$179,300.00	
	Reimbursable expenses, not to exceed:	\$2,000.00	
	Contract Amount:	\$181,300.00	

#4	Consultant:	Automated Control Engineers	
	Project:	Central Plant Expansion and Thermal Energy Storage Tank	
Item	Description:	Amount	
	Provide commissioning and verification services for the Central Plant Expansion and Thermal Energy Storage Tank project. Services include review of all mechanical and electrical drawings and specifications, review of controls submittals, inspection of controls installation, review of as-built drawings for accuracy, and commissioning and system verification.	\$14,000.00	
	Contract Amount:	\$14,000.00	

#5	Consultant:	Ecotype Consulting	
	Project:	Business and Computer Technology	
Item	Description:	Amount	
	Provide fundamental commissioning services for the Business and Computer Technology project. Services include development of a commissioning plan, review of contractor submittals for the commissioned systems, development and review of checklists with contractors, coordination of Energy Code Acceptance Testing, compilation of a final Commissioning Report, and documentation of the commissioning effort for LEED approval.	\$27,900.00	
	Contract Amount:	\$27,900.00	

SUBJECT: Professional Design and Consulting Services

DATE: April 13, 2016

#6	Consultant:	P2S Engineering, Inc.	
	Project:	Student Services Temporary Space	
Item	Description:	Amount	
	Provide electrical and telecommunications engineering design for temporary space portable buildings.		\$4,000.00
	Contract Amount:		\$4,000.00

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

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

DATE: April 13, 2016

CONSENT

SUBJECT: Strata Information Group (Contract Amendment)

BACKGROUND

Strata Information Group (SIG), in San Diego, California, has provided technical and functional support services to the College since July 2006 for the implementation and maintenance of Banner and related software products. The current contract ends June 30, 2016.

Recent major projects that require SIG assistance include performance tuning of production servers for faster response time during registration, pilot implementation of purchasing cards, and an upgrade of the DegreeWorks system.

ANALYSIS AND FISCAL IMPACT

The upcoming release of Banner XE, which is a major system upgrade, will require technical assistance to implement. Consulting hours will also be used on an as-needed basis for critical technical issues and maintenance work.

SIG agreed to extend the contract term to June 30, 2017, and not increase their hourly rate of \$150. Information Technology (IT) has been extremely cautious in utilizing SIG services; so, as of March 1, 2016, there were 706 consulting hours remaining on the existing contract. Funding for consulting hours and travel is already encumbered in the IT budget. The College is invoiced monthly for actual hours and expenses.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Victor A. Belinski

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #14

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>April 13, 2016</u>	CONSENT
SUBJECT: <u>Purchase Mobile Television Production Trailer (Contract Amendment)</u>	

BACKGROUND

In December 2015, the Board of Trustees approved a contract with Gerling and Associates, Inc. in the amount of \$494,789.00 plus tax and shipping, for a grand total of \$548,876.26, to construct a new "rack-ready" video production truck chassis.

During the engineering and design review phase of the project, staff identified opportunities to increase the usable space inside the vehicle, add operational and energy efficiencies to the HVAC system, and improve the overall usability of the truck system.

ANALYSIS AND FISCAL IMPACT

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

Bid No.	Contractor:	Amendment No. 1
Item	Change and Justification:	Amount
1	Replace specified two-stage HVAC system with a four-stage Balta Heating, Ventilating, and Air Conditioning (HVAC) system for increased energy savings and operational redundancy.	\$35,862.85
2	Change exterior body color from white to beige to improve exterior appearance.	\$0.00
3	Add second axle air dump capability to increase maneuverability of trailer chassis.	\$0.00
4	Increase overall trailer length from 48' to 52' to increase teaching space in the interior of the truck	\$4,400.00
5	Add 3' overall to expanding side length to accommodate a larger audio control area.	\$1,950.00
6	Add rear storage bay under lift gate to increase storage area in the lower section of the truck.	\$1,250.00
7	Provide tractor battery connector at front of trailer to allow tractor to charge coach batteries in transit.	\$395.00

Prepared by: William Eastham/Teresa Patterson Reviewed by: Rosa M. Royce/Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #14

SUBJECT: Purchase Mobile Television Production Trailer (Contract Amendment)

DATE: April 13, 2016

8	Provide selector switch for 12-volt battery system to allow separate or combined operation of the coach batteries and the tractor batteries.	\$516.00
9	Provide a 30-amp electrical receptacle on the exterior power panel to support power distribution equipment already owned by the College.	\$318.00
10	Change all interior technical power receptacles to be orange in color to comply with existing standards.	\$0.00
11	Add Programmable Logic Controller (PLC)-based Monitoring and Control system for HVAC plant to provide advanced diagnostics and control of the four-stage Balta HVAC system for increased energy efficiency and operational reliability.	\$8,217.50
12	Add rolling 39" x 24" custom storage cabinet to the rear of the vehicle to house audio and video accessory items.	\$877.00
	Total	\$53,786.35
	Original Contract Amount	\$548,876.26
	Net Change by Previous Change Orders	\$0.00
	Net Sum Prior to This Change Order	\$548,876.26
	Amount of Amendment No. 1	\$53,786.35
	New Contract Sum	\$602,662.61
	Percentage of Change to Contract, to Date	9.8%

Funding Source

Restricted Fund 41 – Capital Projects.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>April 13, 2016</u>	CONSENT
SUBJECT:	<u>Professional Design and Consulting Services – Time-and-Material Agreements (Contract Amendments)</u>	

BACKGROUND

In order to complete the required facilities planning activities and to commence the design phase for construction and renovation projects, it is necessary to retain the services of qualified professionals.

ANALYSIS AND FISCAL IMPACT

The original contracts were awarded on a time-and-materials basis, with an estimate of the amount of work anticipated for each project. After the contracted work was completed, it was determined that additional work was required to achieve the intended outcomes.

The following Contract Amendments are presented for approval:

#1	Consultant:	ASM Affiliates	No.	1
	Project:	Physical Education Project Subsequent Environmental Impact Report		
Item	Description:	Amount		
	Provide additional on-site cultural resources buildings survey work and additional archeological survey work in the areas of ground disturbance for renovations/additions in support of the Subsequent Environmental Impact Report. Labor and materials, not to exceed:	\$26,372.00		
	Total	\$26,372.00		
	Original Contract Amount	\$16,320.40		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$16,320.40		
	Amount of Amendment No. 1	\$26,372.00		
	New Contract Sum	\$42,692.40		
	Total Project Budget	\$65,016,916.00		
	Percentage of Change to the Total Project Budget	0.04%		

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #14

SUBJECT: Professional Design and Consulting Services – Time-and-Material
Agreements (Contract Amendments)

DATE: April 13, 2016

#2	Consultant:	Iteris	No.	2
	Project:	Physical Education Project Subsequent Environmental Impact Report		
Item	Description:		Amount	
	Add transportation planning and analysis services for work related to the hauling of materials for the Physical Education projects. Labor and materials, not to exceed:		\$9,808.00	
	Total		\$9,808.00	
	Original Contract Amount		\$36,832.00	
	Net Change by Previous Amendments		\$9,808.00	
	Net Sum Prior to This Amendment		\$46,640.00	
	Amount of Amendment No. 2		\$6,008.00	
	New Contract Sum		\$52,648.00	
	Total Project Budget		\$65,016,916.00	
	Percentage of Change to the Total Project Budget		0.02%	

#3	Consultant:	H2 Environmental Consulting Services, Inc.	No.	1
	Project:	Former Campus Café Demolition		
Item	Description:		Amount	
	Add lead and asbestos air monitoring shifts required during the demolition of the former Campus Café building.		\$3,000.00	
	Total		\$3,000.00	
	Original Contract Amount		\$20,200.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$20,200.00	
	Amount of Amendment No. 1		\$3,000.00	
	New Contract Sum		\$23,200.00	
	Total Project Budget		\$520,000.00	
	Percentage of Change to the Total Project Budget		0.58%	

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>April 13 2016</u>	CONSENT
SUBJECT:	<u>Professional Design and Consulting Services – Reimbursable Expenses</u> <u>(Contract Amendment)</u>	

BACKGROUND

In order to complete the required facilities planning activities and to commence the design phase for construction and renovation projects, it is necessary to retain the services of qualified professionals.

ANALYSIS AND FISCAL IMPACT

The College typically pays a plan check fee directly to the Division of State Architect (DSA). However, in this instance, the consultant was authorized to pay the fee in the interest of condensing the project schedule and must be reimbursed.

The following Contract Amendment is presented for approval:

#1	Consultant:	P2S Engineering, Inc.	No.	1
	Project:	Library Building Fire Alarm Replacement		
Item	Description:	Amount		
	Increase reimbursable fees for repayment of Division of State Architect plan review fee paid by the consultant.	\$1,350.00		
	Total	\$1,350.00		
	Original Contract Amount	\$37,500.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$37,500.00		
	Amount of Amendment No. 1	\$1,350.00		
	New Contract Sum	\$38,850.00		
	Total Project Budget	\$400,000.00		
	Percentage of Change to the Total Project Budget	0.34%		

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #14

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>April 13 2016</u>	CONSENT
SUBJECT:	<u>Professional Design and Consulting Services – Added Services</u> <u>(Contract Amendments)</u>	

BACKGROUND

In order to complete the required facilities planning activities and to commence the design phase for construction and renovation projects, it is necessary to retain the services of qualified professionals.

ANALYSIS AND FISCAL IMPACT

For Item #1, additional services are required to provide a more functional aerial map to be utilized on future infrastructure and building projects. For Item #2, the project scope of work has been expanded to include both the east and west turn lanes from Temple Avenue to Bonita Drive, requiring an amended contract. Completing both turn lanes in one project is feasible and will result in significant cost savings.

The following contract amendments are presented for approval:

#1	Consultant:	Psomas	No.	1
	Project:	Aerial Survey and Topographic Map		
Item	Description:		Amount	
	Expand the aerial mapping coverage area to include off-site edge conditions and revise map labels per current campus map designations.		\$4,300.00	
	Total		\$4,300.00	
	Original Contract Amount		\$84,000.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$84,000.00	
	Amount of Amendment No. 1		\$4,300.00	
	New Contract Sum		\$88,300.00	
	Total Project Budget		\$100,000.00	
	Percentage of Change to the Total Project Budget		4.30%	

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #14

SUBJECT: Professional Design and Consulting Services – Added Services
(Contract Amendments)

DATE: April 13, 2016

#2	Consultant:	Psomas	No.	1
	Project:	Temple Avenue/Bonita Drive Westbound Right-Turn Lane Improvements		
Item	Description:		Amount	
	Provide engineering services for eastbound approach and for extending the length of the left-turn pocket from westbound Temple Avenue to southbound Bonita Drive.		\$50,000.00	
	Total		\$50,000.00	
	Original Contract Amount		\$57,300.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$57,300.00	
	Amount of Amendment No. 1		\$50,000.00	
	New Contract Sum		\$107,300.00	
	Total Project Budget		\$950,000.00	
	Percentage of Change to the Total Project Budget		5.26%	

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>April 13, 2016</u>	CONSENT
SUBJECT: <u>Annual Maintenance Agreement (Change Order)</u>	

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

In February 2015, the Board of Trustees approved a two-year contract to provide annual maintenance service for elevators on campus. New equipment warranties cover newly constructed buildings and, therefore, a service agreement is not required for the first year following construction. Due to new construction on campus and demolition of obsolete buildings, a revision to the contract is required.

	Consultant:	Schindler Elevator	No.	1
	Project:	Campus Elevators Maintenance Service Agreement		
Item	Change and Justification:		Amount	
	Add monthly elevator maintenance for two elevators at Building 12 at an increase of \$360 per month; remove elevator maintenance for the former Campus Café building which was demolished for a deduction of \$180 per month. Cost for 2015-16 fiscal year is \$540. Cost for 2016-17 fiscal year is \$2,160.		\$2,700.00	
	Total		\$2,700.00	
	Original Contract Amount		\$84,288.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$84,288.00	
	Amount of Amendment No. 1		\$2,700.00	
	New Contract Sum		\$86,988.00	

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>April 13, 2016</u>	CONSENT
SUBJECT:	<u>Farm Retaining Wall (Change Order)</u>	

BACKGROUND

In July 2015, a contract was issued to build a retaining wall at the Farm to provide structural support for a farm support building and to control water runoff around the hay barn. The project was originally bid under the provisions of California Uniform Public Construction Cost Accounting Act, which allows for the award of public works contracts under \$45,000 without Board approval. Three bids for the project were received, and the contract was awarded to the lowest bidder. This Change Order now brings the cost over \$45,000; therefore, it is being presented for approval.

ANALYSIS AND FISCAL IMPACT

During the project, a water line containing asbestos (transite) was discovered, which required the contractor to provide manual excavation instead of using equipment. Additionally, the contractor was required to stop work and remobilize following the removal of the transite pipe by a specialty contractor, which is included in the scope of this Change Order.

Bid No.	CUPCCAA	Contractor:	E. C. Construction Co.	CO No.	1
Item	Change and Justification:			Amount	Time
1	Hand-dig and form footings around existing transite pipe prior to removal.			\$2,731.39	0 days
2	Excavate soil after transite line was removed and second mobilization to the site.			\$3,468.35	0 days
	Total			\$6,199.74	0 days
	Original Contract Amount			\$42,605.00	
	Net Change by Previous Change Orders			\$0.00	
	Net Sum Prior to This Change Order			\$42,605.00	
	Amount of Change Order No. 1			\$6,199.74	
	New Contract Sum			\$48,804.74	
Percentage of Change to Contract, to Date				14.55%	

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

SUBJECT: Farm Retaining Wall (Change Order)

DATE: April 13, 2016

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>April 13, 2016</u>	CONSENT
SUBJECT	<u>Personnel Transactions</u>	

CLASSIFIED EMPLOYMENT

Permanent New Hires

Name: Baas, LaToya
 Position: Administrative Specialist IV New: Yes
 Department: Human Resources
 Range/Step: A-88, Step 1 Salary: \$4,404.83/month
 Job FTE: 1.00/12 months
 Effective: TBD

Name: Correa, Neftali
 Position: Computer Facilities Assistant New: Yes
 Department: Information Technology
 Range/Step: A-79, Step 1 Salary: \$1,913.07/month
 Job FTE: 0.475/12 months
 Effective: 4/14/16

Name: Herman, Nicole
 Position: ESL Instructional Support Assistant New: No
 Department: ESL
 Range/Step: A-45, Step 1 Salary: \$1,363.95/month
 Job FTE: 0.475/12 months
 Effective: 4/15/16

Name: Herrera, Vincent
 Position: Information Technology Support Technician New: Yes
 Department: Information Technology
 Range/Step: A-107, Step 4 Salary: \$6,160.33/month
 Job FTE: 1.00
 Effective: TBD

Name: Montes, David
 Position: Alternate Media Technician New: No
 Department: DSP&S
 Range/Step: A-79, Step 1 Salary: \$4,027.52/month
 Job FTE: 1.00/12 months
 Effective: TBD

Prepared by: Human Resources Staff Reviewed by: Peter Parra
 Recommended by: Bill Scroggins Agenda Item: Consent #19

SUBJECT: Personnel Transactions

DATE: April 13, 2016

Permanent New Hires (continued)

Name: Perez, Joseph
 Position: ESL Instructional Support Assistant New: No
 Department: ESL
 Range/Step: A-45, Step 1 Salary: \$1,363.95/month
 Job FTE: 0.475/12 months
 Effective: TBD

Promotions

Name: Lee, Donald
 Position: Interim Lead Custodian New: No
 Department: Custodial Services
 Range/Step: B-46, Step 4 Salary: \$4,085.45/month
 Job FTE: 1.00/12 months
 Effective: 3/28/16
 Remarks: Previously Custodian

Name: Marin, Ann Marie
 Position: Administrative Specialist III New: No
 Department: Arts Division
 Range/Step: A-81, Step 3 Salary: \$4,529.59/month
 Job FTE: 1.00/12 months
 Effective: 4/14/16
 Remarks: Previously Clerical Specialist

Changes of Assignment

Name: Barrantes, Annette
 Position: Advancement Services Specialist New: Yes
 Department: Foundation
 Range/Step: A-88, Step 3 Salary: \$4,856.33/month
 Job FTE: 1.00/12 months
 Effective: 4/14/16
 Remarks: Previously Non-District Employee

Name: Gordon, David
 Position: Computer Facilities Assistant New: No
 Department: Learning Resource Center
 Range/Step: A-79, Step 1 Salary: \$1,913.07/month
 Job FTE: 0.475/12 months
 Effective: 4/14/16
 Remarks: Previously 10 months in Arts

SUBJECT: Personnel Transactions

DATE: April 13, 2016

Change of Assignment (continued)

Name: Mulvihill, Mary Ann
Position: Administrative Specialist II New: No
Department: Business
Range/Step: A-75, Step 6 Salary: \$4,856.33/month
Job FTE: 1.00/12 months
Effective: 6/1/16
Remarks: Previously 0.625 FTE

Temporary Change of Assignment

Name: Ito, Billy
Position: Athletic Trainer
Department: Kinesiology, Athletics, and Dance Division
Range/Step: A-105, Step 6 Salary: \$6,657.94/month
Job FTE: 1.00/12 months
Effective: 1/13/16
End Date: 6/30/16
Remarks: Previously 11 months

Name: Thaysangkram, Sangvan
Position: Administrative Specialist I
Department: Humanities and Social Sciences
Range/Step: A-69, Step 4 Salary: \$4,220.75/month
Job FTE: 1.00/12
Effective: 3/1/16
End Date: 6/30/16
Remarks: Previously .475% FTE

Temporary Out-of-Class Assignments

Name: Flores, Ruben
From: Grounds and Horticulture Technician - Campus
Department: Facilities Planning and Management
Range/Step: B-39, Step 3 Salary: \$3,637.98/month
To: Lead Landscape Chemical Specialist – Grounds and Sports Fields
Department: Facilities Planning and Management
Range/Step: B-64, Step 1 Salary: \$4,226.85/month
Job FTE: 1.00/12 months
Effective: 4/14/16
End Date: 6/30/16

SUBJECT: Personnel Transactions

DATE: April 13, 2016

Temporary Out-of-Class Assignments (continued)

Name: Moreno, Julie Ann
 From: Fiscal Technician II
 Department: Fiscal Services
 Range/Step: A-88, Step 4 Salary: \$5,099.15/month
 To: Fiscal Specialist
 Department: Fiscal Services
 Range/Step: A-95, Step 4 Salary: \$5,466.98/month
 Job FTE: 1.00/12 months
 Effective: 4/14/16
 End Date: 6/30/16

Name: Madero-Fernandez, Nayeli
 From: Student Services Outreach Specialist
 Department: High School Outreach
 Range/Step: A-81, Step 2 Salary: \$4,313.88/month
 To: Educational Advisor
 Department: TRIO Programs/Upward Bound
 Range/Step: A-95, Step 1 Salary: \$4,722.58/month
 Job FTE: 1.00/12 months
 Effective: 4/1/16
 End Date: 6/30/16

Name: Rodriguez, Alvaro
 From: Technician, Performing Arts
 Department: Technical Services
 Range/Step: A-108, Step 6 + L10 Salary: \$7,525.75/month
 To: Lead Technician Broadcast & Audio
 Department: Technical Services
 Range/Step: A-114, Step 6 + L10 Salary: \$7,988.73/month
 Job FTE: 1.00/12 months
 Effective: 5/1/16
 End Date: 6/30/16

Resignations

Katelyn Abadie, Learning Lab Assistant, Learning Assistance Center, effective 3/18/16
 Tiefa Fisher-Gabriana, Administrative Specialist II, Learning Assistance Center, effective 3/23/16
 Vanessa Ordaz, Lead Interpreter, DSP&S, effective 3/10/16

Retirement

Donald Beaton, Driver, DSP&S, effective 7/1/16

SUBJECT: Personnel Transactions**DATE:** April 13, 2016**CONFIDENTIAL EMPLOYMENT****Retirement**

Nancy Gordien, Human Resources Technician, Human Resources, effective 3/15/16

ACADEMIC EMPLOYMENT**Initial Salary Placement Adjustments**

Name: Basurto, Daisy
 Position: Professor, Counseling
 Department: Counseling
 Column/Step: I-2 Salary: \$73,702.20/annual
 Job FTE: 1.00/12 months
 Effective: 4/1/16
 Remarks: Initially placed on Column I, Step 1

Recommendation to Grant Tenure 2016-17

Fowler, Jamaika

Counseling/Articulation Officer

Banking Leave of Absence with Pay

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Hagner, Dirk	Fine Arts	3	Spring 2016
Hill-Enriquez, Evelyn	American Language	1	Fall 2016
Kemp, Kurt	Foreign Languages	15	Fall 2016
Kido, Janine	Biological Sciences	9	Fall 2016
Nguyen, Kim-Leiloni	Biological Sciences	3	Fall 2016
Nguyen, Kim-Leiloni	Biological Sciences	3	Spring 2017
Trujillo, Tammy	Radio/Television	.75	Spring 2016
Wiesner, Mary-Rose	Respiratory Therapy	3	Summer 2016
Whalen, Margaret	English, Lit., Journ.	.5	Spring 2016

Salary Advancement for Part-time Faculty Column Crossover, 2015-16

Coursework and/or Degree earned

Name: Arzunyan, Silva
 Position: Adjunct
 Department: DSPS
 Column/Step: II-1 Salary: \$76.36/hour
 Effective: 3/1/16
 Remarks: Advancement from Column I, Step 1

SUBJECT: Personnel Transactions

DATE: April 13, 2016

Reclassifications (continued)

Name: Macedo, Maria
From: Supervisor, Student Services
Department: Admissions & Records
Range/Step: S-8, Step 6 + L15 Salary: \$105,748.30/annual
To: Manager, Student Services
Department: Admissions & Records
Range/Step: M-9 Step 5 + L15 Salary: \$109,301.60/annual
Job FTE: 1.00/12 months
Effective: 4/14/16

Name: Marquez, Desiree
From: Supervisor, Special Programs
Department: Financial Aid
Range/Step: S-8, Step 5 Salary: \$95,556.00/annual
To: Manager, Financial Aid and Special Programs
Department: Financial Aid
Range/Step: M-9 Step 5 Salary: \$100,572.00/annual
Job FTE: 1.00/12 months
Effective: 4/14/16

Name: Robles, Tannia
From: Supervisor, High School Outreach
Department: Counseling
Range/Step: S-8, Step 5 Salary: \$95,556.00/annual
To: Director, High School Outreach
Department: Counseling
Range/Step: M-9 Step 5 Salary: \$100,572.00/annual
Job FTE: 1.00/12 months
Effective: 4/14/16

Resignation

Stephen Brown, Director, CalWORKs, effective 3/17/16
James Czaja, Vice President, Human Resources, effective 6/30/16

Retirement

Karen Saldana, Director, Safety and Risk Management, Administrative Services, effective 4/30/16

SUBJECT: Personnel Transactions**DATE:** April 13, 2016**TEMPORARY EMPLOYMENT****Substitute Employees**

<u>Name</u>	<u>Title</u>	<u>Rationale</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Boileau, Stephen	Laboratory Technician	Vacancy	Digital Arts	23.24	03/01/16-06/30/16
Campbell, Sharmaine	Human Resources Tech.	Vacancy	Human Resources	25.85	03/21/16-06/30/16
Flores, Ignacio	Grounds Hort.Tech.-Campus	Pool	Grounds	18.99	02/22/16-06/30/16
Jordan, Pamela	Grounds Hort.Tech.-Campus	Pool	Grounds	18.30	02/22/16-06/30/16
Juarez, Kimberly	Library Technician	Vacancy	Library	22.53	03/05/16-06/12/16
LoDestro, Laura	Benefits Specialist	Vacancy	Human Resources	25.41	03/07/16-06/30/16
Orozco, Cynthia	Student Svcs. Outreach Spec.	Vacancy	H.S. Outreach	22.57	01/04/16-02/17/16
Orozco, Monico	Lab. Tech. - Digital Arts	Vacancy	Com. & Enter. Arts	23.24	03/01/16-06/30/16
Potter, Linda	Administrative Specialist IV	Vacancy	Natural Sciences	25.41	02/16/16-06/30/16
Valadez, Martin	Grounds Hort.Tech.-Campus	Pool	Grounds	18.99	02/22/16-06/30/16

Hourly Non-Academic Employees

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Alvarez, Jessica	Administrative Aide	High School Outreach	13.00	02/22/16-06/30/16
Arreola, Milton	Study Skills Assistant III	Learning Assistance Ctr.	12.50	02/22/16-06/30/16
Blount, Shanyn	Learning Assistant	Learning Assistance Ctr.	13.00	04/04/16-06/30/16
Brow, Laura	Study Skills Assistant III	Learning Assistance Ctr.	12.50	02/22/16-06/30/16
Chawla, Rajni	Student Intern	Child Development Ctr.	15.00	04/14/16-06/30/16
Contreras, Bianca	Study Skills Assistant III	Adult Basic Education	12.50	03/10/16-06/30/16
Corado, Fergie	Administrative Aide	EOPS/CARE	13.00	02/22/16-06/30/16
Coronado, Leila	Tutor IV	Tutorial Services	12.75	03/10/16-06/30/16
Dong, Carolyn	Instructional Aide	Child Development Ctr.	10.00	03/14/16-06/30/16
Freeman, DeLoyce	Learning Assistant	Learning Assistance Ctr.	13.00	04/08/16-06/30/16
Gamez, Michael	Administrative Aide	High School Outreach	13.00	02/22/16-06/30/16
Herrera, Clara	Instructional Aide	Child Development Ctr.	10.00	02/22/16-06/30/16
Hunt, James	Administrative Aide	High School Outreach	13.00	02/22/16-06/30/16
Lara, Sharon	Tutorial Specialist IV	The Writing Center	23.25	03/14/16-06/30/16
Pena, Yvonne	Secretarial Aide	Adult Basic Education	12.00	06/13/16-06/30/16
Shayegh, Mitra	Tutor III	Tutorial Services	11.50	03/10/16-06/30/16
Wailase, Salote	Educational Adv. Aide	Student Services-VP Ofc.	17.25	02/22/16-06/30/16
Wallace, Michael	Administrative Aide	STEM Center	13.00	03/03/16-03/30/16
Williams, Marcus	Educational Tech. Aide	Student Services-VP Ofc.	21.00	02/20/16-06/30/16
Zayas, Samantha	Tutor III	Tutorial Services	11.50	03/10/16-06/30/16

Professional Expert Employees – Extended Assignments

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Aguilera, Lolita	CDC Teacher I	Child Development Ctr.	10.75	02/22/16-06/30/16
Barragan, Secily	Tutorial Specialist	The Writing Center	17.00	02/22/16-06/20/16
Bianchessi, Adam	Technical Expert I	Kinesiology, Ath. & Dance	35.00	02/22/16-06/30/16
Cardiel-Sierra, Angelique	CDC Teacher II	Child Development Ctr.	11.25	02/22/16-06/30/16
Carlos, Richard	Project/Program Aide	STEM	20.00	02/22/16-06/30/16

SUBJECT: Personnel Transactions**DATE:** April 13, 2016**Professional Expert Employees – Extended Assignments** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Carr, Brian	Interpreter II	Human Resources	30.00	02/05/16-06/30/16
Carr, Brian	Interpreter II	Sign Dept/HSS Div	30.00	02/22/16-06/30/16
Castellanos, Veronika	Tutorial Specialist	EOPS	17.00	02/22/16-06/30/16
Cordova, John	Project Manager	Theater	55.00	01/07/16-03/05/16
Cuellar, Monique	CDC Teacher II	Child Development Ctr.	11.25	02/22/16-06/30/16
Garro, Jennifer	Real Time Carpenter III	DSP&S	30.00	02/23/16-06/30/16
Goodson, Kathy	Interpreter V	Human Resources	48.00	02/18/16-06/30/16
Harano, Sarah	Tutorial Specialist	The Writing Center	17.00	02/22/16-06/30/16
Hawkins, Jimmy Ray	Interpreter V	Continuing Education	48.00	02/01/16-06/30/16
Heyman, Jana	Tutorial Specialist	The Writing Center	17.00	02/22/16-06/30/16
Huang, Linda	Tutorial Specialist	Child Development Ctr.	17.00	02/29/16-06/30/16
Johnson, Lauren	Interpreter II	DSP&S	30.00	02/22/16-06/30/16
Morris, Earl	Technical Expert III	Aeronautics	55.00	02/25/16-06/30/16
Ordaz, Vanessa	Interpreter V	DSP&S	48.00	03/14/16-06/30/16
Ortiz, Jose	Event Supervisor II	Kinesiology, Ath. & Dance	13.75	02/01/16-06/30/16
Ortiz, Margarita	Real Time Carpenter V	DSP&S	43.00	03/11/16-06/30/16
Pearson, James	Lecturer-Fire Tech.	Fire Technology	37.50	03/09/16-06/30/16
Powell, Aniya	Project Expert/Spec.	Human Resources	25.00	02/29/16-06/30/16
Proffitt, Craig	Program Supervisor I	Adult Basic Education	12.50	06/03/16-06/30/16
Pyle, Wanda	Project Administrator	Continuing Education	60.00	01/04/16-06/30/16
Rambaud, Bret	Lecturer-Fire Tech.	Fire Technology	37.50	03/11/16-06/30/16
Ramirez, Ana	Technical Expert II	Nursing	45.00	02/22/16-06/30/16
Rebensdorf, Chase	Interpreter II	Human Resources	30.00	02/04/16-06/30/16
Rodriguez, Guillermina	Technical Expert II	HCRC	45.00	02/22/16-06/30/16
Rodriguez, Ricardo	Program Supervisor I	Adult Basic Education	12.50	06/03/16-06/30/16
Sandoval, Mayra	CDC Teacher II	Child Development Ctr.	11.25	02/22/16-06/30/16
Schuster, Jordan	Paramedic Specialist	Medical Services	27.00	02/22/16-06/30/16
Scott, Eugenia	Project/Program Aide	Human Resources	20.00	03/23/16-06/30/16
Stroebel, Susan	Technical Expert II	Adult Basic Education	45.00	02/01/16-06/30/16
Stuard, Bob	Interpreter V	Sign Language	48.00	02/22/16-06/30/16
Swartz, Elizabeth	Lic. Marr. & Fmly Ther.	Student Health Services	41.75	01/01/16-06/30/16
Uliana, Regina	Lic. Clinical Psych.	Student Health Services	49.00	01/01/16-06/30/16
Valladares, Victor	Project/Program Aide	STEM	20.00	02/22/16-06/30/16
Van Sant, Jackie	Technical Expert II	Continuing Education	45.00	02/22/16-06/30/16
Vega, Gilbert	Health Prom. Spec.	Public Safety-Fire Tech	24.00	03/10/16-06/30/16
Vu, Anne	Technical Expert II	Grants Office	45.00	03/01/16-06/30/16
White, Shelby	Technical Expert II	Continuing Education	45.00	02/01/16-06/30/16

Student Employees

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Aguilar, Jesse	Student Assistant IV	Student Services	12.25	02/20/16-02/21/16
Aguilar, Jesse	Student Assistant IV	Student Services	12.25	02/22/16-06/30/16
Akins, Cameron	Student Assistant I	Kinesiology, Ath. & Dance	10.00	02/01/16-02/21/16
Alayass, Khaoula	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16

SUBJECT: Personnel Transactions**DATE:** April 13, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Alberry, Katelyn	Student Assistant I	DSP&S	10.00	03/07/16-06/30/16
Albertson, Catalina Rose	Student Assistant III	Learning Assistance Ctr.	11.50	02/22/16-06/30/16
Aliaga, Pamela	Student Assistant I	The Writing Center	10.00	02/22/16-06/30/16
Aluesi, Elisinoa	Student Assistant IV	Athletics	12.25	02/22/16-06/30/16
Alvarez, Vanessa	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Ancira, Celia	Student Assistant III	Learning Assistance Ctr.	11.50	02/22/16-06/30/16
Apolinario, Jackiemae	Student Assistant I	Interior Design	10.00	03/11/16-06/30/16
Arellano, Alexis	Student Assistant I	ESL	10.00	02/22/16-06/30/16
Arellano, Esther	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Arteaga, Martin	Student Assistant V	Stem Center	13.00	02/22/16-06/30/16
Ascencio, Yvette	Student Assistant II	DSP&S	10.75	02/22/16-06/30/16
Ayesha NoLastName	Student Assistant II	Learning Assistance Ctr.	10.75	02/22/16-06/30/16
Azabache, Samantha	Student Assistant II	The Writing Center	10.75	02/25/16-06/30/16
Balles, Mary	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Barajas, Alex	Student Assistant IV	Bridge Program	12.25	02/22/16-06/30/16
Barcenas Medina, Jesus	Student Assistant IV	Bridge Program	12.25	02/22/16-06/30/16
Basto, Paula Lyn	Student Assistant I	ESL	10.00	02/22/16-06/30/16
Bera, Usha	Student Assistant III	The Writing Center	11.50	02/25/16-06/30/16
Bernal, Amber	Student Assistant IV	Financial Aid	12.25	02/22/16-06/18/16
Biddle, Charles	Student Assistant IV	Student Services	12.25	02/20/16-02/21/16
Biddle, Charles	Student Assistant IV	Student Services	12.25	02/22/16-06/30/16
Bishop, Alexander	Student Assistant IV	Admissions & Records	12.25	02/22/16-06/30/16
Bodie, Shonnardo	Student Assistant II	Continuing Education	10.75	02/22/16-06/30/16
Boradilla, Eduardo	Student Assistant II	Adult Basic Education	10.75	03/01/16-06/30/16
Boylls, Georgette	Student Assistant I	Biological Sciences	10.00	02/22/16-06/30/16
Caballero, Jessica	Student Assistant IV	Upward Bound	12.25	02/22/16-06/30/16
Cabanillas-Camacho, Karen	Student Assistant II	DSP&S	10.75	02/22/16-06/30/16
Cabrera II, Jorge	Student Assistant IV	Upward Bound	12.25	02/22/16-06/30/16
Cardenas, Elva	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Cardenas, Lazaro	Student Assistant III	High School Outreach	11.50	02/22/16-06/30/16
Cardenas, Yarazet	Student Assistant III	High School Outreach	11.50	02/22/16-06/30/16
Cardona, Leonard	Student Assistant V	Information Technology	13.00	02/15/16-02/21/16
Cardona, Leonard	Student Assistant V	Information Technology	13.00	02/22/16-06/30/16
Carranza, Franiel	Student Assistant I	Bursar's	10.00	02/22/16-06/30/16
Carrillo, Elsa	Student Assistant V	Adult Basic Education	13.00	03/01/16-06/30/16
Casian, Abigail	Student Assistant I	ESL	10.00	02/22/16-06/30/16
Cervera, Jayra	Student Assistant IV	DREAM Program	12.25	02/22/16-06/30/16
Chaldron, Carlos	Student Assistant IV	Learning Assistance Ctr.	12.25	02/22/16-06/30/16
Charrette, Chelsea	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Chavez, Alexandra	Student Assistant I	The Writing Center	10.00	02/25/16-06/30/16
Chavez, Valerie	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Chawla, Rajni	Student Assistant V	Child Development Ctr.	13.00	02/22/16-04/13/16
Chen, Howard	Student Assistant III	Information Technology	11.50	02/22/16-06/30/16
Chenet, Kevin	Student Assistant III	Bridge Program	11.50	02/22/16-06/30/16
Choe, Gyuhyun	Student Assistant V	Stem Center	13.00	02/22/16-06/30/16

SUBJECT: Personnel Transactions**DATE:** April 13, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Chung, Ky	Student Assistant II	ESL	10.75	02/22/16-06/30/16
Colin, Marlene	Student Assistant I	Kinesiology, Ath. & Dance	10.00	02/22/16-06/12/16
Corona, Christina	Student Assistant I	Radio	10.00	03/09/16-06/30/16
Corona, Victoria	Student Assistant IV	Agricultural Sciences	12.25	02/22/16-06/30/16
Cosanella, Lara	Student Assistant III	Perkins-Agriculture	11.50	03/07/16-06/30/16
Cosme Lopez, David	Student Assistant IV	DREAM Program	12.25	02/22/16-06/30/16
Costales, Jeffrey	Student Assistant III	High School Outreach	11.50	02/22/16-06/30/16
Costales, Jeffrey	Student Assistant III	Bridge Program	11.50	02/22/16-06/30/16
Couch, Natalie	Student Assistant V	Tech Health-Radiology	13.00	02/22/16-06/30/16
Crest, Justin	Student Assistant IV	Perkins-CIS	12.25	03/01/16-06/30/16
Dalman, Samantha	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Davidson, Justin	Student Assistant I	Welding	10.00	03/07/16-06/30/16
DeAnda, Laura	Student Assistant IV	Bridge Program	12.25	02/22/16-06/30/16
Del Barrio, Maria	Student Assistant I	Bursar's	10.00	02/22/16-06/30/16
Dela Cruz, Vanessa	Student Assistant II	Learning Assistance Ctr.	10.75	02/22/16-06/30/16
DeLeon, Ariel	Student Assistant III	DSP&S	11.50	02/22/16-06/30/16
Deyan, Briana	Student Assistant II	Agricultural Sciences	10.75	02/22/16-06/30/16
Diaz, Christina	Student Assistant I	Kinesiology, Ath. & Dance	10.00	02/22/16-06/30/16
Diaz, Melissa	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Dinh, Ann	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Dinh, Ken	Student Assistant III	DSP&S	11.50	02/22/16-06/30/16
Dizon, Courtney	Student Assistant II	DSP&S	10.75	02/24/16-06/30/16
Dominguez, Jasmine	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Doyle, Sean	Student Assistant IV	The Writing Center	12.25	02/25/16-06/30/16
Duffin, Joshua	Student Assistant III	Agricultural Sciences	11.50	02/22/16-06/30/16
Duguil, John	Student Assistant V	Stem Center	13.00	02/22/16-06/30/16
Dunlap, Dorian	Student Assistant III	Agriculture Sciences	11.50	02/22/16-06/30/16
Duran, Jacqueline	Student Assistant II	Learning Assistance Ctr.	10.75	02/22/16-06/30/16
Duran, Jaime	Student Assistant IV	Continuing Education	12.25	02/22/16-06/30/16
Ebro, Eliza	Student Assistant I	The Writing Center	10.00	01/22/16-02/11/16
Ebro, Eliza	Student Assistant I	The Writing Center	10.00	02/25/16-06/30/16
Edwards, Lonnell	Student Assistant III	Research & Inst. Effect	11.50	02/22/16-06/30/16
Elmassian, Erin	Student Assistant III	Theater	11.50	02/22/16-06/30/16
Escobedo, Bianca	Student Assistant III	Theater	11.50	02/22/16-06/30/16
Esparza, Steven	Student Assistant II	Admissions & Records	10.75	02/22/16-06/30/16
Espinoza, Victor	Student Assistant III	High School Outreach	11.50	02/22/16-06/30/16
Estrada, Jehu	Student Assistant I	The Writing Center	10.00	02/25/16-06/30/16
Estrada, Karla	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Falls, April	Student Assistant III	Learning Assistance Ctr.	11.50	02/22/16-06/30/16
Fernandez, Khris	Student Assistant III	Student Health Center	11.50	02/22/16-06/30/16
Figuroa, Mario	Student Assistant V	Stem Center	13.00	02/22/16-06/30/16
Finau, Sateki	Student Assistant IV	Arise	12.25	02/22/16-06/12/16
Fisher, Nicole	Student Assistant I	The Writing Center	10.00	02/25/16-06/30/16
Flor, Raphael	Student Assistant IV	DREAM Program	12.25	02/22/16-06/30/16
Flores, Hilda	Student Assistant IV	EOPS	12.25	03/01/16-06/17/16

SUBJECT: Personnel Transactions**DATE:** April 13, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Flores, Jorge	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Flores, Jose	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Fortunati, Anthony	Student Assistant IV	Student Services	12.25	02/20/16-02/21/16
Fortunati, Anthony	Student Assistant IV	Student Services	12.25	02/22/16-06/30/16
Galatiano, Lorraine	Student Assistant IV	Information Technology	12.25	02/22/16-06/30/16
Gallardo, Chistopher	Student Assistant III	DSP&S	11.50	02/22/16-06/30/16
Garavito, Christine	Student Assistant V	The Writing Center	13.00	02/22/16-06/30/16
Garcia Castorena, Athziri	Student Assistant IV	Bridge Program	12.25	02/22/16-06/30/16
Garcia, Aidee	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Garcia, Arilene	Student Assistant V	DSP&S	13.00	02/22/16-06/10/16
Garcia, Jessica	Student Assistant III	DSP&S	11.50	02/22/16-06/30/16
Garcia, Ricardo	Student Assistant II	DSP&S	10.75	02/22/16-06/30/16
Garcia Castorena, Athziri	Student Assistant IV	Bridge Program	12.25	02/22/16-06/30/16
Gillespie, Cravon	Student Assistant I	Kinesiology, Ath. & Dance	10.00	02/01/16-02/21/16
Gillet, Brandon	Student Assistant IV	CIS	12.25	03/01/16-06/30/16
Gimeno, Melanie	Student Assistant II	Respiratory	10.75	03/01/16-06/30/16
Gonzalez, Michael	Student Assistant V	EOPS	13.00	02/22/16-06/30/16
Gonzalez, Perla	Student Assistant IV	DREAM Program	12.25	02/22/16-06/30/16
Grajeda, Jeffrey	Student Assistant IV	Bridge Program	12.25	02/22/16-06/30/16
Gramajo Zepeda, Willy	Student Assistant III	Adult Basic Education	11.50	02/22/16-06/30/16
Green, Kristyn	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Griffin, Sean	Student Assistant I	Kinesiology, Ath. & Dance	10.00	02/22/16-06/12/16
Guzman, Estefania	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Guzman, Jasmine	Student Assistant IV	Financial Aid	12.25	02/22/16-06/18/16
Hamilton, Tavita	Student Assistant IV	Student Services	12.25	02/20/16-02/21/16
Hamilton, Tavita	Student Assistant IV	Student Services	12.25	02/22/16-06/30/16
Haq, Aysha	Student Assistant III	High School Outreach	11.50	02/22/16-06/30/16
Hernandez, Lidia	Student Assistant IV	Bridge Program	12.25	02/22/16-06/30/16
Hernandez, Lizbet	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Hernandez, Roselia	Student Assistant III	DSP&S	11.50	02/22/16-06/30/16
Hernandez, Valentina	Student Assistant I	ESL	10.00	02/22/16-06/30/16
Hernandez, Valentina	Student Assistant V	DSP&S	13.00	02/09/16-02/21/16
Hernandez, Valentina	Student Assistant V	DSP&S	13.00	02/22/16-06/10/16
Hoang, Flora	Student Assistant III	Perkins-Architecture	11.50	03/01/16-06/30/16
Hoff, Mary	Student Assistant I	The Writing Center	10.00	02/25/16-06/30/16
Hornsby, Edward	Student Assistant III	Admissions & Records	11.50	02/22/16-06/30/16
Howard, Brenae	Student Assistant III	Child Development Ctr.	11.50	02/22/16-06/30/16
Huang, Terry	Student Assistant IV	Admissions & Records	12.25	02/22/16-06/30/16
Hunt, Jamar	Student Assistant III	Aspire Program	11.50	02/22/16-06/30/16
Hunter, Trent	Student Assistant IV	Athletics	12.25	02/11/16-02/19/16
Hunter, Trent	Student Assistant II	Athletics	10.75	02/22/16-06/30/16
Hurtado, Martin	Student Assistant IV	Bridge Program	12.25	02/22/16-06/30/16
Iniguez, Michelle	Student Assistant III	Agricultural Sciences	11.50	02/22/16-06/30/16
Jeong, Colin	Student Assistant II	The Writing Center	10.75	02/25/16-06/30/16
Jim, Michael	Student Assistant III	Agricultural Sciences	11.50	02/22/16-06/30/16

SUBJECT: Personnel Transactions**DATE:** April 13, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Jimenez, Adriana	Student Assistant I	Perkins-Welding	10.00	03/07/16-06/30/16
Jimenez, Aliza	Student Assistant II	Human Resources	10.75	02/22/16-06/30/16
Jimenez, Itsel	Student Assistant IV	Child Development Ctr.	12.25	02/22/16-06/30/16
Johansen, Kristen	Student Assistant V	Perkins-Histotechnology	13.00	02/22/16-06/30/16
Johnson, Sharonn	Student Assistant III	Adult Basic Education	11.50	02/22/16-06/30/16
Jorge, Brenda	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Juarez-Ugalde, Alejandro	Student Assistant IV	Student Services	12.25	02/20/16-02/21/16
Juarez-Ugalde, Alejandro	Student Assistant IV	Student Services	12.25	02/22/16-06/30/16
Juvera, Itzumi	Student Assistant IV	DREAM Program	12.25	02/22/16-06/30/16
Kennison, Alexa	Student Assistant III	Student Health Center	11.50	02/20/16-06/30/16
Kim, Joshua	Student Assistant I	ESL	10.00	02/22/16-06/30/16
Kimes, Jerome	Student Assistant IV	Student Services	12.25	02/20/16-02/21/16
Kimes, Jerome	Student Assistant IV	Student Services	12.25	02/22/16-06/30/16
Krishnan, Srividya	Student Assistant III	Continuing Education	11.50	02/22/16-06/30/16
Ku Chi, Nubia	Student Assistant I	ESL	10.00	02/22/16-06/30/16
Kuffel, Dielle	Student Assistant III	DSP&S	11.50	02/22/16-06/30/16
Lares, Deane	Student Assistant IV	The Writing Center	12.25	02/22/16-06/30/16
Lavaki, Mekemeke	Student Assistant IV	Student Services	12.25	02/20/16-02/21/16
Lavaki, Mekemeke	Student Assistant IV	Student Services	12.25	02/22/16-06/30/16
Lee, Grace	Student Assistant I	ESL	10.00	02/22/16-06/30/16
Leinz, Caleb	Student Assistant IV	Upward Bound	11.25	02/22/16-06/30/16
Leonard, Robin	Student Assistant V	Histotechnology	13.00	02/22/16-06/30/16
Liu, Kevin	Student Assistant V	Histotechnology	13.00	02/22/16-06/30/16
Livingston, Aimee	Student Assistant I	DSP&S	10.00	02/22/16-06/30/16
Lizama, Breanne	Student Assistant III	High School Outreach	11.50	02/22/16-06/30/16
Lopez, Louis	Student Assistant V	Graphic Design	13.00	03/01/16-06/30/16
Lopez, Pheriba	Student Assistant IV	The Writing Center	12.25	02/22/16-06/30/16
Lorenzetti, Michael	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Lorrea, Neftali	Student Assistant V	Information Technology	13.00	02/22/16-06/30/16
Luzuriaga Aguirre, Rodrigo	Student Assistant III	Information Technology	11.50	02/22/16-06/30/16
Macias, Rhianna	Student Assistant IV	The Writing Center	12.25	02/22/16-06/30/16
Mack, Kwa'Vaughn	Student Assistant I	ESL	10.00	02/22/16-06/30/16
Maes, Jeffrey	Student Assistant III	Financial Aid	11.50	02/22/16-06/18/16
Manalo, Julia	Student Assistant III	Student Health Center	11.50	02/22/16-06/30/16
Manu, Mosese	Student Assistant III	Student Health Center	11.50	02/22/16-06/30/16
Mare, Octavio	Student Assistant IV	Agricultural Sciences	12.25	02/22/16-06/30/16
Mares, Karla	Student Assistant I	Theater	10.00	02/20/16-06/30/16
Margulis, Eugene	Student Assistant V	Technology & Health	13.00	02/22/16-06/30/16
Marinelli, Ana-Lia	Student Assistant III	The Writing Center	11.50	02/22/16-06/30/16
Marker, Lori	Student Assistant II	Agricultural Sciences	10.75	02/22/16-06/30/16
Marquez, Alexander	Student Assistant V	Technology & Health	13.00	02/22/16-06/30/16
Martinez, Brian	Student Assistant I	Bursar's	10.00	02/22/16-06/30/16
Martinez, Elaine	Student Assistant II	DSP&S	10.75	02/22/16-06/30/16
Martinez, Fabian	Student Assistant IV	EOPS	12.25	02/22/16-06/30/16
Martinez, Marco	Student Assistant I	ESL	10.00	02/22/16-06/30/16

SUBJECT: Personnel Transactions**DATE:** April 13, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Martinez, Sylvia	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Martinez-Luna, David	Student Assistant III	Bridge Program	11.50	02/22/16-06/30/16
Mason, Wesley	Student Assistant III	Architecture	11.50	03/01/16-06/30/16
Mayaki, Kayla	Student Assistant III	High School Outreach	11.50	02/22/16-06/30/16
Mayfield, Crystal	Student Assistant V	Electronics	13.00	02/24/16-06/30/16
McLaughlin, Sean	Student Assistant III	Agricultural Sciences	11.50	02/22/16-06/30/16
Medina, Danielle	Student Assistant II	DSP&S	10.75	02/22/16-06/30/16
Mendoza, Elizabeth	Student Assistant IV	Agricultural Sciences	12.25	02/22/16-06/30/16
Mertban, Amne	Student Assistant IV	Admissions & Records	12.25	02/22/16-06/30/16
Miller, Hannah	Student Assistant III	Tutorial Services	11.50	02/22/16-06/30/16
Miner, Ashley	Student Assistant II	Music	10.75	03/01/16-06/30/16
Miranda, Jaimie	Student Assistant V	Agricultural Sciences	13.00	02/22/16-06/30/16
Mo, William	Student Assistant I	The Writing Center	10.00	02/22/16-06/30/16
Mody, Paran	Student Assistant III	DSP&S	11.50	02/24/16-06/30/16
Moline, Jordan	Student Assistant IV	The Writing Center	12.25	02/22/16-06/30/16
Montiel, Johnny	Student Assistant III	Payroll	11.50	02/22/16-06/30/16
Moon, Brian	Student Assistant V	DSP&S	13.00	02/19/16-02/20/16
Moon, Brian	Student Assistant V	DSP&S	13.00	02/22/16-06/10/16
Moron, Yendiz	Student Assistant V	Tittle V-Instruction	13.00	02/22/16-06/30/16
Mosqueda, Edith	Student Assistant III	DSP&S	11.50	02/24/16-06/30/16
Muehlen, Brian	Student Assistant IV	Agricultural Sciences	12.25	02/22/16-06/30/16
Muhammad, Bashir	Student Assistant II	Agricultural Sciences	10.75	02/22/16-06/30/16
Murguia, Emilie	Student Assistant II	The Writing Center	10.75	02/25/16-06/30/16
Nassman, Hussam	Student Assistant III	Adult Basic Education	11.50	02/22/16-06/30/16
Nevarez, Jaime	Student Assistant IV	CIS	12.25	03/01/16-06/30/16
Ng, Fiona Wai Na	Student Assistant V	Graphic Design	13.00	03/01/16-06/30/16
Nguyen, Anne	Student Assistant I	The Writing Center	10.00	02/25/16-06/30/16
Nguyen, My	Student Assistant III	DSP&S	11.50	02/22/16-06/30/16
Nguyen, Thi Thi Ngoc	Student Assistant II	Admissions & Records	10.75	02/22/16-06/30/16
Norman, Christopher	Student Assistant III	Perkins-Radio	11.50	03/01/16-06/30/16
Nunez, Destiny	Student Assistant IV	EOPS	12.25	02/22/16-06/30/16
Ochoa Rojas, Isamar	Student Assistant II	DSP&S	10.75	02/22/16-06/30/16
Ochoa Rojas, Isamar	Student Assistant II	Financial Aid	10.75	02/20/16-02/21/16
Ochoa, Ariana	Student Assistant III	High School Outreach	11.50	02/22/16-06/30/16
Ochoa, Melissa	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Ola, Jeremiah	Student Assistant IV	Student Services	12.25	02/20/16-02/21/16
Ola, Jeremiah	Student Assistant IV	Student Services	12.25	02/22/16-06/30/16
Ordunez, Soledad	Student Assistant I	The Writing Center	10.00	02/25/16-06/30/16
Orihuela, Mariafe	Student Assistant III	DSP&S	11.50	02/22/16-06/30/16
Oros, David	Student Assistant III	Perkins-Television	11.50	02/22/16-06/30/16
Oruzco, Samantha	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Osimowicz, Emma	Student Assistant II	Learning Assistance Ctr.	10.75	02/22/16-06/30/16
Osorio, Karen	Student Assistant III	High School Outreach	11.50	02/22/16-06/30/16
Osuna, Herlen	Student Assistant V	DSP&S	13.00	02/22/16-06/30/16
Pacheco, Ismael	Student Assistant III	Adult Basic Education	11.50	02/29/16-06/30/16

SUBJECT: Personnel Transactions**DATE:** April 13, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Paniagua, Maricarmen	Student Assistant I	Learning Assistance Ctr.	10.00	02/22/16-06/30/16
Park, Erin	Student Assistant III	DSP&S	11.50	02/22/16-06/30/16
Partida, Perla	Student Assistant III	Bridge Program	11.50	02/22/16-06/30/16
Pavon, Fabian	Student Assistant III	Bridge Program	11.50	02/22/16-06/30/16
Pena, Kelly	Student Assistant III	Bridge Program	11.50	02/22/16-06/30/16
Perez, Herminio	Student Assistant V	Perkins-Photography	13.00	02/22/16-06/30/16
Perez, Joseph	Student Assistant II	ESL	10.75	02/22/16-06/30/16
Perez, Robert	Student Assistant III	Agricultural Sciences	11.50	02/22/16-06/30/16
Perez, Shirley	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Pervez, Zohra	Student Assistant V	DSP&S	13.00	02/22/16-06/10/16
Pfost, Natalie	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Pham, Charlene	Student Assistant II	Tutorial Services	10.75	02/22/16-06/30/16
Phillips, Donna	Student Assistant III	The Writing Center	11.50	02/25/16-06/30/16
Piercy, Mary	Student Assistant V	Tutorial Services	13.00	02/22/16-06/30/16
Pina, Melissa	Student Assistant I	Agricultural Sciences	10.00	02/22/16-06/30/16
Pineda, Alexander	Student Assistant III	DSP&S	11.50	02/22/16-06/30/16
Poehlman, Joseph	Student Assistant III	Photography	11.50	03/01/16-06/30/16
Pogosoua, Elena	Student Assistant V	DSP&S	13.00	02/09/16-02/19/16
Pogosoua, Elena	Student Assistant V	DSP&S	13.00	02/22/16-06/10/16
Pole'o, Alvin	Student Assistant III	Kinesiology, Ath. & Dance	11.50	02/22/16-06/30/16
Porras, Victoria	Student Assistant V	Agricultural Sciences	13.00	02/22/16-06/30/16
Powers, Tara	Student Assistant III	Agricultural Sciences	11.50	03/21/16-06/30/16
Prater, Raquel	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Preciado, Veronica	Student Assistant V	DSP&S	13.00	02/09/16-02/21/16
Preciado, Veronica	Student Assistant V	DSP&S	13.00	02/22/16-06/10/16
Pringle, Kristen	Student Assistant V	The Writing Center	13.00	02/22/16-06/30/16
Prohoroff, Michael	Student Assistant I	Perkins-Welding	10.00	03/01/16-06/30/16
Quezada, Melissa	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Quinones, Christian	Student Assistant III	DSP&S	11.50	02/22/16-06/30/16
Quintero, Gabriella	Student Assistant I	ESL	10.00	02/22/16-06/30/16
Ramirez, Abraham	Student Assistant III	The Writing Center	11.50	02/22/16-06/30/16
Ramirez, Laura	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Ramirez, Rocio	Student Assistant II	DSP&S	10.75	02/22/16-06/30/16
Reeff, Nolan	Student Assistant III	Drafting	11.50	02/22/16-06/30/16
Repreza, Christopher	Student Assistant V	Grants Office	13.00	02/29/16-06/30/16
Reyes, Maribel	Student Assistant I	Agricultural Sciences	10.00	02/22/16-06/30/16
Ricarte, Felix	Student Assistant IV	Student Services	12.25	02/20/16-02/21/16
Ricarte, Felix	Student Assistant IV	Student Services	12.25	02/22/16-06/30/16
Richardson, Axel	Student Assistant III	Perkins-Television	11.50	03/01/16-06/30/16
Robinson, Athena	Student Assistant III	Chemistry	11.50	02/22/16-06/30/16
Rodriguez, Alysia	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Rodriguez, Emilia	Student Assistant III	High School Outreach	11.50	02/22/16-06/30/16
Roeske, Alison	Student Assistant V	The Writing Center	13.00	02/22/16-06/30/16
Rojero, Cynthia	Student Assistant V	Stem Center	13.00	02/22/16-06/30/16
Roldan, Nadele Mutya	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16

SUBJECT: Personnel Transactions**DATE:** April 13, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Roman, Ramon	Student Assistant II	Physics & Engineering	10.75	02/22/16-06/30/16
Romero, Alexandria	Student Assistant V	Tutorial Services	13.00	02/22/16-06/30/16
Rose, Jasmine	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Ruiz, Sean	Student Assistant V	Elect. & Comp. Tech.	13.00	03/01/16-06/30/16
Ruiz, Sigifredo	Student Assistant IV	The Writing Center	12.25	02/22/16-06/30/16
Ruiz, Vanessa	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Sanchez Ayala, Raul	Student Assistant I	Human Resources	10.00	02/22/16-06/30/16
Sanchez Ayala, Raul	Student Assistant I	Technical Services	10.00	03/01/16-06/30/16
Sanchez, Mayra	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Sanchez-Camacho, Karla	Student Assistant IV	EOPS	12.25	02/22/16-06/30/16
Santana, Ana	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Saucedo, Jose	Student Assistant V	Stem Center	13.00	02/22/16-06/30/16
Schaupp, Matthew	Student Assistant V	Learning Assistance Ctr.	13.00	01/06/16-02/11/16
Schaupp, Matthew	Student Assistant V	Learning Assistance Ctr.	13.00	02/22/16-06/30/16
Schneider, Eric	Student Assistant IV	Learning Assistance Ctr.	12.25	02/22/16-06/30/16
Shen, Dylan	Student Assistant IV	Learning Assistance Ctr.	12.25	02/22/16-06/30/16
Shiau, Soo	Student Assistant V	Business	13.00	02/25/16-06/30/16
Smith, Elizabeth	Student Assistant III	The Writing Center	11.50	02/22/16-06/30/16
Snyder, Diana	Student Assistant I	Agricultural Sciences	10.00	02/22/16-06/30/16
So, Anthony	Student Assistant I	The Writing Center	10.00	02/25/16-06/30/16
So, Katherine	Student Assistant II	The Writing Center	10.75	02/25/16-06/30/16
Solis, Roberta	Student Assistant I	Bursar's	10.00	02/22/16-06/30/16
Stoppler, Kaitlyn	Student Assistant III	High School Outreach	11.50	02/22/16-06/30/16
Stutchman, Samantha	Student Assistant II	DSP&S	10.75	02/22/16-06/30/16
Summers, Andrew	Student Assistant V	Perkins- Electronics	13.00	03/01/16-06/30/16
Ta'amilo, Sapule	Student Assistant IV	Student Services	12.25	02/20/16-02/21/16
Ta'amilo, Sapule	Student Assistant IV	Student Services	12.25	02/22/16-06/30/16
Tamaivena, Suliasi	Student Assistant III	Financial Aid	11.50	02/22/16-06/30/16
Tang, Phat	Student Assistant IV	EOPS	12.25	03/01/16-06/17/16
Tapia, Nicholas	Student Assistant III	Drafting	11.50	08/24/15-02/19/16
Tapia, Nicholas	Student Assistant III	Drafting	11.50	02/09/16-02/21/16
Tapia, Nicholas	Student Assistant III	Technology & Health	11.50	02/22/16-06/30/16
Toailoa Isaka, Lonetona	Student Assistant I	International Student Ctr.	10.00	02/08/16-02/19/16
Toailoa Isara, Lonetona	Student Assistant III	International Student Ctr.	11.50	02/22/16-06/30/16
Togiai, Andrew	Student Assistant IV	Public Safety	12.25	02/05/16-02/19/16
Torres, Ised	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Trejo, Jonathan	Student Assistant IV	Student Services	12.25	02/20/16-02/21/16
Trejo, Jonathan	Student Assistant IV	Student Services	12.25	02/22/16-06/30/16
Tse, Romand	Student Assistant III	DSP&S	11.50	02/22/16-06/30/16
Tu, Jimmy	Student Assistant IV	CIS	12.25	03/07/16-06/30/16
Tuia, Harvest	Student Assistant II	CalWORKs	10.75	02/22/16-06/30/16
Uiagalelei, Merosa	Student Assistant III	Financial Aid	11.50	02/22/16-06/30/16
Van Pelt, Steven	Student Assistant I	Theater	10.00	02/22/16-06/30/16
VanGordon, Dolores	Student Assistant III	DSP&S	11.50	02/22/16-06/30/16
Varela, Michael	Student Assistant IV	Student Services	12.25	02/20/16-02/21/16

SUBJECT: Personnel Transactions**DATE:** April 13, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Varela, Michael	Student Assistant IV	Student Services	12.25	02/22/16-06/30/16
Vargas, Erica	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Vasquez, Judith	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Velasco, Diana	Student Assistant I	The Writing Center	10.00	02/22/16-06/30/16
Villa Roman, Julie	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Villa, Maria	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Villanueva, Lorenzo	Student Assistant V	Agricultural Sciences	13.00	02/22/16-06/30/16
Villaverde, Anika	Student Assistant I	The Writing Center	10.00	01/22/16-02/11/16
Villaverde, Anika	Student Assistant I	The Writing Center	10.00	02/25/16-06/30/16
Villaverde, Kristelle Marie	Student Assistant III	The Writing Center	11.50	02/25/16-06/30/16
Vinson, Devan	Student Assistant I	Kinesiology, Ath. & Dance	10.00	02/22/16-06/12/16
Voong, Koren	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Voytek, Timothy	Student Assistant I	Theater	10.00	02/22/16-06/30/16
Wailase, Priscilla	Student Assistant II	International Program	10.75	02/22/16-06/30/16
Wallace, Dewayne	Student Assistant IV	Student Services	12.25	02/20/16-02/21/16
Wallace, Dewayne	Student Assistant IV	Student Services	12.25	02/22/16-06/30/16
Wangsadipura, Amy	Student Assistant V	Learning Assistance Ctr.	13.00	02/22/16-06/30/16
Williams, Courtney	Student Assistant V	Agricultural Sciences	13.00	02/22/16-06/30/16
Wilson, Ariana	Student Assistant III	Aspire Program	11.50	02/22/16-06/30/16
Wilson, Ariana	Student Assistant I	Kinesiology, Ath. & Dance	10.00	02/01/16-02/21/16
Woolvett, Mackenzie	Student Assistant IV	Agricultural Sciences	12.25	02/22/16-06/30/16
Wu, Hannah	Student Assistant III	DSP&S	11.50	02/22/16-06/30/16
Yousef, Hakeem	Student Assistant I	The Writing Center	10.00	02/25/16-06/30/16
Yusufali, Zoher	Student Assistant IV	Admissions & Records	12.25	02/22/16-06/30/16
Zhang, Charlotte	Student Assistant V	DSP&S	13.00	02/24/16-06/10/16
Zuniga, Adrian	Student Assistant III	Kinesiology, Ath. & Dance	11.50	02/22/16-06/30/16

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

DATE: April 13, 2016

CONSENT

SUBJECT: Human Resources Department Training and Development with Newleaf

BACKGROUND

Recent changes in the Human Resources Department has resulted in a need to provide staff training and development with the intended goal to assist the department to work better together, improve personal and interpersonal effectiveness skills, and, in turn, improve the work environment.

ANALYSIS AND FISCAL IMPACT

Newleaf has been identified as a firm that meets the needs of the Human Resources Department. On Friday, June 3, 2016, and Thursday, June 23, 2016, Newleaf will be providing staff development training in the areas of “Positively Reducing Conflict” and “Team Excellence.”

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Training and Development provided by Newleaf.

Prepared by: Peter Parra

Recommended by: Bill Scroggins

Agenda Item: Consent #20

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>April 13, 2016</u>	CONSENT
SUBJECT: <u>New and/or Revised Classified Job Classification Descriptions</u>	

BACKGROUND

To reflect the current needs of the College, the following Classified job classification descriptions are being submitted for additions and/or modifications:

- Advancement Services Specialist;
- Coordinator, Audio Visual Systems;
- Coordinator, Health Careers Resource Center;
- Lead Broadcast and Engineering;
- Lead Landscape Chemical Specialist – Grounds and Sports Fields; and
- Theatrical Audio Engineering.

ANALYSIS AND FISCAL IMPACT

This job classification description is being brought forward for Board approval in accordance with Education Code § 88009 and 88010.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the New and/or Revised Classified Job Classification Descriptions.

Prepared by: Peter Parra

Recommended by: Bill Scroggins

Agenda Item: Consent #21

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: April 13, 2016

ADVANCEMENT SERVICES SPECIALIST – FLSA: NON-EXEMPT – A-88

DEFINITION

Under general supervision, performs a broad range of responsibilities supporting fundraising activities and operations for the Mt. San Antonio Foundation. Provides programmatic support in the areas of donor relations, scholarships, marketing (including updating of the Mt. San Antonio College Foundation website), database management, donor solicitation, and event management. Coordinates with the College's departments and Divisions. Performs a variety of advanced programmatic support duties of considerable complexity requiring a significant level of knowledge of the Mt. San Antonio Foundation, its services, policies, procedures, and operational details and provides support to the Foundation's management team.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director, Development and Alumni Relations with regular collaboration with Executive Director of Development & the Mt. San Antonio College Foundation. Provides technical and functional direction to volunteers, hourly support staff, and student workers as assigned.

CLASS CHARACTERISTICS

Incumbents are capable of performing advanced and complex administrative and project-based duties, including administering complex budgets, overall department office coordination and assisting in department-related projects and programs. This class is distinguished from other administrative support classifications in that it is specifically assigned to the Mt. San Antonio College Foundation and is part of the operational team, and performs a greater number and variety of specialized and complex functions in support of the day-to-day operations of the Foundation.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Oversees the entering of daily gifts, preparing donor receipts and acknowledgment letters, validating work of other staff entering donor records, creating pledges, reminders, and managing departmental deposits.
- Coordinates the database vendor contract, managing data transfers and executes all database functions with priority on integrity.
- Oversees annual solicitations and tracking of scholarship renewals,
- Coordinates with the District's Information Technology for secure transfers of information.
- Coordinates with Communications and Marketing staff for timely updates to the Mt. San Antonio College website.
- Composes and prepares complex correspondence, reports, agendas, databases, and other complex documents using considerable judgment in content and style.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: April 13, 2016

- Performs skilled word processing, mail merges, and data entry, and typing.
- Provides information to students, staff, faculty, and all external constituencies, donors, alumni, other public and regulatory agencies, community groups, the business community, and the general public.
- Develops simple marketing materials that require experience with desktop publishing software.
- Administers and maintains complex budgets with significant dollar amounts, including preparing budget projections.
- Prepares departmental agenda packets or agenda items for the Foundation Board of Directors and other boards, committees, and the executive leadership team, and, prepares meeting minutes.
- Coordinates the workflow of the office, follows up on assigned projects and proactive planning of future tasks behalf of the administrator.
- Works directly with managers, staff, and faculty on specific Advancement projects.
- Coordinates and participates in the preparation of the department budget, including gathering and analyzing data related to expenditures and projected charges; monitors budget expenditures and revenues; initiates department purchases for office supplies and other items as assigned; prepares payment of invoices; processes department requisitions and appropriation transfers; assists in the development of contracts; develops special statistical reports regarding budgetary information.
- Works with Fiscal Services to coordinate financial and accounting related duties, including reconciling purchasing orders, tracking vendor and invoice information, bid requests, price quotes, purchase and expenditure requests; prints and reviews invoices for accuracy; follows up with vendors.
- Assists or administers assigned department projects, processes, and/or programs; provides assistance to department staff in various research and department-related projects; participates in developing and implementing department or campus-wide policies and procedures.
- Assists in coordinating and supporting annual Foundation financial audit; i.e., providing list of requested transactions, report back-up and balance queries.
- Manages the database inventory and extracting information and developing standard reports.
- Handles confidential and sensitive issues with discretion.
- Among the proofreading process, verifies data from all sources, content for solicitations, marketing and web materials.
- Accepts and deposits cash funds. Issues receipts and maintains donor records accordingly.
- Processes and prepares a variety of documents, materials, and records according to established procedures and practices.
- Designs and implements complex file, index, tracking, and record keeping systems; researches and/or gathers records, data and written information regarding departmental programs and processes to prepare complex reports and provide follow-up information to customer and staff inquiries.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: April 13, 2016

- Operates a variety of standard office equipment, including job-related computer hardware and software applications, copiers, scanners, postage meters, facsimile machines, multi-line telephones, and transcription equipment; may operate other department-specific equipment.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Practices and methods of general office administration, including the use of standard office equipment.
- Basic principles and practices of providing technical and functional direction and training to assigned staff.
- Computer applications related to the work, including word processing, database, spreadsheet applications, graphic design, and desktop publishing.
- Applicable Federal, State, and local laws, codes, regulations, and policies, technical processes, and procedures related to Advancement.
- Principles and procedures of financial record keeping and reporting, basic accounts payable, and purchasing.
- Principles and practices of data collection and report preparation.
- Business letter writing and the standard format for reports and correspondence.
- Business arithmetic, financial, and statistical techniques.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Alphabetical and numerical filing methods.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

Skills & Abilities to:

- Maintain confidentiality and discretion in handling and processing confidential information and data.
- Interpret, apply, and explain applicable Federal, State, and local laws, rules, regulations, policies, and timelines, as well as complex administrative and departmental policies and procedures.
- Perform responsible programmatic support work with accuracy, speed, and general supervision.
- Provide varied and responsible office administrative work requiring the use of tact and discretion.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: April 13, 2016

- Participate in the preparation of department budget, including gathering and analyzing data related to expenditures and projected charges and monitoring budget expenditures and revenues.
- Plan, schedule, assign, and oversee activities of assigned personnel and student workers.
- Oversee the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Develops and maintains up to date knowledge of various District programs in order to coordinate Advancement projects.
- Communicates independently or from brief instructions with all constituents, including board members, campus staff, faculty, and donors.
- Understand and carry out complex oral and written directions.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to an Associate's degree from a regionally accredited college and five (5) years of experience providing programmatic support to a fundraising function are required.

Preferred

Equivalent to graduation from a regionally accredited four-year college or university and work experience provide programmatic support to a fundraising function in a higher education setting are preferred.

Licenses and Certifications:

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

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: April 13, 2016

PHYSICAL DEMANDS

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

ENVIRONMENTAL ELEMENTS

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

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: April 13, 2016

COORDINATOR, AUDIO VISUAL SYSTEMS – FLSA: NON-EXEMPT – A-107

DEFINITION

Under general supervision, coordinates the installation, maintenance and operation of campus audio visual systems; provides technical support in the use of equipment as necessary; maintains and updates equipment inventory and repairs systems as necessary.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Manager, Technical Services Engineering. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This classification provides presentation equipment support to the District by installing new audio visual system hardware, performing system programming tasks on new and existing systems, updating system inventory databases and system monitoring software, maintaining existing systems and control infrastructure. Incumbents work in a fast paced environment requiring creative problem solving skills to meet last minute and emergency classroom requirements. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Successful performance of the work requires thorough knowledge of the policies, procedures, and processes of the assigned functions. This class is distinguished from the Presentation Services Technician in that this position handles more complex troubleshooting and serves as a resource for the Presentation Services Technician. This class is further distinguished from the Manager, Technical Services Engineering in that the latter oversees the entire department and has ultimate responsibility for organizing, assigning, supervising, and reviewing the work of all staff involved in its operations.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Coordinates the installation and programming of new classroom and conference audio-visual equipment, coordinates larger installations with vendors, maintains extensive records tracking fixed asset information and equipment maintenance information and regularly updates controlled system monitoring software.
- Provides technical support and training to faculty on the operation and use of audio visual equipment and control systems in person, on the phone and via email; explains system compatibilities and limitations; advises and makes recommendations to faculty and management on equipment for class instruction.
- Operates, maintains, tests, troubleshoots and repairs audiovisual equipment; periodically inspects, cleans and tests audiovisual equipment and performs routine preventative maintenance and minor mechanical and electronic repairs to equipment; refers larger issues to and arranges for equipment repairs with department technicians or vendors.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: April 13, 2016

- Delivers, sets up, and returns a variety of equipment for classrooms, meeting rooms and assembly areas, including LCD projectors, monitors, DVD and CD players, VCRs and video and audio players, overhead and slide projectors and portable audio systems; sets up facilities for presentations and events, including occasional physical setup of tables, chairs, easels and audio systems.
- Maintains a working inventory of equipment, components, lamps and parts; updates and maintains databases, logs, and records of equipment circulation, statistics, and requests.
- Provides for and maintains measures to ensure equipment security; identifies and reports missing equipment to security.
- Identifies and determines short- and long-term District presentation needs and requirements; researches, analyzes, and evaluates new and emerging systems, applications, and equipment; confers with vendors regarding modifications and improvements to current equipment; makes recommendations on purchases.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Programming practices and techniques for sophisticated audio visual control systems including touch screen programming and control as well as programming, implementing and maintaining central control monitoring solutions.
- Methods, principles, practices, and techniques for troubleshooting and determining the causes of presentation equipment problems and device errors and failures.
- Principles, practices, and methods of presentation equipment hardware installation, operation, and maintenance.
- Standard business support software, including word processing, spreadsheet, presentation, graphics, and database programs.
- Safe work practices and procedures.
- Occupational hazards and standard safety practices necessary in the area of presentation equipment operations.
- Record keeping and inventory management principles and procedures.
- Principles, practices, and techniques of effectively dealing with the public and basic public relations.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic, and ethnic groups.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: April 13, 2016

Skills & Abilities to:

- Install, operate, program, repair, and maintain complex and diverse presentation systems and audio systems used in classrooms, meeting areas and assembly spaces.
- Use a variety of techniques, methods, and tools in the maintenance and repair of presentation systems and technologies.
- Plan, organize, and complete tasks quickly and efficiently and in accordance with District quality standards.
- Troubleshoot complex presentation system problems and incompatibilities and make or recommend modifications.
- Analyze problems, evaluate alternatives, and make sound recommendations.
- Make sound, independent judgments within established procedures.
- Respond calmly, efficiently, and creatively to last minute and emergency equipment needs, in an active classroom environment.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to the completion of the twelfth (12th) grade and two (2) years of responsible experience in the operation, maintenance, and repair of audio visual technologies.

Preferred Qualifications:

Certification on Extron Control Systems including AV Associate, XTP Distribution systems and Global Configurator Professional.

Licenses and Certifications:

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

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: April 13, 2016

PHYSICAL DEMANDS

Must possess mobility to work in an office setting, as well as, outdoors and use standard office equipment, including a computer; to operate a motor vehicle to visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. Standing in and walking between work areas is frequently required. Positions in this classification frequently bend, stoop, kneel, climb, reach, push, and pull carts to haul equipment. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment and in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes. Incumbents may interact with staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: April 13, 2016

**COORDINATOR, HEALTH CAREERS RESOURCE CENTER –
FLSA: NON-EXEMPT – A-112**

DEFINITION

Under general supervision, plans, organizes, and coordinates the Health Careers Resource Center (HCRC), including credit and noncredit health career training programs, grant activities, and new program implementation; coordinates courses and information to ensure smooth and efficient program activities; provides administrative support and program assistance to the Associate Dean, Technology and Health; fosters cooperative working relationships with students, staff, and faculty.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Associate Dean, Technology and Health. Exercises technical and functional direction over and provides training to student workers and assigned staff.

CLASS CHARACTERISTICS

This is a coordinator classification responsible for planning, organizing, and coordinating HCRC operations, programs, services, and activities. Incumbents at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. Successful performance of the work requires the knowledge of departmental and District activities and extensive student, faculty, and staff contact. This class is distinguished from the Associate Dean, Technology and Health in that the latter assists in managing all functions of the department and serves as “second-in-command” to the Dean.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Plans and coordinates Health Careers Resource Center (HCRC) operations, programs, services, and activities, including credit and noncredit health career training programs, grant activities, and new program implementation; establishes schedules and methods for providing program, services, and activities; recommends improvements or modifications; assists in developing and implementing procedures and policies.
- Provides training, orientation, and guidance to assigned staff; prepares schedules and assigns work; reviews and controls quality of work; assists in the recruitment and selection of staff and provides recommendations.
- Oversees day-to-day operations of the HCRC to ensure smooth and efficient program activities; ensures schedules, equipment, and facility are ready for effective operations; assists students and faculty with questions about scheduling, programs, and services.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: April 13, 2016

- Estimates costs of staff, supplies, equipment, and materials; identifies vendors, obtains quotes, and coordinates requisition process; assists in developing budget figures for the HCRC.
- Prepares, develops, and proposes course schedules for approval; ensures proper and timely resolution of program and service scheduling issues and conflicts.
- Coordinates staffing, equipment, and materials for traditional lab, and Simulation lab; Coordinates scheduling of clinical program groups at outside clinical facilities; provides student information and resolves any issues.
- Contacts Department of Public Health for certification related issues for assigned programs; provides information to State agencies as requested; provides program renewal information.
- Assists in determining feasibility of lab use and equipment requests for credit, noncredit, and fee based programs.
- Participates in reviewing and recommending educational services, courses, and activities to ensure HCRC effectiveness; assists in the development and implementation of programs, policies, and procedures.
- Participates in ensuring regulatory compliance of credit and noncredit programs.
- Develops protocols for verification of student credentials; ensures protocols are maintained and students are eligible for credit, noncredit, and fee based programs; maintains strict confidentiality of students' background and health screening results; coordinates with state agencies, faculty and/or health care facilities as necessary.
- Develops and implements student orientation meetings; develops training and other informational materials.
- Reviews, evaluates, and implements new HCRC, Technology and Health, and Continuing Education programs as directed; ensures staff understanding of new program services, goals, objectives, requirements, policies, and procedures; evaluates program activities to ensure smooth and efficient implementation.
- Researches, compiles, and organizes information and data on topics related to HCRC programs and services.
- Composes, types, edits, and proofreads a variety of documents, including forms, memos, reports, and correspondence.
- Answers questions from and provides support services to students, faculty, and other departments regarding HCRC programs, services, and activities.
- Establishes and maintains effective customer service for center patrons.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of providing technical and functional direction and training to assigned staff.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: April 13, 2016

- Principles, practices, and service delivery needs related to the program area(s) to which assigned.
- Procedures for planning, implementing, and maintaining a variety of Health Careers Resources Center operations, activities, and programs.
- Research and reporting methods, techniques, and procedures.
- Principles and practices of data collection and report preparation.
- Basic principles and practices of budget administration and accountability.
- Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
- Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Record keeping principles and procedures.
- Principles, practices, and techniques of effectively dealing with the public and basic public relations.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.
- Fundamental medical conditions and procedures.
- Usage of medical materials and supplies.
- Operation of medical devices and equipment.

Skills & Abilities to:

- Plan, schedule, assign, and oversee activities of assigned personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and coordinate assigned program operations, services, and activities.
- Participate in the development of goals, objectives, policies, procedures, and work standards for assigned programs.
- Conduct research and analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Make accurate mathematical, financial, and statistical computations.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, apply and explain applicable District policies, rules, and regulations related to areas of responsibility.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: April 13, 2016

- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Operate medical equipment.

Education and Experience:

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

Equivalent to an Associate's degree from a regionally accredited college and four (4) years of increasingly responsible health program coordination experience.

Licenses and Certifications:

- The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; operate motor vehicles to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is a job that involves standing and walking between work areas. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop kneel, reach, push, and pull equipment and materials. Incumbents must possess the ability to lift, carry, push, and pull materials and objects, typically weighing on average 50 pounds, and occasionally heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

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

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: April 13, 2016

LEAD BROADCAST AND AUDIO TECHNICIAN – FLSA: NON-EXEMPT – A-118

DEFINITION

Under general supervision, oversees and performs technical support in the design, installation, operation, maintenance, troubleshooting, diagnosis, and repair of broadcast radio and television facilities, including broadcast studios, transmitters, and related lab studios; provides support for all campus and public safety radio communications facilities; provides technical support to students, faculty, and staff on the operation, maintenance, and repair of equipment and systems.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director, Technical Services. May exercise technical and functional direction over and provides training to assigned staff and student workers.

CLASS CHARACTERISTICS

This is an advanced technical classification responsible for overseeing and performing technical support of all broadcast radio and television facilities. Responsibilities include inspecting and attending to assigned areas in a timely manner and performing a wide variety of highly technical tasks in the design, installation, maintenance, and repair of assigned facilities and systems. Incumbents are expected to work independently and exercise judgment and initiative. Incumbents at this level are required to be fully trained in all procedures related to assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. This class is distinguished from the Production Specialist in that the latter performs technical and creative development work of video, audio, media, and broadcast production and post-production. This class is further distinguished from the Director, Technical Services in that the latter oversees the entire department-and has ultimate responsibility for organizing, assigning, supervising, and reviewing the work of all staff involved in its operations.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Oversees and participates in the design, installation, configuration, operation, modification, and maintenance of television and radio production facilities, including broadcast studios, transmitters, and related lab studios; monitors land mobile and broadcast systems for indications of potential failure; ensures related activities comply with established standards, policies, and procedures.
- Oversees technical operations and provides technical support for production activities in broadcast studios, master control, satellite operations, video and audio editing, duplication, and mobile television production facilities.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: April 13, 2016

- Oversees development, modification, operation, and repair of mobile television production truck, satellite, and communication equipment.
- Installs, maintains, and repairs audio and video recording systems, cameras and monitors, video switchers, audio amplifiers, speakers, microphones, lighting, theatrical rigging, and a variety of other broadcast, performance art, and radio equipment, systems, and devices.
- Provides technical support for special events and in the Performing Arts Center as needed; coordinates, prepares, and sets-up audiovisual, production, and broadcast equipment and systems for educational activities, conferences, and special events.
- Provides technical support for all campus public safety radio and communications facilities.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Researches, reads, and interprets equipment manuals, schematics, diagrams, and other technical documentation used in the repair and upgrade of land mobile and broadcast facilities.
- Interfaces and communicates with the Federal Communications Commission (FCC), consultants, and Federal broadcast attorneys; researches, interprets, and applies federal regulations pertaining to assigned area of responsibility.
- Participates in audio and video production and post-production.
- Trains employees in work methods, use of equipment, and relevant safety precautions.
- Reviews maintenance and repair work for accuracy and completeness; inspects and evaluates work in progress and upon completion to ensure that assigned maintenance and repair activities are performed in accordance with District standards and Federal rules and regulations.
- Researches and recommends equipment purchases.
- Occasionally assists the other technical services staff with assigned duties as needed.
- Responds to requests for technical assistance and answers questions from faculty and staff or refers to appropriate staff.
- Stays abreast of new trends and innovations in broadcast and audio operations, equipment, and services; researches emerging products, technology, and enhancements and their applicability to District needs.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Practices, procedures, techniques, tools, and materials used in the design, installation, operation, maintenance, troubleshooting, diagnosis, and repair of broadcast radio and television facilities and public safety communication facilities.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: April 13, 2016

- Theory and practice of electrical, electromechanical, and electronic principles in the fields of video and audio communications and radio frequency transmissions.
- Operation and maintenance of radio, video, and communication systems and equipment including microphones, mixers, loudspeakers, radio frequency, editing, and analog and digital recording and reinforcement systems.
- Analog and digital electronics and acoustics.
- Operational characteristics of audio, video, communications, and facilities maintenance and repair equipment, including electronic and acoustic instrumentation.
- Basic principles, practices, and methods of system integration.
- Production techniques and procedures for video, audio, media, and broadcast production and post-production.
- Basic principles and practices of providing technical and functional direction and training to assigned staff.
- Applicable Federal, State, and local laws, regulations, codes, and guidelines related to the program area to which assigned, including FCC rules and regulations.
- Principles and procedures of record keeping and report preparation.
- Proper storage and care of equipment and tools.
- Standard office practices and procedures, including the use of standard office equipment and computer applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and faculty and other staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

- Lead and participate in inspecting, troubleshooting, diagnosing, and resolving television, radio, and communication problems and malfunctions.
- Operate specialized maintenance and repair equipment, tools, and, such as electronic and acoustic instrumentation.
- Perform or specify electrical power distribution for various projects related to area of assignment.
- Read, interpret, and apply technical information from manuals, schematics, diagrams, and other technical documentation.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Interpret, apply, and explain applicable Federal, State, and local policies, procedures, laws, and regulations.
- Maintain accurate logs, records, and basic written records of work performed.
- Enforce and follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Operate modern office equipment including computer equipment and software.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.

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- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to an Associate's degree from a regionally accredited college in electrical engineering or related field and three (3) years of progressively responsible experience in the design, installation, operation, maintenance, troubleshooting, diagnosis, and repair of television and radio communication facilities, systems, and equipment.

Licenses and Certifications:

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

PHYSICAL DEMANDS

Must possess mobility to work in a standard video, audio, media, and broadcast production setting; strength, stamina, and mobility to perform medium to heavy physical work, to climb and descend ladders, to operate varied tools and equipment, and to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Incumbents in this classification bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in maintenance and repair activities; and push and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects, typically weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in standard video, audio, media, and broadcast production environments with moderate to loud noise levels, controlled temperature conditions, exposure to electrical hazards, and no direct exposure to hazardous physical substances. Incumbents may occasionally work outdoors for assigned events and be exposed to loud noise levels, cold and/or hot temperatures, and dust, fumes, and allergens. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: April 13, 2016

**LEAD LANDSCAPE/CHEMICAL SPECIALIST (CAMPUS GROUNDS AND SPORTS
FIELDS – FLSA: NON-EXEMPT – B – 64**

DEFINITION

Under general supervision, leads, oversees, and trains grounds staff (ex. Grounds and Horticultural Technicians and Grounds Heavy Equipment Operators) and coordinates with contractors, as well as faculty and managers to identify and eradicate noxious pests, insects, plant diseases, and weeds on District grounds, apply fertilizers, and implements the District's Integrated Pest Management (IPM) process and practices, in accordance with applicable state and federal law, and performs a variety of tasks and utilizes a variety of equipment in order to maintain the District's grounds and athletic/sports fields in support of instructional and learning activities. (The individual who occupies this position classification is also designated as the IPM coordinator for the District).

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Grounds & Transportation and supervision from the Supervisor, Grounds. Exercises technical and functional oversight over and provides training to assigned grounds maintenance staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification and is responsible for the full range of duties related to leading and implementing the District's Integrated Pest Management processes and practices and weed and pest control and abatement. This position classification is distinguished from the Supervisor, Grounds in that the Supervisor, Grounds position is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in maintenance operations; whereas the Lead is responsible for overseeing day to day operational activities associated with the District's weed and pest control and abatement programs. This position is distinguished from the Grounds and Horticultural Technician and the Grounds Heavy Equipment Operator position classifications by being directly responsible for the District's weed and pest control and abatement programs and for ensuring pesticides, fertilizers, and other chemical substances utilized in maintaining campus grounds and athletic/sports fields are managed in accordance with federal and state laws and regulations.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Serves as the Districts IPM Coordinator; oversees the chemical program and coordinates with facilities staff, management; coordinates with and oversees contractors; coordinates with managers, staff, and faculty regarding pest abatement and chemical exposure issues associated with instructional and campus events.

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- Meets with inspectors and ensures that the chemical records, training, equipment, containment and practices are followed and meets standards according to federal and state laws and regulations.
- Provides training, guidance, and instruction to staff for chemical usage and appropriate landscape and cultural practices to ensure healthy plants and safe grounds.
- Provides training to staff regarding safety in the use of chemicals in accordance with state and federal regulations.
- Provides training to staff on heavy equipment and safety.
- Plans and provides training, direction, and guidance regarding campus landscape and athletics/sports field cultural practices.
- Maintains staff training records regarding the chemical program and ensures they are available for the County Inspector per federal and state laws and regulations.
- Communicates with managers, staff, and faculty and posts notices regarding pesticide application prior to treatment.
- Maintains the District's chemical and spray equipment inventory.
- Orders chemicals appropriate for best safe practices for campus and sports field needs.
- Maintains federal and state-mandated records and reports related to the application of highly toxic danger/poison, restricted and non-restricted chemical.
- Mixes and applies accurate measurements of chemical pesticides such as insecticides, rodenticide, fungicides, growth regulators, and herbicides to District campus, athletic complex, sports fields, and greens in order to control and prevent pests, weeds, and plant diseases.
- Applies fertilizers to District grounds and sport fields.
- Instructs, trains, and operates grounds maintenance and heavy equipment such as dump trucks, heavy tractors, sweepers, skip loaders, backhoes, boom lift, bucket truck, large chemical boom rig, chemical sprayers complex hydraulic riding mowers, fork lifts and certain farm equipment and attachments for the grading, airification, vertical-cut, scraping, slicing, seeding, broadcasting and digging as required.
- Operates power tools such as sprayers, chain saws, hedgers, blowers, mowers, and edger's.
- Identifies equipment needs for each assigned project.
- Maintains landscaped areas such as bushes, trees, flowers, and shrubs; trims and prunes bushes, trees, and shrubs to provide clearance of sidewalks and signs, as well as to ensure the continued health of the bushes, trees, or shrubs.
- Removes fallen trees, stumps, fallen limbs, and clears debris from walks, fields, and other facilities.
- Estimates labor, materials, and equipment needed for assigned projects; monitors inventory levels of materials and equipment; orders, receives, and maintains inventory of materials and equipment as needed.
- Records and maintains work and material records.
- Provides recommendations regarding needed parts and suppliers.
- Observes safe work methods and makes appropriate use of related safety equipment as required.

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- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices used in the safe application of restricted and non-restricted pesticides, insecticides, rodenticides, growth regulators, herbicides, and fertilizers that contain restrictive chemicals.
- State and federal laws and regulations pertaining to chemical programs and operations.
- OSHA safety, County Agriculture commissioner standards and Department of Pesticide Regulations.
- Intergraded Pest Management Program IPM.
- Identification of plants, trees, turf, weeds, soils, diseases, pests, chemicals, and its active ingredients.
- Proper use dilution and mixing of chemicals. Maintains knowledge of documentation requirements (MSDS/SDS).
- Performs calculations related to proper dilution and mixing of chemicals; understands and interprets instructions provided on product labels in order to properly apply and use chemicals.
- Principles, practices, methods, equipment, materials, and tools used in grounds maintenance.
- Safe operation and routine maintenance of heavy equipment such as dump trucks, heavy tractors, sweepers, skip loaders, backhoes, boom trucks forklifts, large chemical boom rig, chemical sprayers complex hydraulic riding mowers, and certain farm equipment and attachments for the grading, airification, vertical-cut, scraping, slicing, seeding, broadcasting and digging and power tools used in ground maintenance.
- Presentation and public speaking techniques for training and communication.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to area of responsibility.
- Occupational hazards and safety equipment and practices related to the work.
- Safe work practices, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: April 13, 2016

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

- Plan, organize, and provide training on regarding proper use of chemicals; maintenance of landscape, sports turf, and operation of heavy and light equipment
- Identify potential soil, plant, turf, and tree diseases and pest infestations and nutrient deficiencies.
- Perform skilled application of highly danger/poison restricted and non-restricted chemicals pesticides, fungicides, rodenticides herbicides, growth regulators and fertilizers.
- Write reports for County Agriculture Commissioner and Department of Pesticide Regulation.
- Understand and interpret federal and state laws and regulations related to chemical usage of restricted and non-restricted chemicals pesticides, fungicides, rodenticides herbicides, growth regulators, and fertilizers.
- Keep accurate records and make them available for the County Inspector and facilities operation.
- Implement programs for use of chemicals and IPM.
- Research chemical materials and determine proper use; perform site specific tests in order to determine effective treatments.
- Perform basic construction, modification, maintenance, and repair work.
- Troubleshoot maintenance problems and determine materials, costs, and supplies required for repairs and maintenance projects.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Understand and follow written and verbal directions, instructions and safety rules and procedures.
- Maintain accurate logs, records, and basic written reports of work performed.
- Operate modern office equipment including computer equipment and software programs.
- Read and interpret manuals, diagrams, blue prints, and technical regulations.
- Make accurate calculations.
- Operate a truck, and observe legal and defensive driving practices.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

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Education and Experience:

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

Equivalent to the completion of the twelfth (12th) grade and five (5) years of increasingly responsible experience in Integrated Pest Management which includes providing guidance to others in the proper application of pesticides, herbicides and fungicides.

OR

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework in Integrated Pest Management, horticultural science, and soil science and management; and three (3) years of increasingly responsible experience in Integrated Pest Management which includes providing guidance to others in the proper application of pesticides, herbicides and fungicides.

Preferred Qualifications:

Experience which includes oversight of others and coordination of work, is preferred. Experience which demonstrates planning, training, and guidance on the application of toxic restricted material; pesticides, fungicides, rodenticides, herbicides, growth regulators, fertilizers is also preferred.

Licenses and Certifications:

- Possession of and ability to maintain a valid California Driver's License.
- Valid California Qualified Applicators License

PHYSICAL DEMANDS

Must possess mobility to work in the field as well as around various District facilities, to operate a motor vehicle and drive on surface streets; strength, stamina and mobility to perform medium to heavy physical work, operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone or radio. The job involves field work requiring frequent walking at landscape site areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Incumbents in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites; lift, move, and carry materials and equipment weighing up to 50 pounds and heavier weights with the use of proper equipment.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

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ENVIRONMENTAL ELEMENTS

Incumbents work in the field and/or facilities and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, traffic, vibration, confining workspace, chemicals, heavy equipment around students and staff, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with staff, students, clubs or organizations inquiring about chemical usage, and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

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THEATRICAL AUDIO ENGINEER – FLSA: NON-EXEMPT – A-108

DEFINITION

Under general supervision, plans, organizes, coordinates, and provides oversight for the technical theater support operations at the Performing Arts Center and for other on- and off-campus special events; coordinates technical theater support operations, performs preventative maintenance and repair of equipment and facilities; coordinates assigned activities with other departments, divisions, clients, and community groups; provides technical and specialized assistance to the Director, Technical Services.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director, Technical Services. Exercises technical and functional direction over and provides training to part-time technical support staff and student workers.

CLASS CHARACTERISTICS

This classification has coordination and/or day-to-day operational responsibilities. Incumbents are responsible for overseeing, coordinating, and participating in technical theater support operations to ensure that the Performing Arts Center technical theater services and activities, as well as, other on- and off-campus special events are safe and effective and provide the highest level of customer satisfaction for public use. Responsibilities include inspecting, planning, scheduling, and directing technical theater operations and services in a timely manner, and performing a wide variety of tasks in the operations and activities of the Performing Arts Center. This class is distinguished from the Director, Technical Services in that the latter oversees the entire department, and has ultimate responsibility for organizing, assigning, supervising, and reviewing the work of all staff involved in its operations.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Assists clients and user groups with the execution of all theatrical amplification and sound effects, including positioning of microphones and speakers, patching and modulating audio mix, equalization, and amplification.
- Participates in operating audio equipment, including mixing boards; sets levels and runs cues; assists in fabricating instant simple audio designs for users without an audio designer.
- Oversees, coordinates, and participates in the day-to-day operations of the technical theater support at the Performing Arts Center and for other on-campus special events; determines sound needs for productions; plans and supervises use of audio and other equipment.

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- Plans, schedules, prioritizes, and assigns technical theater support work; communicates status of activities and services to appropriate personnel, working cooperatively to schedule activities and services in accordance with established and special operational priorities; participates in performing the most complex and specialized technical theater support work; troubleshoots advanced technical systems throughout the Technical Services Department, including audio, video, and data systems and protocols.
- Assists in the recruitment and selection of temporary staff and provides recommendations; trains employees in work methods, use of equipment and systems, and relevant safety precautions; prepares weekly and daily schedules; reviews, controls, and evaluates quality of work of temporary staff.
- Develops and reviews plans and procedures to ensure safety of audiences, theater production participants, and student workers; inspects equipment and facilities for safety.
- Acts as house technical representative to clients, community groups, departments, and others concerning questions, problems, concerns, and activities in the provision of technical theater operations and services; gives tours to potential renters; orients facility renters to technical characteristics and other areas of facility operations; obtains general show requirements at inception.
- Operates and maintains a variety of technical equipment, including stage lighting and control systems, audio reinforcement systems, projection equipment, stage rigging and counterweight systems, stage draperies, and scenery.
- Attends technical rehearsals in order to oversee and assist in the technical aspects of the show.
- Assists with the preparation and control of production budgets; estimates costs of supplies and materials; obtains quotes from vendors; orders supplies and materials for projects and activities; maintains records of purchase orders; acts as a liaison with vendors; coordinates insurance requirements for rented equipment; assists in developing budget figures for specified areas; monitors expenditures.
- Monitors and evaluates the effectiveness of the technical theater operations, activities, and community events and recommends improvements or modifications.
- Responds to requests for information; interprets and applies regulations, policies, procedures, systems, rules, and precedents.
- Monitors use of the Performing Arts Center by user groups to ensure a safe environment; assists in enforcing established rules of facility use and participant conduct.
- Assists with preventative maintenance of tools, equipment, and facilities needed for successful stage productions, as well as, other functions and programs under technical services, such as carpentry tools, painting equipment, control panels, sound equipment, lighting facilities, remote video production equipment, public address system, intercommunication system, temporary scenery walls, special curtains, and props.
- Designs, builds, and fabricates items for use in the Performing Arts Center, Technical Services Department, and other departments on campus.
- Provides specialized support to other areas of the Technical Services Department, including ongoing classroom A/V design, installation, and troubleshooting, technical support for the Broadcast Production Truck and facilities, data, networking, and system/task specific training.

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- Provides technical design, installation, support, and maintenance for technical services to other spaces serviced by the department such as the Planetarium, Stadium, Design Technology Center, Student Services, and Founders Hall.
- Stays abreast of new trends and innovations in the technical theater operations and services; researches emerging products and enhancements and their applicability to District needs; makes recommendations considering budget, installation, training, and operational perspectives.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Digital and analog audio systems.
- Operation of sound equipment, such as microphones, amplifiers, and loudspeakers.
- Advanced fundamentals of theater, especially stagecraft and stage operation, including sound and rigging.
- Stage-set design, floor plans, elevations, and construction.
- Principles, practices, methods, techniques, procedures, and service delivery needs related to technical theater operations and services.
- Procedures for planning, implementing, and maintaining a variety of technical theater activities through community and patron participation.
- Operation and maintenance of technical equipment, including control systems, audio reinforcement systems, projection equipment, stage rigging and counterweight system, stage draperies, and scenery.
- Occupational hazards and safety equipment and practices related to the work such as pertinent fire regulations and other safety codes.
- Basic principles of supervision and training of temporary staff.
- Applicable Federal, State, and local laws, regulations, codes, and guidelines related to the program area and facilities to which assigned.
- Basic principles and practices of program administration, including basic budgeting, and purchasing.
- Principles and practices of basic public relations techniques.
- Principles and procedures of recordkeeping and report preparation.
- Business arithmetic and basic statistical techniques.
- Proper storage and care of equipment and tools.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, arithmetic, and computer applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and faculty and other staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

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Skills & Abilities to:

- Plan, oversee, coordinate, review, and evaluate technical theater operations and activities.
- Plan, schedule, assign, and oversee activities of assigned staff.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Plan and prepare technical theater activity schedules, staffing schedules, reports, and other related program materials.
- Operate a variety of technical theater equipment in safe and effective manner.
- Perform skilled audio design.
- Evaluate the need for preventative and corrective maintenance on a wide variety of facility systems and equipment.
- Read and understand contracts, technical riders, advance sheets, and ground plans.
- Understand the organization and operation of a theater necessary to assume assigned responsibilities.
- Interpret, apply, and explain applicable Federal, State, and local policies, procedures, laws, and regulations.
- Observe safe work methods and makes appropriate use of related safety equipment as required.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Make accurate business arithmetic and statistical computations.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Operate modern office equipment including computer equipment and software.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to an Associate's degree from a regionally accredited college in drama, stagecraft, or a related field, and five (5) years of progressively responsible experience in a technical theater production environment with specialized skills in either lighting, sound, and/or stage craft or operation.

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Licenses and Certifications:

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

Depending on assignment may be required to possess:

- OSHA Forklift Operator certification.
- OSHA Scissor Lift Operator certificate.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or theater facility setting and use standard office and/or theater equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate theater equipment, as well as objects, tools, or controls. Incumbents in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in theater activities; and work at heights requiring the use of fall protection equipment and push and pull drawers open and closed to retrieve equipment and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects, typically weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in a shared office inside an active workshop and classroom space. Access to/from the office space can expose employees to loud noise, fumes and airborne debris. Shared office space also serves as a meeting and break room for part-time employees as well as theater environments and are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards and heights, sometimes requiring the use of fall protection equipment. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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

DATE: April 13, 2016

CONSENT

SUBJECT: New and/or Revised Management Job Classification Descriptions

BACKGROUND

To reflect the current needs of the College, the following Management job classification descriptions are being submitted for additions and/or modifications:

- Assistant Director, Technical Services;
- Director, High School Outreach;
- Judicial Affairs Officer;
- Manager, Financial Aid and Special Programs;
- Manager, Student Services; and
- Manager, Tutorial Services.

ANALYSIS AND FISCAL IMPACT

This job classification description is being brought forward for Board approval in accordance with Education Code § 88009 and 88010.

Funding Source

Not applicable.

RECOMMENDATION

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

Prepared by: Peter Parra

Recommended by: Bill Scroggins

Agenda Item: Consent #22

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: April 13, 2016

ASSISTANT DIRECTOR, TECHNICAL SERVICES – FLSA: EXEMPT – M – 17

DEFINITION

Under administrative direction, plans, organizes, manages, and assists with the oversight of functions and activities of the Technical Services Department, including the operations of the Performing Arts Center, Event Services, and Broadcast and Presentation Services; coordinates the installation, operation, maintenance, and repair of audio-visual, video, and communications equipment used for instructional and operational support by the District; coordinates assigned activities with other District divisions and departments; provides highly responsible and complex professional assistance to the Director, Technical Services in areas of expertise.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director, Technical Services. Exercises general direction and supervision over technical and administrative support staff.

CLASS CHARACTERISTICS

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

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Plans, manages and assists with the oversight of all Technical Services Department programs, services, and activities, including operations and activities of the Performing Arts Center, Event Services, and Broadcast and Presentation Services.
- Assists with the development and administration of the department's annual budgets and related grants; assists with the forecast of additional funds needed for staffing, equipment, materials, and supplies; assists with the monitoring and approval of expenditures; assists with the implementation of adjustments as necessary.

SUBJECT: New and/or Revised Management Job Classification Descriptions

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- Assists with the selection, training, motivation, and direction of department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to staff questions and concerns.
- Manages the daily services and activities of the Performing Arts Center, including production operations, technical support services, box office and ticketing activities, budgeting, and facilities management;
- In conjunction with the Manager, Technical Services Engineering, coordinates and directs the installation, operation, set-up, maintenance, and repair of audio-visual, video, and communications equipment used for instructional and operational support by the District.
- Serves as project manager for special projects assigned to the Technical Services Area.
- Reviews, evaluates, and approves requests for events on campus; coordinates the use of campus facilities for non-instructional events; oversees the operation of the Events Services division; develops and maintains the campus master calendar; schedules and arranges for equipment and personnel used in support of campus events; coordinates the scheduling, operation, and use of shared facilities such as lecture halls, auditoriums, and athletic facilities.
- Coordinates technical services and related communications and information between District personnel, administrators, students, departments, vendors, and others; calendars and maintains event timelines and priorities; ensures event activities comply with established standards, requirements, laws, codes, regulations, policies and procedures; ensures proper and timely resolution of technical services issues and conflicts.
- Confers with District departments in the planning and implementation of efficient and effective technical and event services designed to meet community expectations and needs.
- Participates in the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to technical services, projects, programs, personnel, financial activities, and assigned duties; maintains and directs the maintenance of working and official departmental files; ensures reports are submitted to appropriate parties according to established timelines.
- Attends and participates in professional group meetings and various District committees and advisory groups; stays abreast of new trends and innovations in the fields of technical services, performing arts, event services, and other programs and services as they relate to the area of assignment.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Director, Technical Services.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

SUBJECT: New and/or Revised Management Job Classification Descriptions

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- Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and District policies. Attends District mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Budget development, administrative principles and practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles, practices, theories, and methods of planning, organizing, and directing college technical services, operations, and activities, including performing arts, broadcast services, event services, and audio/visual services.
- Current event management and performing arts productions theories, principles, and methods, issues and trends.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to events, broadcasting, and performing arts programs, services, and operations.
- General practices, procedures, and techniques involved in box office, customer relations, facilities management, and marketing functions.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with external agencies, community groups, and various business, professional, educational, and regulatory organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: April 13, 2016

Skills & Abilities to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the District.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility.
- Select, motivate, and evaluate the work of staff and train staff in work procedures.
- Oversee and assist in the diagnosis and resolution of equipment and system malfunctions.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer a variety of technical services programs, services, and activities.
- Effectively represent the District and the department in meetings with various business, and professional organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to Bachelor's degree from a regionally accredited college or university with major coursework in theatrical production, broadcasting, education, business or public administration, or related field, and three (3) years of management and/or administrative experience working with theater, broadcast, facilities management, communication systems or related functions in a college or similar environment.

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Licenses and Certifications:

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

PHYSICAL DEMANDS

Must possess mobility to work in an office setting, as well as, outdoors and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Standing in and walking between work areas is frequently required. Positions in this classification frequently bend, stoop, kneel, climb, reach, push, and pull carts to haul equipment. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment and in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes. Incumbents may interact with staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: April 13, 2016

DIRECTOR, HIGH SCHOOL OUTREACH – FLSA: EXEMPT – M – 09

DEFINITION

Under general supervision, plans, directs, administers, supervises, and participates in the operations and activities of the District's High School Outreach programs to facilitate high school students' access to education and training; plans, organizes, and coordinates the development and implementation of assigned programs and services; provides administrative support and program assistance to the Dean, Counseling; fosters cooperative working relationships with students, staff, and faculty.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Dean, Counseling. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a full management level class in the student services outreach functional area that exercises independent judgment on diverse and specialized high school outreach programs and other student support services functions and has significant accountability and ongoing decision-making responsibility associated with the work. The incumbent organizes and oversees day-to-day outreach programs and activities and is responsible for providing professional-level support to the Dean, Counseling in a variety of areas. Responsibilities include oversight of the recruitment of and outreach to prospective students. This class is distinguished from the Dean, Counseling in that the latter oversees the programming and administration of the District's entire Counseling Department.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the High School Outreach programs; trains staff in work procedures; provides policy guidance and interpretation to staff; evaluates employee performance and works with employees to correct deficiencies; recommends and implements disciplinary procedures; assists in selection and promotion.
- Recommends and implements goals, objectives, policies and procedures, and changes to applicable Federal, State, local, and District regulations; establishes schedules and methods for assigned outreach programs and functions.
- Monitors services and activities of assigned programs and functional areas within High School Outreach programs; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.

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- Determines and recommends staffing needs for assigned programs, services, projects, and activities; participates in the annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance.
- Provides leadership in the planning and coordination of high school outreach and recruitment activities; participates in the formulation, development, and implementation of policies and procedures for assigned specialized student services; communicates with instructors, counselors, administrators, other staff, faculty, and high schools to coordinate and implement the assigned activities and to exchange information.
- Serves as the primary liaison, develops relationships, and maintains effective communications among District staff, faculty, students, parents, target high schools, community agencies, and other key stakeholders and provides information on and support for District services.
- Assists in the development of systems to track and evaluate students' progress through the matriculation process.
- Researches and analyzes program data; prepares comprehensive technical records and reports; implements findings and takes corrective action, as necessary.
- Oversees the scheduling and/or conduct of informal workshops, informational sessions, and program orientations for new or prospective students and parents regarding District programs and services; oversees the development of flyers, brochures, programs, and other informational materials.
- Prepares and presents various reports and other necessary correspondence; supervises the preparation and maintenance of related reports, records, and files; ensures the proper documentation of activities.
- Attends and participates in professional group meetings and various District committees and advisory groups; stays abreast of new trends and innovations in the field of outreach programs; researches emerging products and enhancements and their applicability to District needs.
- Monitors changes in regulations and technology that may affect assigned functions and operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Informs college administration of public perceptions and concerns related to District programs and services.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and District policies. Attends District mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
- Performs other related duties as assigned.

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QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review, and the training of staff in work procedures.
- Principles, practices, and service delivery needs related to the program area(s) to which assigned.
- Procedures for planning, implementing, evaluating, and maintaining a variety of high school outreach activities and programs.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic principles and practices of budget program development, administration, and accountability.
- Research and reporting methods, techniques, and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Record keeping principles and procedures.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills & Abilities to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct outreach programs, services, projects, and activities.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, record keeping, and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

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- Operate modern office equipment including computer equipment and software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to a Master's degree from a regionally accredited college or university in education or a related students service field and three (3) years of directly related experience with student outreach programs or related student services programs, including two (2) years of lead or supervisory experience.

Licenses and Certifications:

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

PHYSICAL DEMANDS

Must possess mobility to work in an office setting, as well as, outdoors and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Standing in and walking between work areas is frequently required. Incumbents in this classification frequently bend, stoop, kneel, climb, reach, push, and pull carts to haul equipment. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may occasionally work outdoors for assigned events and be exposed to loud noise levels, cold and/or hot temperatures, and dust, fumes, and allergens. Employees may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: April 13, 2016

JUDICIAL AFFAIRS OFFICER – FLSA: EXEMPT – M – 09

DEFINITION

Under management direction, responsible for overall campus student conduct process including: Investigate and adjudicate complaints regarding student behavior within or directly related to the college community. Coordinate the development, review, dissemination and implementation of student standards of conduct. Assist in developing and/or revising board and administrative policies related to student discipline. Advises the college administration regarding student discipline and conduct issues, regulatory procedures, judicial issues, and state and federal laws pertaining to students' due process rights and legal procedures. Develop, implement and monitor strategies to achieve a campus environment that encourages collegiate civility and standards of conduct.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Student Life. Exercises general direction over administrative student conduct support staff and supervision/advisement of Associated Student Government Student Court.

CLASS CHARACTERISTICS

This is a department manager classification that takes the lead and participates in all judicial/student discipline areas of the Student Life Department, including short and long-term planning, development and implementation of student conduct programs, and administration of discipline policies, procedures, and services. This class provides assistance to the Director of Student Life in a variety of coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy, college policies and procedures, standards of conduct, judicial procedures, and general investigative and evidentiary procedures. Responsibilities include coordinating the student discipline activities of the department, collaborating with departments and outside agencies, and responding to complex and varied functions of the student discipline are of the department. The incumbent is accountable for accomplishing state, federal, and district compliance and operational goals and objectives. This class is distinguished from the Director of Student Life in that the latter oversees the programming, administration, and supervision of all program areas of the Student Life Department.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Investigates and adjudicates complaints regarding student behavior within or directly related to the college community; establishes deadlines for completing adjudication process and procedures; meets with students to gather data, establish timeline of events, and determines findings; completes reports and forms; attends and presents cases at student disciplinary hearings.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: April 13, 2016

- Interprets and applies State and Federal laws such as FERPA and Title IX, to student discipline records, governance, and disciplinary processes; implements, interprets, and updates student disciplines policies and procedures.
- Coordinates the development, review, dissemination, and implementation of Standards of Conduct and provides training to faculty, staff, and administrators on student misconduct reporting procedures.
- Forecasts and sets program goals to achieve desired student learning outcomes including implementation of character and moral development intervention strategies, workshops, and presentations, and materials.
- Attends meetings, advises, and trains student leaders on student court regarding discipline hearings and sexual assault policies.
- Consults and collaborates with key members of the college community, including but not limited to, students, faculty, staff, Public Safety, Human Resources, Student Services Managers, and the Vice President, Student Services.
- Assists with department's response to difficult and sensitive public inquiries and complaints, development of resolutions, and recommendations for alternatives.
- Collaborates with Title IX Coordinator, Public Safety, and Behavior and Wellness Team as it relates to student discipline and student behavior concerns.
- Supports the advancement of the Student Life Office and the Dean of Student Services.

QUALIFICATIONS

Knowledge of:

- Judicial/discipline principles, practices, and procedures including: advising, counseling, conflict management, goal setting, program development, presentations, professional correspondence, record keeping, report writing, and student development theory.
- Federal, State, and local laws, regulatory codes, ordinances and procedures relevant to student life and student judicial matters such as FERPA and Title IX.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills & Abilities to:

- Maintain highly confidential discipline files and records.
- Maintain confidential computer database and tracking system for all disciplinary cases.
- Collect and analyze data, prepare reports for the academic community, and federal agencies.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: April 13, 2016

- Maintain knowledge of state and federal laws pertaining to higher education and student judicial matters such as FERPA and Title IX.
- Develop and implement effective intervention strategies for sanctioned students.
- Develop and maintain efficient office procedures to ensure fair, consistent, and timely response to allegations of violations of college standards of conduct.
- Develop protocols and working relationships with offices that interface directly with the judicial process.
- Review and revise Mt. SAC student disciplinary policies and procedures.
- Prepare students for academic success by articulating college Standards of Conduct and expectations and developing educational outreach for academic integrity issues.
- Promote responsible and ethical community-minded behavior.
- Establish work priorities to meet program goals.
- Instruct students on standards of conduct and character development intervention strategies.
- Works with Associated Students Government to ensure successful development and implementation of Student Court.
- Collaborate with appropriate offices such as Vice President, Student Services, Public Safety, and Human Resources to ensure compliance of complex legal and liability standards.
- Serve on college committees relevant to Behavior and Wellness and Title IX.
- Advise, provide guidance, prepare, and deliver presentations on issues pertaining to judicial affairs.
- Attend and participate in professional group meetings and various District committees and advisory groups.
- Stays abreast of new trends and innovations in the field of student discipline and other programs and services as they relate to the area of assignment.
- Maintain and oversee the maintenance of official student discipline files.
- Monitor changes in laws, regulations, and technology that affect the District discipline policies and procedures.
- Respond to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Learn and apply emerging technologies to perform duties in an efficient, organized, and timely manner.
- Provide a working and learning environment that is free from prohibited discrimination, harassment, and retaliation (DHR), and provide by applicable law and District policies. Attend District mandated DHR training and participate in DHR investigations, as directed. Prevent discrimination, harassment, and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
- Perform other related duties as assigned by the Director of Student Life.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: April 13, 2016

Education and Experience:

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

Master's degree from an accredited four (4) year college or university in a related field of education; a minimum of three (3) years of progressively responsible full-time experience in a higher education student conduct, advising, or counseling setting.

Equivalencies:

A doctoral degree from an accredited four (4) year college or university in a related field of education may be substituted for two (2) years of professional experience.

Preferred Qualifications

Documented experience interpreting and applying student discipline and conduct procedures.

Licenses and Certifications:

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

PHYSICAL DEMANDS

Must possess mobility to work in an office setting, as well as, outdoors and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Standing in and walking between work areas is frequently required. Incumbents in this classification frequently bend, stoop, kneel, climb, reach, push, and pull carts to haul equipment. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment and in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes. Incumbents may interact with staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: April 13, 2016

MANAGER, FINANCIAL AID AND SPECIAL PROGRAMS – FLSA: EXEMPT – M – 09

DEFINITION

Under general direction, plans, directs, administers, supervises, and participates in the daily operations and activities of financial aid, scholarship, and veterans services programs in the Financial Aid Department; plans, organizes, and coordinates the development and implementation of assigned programs and services; provides responsible technical assistance to the Director, Financial Aid; performs a variety of technical tasks relative to the assigned functional area.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Director, Financial Aid. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a management level class in the financial aid functional area that exercises independent judgment on diverse and specialized financial aid, scholarship, veteran services, and other student support services functions and has significant accountability and ongoing decision-making responsibility associated with the work. The incumbent organizes and oversees day-to-day financial aid activities, reporting, and record keeping and is responsible for providing professional-level support to the Director, Financial Aid in a variety of areas. Responsibilities include oversight of various financial aid and outreach programs, projects, and activities, in addition to budget and report preparation activities. This class is distinguished from the Assistant Director, Financial Aid in that the latter assists the Director in providing overall responsibility for all functions for the Financial Aid Department.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the Financial Aid Department; trains staff in work procedures; provides policy guidance and interpretation to staff; evaluates employee performance and works with employees to correct deficiencies; recommends and implements disciplinary procedures; assists in selection and promotion.
- Recommends and implements goals, objectives, policies and procedures, and changes to applicable Federal, State, local, and District regulations; establishes schedules and methods for assigned financial aid functions.
- Monitors services and activities of assigned programs and functional areas within the Financial Aid Department; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: April 13, 2016

- Determines and recommends staffing needs for assigned programs, services, projects, and activities; participates in annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance.
- Assists in developing, evaluating, and modifying programs and services designed to ensure students' access to financial aid and financial aid assistance.
- Participates in the development and implementation of marketing and advertising strategies to promote assigned programs, projects, and services; plans and coordinates assigned financial aid program workshops, presentations, information sessions, ceremonies, and events.
- Develops relationships with local high schools and community organizations; serves as primary point of contact for members of the local community and school districts regarding District financial aid programs and services.
- Researches and analyzes program data; prepares comprehensive technical records and reports; implements findings and takes corrective action, as necessary.
- Works with State and Federal auditors on compliance surveys and findings.
- Prepares and presents various reports and other necessary correspondence; supervises the preparation and maintenance of related reports, records, and files; ensures the proper documentation of activities.
- Attends and participates in professional group meetings and various District committees and advisory groups; stays abreast of new trends and innovations in the field of financial aid programs; researches emerging products and enhancements and their applicability to District needs.
- Monitors changes in regulations and technology that may affect assigned functions and operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and District policies. Attends District mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of financial aid program development and administration.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: April 13, 2016

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic principles and practices of budget program development, administration, and accountability.
- Research and reporting methods, techniques, and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Record keeping principles and procedures.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills & Abilities to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct financial aid programs, services, projects, and activities.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, record keeping, and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: April 13, 2016

Education and Experience:

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

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in education, counseling, or related field and five (5) years of directly related experience with financial aid programs or related student services programs, including two (2) years of lead or supervisory experience.

Licenses and Certifications:

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

PHYSICAL DEMANDS

Must possess mobility to work in an office setting, as well as, outdoors and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Standing in and walking between work areas is frequently required. Incumbents in this classification frequently bend, stoop, kneel, climb, reach, push, and pull carts to haul equipment. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may occasionally work outdoors for assigned events and be exposed to loud noise levels, cold and/or hot temperatures, and dust, fumes, and allergens. Employees may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: April 13, 2016

MANAGER, STUDENT SERVICES – FLSA: EXEMPT – M – 09

DEFINITION

Under general direction, plans, directs, administers, supervises, and participates in the daily operations and activities of a variety of functions in the Admissions and Records Department, including processing enrollment forms and applications, maintenance of student records and files, and related student support functions; supervising staff, work flow and problem solving situations.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Dean, Enrollment Management. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a management level class in the admissions and records functional area that exercises independent judgment on diverse and specialized admissions and records and other functions and has significant accountability and ongoing decision-making responsibility associated with the work. The incumbent organizes and oversees day-to-day admissions and records processing, reporting, and record keeping activities and is responsible for providing professional-level support to the Dean, Enrollment Management in a variety of areas. Responsibilities include oversight of the transcripts, residency status, student records, and registration processing functions, in addition to serving as the supervisor bridge between day and evening shifts in the Admissions and Records Department and other student service areas. This class is distinguished from the Assistant Director, Admissions and Records in that the latter assists in managing all functions of the department and serves as “second-in-command” to the Dean.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Plans, organizes, assigns, supervises, and reviews the work of support staff in the Admissions and Records Department; trains staff in work procedures; provides policy guidance and interpretation to staff; provides input on employee performance evaluations and works with employees to correct deficiencies; recommends and implements disciplinary procedures; assists in selection and promotion.
- Monitors activities of the assigned work unit; recommends improvements and modifications and prepares various reports on operations and activities, including workload and workflow statistics.
- Recommends and implements goals, objectives, policies and procedures, and changes to applicable District codes; establishes schedules and methods for assigned admissions and records functions.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: April 13, 2016

- Determines and recommends staffing needs for assigned activities and projects; prepares cost estimates and staffing requirements with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Responds to inquiries from other admissions and records staff, other departments, students, faculty, and visitors regarding assigned admissions and records functions; investigates complaints and sensitive/confrontational issues; recommends corrective actions to resolve issues.
- Oversees and performs various student support services, including processing transcripts, researching and verifying residency status, updating and adjusting student records, and registering students.
- Coordinates the imaging, storage, retrieval, and maintenance of hardcopy records in support of the admissions and records function.
- Develops training programs designed to introduce, support, train, and retain various campus constituents on effective utilization of the various computing systems that support the admission, registration, and successful enrollment of students.
- Serves as the supervisory bridge between day and evening shifts in the admissions and records department and other student services areas.
- Oversees the maintenance of accurate and detailed spreadsheets, files, and records, verifies accuracy of information, researches discrepancies, and records information.
- Oversees the verification and review of forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Composes, types, formats, and proofreads a variety of routine letters and documents.
- Plans, coordinates, and carries out special projects as assigned by departmental managers.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Student admissions and records rules, processes, and procedures of a college.
- Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
- Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Record keeping principles and procedures.
- Principles, practices, and techniques of effectively dealing with the public and basic public relations.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: April 13, 2016

- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills & Abilities to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, select, train, motivate, and evaluate the work of staff.
- Plan, organize, coordinate, and direct a comprehensive admissions, records, and enrollment program at an institution of higher education.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, local and District policies, procedures, and regulations.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose and prepare comprehensive reports, correspondence, and other written materials.
- Make accurate mathematical and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in business, education, public administration, or a closely related field, and four (4) years of increasingly responsible experience related to admissions, records, and enrollment management at an institute of higher education, including some lead or supervisory experience.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: April 13, 2016

Licenses and Certifications:

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

PHYSICAL DEMANDS

Must possess mobility to work in an office setting, as well as, outdoors and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Standing in and walking between work areas is frequently required. Incumbents in this classification frequently bend, stoop, kneel, climb, reach, push, and pull carts to haul equipment. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

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

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: April 13, 2016

MANAGER, TUTORIAL SERVICES – FLSA: EXEMPT – M – 07

DEFINITION

Under general direction, plans, organizes, coordinates, and participates in the daily instruction, operations, and activities of the Tutorial Service programs at the various District centers; researches and gathers various program data and develops reports; provides complex and responsible support to the Director, Learning Assistance in areas of expertise; supervises tutors (recruits, hires, assigns work to, trains and terminates students and employees who serve as tutors).

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director, Learning Assistance. Exercises technical and functional direction and training to assigned staff.

CLASS CHARACTERISTICS

This is a manager classification responsible for planning, organizing, and coordinating daily instruction, operations, and activities of the Tutorial Services program. Responsibilities include supervision, performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Director, Learning Assistance in a variety of areas. Successful performance of the work requires knowledge of departmental and District activities, skill in coordinating departmental work with that of other departments, and extensive student, faculty, and staff contact. This class is distinguished from the Director, Learning Assistance in that the latter oversees the programming and administration of all of the District's tutorial support programs and services, including Tutorial Services, Learning Lab, Testing, and Learning Assistance Resource Center.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Plans and coordinates the daily functions, operations, and activities of the tutorial services for all disciplines, and for students of all educational levels at multiple tutorial sites of the District; methods for providing programs, services, and activities; identifies areas needing improvement and oversees implementation of such improvements.
- Administers and oversees the program budget.
- Provides supervision, training, orientation, and guidance to assigned staff; prepares weekly and daily schedules; recruitments and selections tutoring staff, completes annual performance evaluations of staff.
- Coordinates and participates in the development and writing of tutor training course curriculum; with tutor training faculty, participates in developing curriculum assessment; supports the development of new and revised tutor training courses.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: April 13, 2016

- Coordinates and works with faculty in developing goals and assessments for the program; coordinates and prepares PIE for the program.
- Compiles and analyzes data and makes recommendations for the program; prepares comprehensive technical records and reports.
- Plans, organizes, and implements program events and meetings, including student advisory group meetings and faculty orientations.
- Attends and participates in professional group meetings and various committees and advisory groups; stays abreast of new trends and innovations in the field of instruction and other services as they relate to the area of assignment.
- Advises, provides guidance, and prepares and delivers presentations on issues pertaining to the Tutorial Service Programs.
- Maintains and directs the maintenance of working and official program files.
- Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Director, Learning Assistance.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and District policies. Attends District mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of providing technical and functional direction and training to assigned staff.
- Principles and practices of developing, implementing, and evaluating Tutorial Service programs.
- Theories, principles, and practices of instruction and the application to effectively provide Tutorial Services to students.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: April 13, 2016

- Principles and procedures of record keeping.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

- Plan, schedule, assign, and oversee activities of assigned personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Administer budgets; allocate limited resources in a cost effective manner.
- Work effectively with faculty to support an instruction and learning environment.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer Tutorial Service education programs, projects, events, and administrative activities.
- Effectively represent the District and the department in meetings with various educational, business, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: April 13, 2016

Education and Experience:

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

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in education, or a related field and five (5) years increasingly responsible experience in working within an academic setting, including two (2) years of supervisory experience.

Licenses and Certifications:

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

PHYSICAL DEMANDS

Must possess mobility to work in an office setting, as well as, outdoors and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Standing in and walking between work areas is frequently required. Incumbents in this classification frequently bend, stoop, kneel, climb, reach, push, and pull carts to haul equipment. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

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

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

DATE: April 13, 2016

CONSENT

SUBJECT: School of Continuing Education Additions and Changes

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

1. Adult Basic Education - Changes

Course Title/Program			
High School Summer School Program Coordinator Pay			
High School	Site Coordinator	From	To
Alhambra	Ferry, Sharron	\$6,000	\$7,000
Mark Keppel	Perez, Alejandra	\$6,000	\$7,000
San Gabriel	Castro, Jocelyn	\$6,000	\$7,000
Bonita	Lindsay, Joy	\$6,000	\$7,000
Northview	Rienstra, Ryan	\$6,000	\$7,000
Palomares Academy	Muteti, Acquillahs	\$6,000	\$5,000
Edgewood	Prestella, Joseph	\$6,000	\$7,000
Bassett	Rosales, Patricia	\$6,000	\$7,000
Fremont Academy	Wilson, Megan	\$4,000	\$6,000

2. Community Services: Additional Offerings

Course Title/Program	Presenter	Payment	Fee
Motorcyclist Intermediate Riding Clinic	Arroyo's Motorcycle Training	68%	\$250
Motorcyclist Advanced Riding Clinic	(Contractor costs include instructor payment, motorcycles, fuel, and motorcycle maintenance.)		\$350

3. Community Services - Program Changes

Course Title/Program	From	To
CPR Program – Course Title Changes	BLS Healthcare Provider	Basic Life Support Provider
	BLS Healthcare Provider Renewal	Basic Life Support Provider Renewal
Firefighter Agility Test	Additional Instructor	Morris, Jabari

Prepared by: Madelyn A. Arballo

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #23

SUBJECT: School of Continuing Education Additions and Changes**DATE:** April 13, 20164. New Contracts

Agency (Description of Services)	Expenses	Fee
<u>Contract #16-0254</u> State of California Employment Training Panel (Funding to provide local businesses with customized employee training needed to remain competitive. Training is based on employer's specific needs.)	Instruction \$155,000 Materials \$8,000 Supplies \$3,000	\$205,382

5. Contract Changes

Course Title/Program		
<u>Contract #1516-003</u> Los Angeles County Office of Education 11411 Valley Boulevard El Monte, California 91731	Additional Instructor	Madrigal, Lisa Valdez, Crystal

6. Contract Education Development Programs

Agency (Description of Services)	Expenses	Fee
McNellis & Associates, Patrick McNellis, President 715 15 th Avenue Beaver Falls, Pennsylvania 15010 "DWM Statewide Implementation Plan for Contract Education" Thursday, May 12, 2016 Chabot-Las Positas Community College District 7600 Dublin Boulevard Dublin, CA 94568 Panera Bread Catering 7030 Amador Plaza Road, Dublin, CA 94568	Travel and related services Not to exceed \$19,200 Catering Not to exceed \$1,500	
Jack Phillips, ROI Institute 350 Crossbrook Drive Chelsea, Alabama 35043 "Contract Education Spring Conference 2016" Wednesday, May 11, 2016 Chabot-Las Positas Community College District 7600 Dublin Boulevard Dublin, California 94568 Panera Bread Catering 7030 Amador Plaza Rd., Dublin, CA 94568	Catering Not to exceed \$1,000	Services Not to exceed \$6,000 \$50/person

SUBJECT: School of Continuing Education Additions and Changes

DATE: April 13, 2016

7. Contract Renewals

Contract	Amount
Early Childhood Mentor Program 2015-16 Addition – Simpson, Lakisha Director's Conference Coordinator Compensation (Contract renewal Board approved January 13, 2016)	\$300

8. Curriculum:

Certificate Modification

The noncredit certificate below has been reviewed and approved through the curriculum approval process since the last Board meeting and will be effective beginning Summer 2016.

Certificate Title:	Justification
Secondary Education	Courses Added/Deleted

New Courses

These new noncredit courses have been approved through the curriculum approval process since the last Board meeting and will be effective beginning Summer 2016.

COURSE ID	Course Title
VOC PHO05	Digital Cameras and Composition
VOC PHO29	Studio Business Practices for Commercial Artists
VOC CSB10	Office Skills
VOC CSB11	Computer Information Systems

Course Modifications

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

Previous Course ID	New Course ID	Title
VOC ARC11	VOC AR141	Design Drawing and Communication (New Title)
VOC ARC16	VOC AR121	CADD and Digital Design Media Level 1
VOC ARC18	VOC AR147	Architectural CAD and BIM
VOC ARC26	VOC AR247	Architectural CAD Working Drawings
VOC ARC28	VOC AR222	Advanced Digital Design, Illustration and Animation (New Title)

SUBJECT: School of Continuing Education Additions and Changes

DATE: April 13, 2016

Funding Sources

Adult Basic Education - Restricted funds.

Community Services - Student Registration Fees.

New Contracts - Contracting Agency.

Contract Renewal – District funds.

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

RECOMMENDATION

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

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

DATE: April 13, 2016

CONSENT

SUBJECT: 2016-17 Mt. SAC Regional Consortium for Adult Education

BACKGROUND

Mt. San Antonio Community College District (CCD) is currently a member of the Mt. San Antonio College Regional Consortium for Adult Education. Participation in the Consortium enables Mt. SAC to be eligible for funding under the Adult Education Block Grant (AEBG), AB104. The Regional Consortium is comprised of the following member districts: Baldwin Park Unified School District (USD), Bassett USD, Charter Oak USD, Covina-Valley USD, East San Gabriel Valley Regional Occupational Program, Hacienda La Puente USD, Mt. San Antonio CCD, Pomona USD, Rowland USD, and Walnut Valley USD. The Consortium Steering Committee consisting of district leaders comprises a governance structure within the Regional Consortium.

ANALYSIS AND FISCAL IMPACT

A tentative 2016-17 AEBG allocation was provided to the Mt. SAC Consortium as part of the Governor's proposed budget. In order to be considered for a final 2016-17 consortia allocation, the Regional Consortium must confirm member participants as well as propose a tentative consortium budget indicating each member's allocation. The Steering Committee has confirmed members and approved a tentative 2016-17 AEBG Consortium budget with member allocations. Final allocations are dependent on the Governor's 2016-17 final budget. The Steering Committee voted on direct funding with no central fiscal agent.

In addition to budget approval, each member must name a 2016-17 primary and alternate Steering Committee representative. Mt. SAC is proposing the following designees:

- Primary Designee:
Madelyn A. Arballo, Ed.D., Dean, School of Continuing Education
- Alternate Designee:
Tami Pearson, Ed.D., Associate Dean, Career Education and Workforce Development

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves Mt. SAC's AEBG Regional Consortium membership, tentative budget development, and Steering Committee designees, as presented.

Prepared by: Madelyn A. Arballo

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #24

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>April 13, 2016</u>	CONSENT
SUBJECT:	<u>Contract Agreement: Kellogg West Conference Center and Lodge</u>	

BACKGROUND

Mt. San Antonio College is the fiscal agent for a regional consortium with local unified school districts, called the Mt. San Antonio College Regional Consortium for Adult Education. Per Assembly Bill 104 (AB 104), Adult Education Block Grant (AEBG), the consortium has been engaged in collaborative planning to improve educational opportunities and create pathways for adult learners in our region. Activities have been funded with AB 104 grant funds, which were accepted by the Board of Trustees in November 2015. The consortium will be hosting a one-day professional development conference at Kellogg West Conference Center and Lodge on April 20, 2016, for faculty and staff from the nine member districts and the seven program areas of AEBG. Consortium faculty will present instructional and student services best practices that promote student outcomes and transitions.

ANALYSIS AND FISCAL IMPACT

Authorization is requested to enter into a contract with Kellogg West Conference Center and Lodge for facilities, equipment rental, audiovisual needs, and catering, not to exceed \$15,000.

Funding Source

New Contract – AB 104 Grant-Restricted funds.

RECOMMENDATION

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

Prepared by: _____	Madelyn A. Arballo	Reviewed by: _____	Irene M. Malmgren
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #25

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

DATE: April 13, 2016

CONSENT

SUBJECT: Technical Assistance Provider for Contract Education Grant Renewal -
Acceptance of Funds and Approval of Purchases

BACKGROUND

Mt. San Antonio College has received notification of funding for a grant renewal titled "Technical Assistance Provider for Contract Education." The purpose of the grant is to provide guidance, professional development, and technical assistance to California community colleges at the local, regional, and statewide level in order to expand, improve, and promote contract education (CE) for California community colleges, employers, and incumbent workers.

ANALYSIS AND FISCAL IMPACT

The grant award is for an augmentation of \$40,000; the total amount shall not exceed \$277,526. Performance in the funding period of July 1, 2015, through June 30, 2016, shall be extended to December 31, 2016. The funding agency has approved the expenditure of grant funds to support the following: project director, faculty, and hourly and student personnel; employee benefits; travel and professional development for grant personnel; participant support costs; instructional supplies and materials; printing/marketing; consultant services; contracted services; facilities and catering; indirect costs; and other grant-related expenses.

As part of the grant activities, project staff will conduct periodic professional development, CE conferences, and other meetings. Authorization is requested for facilities rental, the purchase of food and/or catering services, and prepayment or deposit fees. Additionally, authorization is requested to utilize honorariums in order to effectively coordinate meetings and conferences and to conduct statewide surveys of CE.

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

Funding Source

California Community Colleges Chancellor's Office.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the Technical Assistance Provider for Contract Education Grant funds and approves the purchases, as presented.

Prepared by: Madelyn A. Arballo

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #26

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>April 13, 2016</u>	CONSENT
SUBJECT: <u>Contract Amendment: Children's Hospital of Orange County</u>	

BACKGROUND

Students enrolled in the Radiologic Technology Program require use of clinical facilities for training. Children's Hospital of Orange County, located in Orange, California, will provide our students with excellent training opportunities.

ANALYSIS AND FISCAL IMPACT

The existing affiliation agreement between Mt. San Antonio College and Children's Hospital of Orange County has been reviewed by the College's Risk Management Department and was approved for signature.

The amendment shall be effective April 14, 2016, through September 30, 2018.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the amendment to the existing agreement with Children's Hospital of Orange County, as presented.

Prepared by: Jemma Blake-Judd

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #27

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

DATE: April 13, 2016

CONSENT

SUBJECT: Radiologic Technology Student Pinning Ceremony Luncheon

BACKGROUND

Each year, the Radiologic Technology Program hosts a Pinning Ceremony Luncheon for Radiologic Technology students who are completing the Radiologic Technology Program, using funds donated to the Program for this purpose. This year, the luncheon will take place at Papachino's Grill & Greens in Chino, California, on June 24, 2016, at a cost of \$1,230. The restaurant requires full payment on the day of the event; therefore, we are requesting advance payment for this event.

ANALYSIS AND FISCAL IMPACT

The cost is covered by donations provided to the Radiologic Technology Program for the Pinning Ceremony. There is no residual cost to the District.

Funding Source

Donations.

RECOMMENDATION

It is recommended that the Board of Trustees approves advance payment to Papachino's Grill & Greens for the Radiologic Technology Pinning Ceremony Luncheon, as presented.

Prepared by: Jemma Blake-Judd

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #28

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE: <u>April 13, 2016</u>	CONSENT
SUBJECT: <u>Program Fees for Students in the Technology and Health Division</u>	

BACKGROUND

Students in various programs incur charges associated with their course of study. A Board item covering these fees was approved in June 2015. Due to recent changes in fee costs for Respiratory Therapy, the following updated fees are being submitted to the Board of Trustees for review:

Program	Explanation	Cost
Respiratory Therapy	Students in the Respiratory Therapy Program are required to take and pass two examinations prior to completing the program. These examinations verify student achievement and preparation for the National and State licensure examinations that are required for employment in the field. The program’s accrediting agency, the Commission on the Accreditation of Respiratory Care Programs, strongly encourages programs to require these examinations.	\$60 for two exams (represents a \$22 decrease in fees since the June 2015 Board-approved item.) No fee for re-test.

ANALYSIS AND FISCAL IMPACT

The fees for students for the 2015-16 academic year are detailed above. They represent the actual costs charged by vendors. Fiscal Services will validate the actual fee amount prior to charging students.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the changes in program fees, as presented.

Prepared by: <u>Jemma Blake-Judd</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #29</u>

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

DATE: April 13, 2016

CONSENT

SUBJECT: Advance Payment: San Gabriel Valley News Group

BACKGROUND

Mt. San Antonio College developed a local plan and submitted an application to the California Community Colleges Chancellor's Office for funding through a federal grant provided by the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV). An allocation of \$989,997 for the 2015-16 year will fund activities that will lead to program improvement for Career Technical Education (CTE) programs. A portion of the funds was allocated to marketing for targeted CTE programs. The purchase was approved and funded through the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) Title 1C Grant and was approved at the July 8, 2016, Board of Trustees meeting. However, the vendor, San Gabriel Valley News Group, is requiring payment prior to running the e-blast. Authorization is requested to make advance payment.

ANALYSIS AND FISCAL IMPACT

The cost for marketing the Interior Design program to approximately 62,000 potential students is \$2,300. There is no impact to the District budget.

Funding Source

Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) Title 1C Grant as set-aside from the State Carl D. Perkins Allocation.

RECOMMENDATION

It is recommended that the Board of Trustees approves the advance payment to San Gabriel Valley News Group, as presented.

Prepared by: Jennifer Galbraith

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #30

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>April 13, 2016</u>	CONSENT
SUBJECT:	<u>Communication Department to Host American Readers' Theater Association Tournament</u>	

BACKGROUND

The Communication Department is requesting approval of costs associated with hosting a forensics tournament event called the American Readers' Theater Association Tournament. The tournament is to be held at Mt. San Antonio College on April 30 through May 1, 2016. This will be the 16th time Mt. SAC has hosted this competition.

ANALYSIS AND FISCAL IMPACT

Costs of hosting the tournament will not exceed \$7,500; it is expected that the costs will be covered by entry fees charged to participants. Costs will include purchasing trophies/awards, at an approximate cost not to exceed \$1,700; food for participants, at a cost not to exceed \$3,650; supplies, at a cost not to exceed \$400; and payment of independent contractors to serve as impartial judges, at a cost not to exceed \$1,750.

Funding Sources

Unrestricted General Fund – Revenue-Generated Account.
Participant entry fees.

RECOMMENDATION

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

Prepared by: <u>James Jenkins</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #31</u>

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>April 13, 2016</u>	CONSENT
SUBJECT:	<u>Modified Course Effective with the 2016-17 Academic Year</u>	

BACKGROUND

The following course has been modified to meet Title 5 requirements and provides additional general education options and responds to faculty recommendations:

Modified Course

ENGL 68 Preparation for College Writing

ANALYSIS AND FISCAL IMPACT

This modified course was approved by its respective department, the Curriculum and Instruction Council, and the Academic Senate.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the above modified course with the 2016-17 academic year, as presented.

Prepared by: <u>Joumana McGowan</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #32</u>

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>April 13, 2016</u>	CONSENT
SUBJECT:	<u>Career Technical Education Enhancement Fund: Approval of Contract with Applied Learning Science</u>	

BACKGROUND

Mt. San Antonio College has a sub-grant titled "CTE Enhancement Fund," funded by the California Community Colleges Chancellor's Office and passed through Rancho Santiago Community College District. The grant involves the following programs: Cybersecurity and Computer Network Security; Hospitality Management; Manufacturing Technology; and HVAC (heating, ventilating, and air conditioning). The focus of the HVAC component is the creation of a virtual cohort across a broad spectrum of HVAC credit and non-credit programs, preparing a pipeline of employment-ready environmental control sustainability technicians and professionals with industry-recognized credentials and a desire for lifelong learning and career advancement. The HVAC Collaborative includes Mt. San Antonio College (lead), Citrus College, San Bernardino Valley College, El Camino College, College of the Desert, Los Angeles Trade-Technical College, and Cypress College.

ANALYSIS AND FISCAL IMPACT

As part of the grant activities, authorization is requested to enter into a contract with Applied Learning Science to document the curricular content of the HVAC programs including assessing the extent to which each program includes the content required for accreditation for HVAC Excellence. As part of the documentation process, a comprehensive report will be created that identifies program gaps for each college and themes across the collaborative. The contract will not exceed \$20,000. The contract period will be April 14, 2016, through June 30, 2016.

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

Funding Source

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

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Applied Learning Science, as presented.

Prepared by: <u>Adrienne J. Price</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #33</u>

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

DATE: April 13, 2016

CONSENT

SUBJECT: Contract with AccuData

BACKGROUND

The Mt. San Antonio College Foundation's ability to reach out to and engage its alumni population hinges on the quality of the contact information stored in the donor and alumni database. To keep this information as up-to-date as possible, the Foundation must periodically engage in a process known as data cleansing. We propose to contract with AccuData for their AlumniFinder Program, one of the top lost individual data research services in the United States. AccuData serves 98% of non-profit organizations and educational institutions across the nation. They will search more than 10,000 data sources and gather information from more than 20 billion public and proprietary records that are refreshed daily. They will then deliver back to us address, phone, and email updates that will go back into our database. We will use this information to engage our alumni and appeal for their support of the College.

ANALYSIS AND FISCAL IMPACT

Hit rate varies upon type of search conducted as outlined below:

Service	Number of Records	Expected Match Quantity	Cost Per Record	Minimum	Cost
Deceased Append	150,000	7,500 (Estimated 5%)	\$0.15/Match	\$250	\$1,125.00
Address Update	142,500	99,750 (Estimated 70%)	\$0.14/Match	\$250	\$13,965.00
Landline Phone Append	142,500	71,250 (Estimated 50%)	\$0.07/Match	\$250	\$4,987.50
Email Append	142,500	28,500 (Estimated 20%)	\$0.15/Match	\$250	\$4,275.00
Subtotal					\$24,352.50
April Discount					(\$4,275.00)
Total Cost for Project					\$20,077.50

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with AccuData, as presented.

Prepared by: William R. Lambert

Recommended by: Bill Scroggins

Agenda Item: Consent #34

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>April 13, 2016</u>	CONSENT
SUBJECT:	<u>Independent Contractors: Note Takers for the Disabled Student Programs and Services</u>	

BACKGROUND

Approval of Note Takers as Independent Contractors for the Disabled Student Programs and Services (DSPS) for the Spring 2016 semester.

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	Amount Not to Exceed
Andre, Mckinsey	\$192.00
Basulto, David	\$96.00
Bujanowski, Rebekah	\$96.00
Caloca Silva, Mayra	\$96.00
Camarena, Amber	\$96.00
Cruz, Frida	\$96.00
Devito, Renen	\$96.00
Duckworth, Samantha	\$96.00
Farr, Christy	\$96.00
Gallegos, Patricia	\$96.00
Greaux, Erika	\$96.00
Hernandez, Bernadette	\$96.00
Lee, Emily	\$96.00
Lin, Benson	\$96.00
McQuown, Megan	\$96.00
Melendez, Vanessa	\$192.00
Mobley Powell, Jessica	\$96.00
Nunez-Galvan, Veronica	\$96.00
Ortiz, Jessica	\$192.00

Provider	Amount Not to Exceed
Perez, Brandon	\$96.00
Perez, Saul	\$96.00
Perez, Thelma	\$96.00
Quintero, Nandeye	\$96.00
Rexwinkel, Renae	\$192.00
Reyes, Amanda	\$96.00
Ruelas, Michelle	\$288.00
Sands, Nichol	\$96.00
Shih, Caster	\$96.00
Siacunco, Therese	\$96.00
Tachasooksaree, Suchada	\$96.00
Tarango, Giselle	\$96.00
Torres-Casso, Nazaria	\$96.00
Urias, Sandrine	\$96.00
Vargas, Norma	\$96.00
Vazquez Martinez, Stefanye	\$96.00
Velasco, Selena	\$96.00
Zamora Lopez, Albert	\$96.00

Prepared by: Grace Hanson

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #35

SUBJECT: Independent Contractors: Note Takers for the Disabled Student Programs
and Services

DATE: April 13, 2016

Funding Source

Restricted General Fund – Disabled Student Programs and Services.

RECOMMENDATION

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

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>April 13, 2016</u>	CONSENT
SUBJECT: <u>Agreement with Cal Poly Pomona Foundation, Inc.</u>	

BACKGROUND

The Financial Aid Department has their annual training day planned for May 18, 2016. This training day is to prepare and train for the upcoming financial aid 2016-17 cycle (federal verification, document intake, BOG loss, and other business processes).

ANALYSIS AND FISCAL IMPACT

The training day is to be held at the Kellogg House on the campus of Cal Poly Pomona. Approximately 27 staff and managers will attend.

The cost to rent the Kellogg House with provided parking will not exceed \$2,000 including the facility deposit. The advance payment deposit of \$500 will be refunded as long as the event is not canceled and there is no damage to the facility.

Funding Source

Restricted Board Financial Assistance Program Fund.

RECOMMENDATION

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

Prepared by: Chau Dao Reviewed by: Audrey Yamagata-Noji
Recommended by: Bill Scroggins Agenda Item: Consent #36

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

DATE: April 13, 2016 **ACTION**

SUBJECT: Annual Review of Board Policy 2015 - Student Member

BACKGROUND

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

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

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

ANALYSIS AND FISCAL IMPACT

Following is the current Board Policy.

The current budget includes compensation for the Student Trustee.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Recommended by: Bill Scroggins Agenda Item: Action #1

SUBJECT: Annual Review of Board Policy 2015 - Student Member

DATE: April 13, 2016

Chapter 2 – Board of Trustees

BP 2015 Student Member

Reference:

Education Code Section 72023.5

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

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

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

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

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

The Student Trustee is afforded the following privileges:

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

Approved: March 24, 2004

Revised: July 23, 2008

Revised: May 26, 2010

Revised: March 27, 2013

Revised: April 2, 2014

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

DATE: April 13, 2016

DISCUSSION

SUBJECT: Finalization of Board Goals for 2016-17

BACKGROUND

It is the responsibility of the Board of Trustees to annually set goals. Following are suggestions as discussed at the Board Study Session on March 12, 2016:

1. Evaluate facility needs, update the Facilities Master Plan, and include strategic approaches to secure state and local approval.
2. Improve relations with local cities, especially the City of Walnut.
3. Support and expand community-based course offerings.
4. Complete the Bus Transportation Hub in partnership with Foothill Transit as part of the continuing effort to make Mt. SAC more accessible.
5. Issue a student survey to see what the students want and think is important.
6. Expand communication and advocacy with elected officials at the local, state, and federal levels.
7. Continue growth in enrollment, both to expand access for residents and to secure available state growth funds; utilize strategic marketing to accomplish this.
8. Increase the Board's support for the Mt. SAC Foundation.
9. Celebrate the successful transition from five to seven Board members and continue to build positive relations among Board members.
10. Increase diversity among our faculty and staff.
11. Research and report on the possible development of an ethnic studies program.

ANALYSIS AND FISCAL IMPACT

Not applicable.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees reviews the suggested Board Goals for 2016-17. These Goals will be brought back to the May Board of Trustees meeting for approval.

Recommended by: Bill Scroggins Agenda Item: Discussion #1