



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 26, 2011

4:00 p.m. Study Session  
6:00 p.m. Closed Session  
6:30 p.m. Public Session

Founders Hall, 1100 N. Grand Avenue  
Walnut, CA 91789

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

## AGENDA

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

**CALL TO ORDER** (4:00 p.m.)

## PUBLIC COMMUNICATION

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

## STUDY SESSION

- Meet with College Legal Counsel to receive Conflicts of Interest and Ethics training.

*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 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**

- **Employment/Appointment of College President**
- **Conference with Labor Negotiator Annette Loria, Vice President, Human Resources, per California Government Code Section 54957.6**  
CSEA, Chapters 262 and 651
- **Public Employee Discipline/Dismissal/Release, per California Government Code Section 54957** (two positions)
- **Conference with Legal Counsel – Anticipated Litigation** – Initiation of litigation pursuant to subdivision (c) of Section 54956.9: (one case)

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

### **MOMENT OF SILENCE**

Observe a moment of silence in memory of Dusty Jane Achenbach. Dusty was a Tutorial Assistant in the Adult Basic Skills Department. She joined the College in 1999, and passed away on Friday, January 7, 2011.

### **INTRODUCTIONS AND RECOGNITION**

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

#### Classified Staff

Erick McNeil, Lead Custodian, Custodial Services  
Hawk Yao, Benefits Specialist, Human Resources

#### Management

Richard Lee, Manager, Payroll, Fiscal Services

- **Recognition**

- Awarding of Certificate of Service to the following retiring staff member:

Cheryl McGee – Media Services Coordinator, 23 years of service

## **APPROVAL OF MINUTES**

Approval of minutes of the regular meeting of December 15, 2010. (See backup packet pages 1 through 10.)

## **REPORTING OF ACTION TAKEN IN CLOSED SESSION**

### **PUBLIC COMMUNICATION**

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

### **REPORTS**

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

1. Associated Students Report
2. Senates
  - A. Academic Senate
  - B. Classified Senate
3. Employee Groups
  - A. Faculty Association
  - B. CSEA Units
  - C. Other Unrepresented Groups
4. President – John S. Nixon, President/CEO
  - Budget Update – Mike Gregoryk
5. Informational Report – Financial Aid, prepared by Susan Jones, Director, Financial Aid (See backup packet pages 11 and 12.)

## CONSENT CALENDAR

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

### PRESIDENT'S OFFICE

1. Consideration of approval to renew a contract with Economic Modeling Specialists, Inc. through February 28, 2012, at a cost of \$6,000. (See backup packet page 13.)
2. Consideration of approval of a contract with Harris Connect to provide online services for alumni and donor development and communication. (See backup packet page 14.)

### HUMAN RESOURCES

3. Consideration of approval of Personnel Transactions, dated January 26, 2011. (See backup packet pages 15 through 22.)

### INSTRUCTION and STUDENT SERVICES

4. Consideration of approval of new courses for the 2011-12 academic year. (See backup packet pages 23 through 25.)
5. Consideration of approval for Forensics students and faculty to attend the Speech on the Beach Swing Tournament in Corpus Christi, TX. (See backup packet page 26.)
6. Consideration of approval for Forensics students and faculty to attend the Glendale Community College/Mt. SAC Forensics Tournament in Glendale, AZ. (See backup packet page 27.)
7. Consideration of approval to accept funds for a Cohort Document sub-grant. (See backup packet page 28.)
8. Consideration of approval to accept SB 70 grant funds for the Center of Excellence. (See backup packet page 29.)
9. Consideration of approval of an affiliation agreement with Mirada Hills Rehabilitation and Convalescent Hospital for students enrolled in the Nursing Program. (See backup packet page 30.)
10. Consideration of approval of Community Services Contract Training renewal and change. (See backup packet page 31.)

11. Consideration of approval of additions and changes to the Continuing Education fee-based program. (See backup packet page 32.)
12. Consideration of approval of an affiliation agreement for the use of the Fire Training Center located in Ontario. (See backup packet page 33.)
13. Consideration of approval of a contract with the Kellogg West Conference Center for a Student Success Workshop offered on February 10 and 11, 2011. (See backup packet page 34.)

## **ADMINISTRATIVE SERVICES**

14. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet pages 35 through 46.)
15. Consideration of approval of 2011-12 Nonresident Tuition Fees. (See backup packet pages 47 and 48.)
16. 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 49 and 50.)
17. Consideration of approval of various Agreements to provide Professional Design and Consulting Services with Converse Consultants for the Gym Site Improvement Project; with Travis Companies, Inc. for the Bracket Airfield Construction Project; and with Winefield and Associates for the South Coast Air Quality Management District 2010 Annual Emissions Report. (See backup packet pages 51 and 52.)
18. Consideration of approval of the following Change Orders:
  - Bid No. 2775      Agricultural Sciences Complex (Main Building) – Harbor Construction (General Contractor) – Change Order No. 11. (See backup packet pages 53 and 54.)
  - Bid No. 2779      Agricultural Sciences Complex (Main Building) – American Electric Company (Electrical Contractor) – Change Order No. 7. (See backup packet pages 55 and 56.)
  - Bid No. 2826      Humanities Courtyard Improvements – Green Giant Landscape (Landscape Contractor) – Change Order No. 2. (See backup packet pages 57 and 58.)
  - Bid No. 2844      Design Technology Center – Evans Brothers, Inc. (Site Prep and Site Utility Relocation Contractor) – Change Order No. 3. (See backup packet pages 59 and 60.)
  - Bid No. 2849      Design Technology Center – RC Construction (General Contractor) – Change Order No. 4. (See backup packet page 60.)

- Bid No. 2853 Design Technology Center – Brewster Electrical (Electrical Contractor) – Change Order No. 5. (See backup packet pages 61 and 62.)
- Bid No. 2855 Administration Building Remodel – Angeles Contractor Inc. (General Contractor) – Change Order No. 4. (See backup packet pages 63 and 64.)
- Bid No. 2857 Administration Building Remodel – Emphyrean Plumbing (Plumbing Contractor) – Change Order No. 2. (See backup packet page 64.)
- Bid No. 2859 Administration Building Remodel – Rancho Pacific Electrical, Inc. (Electrical Contractor) – Change Order No. 4. (See backup packet page 65.)

19. Consideration of approval of the following Contract Amendments:

- Contract Design Technology Center – Independent Roofing Consultants (Professional Design and Consulting Services Consultant) – Amendment No. 1. (See backup packet page 66.)
- Contract Administration Building Remodel – Marlene Imirzian & Associates, Architects (Professional Design and Consulting Services Consultant) – Amendment No. 11. (See backup packet page 66.)
- Contract Design Technology Center – P2S Engineering, Inc. (Professional Design and Consulting Services Consultant) – Amendment No. 1. (See backup packet page 67.)

20. Consideration of approval of the following Completion Notices:

- Bid No. 2781 Agricultural Sciences Complex (Construction and Site Work of Equine Tack and Raptor Building, plus Site Work for Animal Care and Greenhouse Building) – Harik Construction, Inc. (Contractor)
- Bid No. 2875 Parking Lot S Landscape and Irrigation – Martinez Landscape Co., Inc. (Contractor)
- Bid No. 2877 Science Building Cadaver Room HVAC Upgrade – Nu Age Development, Inc. (Contractor)

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

- Larry L. Redinger and Tina Clippinger– Eighty-five 6' to 12' cuttings of Euphorbia Replens succulent specimens, valued by donor at \$6,000, to be used by the Natural Sciences Division.
- Gayle Probert – Six-foot Rotary Harrow, valued by donor at \$1,200, to be used by the Natural Sciences Division.

## ACTION ITEMS

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

1. Consideration of nominations for the 2010 CCCT Board of Directors. (See backup packet pages 68 through 70.)

## 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.

## ADJOURNMENT

Future Board Meetings: February 23, 2011  
March 23, 2011  
April 27, 2011

### Upcoming Events:

February 3, 2011	<b>Citizens Oversight Committee Meeting</b> – 6:00 p.m., Founders Hall
February 5, 2011	<b>2<sup>nd</sup> Annual Shar Anderson Memorial Run/Walk (Hosted by the Foundation)</b> – 6:00 a.m. – 12:00 p.m., Hilmer Lodge Stadium
February 8, 2011	<b>Black History Month Speech Contest</b> – 1:30-3:30 p.m., Technology Building Lecture Hall
February 17, 2011	<b>2011 Winter Intersession Ends</b>

- February 17, 2011      **Spring Opening Meeting for Classified Staff** – 9:30 a.m., Clarke Theater  
**Opera Scenes (Featuring Mt. SAC Opera Students)** – 8:00 p.m., Feddersen Recital Hall
- February 18 and 21, 2011      **Presidents Day Holiday** (Campus Closed)
- February 19, 2011      **Spelling Bee (sponsored by the Foundation)** – 12:00-5:00 p.m., Student Life Center and Chemistry Building, rooms 2402 and 2406.
- February 20, 2011      **Winter Intersession Ends**
- February 26, 2011      **Cash for College (Financial Aid Workshops)** – 9:00 a.m. – 2:00 p.m., Founders Hall and Learning Technology Center
- February 28, 2011      **Spring Semester Begins**
- March 3, 2011      **Foundation Executive Committee and Board Meeting** – 3:00 p.m., Founders Hall
- March 9, 2011      **Spring Opening Faculty Meeting** – 3:00-4:30 p.m., Clarke Theater

**Upcoming Sports Events:**

- January 28, 2011      **Women’s Basketball vs. L.A. Southwest** – 5:00 p.m., Gym  
**Men’s Basketball vs. L.A. Southwest** – 7:00 p.m., Gym
- February 1, 2011      **Men’s and Women’s Tennis vs. Mt. San Jacinto** – 2:00 p.m. Tennis Courts
- February 3, 2011      **Baseball vs. Glendale** – 2:00 p.m., Baseball Field  
**Men’s and Women’s Tennis vs. Irvine Valley** – 2:00 p.m., Tennis Courts
- February 4, 2011      **Baseball vs. L.A. Valley** – 2:00 p.m., Baseball Field  
**Women’s Basketball vs. Pasadena** – 5:00 p.m., Gym  
**Men’s Basketball vs. Pasadena** – 7:00 p.m., Gym
- February 5, 2011      **Baseball vs. College of the Canyons** – 2:00 p.m., Baseball Field
- February 8, 2011      **Baseball vs. Riverside** – 6:00 p.m., Baseball Field
- February 10, 2011      **Women’s Tennis vs. Glendale** – 2:00 p.m., Tennis Courts  
**Softball vs. Citrus College** – 6:00 p.m., Softball Field
- February 11, 2011      **Women’s Basketball vs. East Los Angeles** – 5:00 p.m., Gym  
**Men’s Basketball vs. East Los Angeles** – 7:00 p.m., Gym  
**Baseball vs. Ventura** – 6:00 p.m., Baseball Field

February 12, 2011            **Baseball vs. Ventura** – 1:00 p.m., Baseball Field

February 15, 2011            **Women’s Tennis vs. Orange Coast** – 2:00 p.m., Tennis Courts  
**Baseball vs. Cypress** – 6:00 p.m., Baseball Field

February 17, 2011            **Baseball vs. L.A. Pierce** – 2:00 p.m., Baseball Field  
**Men’s Tennis vs. L.A. Pierce** – 2:00 p.m., Tennis Courts  
**Softball vs. Compton** – 3:00 p.m., Softball Field

February 21, 2011            **Baseball vs. Mt. San Jacinto** – 6:00 p.m., Baseball Field

February 22, 2011            **Men’s Tennis vs. Cerritos** – 2:00 p.m., Tennis Courts  
**Softball vs. Pasadena** – 3:00 p.m., Softball Field

February 24, 2011            **Women’s Tennis vs. El Camino** – 2:00 p.m., Tennis Courts

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 N. 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**

**January 26, 2011**







# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 15, 2010

### MINUTES

#### CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 6:00 p.m. on Wednesday, December 15, 2010. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present.

#### STAFF PRESENT

John S. Nixon, President/CEO; Virginia Burley, Vice President, Instruction; Audrey Yamagata-Noji, Vice President, Student Services; and Annette Loria, Vice President, Human Resources.

#### 1. PUBLIC COMMUNICATION

None.

#### 2. CLOSED SESSION

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

- Employment/Appointment of College President
- Conference with Labor Negotiator Annette Loria, Vice President, Human Resources, per California Government Code Section 54957.6  
Faculty Association
- Public Employee Discipline/Dismissal/Release, per California Government Code Section 54957 (two positions)

#### 3. PUBLIC SESSION

The public meeting reconvened at 6:35 p.m.

#### 4. ELECTION OF BOARD OF TRUSTEES OFFICERS

It was moved by Trustee Baca, seconded by Trustee Bader, that Trustee Chen Haggerty serve as President of the Board. Motion unanimously carried. Student Trustee concurred.

Before stepping down from the presidency, Dr. Hall shared some thoughts about the year 2010. During his term as president, Trustee Hall said the College has seen some outstanding accomplishments in both academics and athletics, while dealing with extremely difficult budget issues. He said he was very proud of the Mt. SAC family when it came together to reduce expenditures in excess of \$7 million during the 2009-10 year and maintain a 10% reserve.

While the State is years away from resolving its budget issues, Dr. Hall pointed out that Mt. SAC's Measure R and Measure RR projects continue to move forward. Through the Mt. SAC Foundation, the College presented students with scholarships in excess of \$334,000.

During 2010, the College hosted an accreditation visiting team, which produced excellent results, as well as initiated a new Building Automation Program. The Mt. SAC football team brought home another State/National title, and the Men's Soccer Team took the State Championship. These back-to-back athletic accomplishments are unprecedented. Events like the Mt. SAC Relays and the Cross Country Relays have become part of the College culture and draw thousands of visitors.

Trustee Hall said he was proud of how the Board selected a consultant for the presidential search process and looks forward to a successful conclusion. Dr. Hall said that he is very proud to represent the College in the community and is very proud of the mutual respect and collegiality that have become part of the culture of the College.

Trustee Chen Haggerty assumed the office of Board President.

It was moved by Trustee Chyr, seconded by Trustee Baca, that Trustee Bader serve as Vice President of the Board. Motion unanimously carried. Student Trustee concurred.

It was moved by Trustee Hall, seconded by Trustee Bader, that Trustee Baca serve as Clerk of the Board. Motion unanimously carried. Student Trustee concurred.

Trustee Chen Haggerty thanked Trustee Hall for doing an exemplary job of presiding over Board events and for his excellent representation of the College and the Board in the community this past year.

## **5. INTRODUCTIONS/RECOGNITION**

- **Introductions**

- The following newly appointed classified staff member was introduced to the Board:

Harini Pattapurathi, Database Administrator, Information Technology

- **Recognition**

- Trustee Chen Haggerty presented Certificates of Service to the following retiring staff members:

Willie Bell – Lead Custodian, 29 years of service

Luis Gracia – Supervisor, Custodial Services, 10 years of service  
 Anita Lopez – Associated Students Secretary, 19 years of service

## 6. APPROVAL OF MINUTES

It was moved by Trustee Bader, seconded by Trustee Hall, to approve the minutes of the regular meeting of November 17, 2010. Motion unanimously carried. Student Trustee concurred.

## 7. ACTION TAKEN IN CLOSED SESSION

Trustee Chen Haggerty reported that, in Closed Session, the Board voted unanimously to dismiss classified employee #7419.

## 8. PUBLIC COMMUNICATION

None.

## 9. REPORTS

A. Jeremy Cooper, Associated Students Vice President of Activities, reported the following:

- Associated Students congratulated Anita Lopez for her 19 years of service to the students and wished her well in retirement. Mr. Cooper said Ms. Lopez has taken some vacation time prior to her official retirement, and the students really feel her absence.
- President Nixon was thanked for meeting with student government leaders to discuss the state of the College.
- The Student Holiday Celebration was a huge success with over 700 students and staff attending. Mr. Cooper thanked President Nixon and Vice Presidents Gregoryk and Yamagata-Noji for attending.
- Finals Frenzy was held the last week of the semester. During the week, Associated Students distributed free scantrons, pencils, coffee, food, and much more to support students through the stress of finals.

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

- Since the last Board of Trustees meeting, the Senate approved the following: a plan to populate the College's DegreeWorks/MAP course equivalency database, revisions to two radio broadcasting certificates, and an inventory of questions to use as part of multiple measures process for student placement. The Senate also finalized its strategic objectives for the year and revised the manner by which courses will be given their mandatory quadrennial review.

The Senate also voted to recommend modifications to three College Administrative Procedures (4025, 4270, and 4280). In addition, the Senate approved an Administrative Procedure which explains and defines the process by which Administrative Procedures and Board Policies are proposed and reviewed.

- The Academic Senate has been informed that of the 25 faculty positions previously approved for recruitment, financial considerations may reduce the number of new faculty actually employed next year to 20. While recognizing the State of California's fiscal instability, the Senate is hopeful that more positions will be funded and encouraged the College to consider the State's Faculty Obligation Number as a "worst-case" minimal value.
- The Academic Senate is continuing the process of seeking coordinators for fall 2011. No one as yet has applied to become the Faculty Outcomes Coordinator, and the Senate will spend time this spring debating how to carry out faculty SLO work in the fall should no one step forward for this key position. The Senate is also seeking a new Teacher Preparation Institute Coordinator. All other positions have been filled.
- Each year, the State Board of Governors presents an Exemplary Program Award to two programs in the California Community College system. There are also four honorable mentions given. Mr. Kaljumagi announced that, for 2010-11, the Mt. SAC WIN program won an honorable mention as an "Innovative Program Supporting Student Success." The WIN program will be honored with a plaque at the January Board of Governors meeting.

C. Donna Lee, Classified Senate President, reported the following:

- The Classified and Academic Senates have formed a task force to collaborate on the possibility of having a combined Service Recognition Ceremony at the end of the academic year. Traditionally, the two groups have each organized their own awards ceremony. This year, it was suggested that the two groups explore the possibility of combining the two events. The combined ceremony would include awards for managers, faculty, and classified staff.
- The Classified Senate will be assisting with a campuswide "Supplies Drive Challenge" for the United Way. It will be a friendly on-campus competition in the spring semester to collect school supplies for kids.

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

- The Faculty Association will begin contract negotiations with the District in the winter for a successor agreement. The Faculty Association's negotiating team consists of Jennifer Galbraith (lead), Linda Chan, Michelle Grimes-Hillman, Paul Sharpe, and Ralph Spaulding. The team has received a list of issues that were identified by the Executive Board for negotiations with input from the all-faculty survey.
- The Faculty Association will be hosting an Open House for anyone interested in learning about the Faculty Association and the rights of faculty. The Open House will be held Wednesday, March 16, from 9:00 a.m. to 6:00 p.m. in the Faculty Association Office. Executive Board members will be available throughout the day to answer questions.
- Over 290 faculty responded to the Faculty Association's survey about restricting smoking on campus. The results of the survey are currently being compiled by the Association's task force. The results, although still being tallied, appear to indicate that some type of restriction to smoking on campus is favored.

E. President Nixon's report included the following:

- Dr. Nixon congratulated Trustee Chen Haggerty on her appointment to President of the Board and thanked Trustee Hall for his leadership this past year.
- Dr. Nixon announced that the men's soccer team won the State Championship again this year, and that the football team won the State and National Championship for a second year in a row. Dr. Nixon noted that winning these championships for two consecutive years is unprecedented. The two teams have been invited to a reception prior to the February Board meeting to celebrate their accomplishment.
- Copies of the 2009-10 Annual Report to the Community were given to Board and audience members. Dr. Nixon commended Clarence Brown, Director of Marketing, for the very attractive and informative document.
- Professor Maya Alvarez-Galvan, who had previously addressed the Board regarding a new program on campus called MyBook@MtSAC, announced that 28 books had been nominated to be read by the campus community. The book selected (by the 120 people who voted) is *The Last Lecture*, by Professor Randy Pausch, a Carnegie Mellon computer science professor. Professor Alvarez-Galvan invited Board members to read the book and to participate in discussion groups.
- Dr. Nixon introduced Gema Ptasinski, from Vicenti, Lloyd & Stutzman, who provided a report to the Board on the 2009-10 fiscal year audit for the College, Financial Aid, and Auxiliary Services. The College again received a "clean/unqualified" audit, which is the best auditors can render. Ms. Ptasinski pointed out that there are no audit adjustments, which is a credit to the Fiscal Services staff, and the College is meeting its reserve requirements.

Dr. Nixon thanked the auditors for the good job they did and commended Associate Vice President, Fiscal Services Linda Baldwin, Fiscal Services Assistant Director Rosa Royce, and their staff for their outstanding work, resulting in such a good audit.

## 10. INFORMATIONAL REPORT

Board members were provided with a written update on Transfer, prepared by Heidi Lockhart, Director of Career & Transfer Services.

Mt. SAC continues to be a leader in the state in terms of numbers of transfers to state and local institutions. However, College transfer numbers have been greatly impacted by transfer capacity at other public institutions, particularly California State Universities, in the past 18 months. As capacity diminishes at the public four-year institutions due to budget cuts, so do Mt. SAC transfer numbers. In addition to the counseling services offered via the Counseling Department, Mt. SAC Career and Transfer Services provides transfer activities and events such as university representative appointments, university tours, transfer-related workshops, walk-in advising and application assistance, and classroom presentations to assist students in navigating the volatile transfer climate.

The Career and Transfer Center, which opened in fall 2007, with the remodel of the Student Services Center, has provided much needed space and services to inform students of transfer requirements. Student use of this facility has dramatically increased

from 5,387 duplicated student contacts in 2007-08 to 15,907 duplicated student contacts in 2009-10, a nearly 200% increase.

There was brief discussion regarding the transfer problems faced by students in 2009-10. Cal Poly Pomona and CSU Fullerton continue to be the top transfer destinations for Mt. SAC students. Director Lockhart cited recent initiatives taken by Transfer Services to improve transfer rates, including the launch of a listserv that now notifies nearly 8,000 students of transfer-related updates and deadlines as well as activities sponsored by the Career & Transfer Center. Class presentations on transfer admissions basics have doubled over the past three years, and the corresponding number of students reached has increased dramatically from 1,151 to 2,117 (84% increase) over the same period. A Facebook page has also been established to distribute transfer information and to engage students.

## **11. CONSENT AGENDA**

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

### **HUMAN RESOURCES**

1. Approval of Personnel Transactions, dated December 15, 2010.
2. Approval of renewal of management contracts, effective July 1, 2011.
3. Approval of a Contract for Investigative Services with The Titan Group, for the period December 16, 2010, through December 2011.

### **INSTRUCTION and STUDENT SERVICES**

4. Approval of a new Associate in Science Degree titled Integrated Pest Management, pending Chancellor's Office approval.
5. Approval of a new adult education vocational course titled Tutoring in Mathematics, pending Chancellor's Office approval.
6. Approval of fees for students attending the fourteen-week spring 2011 fire academy in the amount of \$1,800 (maximum).
7. Approval of activities and a contract for the Pilot Program for Course Material Rental grant.
8. Approval of activities and a contract for the Family and Consumer Sciences Discipline/Industry Collaborative grant.
9. Approval to accept the Child Care Access Means Parents in School grant.
10. Approval to accept the renewal of the Center of Excellence grant.
11. Approval of Community Services programs and courses for winter and spring 2011.

## ADMINISTRATIVE SERVICES

12. Approval of the Appropriation Transfers and Budget Revisions Summary.
13. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
14. Approval to increase bail amounts for Notice of Illegal Parking Citations, effective December 16, 2010.
15. Approval of an agreement with Vangent for services to produce 1098T forms for students.
16. Approval of an annual maintenance agreement with Coin Security Systems to provide annual key box maintenance and support.
17. Approval of an agreement with Thacker Berry Farms to lease College property located at the southwest corner of Grand Avenue and Amar Road for the period February 1, 2011, through July 31, 2011, with the option to extend for two additional months depending on the weather and quality of fruit.
18. Approval to reduce from 10% to 5% the retention for K.A.R. Construction, Inc. for the Agricultural Sciences Complex – Main Building – Concrete & Masonry package (Bid No. 2773).
19. Approval of various agreements to provide Professional Design and Consulting Services with Independent Roofing Consultants for the Design Technology Center project; with Bovis Lend Lease for the Performing Arts Center Chiller project; and with Bovis Lend Lease for the Parking Lot D project.
20. Approval of the following Change Orders:
  - Bid No. 2775 Agricultural Sciences Complex (Main Building) – Harbor Construction (General Contractor) – Change Order No. 10.
  - Bid No. 2777 Agricultural Sciences Complex (Main Building) – Continental Plumbing (Plumbing Contractor) – Change Order No. 12.
  - Bid No. 2779 Agricultural Sciences Complex (Main Building) – American Electric Company (Electrical Contractor) – Change Order No. 6.
  - Bid No. 2780 Agricultural Sciences Complex (Main Building) – Pierre Sprinkler & Landscape, Inc. (Landscape Contractor) – Change Order No. 2.
  - Bid No. 2847 Design Technology Center – Columbia Steel (Structural Steel and Miscellaneous Metals Contractor) – Change Order No. 2.
  - Bid No. 2849 Design Technology Center – RC Construction (General Contractor) – Change Order No. 3.

- Bid No. 2851 Design Technology Center – HPL Mechanical (Plumbing Contractor) – Change Order No. 2.
  - Bid No. 2874 Modifications to Upper Practice Field – CS Legacy Construction (General Contractor) – Change Order No. 3.
21. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 12.
22. Approval of the following Completion Notice:
- Bid No. 2800 Chemistry Building Lecture Hall Revisions – Sea West Enterprises, Inc. (Contractor)
23. Approval of the following Proposed Gifts and Donations to the College:
- Larry L. Redinger – Two wooden tables, four wooden chairs, storage cabinet, dolly, museum display materials, geology maps/charts, frames, science DVD, map storage cabinet, and power tools, valued by donor at \$1,420, to be used by the Natural Sciences Division.
  - Michael Daum – Drafting chair, valued by donor at \$50, to be used by the Technology & Health Division.
  - Michael Daum – Floor fan, matt cutter, and lawn mower, valued by donor at \$75, to be used by the Technology & Health Division.
  - Orange City Fire Department – Two 1995 Amkus power units, two spreaders, cutter, hoses, mineral oil, two sets rams, and 12 various nozzles, valued by donor at \$5,000, to be used by the Technology & Health Division.
  - City of La Verne Fire Department – Twenty-five total units Survivair Sigma self-contained breathing apparatus, masks, and bottles (breathing air units for firefighting), valued by donor at \$12,500, to be used by the Technology & Health Division.

Motion unanimously carried. Student Trustee concurred.

## 12. CONTRACT AMENDMENTS

It was moved by Trustee Baca, seconded by Trustee Chyr to approve the following Contract Amendments:

- Contract Agricultural Sciences Complex – Hill Partnership Inc. (Professional Design and Consulting Services Consultant) – Amendment No. 2.
- Contract Classroom Improvements – Humanities Building Restroom Upgrade – Hill Partnership Inc. (Professional Design and Consulting Services Consultant) – Amendment No. 2.

- Contract Building 45 Renovation – Kishimoto Architects, Inc. (Professional Design and Consulting Services Consultant) – Amendment No. 9.

Motion unanimously carried. Student Trustee concurred.

### **13. PUBLIC HEARING – COLLECTIVE BARGAINING SUCCESSOR AGREEMENT PROPOSALS**

In compliance with California Government Code, Chapter 10.7, Section 3547(b), Trustee Chen Haggerty opened the Public Hearing at 7:50 p.m. There were no statements made relative to the collective bargaining successor agreement proposals submitted by the District and the Faculty Association. The Public Hearing was closed at 7:51 p.m.

### **14. COLLECTIVE BARGAINING SUCCESSOR AGREEMENT – FACULTY ASSOCIATION**

Trustee Chen Haggerty asked that the following corrections be made to the backup information on this item: on page 64 of the backup packet, under Analysis and Fiscal Impact, please change the date in the third line from February 28 to February 1. On page 65 of the backup packet, under the Articles submitted by the Faculty Association, please delete Article 19: Retirement.

It was moved by Trustee Hall, seconded by Trustee Chyr, to approve the proposal to initiate faculty negotiations for a successor agreement for the period July 1, 2011, through June 30, 2014, as corrected. Motion unanimously carried. Student Trustee concurred.

### **15. CITIZENS OVERSIGHT COMMITTEE APPOINTMENTS**

It was moved by Trustee Baca, seconded by Trustee Hall, to appoint Fidel Vargas, Sr. and Steve O'Sullivan to a second two-year term on the Citizens Oversight Committee effective January 2011 through December 2012. Motion unanimously carried. Student Trustee concurred.

### **16. AUDIT REPORTS FOR FISCAL YEAR ENDING JUNE 30, 2010**

It was moved by Trustee Bader, seconded by Trustee Chyr, to accept the audit reports from Vicenti, Lloyd & Stutzman, Certified Public Accountants, for the fiscal year ending June 30, 2010, relating to books and records of the Mt. San Antonio Community College District, Financial Aid, and Mt. San Antonio College Auxiliary Services Corporation. Motion unanimously carried. Student Trustee concurred.

### **17. BOARD COMMUNICATION**

- All Board members shared the following comments:
  - Best wishes and thanks were offered to each retiring staff member.
  - Congratulations were extended to both the football team and men's soccer teams for their outstanding back-to-back State Championships. The teams' coaches were commended for their great work. The College Cheer/Dance Squads were also commended.

- All trustees thanked Trustee Hall for his year of service as President of the Board and congratulated Trustee Chen Haggerty on her appointment to the Presidency.
- Trustees mentioned the many events they have attended, including: Annual Holiday Wassail, the College holiday teas, the CCLC Annual Conference, the Foundation Planetarium event, the Annual Joint Board Dinner, and the Nursing Pinning Ceremony.
- All trustees wished everyone a safe and happy holiday season.
- Trustee Baca said he attended Governor Brown's Educational Summit held in Southern California. Chancellor Scott spoke at the event. Trustee Baca said that, while there was nothing particularly new, we can expect a budget reduction. Trustee Baca believes Governor Brown will ask the voters for additional revenue.
- Trustee Chyr said the University of La Verne recently appointed its new president, effective July 1, 2011. The new president is Dr. Devorah Lieberman, who was also one of Mt. SAC's Alumni of the Year in 2000. On behalf of the College, Trustee Chyr invited Dr. Lieberman to be this year's Commencement Speaker, and she enthusiastically accepted.

Trustee Chyr said he ran into former Mt. SAC baseball coach Art Mazmanian at the Holiday Wassail. Trustee Chyr shared his thoughts about Coach Mazmanian and his ability to connect with people.

- Trustee Bader thanked the College Chamber Singers for performing at the Pomona Rotary Club meeting.
- Trustee Hall said it was thrilling to see the gymnasium full of parents, friends, and associates of the 60 nursing students who received their pins. He also thanked Mr. and Mrs. Jim Randall for helping to pay for new seats in the Planetarium.
- Trustee Chen Haggerty said the end of the year is a good time for the College to reflect on its many successes as well as plan for the future. The College is going to need to think outside the box when it comes to the budget. Trustee Chen Haggerty said she is grateful to serve the College.

## **18. ADJOURNMENT**

The meeting adjourned at 8:18 p.m.

JSN:dc

## **The Aid Success Project – Aid Like A Paycheck**

### **Overview:**

The Aid Success Project is a Bill and Melinda Gates Foundation funded initiative whose purpose is to explore how the communication, delivery, and design of financial aid can improve postsecondary outcomes for low income students. In partnership with MDRC (a nonprofit social policy research group) and in consultation with the Gates Foundation, The Institute for College Access & Success (TICAS) developed two pilot interventions designed to help low-income students persist and succeed in college by better utilizing financial aid. One of the pilots, Aid Like a Paycheck (ALAP) was designed to help students think about college much like a job by disbursing incremental grant payments in ways that may help students budget and manage their aid more effectively. A desired outcome of disbursing more frequently is that it will reduce the likelihood of students spending financial aid funds too quickly and dropping classes or cutting back on study time to work additional hours. Ultimately, the long term purpose of the Aid Success Project is to investigate whether the information sessions and financial aid disbursement mechanisms lead to improvements in academic progress and success. Mt. SAC was the only college selected to participate in the Aid Like a Paycheck pilot for the Fall 2010 semester.

### **Activities:**

A total of 609 students were invited; 104 attended the pilot project information sessions, and 80 students met the requirements to participate in the pilot. Criteria for participation included age ranging from 18-26, full-time enrollment at time of intake, minimum grant eligibility of \$3,200 annually and a minimum of 50 hours combined total work and school commitment per week.

Typically at colleges, students receive their financial aid disbursements in one or two lump sums during the semester. The students participating in the ALAP pilot received their grant aid for the fall semester in more regular intervals – twice a month. Students had the option of receiving their aid in the form of a check or as direct deposits. In addition to the students' financial aid, a supplemental payment of \$500, funded as part of the grant, was offered at the beginning of the term so students could purchase their books.

Although students were informed that they could opt out of the pilot at any time during the semester, 78 students remained in the pilot through the end of fall semester; two students withdrew within the first weeks of the pilot.

A second cohort of an additional 50 students will participate in the ALAP pilot beginning in the spring 2011 semester. Student data will be analyzed at the end of each semester.

Implementation and activities of the ALAP pilot project were a collaborative effort by the Bursar's Office, Fiscal Services, Information Technology, Research, and Financial Aid.

## Financial Aid Programs Annual Comparison

Year	Number of BOG Fee Waivers	Dollar Value of BOG Fee Waivers	Number of Pell Grants	Dollar Value of Pell Grants	Number of Loans	Dollar Value of Loans	Number of Scholarships	Dollar Value of Scholarships	Dollar Value of All Aid Programs
2007-08	13,121	\$4,854,976	4,634	\$12,289,636	350	\$1,220,699	406	\$310,740	\$21,152,031
2008-09	15,893	\$5,834,061	5,685	\$16,419,154	427	\$1,484,098	476	\$423,174	\$26,825,038
2009-10	18,316	\$8,176,073	7,823	\$25,922,783	506	\$1,601,452	541	\$492,600	\$38,860,572
3-year +/-	5,195	\$3,321,097	3,189	\$13,633,147	156	\$380,753	135	\$181,860	\$17,708,541
% Change	40%	68.4%	68.8%	110.9%	44.6%	31.2%	33.3%	58.5%	83.7%

Funding to all students in all financial aid programs increased from 2007-08 through 2009-10 by nearly \$18 million dollars (83.7%).

- The Board of Governors Fee Waiver Program increased by more than \$3 million dollars (40%) as a result of an increase in the number of students applying and the increase in the per unit enrollment fee.
- The Pell Grant program accounted for the largest increase and exceeded the 2007-08 dollars disbursed by approximately 111%.

## Financial Aid Applications Processed

2007-08	2008-09	2009-10	3-year +/-	Percentage Change
17,608	22,290	28,430	10,822	61.5%

The percent of Federal Student Aid applications received and processed by Financial Aid has increased by 10,822 (61.5%) from 2007-08 through 2009-10.

- Students may begin applying for financial aid as early as January 1 for the subsequent academic year.
- Students may list up to 10 schools on their FAFSA; however, not all students who list Mt. SAC end up enrolling here for classes.

## Loan Default Rates

	2006	2007	2008
<b>Mt. SAC Loan Default Rates</b>	6.2%	7.8%	8.4%
<b>Number of Students in Repayment</b>	192	165	130
<b>Number of Students in Default</b>	12	13	11

- The default rate has steadily increased by 2% from 2006 to 2008 mainly because fewer students went into repayment.
- The default rate for Mt. SAC has remained below 10% since 1997.

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

**DATE:** January 26, 2011

**CONSENT**

**SUBJECT:** Economic Modeling Specialists Inc. (EMSI)

**BACKGROUND**

In previous years, Mt. San Antonio College has had a contract with the Economic Modeling Specialists Inc. (EMSI) to provide the College with web-based access to tools for economic impact and analyses. The purpose of the renewal contract with EMSI is to re-establish the contractual relationship for the provision of Analyst (formerly Strategic Advantage), a web-based tool including the Economic Impact, Educational Analyst, Economic Forecaster, and Career Pathways modules to Mt. San Antonio College and Center of Excellence for Mt. San Antonio College.

**ANALYSIS AND FISCAL IMPACT**

Renewal access to Analyst is provided with payment of \$6,000 for a one-year subscription (May 1, 2011 through February 28, 2012) and includes county-level and zip-level data for seven counties.

**Funding Source**

General Fund - \$3,000; Center of Excellence - \$3,000.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the renewal of the contract with EMSI.

Prepared by: Barbara McNeice-Stallard

Recommended by: John S. Nixon

Agenda Item: Consent #1

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

**DATE:** January 26, 2011

**CONSENT**

**SUBJECT:** Contract with Harris Connect

**BACKGROUND**

The Mt. San Antonio College Foundation contracts with Harris Connect, the largest provider of data services and alumni development software. This payment request is the third contract year payment for services, in the amount of \$10,500.

**ANALYSIS AND FISCAL IMPACT**

Through this use of technology the Foundation has increased individual giving and is now reaching out to over 22,000 alumni with updated, current email and addresses using this technology. The Foundation experienced the largest individual giving month (excluding large bequests or real estate gifts) in December 2010, due in part to the use of this technology to communicate with donors and alumni. The potential for giving of these newly acquired alumni contacts using this technology is estimated to be four times the cost of the investment over the next two years.

**Funding Source**

General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves payment for the third year contract for Harris Connect to provide online services for alumni and donor development and communication.

Prepared by: Richard Morley

Recommended by: John S. Nixon

Agenda Item: Consent #2

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

**DATE:** January 26, 2011

**CONSENT**

**SUBJECT:** Personnel Transactions

**CLASSIFIED EMPLOYMENT**

**Permanent New Hire(s)**

Name: Gibson, Daniel  
 Position: Parking Officer New: Yes  
 Department: Public Safety  
 Sal Range/Step: A-71, Step 1 Salary: \$1,607.68/month  
 % of Position: 47.5% # Mos.: 12  
 Effective: 01/29/11

Name: Lara, Salvador  
 Position: Custodian New: Yes  
 Department: Custodial Services  
 Sal Range/Step: B-34, Step 1 Salary: \$2,885.59/month  
 % of Position: 100% # Mos.: 12  
 Effective: 01/27/11

Name: Mena, Miguel  
 Position: Building Automation Technician New: Yes  
 Department: Facilities Planning & Management  
 Sal Range/Step: B-78, Step 3 Salary: \$4,929.40/month  
 % of Position: 100% # Mos.: 12  
 Effective: 01/27/11

Name: Mesa, Florencio  
 Position: Parking Officer New: Yes  
 Department: Public Safety  
 Sal Range/Step: A-71, Step 1 Salary: \$1,607.68/month  
 % of Position: 47.5% # Mos.: 12  
 Effective: 01/28/11

Prepared by: Human Resources Staff

Reviewed by: Annette Loria

Recommended by: John S. Nixon

Agenda Item: Consent #3

**SUBJECT:** Personnel Transactions

**DATE:** January 26, 2011

**CLASSIFIED EMPLOYMENT**

**Permanent New Hire(s)** (continued)

Name: Meza, Lorenzo  
Position: Custodian New: No  
Department: Custodial Services  
Sal Range/Step: B-34, Step 1 Salary: \$2,885.89/month  
% of Position: 100% # Mos.: 12  
Effective: 01/27/11  
Replaces: Louie Martinez

**Promotion(s)**

Name: Carmona, Jacqueline  
Position: Scholarship Program Specialist New: No  
Department: Financial Aid  
Sal Range/Step: A-88, Step 6 Salary: \$5,115.84/month  
% of Position: 100% # Mos.: 12  
Effective: 02/01/11  
Remarks: Promoted from Secretary

Name: Nguyen, Rick  
Position: Information Technology Specialist:  
Academic Application & Portal Content New: Yes  
Department: Information Technology  
Sal Range/Step: A-124, Step 1+L1 Salary: \$5,878.45/month  
% of Position: 100% # Mos.: 12  
Effective: 01/31/11  
Remarks: Promoted from Learning Resources Computer Technician

**Reclassification(s)**

Name: Tsai, Chiou-Yueh  
Position: Senior Research Analyst  
Department: Research and Institutional Effectiveness  
Sal Range/Step: A-124, Step 4 Salary: \$6,639.06/month  
% of Position: 100% # Mos.: 12  
Effective: 12/01/10  
Remarks: Reclassified from position Research Analyst

**SUBJECT:** Personnel Transactions

**DATE:** January 26, 2011

**CLASSIFIED EMPLOYMENT**

**Resignation(s)**

Stearns-Moore, Kai, Coordinator, Marketing & Public Affairs, Marketing & Public Affairs, effective 01/07/11

Yau, Margaret, Laboratory Technician, Mathematics & Computer Sciences, Natural Sciences Division, effective 12/31/10

**Retirement(s)**

Mc Gee, Cheryl, Media Services Coordinator, Library & Learning Resources Center, effective 12/30/10

**Personal/Professional Growth Benefit(s)**

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

Johnson, Karen  
Montoya, Robert

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

Abesamis, Naomi  
Sanchez, Michelle

**SUPERVISORY EMPLOYMENT**

**Permanent New Hire(s)**

Name:	Pawlak, Matthew	
Position:	Supervisor, Farm	New: Yes
Department:	Agriculture	
Sal Range/Step:	S-9, Step 3	Salary: \$7,246.00/month
% of Position:	100%	# Mos.: 12
Effective:	02/07/11	

**SUBJECT:** Personnel Transactions

**DATE:** January 26, 2011

**SUPERVISORY EMPLOYMENT**

**Promotion(s)**

Name:	Macedo, Maria	
Position:	Supervisor, Student Services	New: Yes
Department:	Admissions & Records	
Sal Range/Step:	S-8, Step 1+L1	Salary: \$6,645.08/month
% of Position:	100%	# Mos.: 12
Effective:	12/09/10	
Remarks:	Promoted from Secretary	

**TEMPORARY EMPLOYMENT**

**Substitute Employee(s)**

Per employment list (See page 5.)

**Hourly Non-Academic Employee(s)**

Per employment list (See page 5 through 6.)

**Professional Experts Employee(s)**

Per employment list (See pages 6 through 7.)

**TEMPORARY EMPLOYMENT**

**Student Employee(s)**

Per employment list (See pages 7 through 8.)

**ACADEMIC EMPLOYMENT**

**Leave of Absence Without Pay**

<u>Name</u>	<u>Department</u>	<u>LHEs</u>	<u>Semester</u>
Williamson, Kisha	Child Development	6	Spring 2011

**Approval of Payment for Work Experience Instructor/Coordinator – Fall 2010**

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

<u>Instructor(s)</u>	<u>Number of Students</u>	<u>Amount</u>
Shum, Mee	16	\$2,001.31

**SUBJECT:** Personnel Transactions

**DATE:** January 26, 2011

**ACADEMIC EMPLOYMENT**

**Student Intern(s)**

Datema, Jodi, DSPS Department, University of Redlands, effective 01/21/11 – 04/15/11

Perez, Cecilia, DSPS Department, University of Redlands, effective 01/21/11 – 04/15/11

**Employees – Not Independent Contractor(s)**

PROVIDER	AREA/DEPT.	SERVICE / ASSIGNMENT	DATE(S)	AMOUNT
Acciani, Steven	Continuing Education	High School Curriculum & SLOs	01/10/11 – 06/19/11	Not to exceed \$40.28/hr.
Bellamy, Bobby	Continuing Education	High School Curriculum & SLOs	01/10/11 – 06/19/11	Not to exceed \$40.28/hr.
Black, Ernest	Continuing Education	High School Curriculum & SLOs	01/10/11 – 06/19/11	Not to exceed \$40.28/hr.

**TEMPORARY EMPLOYMENT**

**Substitute Employee(s)**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Contreras, Alma	Clerical Assistant	Adult Basic Education	16.16	01/27/11-06/30/11
Howell, Abigail	Clerical Assistant	Adult Basic Education	16.16	01/27/11-06/30/11
Pawlak, Mark	Animal Farm Operations Spec.	Agricultural Sciences	25.29	10/25/10-05/01/11
Tien, Johnny	Animal Farm Operations Spec.	Agricultural Sciences	25.29	12/15/10-05/31/11
Wong, Martin	Tutorial Services Assistant I	Adult Basic Education	15.08	01/03/11-06/30/11
Zubieta, Lorenzo	Clerical Specialist	Financial Aid	19.13	02/01/11-06/30/11

**Hourly Non-Academic Employee(s)**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Aguirre, Glenda	Human Resources Aide	Human Resources	16.24	02/01/11-06/30/11
Amaya, Celia	Study Skills Asst. I	Teacher Prep. Institute	10.27	01/27/11-06/10/11
Barnett, Jacquelyn	Study Skills Asst. I	Teacher Prep. Institute	10.27	01/27/11-06/10/11
Carr, Brian	Interpreter Trainee	DSPS	13.00	01/27/11-06/30/11
Castro, Sarai	Interpreter Trainee	DSPS	13.00	01/27/11-06/30/11
Dunn, Cindy	Study Skills Asst. I	Teacher Prep. Institute	10.27	01/03/11-06/10/11
Francis, Amanda	Study Skills Asst. I	Teacher Prep. Institute	10.27	01/27/11-06/10/11
Granger, Jimmy	Interpreter Trainee	DSPS	13.00	01/27/11-06/30/11
Huynh, Tuyen	Computer Lab. Asst. III	Business Division	10.08	02/28/11-06/30/11
Lennear, Claudia	Study Skills Assistant I	Teacher Prep. Institute	10.27	01/27/11-06/10/11
Llanas, Sandra	Caseworker Aide	CalWORKs	11.88	01/03/11-06/30/11
Marin, Irma	Human Resources Aide	Human Resources	16.24	02/01/11-06/30/11
Martinez, Diego	Study Skills Assistant III	LAC	12.48	01/27/11-06/30/11
Stuart, Tiffany	Interpreter Trainee	DSPS	13.00	01/27/11-06/30/11
Wang, Shiow	Study Skills Assistant I	Teacher Prep. Institute	10.27	01/27/11-06/10/11

**SUBJECT:** Personnel Transactions**DATE:** January 26, 2011**TEMPORARY EMPLOYMENT****Hourly Non-Academic Employee(s)** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Williams, Gloria	Interpreter Trainee	DSPS	13.00	01/27/11-06/30/11
Young, Eric	Study Skills Assistant I	Teacher Prep. Institute	10.27	01/27/11-06/10/11

**Professional Expert Employee(s)**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Adamiak, Ann	Interpreter III	DSPS	30.00	01/10/11-06/30/11
Aguirre, Nancy	Project Coordinator	Chemistry	35.00	01/03/11-06/30/11
Allen, Douglas	Sound Engineer II	Technical Services	20.00	11/30/10-06/30/11
Beach, Melissa	Health Promotion Specialist	Student Health Services	24.00	01/03/11-06/30/11
Benavides, Michelle	Interpreter II	DSPS	22.00	01/10/11-06/30/11
Boehner-Staylor, Maya	Project Expert/Specialist	Teacher Prep. Institute	25.00	12/01/10-06/15/11
Bui, Huu	Project Expert/Specialist	EOPS	25.00	01/03/11-06/30/11
Calderon, Yvette	Medical Assistant	Student Health Services	15.00	01/03/11-06/30/11
Cgherrie, WendyAnn	Interpreter I	Sign Language	18.00	11/16/10-12/13/10
Chessman, Leyla	Registered Nurse I	Student Health Services	28.94	01/03/11-06/30/11
Corcuera, Raul	Tutorial Specialist I	The Writing Center	17.00	01/10/11-02/27/11
Correa, Lena	Medical Assistant	Student Health Services	15.00	01/03/11-06/30/11
Cox, Douglas	Paramedic Specialist	Medical Services	15.60	01/18/11-06/30/11
Curtis, Allison	Adv. Practice Registered Nurse	Student Health Services	41.53	01/03/11-06/30/11
Cutler, Jalane	Interpreter III	DSPS	30.00	01/10/11-06/30/11
Daum, Emily	Project/Program Aide	Nursing	19.76	11/01/10-04/01/11
Davis, Joseph	Teaching Aide	Adult Basic Education	13.27	01/10/11-02/27/11
Deaton, Michelle	Paramedic Specialist	Medical Services	15.60	11/23/10-06/30/11
Deaton, Michelle	Proctor, EMT	Medical Services	12.48	12/02/10-06/30/11
Egan, Melissa	Health Promotion Specialist	Student Health Services	24.00	01/03/11-06/30/11
Fujimori, Alyssa	Project Expert/Specialist	Teacher Prep. Institute	25.00	01/03/11-06/10/11
Gleicher, Ginger	Interpreter V	DSPS	45.00	01/10/11-06/30/11
Goforth, Timothy	Lecturer-Fire Technology	Fire Technology	37.26	11/22/10-06/30/11
Goodson, Kathy	Interpreter V	DSPS	45.00	01/10/11-06/30/11
Larson, Laura	Interpreter I	DSPS	18.00	01/10/11-06/30/11
Ledeboer, Lisa	Technical Expert I	FCS	35.00	10/01/10-06/30/11
Lee, Stacy	Project Expert/Specialist	Admissions & Records	25.00	01/03/11-02/20/11
Littlefield, David	Paramedic Specialist	Medical Services	15.60	12/02/10-06/30/11
McNall, Marilyn	Technical Expert II	Adult Basic Education	45.00	01/03/11-06/30/11
Morales, Sarah	Interpreter I	DSPS	18.00	01/10/11-06/30/11
Moskowitz, Kelly	Interpreter V	DSPS	45.00	01/10/11-06/30/11
Padilla, E. Horacio	Interpreter IV	DSPS	38.00	01/10/11-06/30/11
Peek, Corbett	Physician	Student Health Services	61.67	01/03/11-06/30/11
Peña, Jose	Registered Nurse I	Student Health Services	28.94	01/03/11-06/30/11
Pimentel, Vanessa	Real Time Captioner III	DSPS	27.00	01/10/11-06/30/11
Quintana, Sergio	Interpreter II	DSPS	22.00	01/10/11-06/30/11
Ramirez, James	Lecturer-Fire Technology	Fire Technology	37.26	12/01/10-06/30/11
Salazar, Randy	Interpreter III	DSPS	30.00	01/10/11-06/30/11

**SUBJECT:** Personnel Transactions

**DATE:** January 26, 2011

**TEMPORARY EMPLOYMENT**

**Professional Expert Employee(s)** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Shaffer, Rachel	Interpreter III	DSPS	30.00	01/10/11-06/30/11
Sherman, Robert	Health Promotion Specialist	Wellness Center	24.00	11/19/10-06/30/11
Staylor, Daniel	Tutorial Specialist IV	Tutorial Services	23.22	12/01/10-06/30/11
Stooksbury, Phillip	Interpreter III	DSPS	30.00	01/10/11-06/30/11
Stuard, Elizabeth	Interpreter II	DSPS	22.00	01/10/11-06/30/11
Tinson, Kiser	Lecturer-Fire Technology	Fire Technology	37.26	09/01/10-06/30/11
Uliana, Regina	Psychologist	Student Health Services	48.83	01/03/11-06/30/11
VanLul, Nancy	Registered Nurse I	Student Health Services	28.94	01/03/11-06/30/11
Walter, Ann	Physician	Student Health Services	61.67	01/03/11-06/30/11
Walter, Kenneth	Sports Publicist	Physical Education	16.00	11/01/10-06/24/11
Wang, Lisa Anh	Project Expert/Specialist	Adult Basic Education	25.00	01/03/11-06/30/11

**Student Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Aguero, Jesse	Student Assistant IV	The Writing Center	11.25	01/03/11-02/25/11
An, Phuon	Student Assistant I	DSPS	8.00	11/21/10-12/21/10
Arias, Eduardo	Student Assistant I	Technical Services	8.00	11/30/10-02/27/11
Boye, Giseline	Student Assistant II	Admissions & Records	8.75	01/03/11-02/20/11
Chang, Andrew	Student Assistant III	Tutorial Services	10.00	11/08/10-02/20/11
Chavez, Steven	Student Assistant V	The Writing Center	12.50	01/03/11-02/25/11
Chung, Sue Zan	Student Assistant II	Admissions & Records	8.75	01/10/11-02/20/11
Dang, Linda	Student Assistant II	Biological Sciences	8.75	09/13/10-02/25/11
DeLeon-Huizar, Cynthia	Student Assistant II	Admissions & Records	8.75	01/03/11-02/20/11
DeVera, Michael	Student Assistant III	The Writing Center	10.00	01/03/11-02/25/11
Dinsmore, Mary	Student Assistant III	Teacher Prep. Institute	10.00	01/03/11-02/25/11
Duenas, David	Student Assistant III	The Writing Center	10.00	01/03/11-02/25/11
Enriquez, Michael	Student Assistant V	The Writing Center	12.50	01/03/11-02/25/11
Garbiso, Tiffany	Student Assistant III	Earth Sciences & Astro.	10.00	11/01/10-02/25/11
Gilek, Juliet	Student Assistant III	Teacher Prep. Institute	10.00	01/03/11-02/25/11
Gutierrez, Andrea	Student Assistant V	The Writing Center	12.50	01/03/11-02/25/11
Hamlin, Andrew	Student Assistant III	The Writing Center	10.00	01/03/11-02/25/11
Hardman, Eric	Student Assistant IV	Adult Basic Education	11.25	01/10/11-02/27/11
Hernandez, Ana	Student Assistant IV	EOPS	11.25	01/03/11-02/25/11
Hong, Connie	Student Assistant V	Adult Basic Education	12.50	12/07/10-02/28/11
Johnson, Heather	Student Assistant II	EOPS	8.75	01/03/11-02/25/11
Knoll, Micah	Student Assistant IV	The Writing Center	11.25	01/03/11-02/25/11
Kupferschmidt, Larissa	Student Assistant III	Earth Sciences & Astro.	10.00	11/01/10-02/25/11
Kwon, Isabel	Student Assistant III	Music	10.00	11/29/10-02/27/11
Moore, James	Student Assistant IV	Adult Basic Education	11.25	01/10/11-02/28/11
Nazaroff, Jonathon	Student Assistant V	The Writing Center	12.50	01/03/11-02/25/11
Nguyen, Joelle	Student Assistant II	Admissions & Records	8.75	01/10/11-02/20/11
Orona, Anthony	Student Assistant III	The Writing Center	10.00	01/03/11-02/25/11
Quintero, Leanne	Student Assistant I	DSPS	8.00	11/24/10-12/21/10

**SUBJECT:** Personnel Transactions**DATE:** January 26, 2011**TEMPORARY EMPLOYMENT****Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Roberts, Sabrina	Student Assistant V	The Writing Center	12.50	01/03/11-02/25/11
Robinson, Franklin	Student Assistant V	Adult Basic Education	12.50	01/10/11-02/28/11
Rocha, Lauren	Student Assistant V	The Writing Center	12.50	01/03/11-02/25/11
Rodriguez, Gregory	Student Assistant I	DSPS	8.00	11/24/10-12/21/10
Rodriguez, Joyce	Student Assistant III	Teacher Prep. Institute	10.00	01/03/11-02/25/11
Rothman, Andrea	Student Assistant IV	Hospitality	11.25	01/10/11-02/17/11
Silva, Adrienne	Student Assistant V	The Writing Center	12.50	12/01/10-12/13/10
Soliman, Katherine	Student Assistant II	The Writing Center	8.75	01/03/11-02/25/11
Stegner, Lisa	Student Assistant III	The Writing Center	10.00	01/03/11-02/25/11
Tanori, Sandra	Student Assistant II	Admissions & Records	8.75	01/10/11-02/20/11
Tejeda, David	Student Assistant III	The Writing Center	10.00	01/03/11-02/25/11
Trinh, David	Student Assistant IV	Adult Basic Education	11.25	01/10/11-06/30/11
Ulrich-Soloman, Eric	Student Assistant III	Career & Transfer Svcs.	10.00	01/10/11-02/17/11
Valencia, Tanya	Student Assistant I	DSPS	8.00	11/24/10-12/21/10
Vallejos, Michelle	Student Assistant I	DSPS	8.00	11/24/10-12/21/10
Vargas, Jonathan	Student Assistant I	DSPS	8.00	11/24/10-12/21/10
Velasco, Edith	Student Assistant II	Admissions & Records	8.75	01/10/11-02/20/11
Wailase, Salote	Student Assistant II	Admissions & Records	8.75	01/10/11-02/20/11
Wilkins, Sara	Student Assistant III	Teacher Prep. Institute	10.00	01/03/11-02/25/11
Woodcock, Jennifer	Student Assistant II	The Writing Center	8.75	01/03/11-02/25/11
Zangenberg, Elizabeth	Student Assistant I	DSPS	8.00	11/24/10-12/21/10
Zambrano, Diana	Student Assistant V	Adult Basic Education	12.50	01/10/11-02/27/11
Zavala, Jose	Student Assistant I	DSPS	8.00	11/24/10-12/21/10

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

**DATE:** January 26, 2011

**CONSENT**

**SUBJECT:** New Courses for the 2011-12 Academic Year

**BACKGROUND**

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

<u>Course</u>	<u>Course Title</u>
AGAG 91	Agricultural Calculations
AIRT 42A	Terminal Air Traffic Control
AIRT 42B	Enroute Air Traffic Control
ANAT 40A	Human Prosection
ANAT 40B	Human Prosection
ANIM 101B	Figure Gesture-Design
ANIM 101C	Figure Gesture-Design
ANIM 111B	Animal Drawing
ARTC 100	Graphic Design I
ARTC 120	Graphic Design II
ARTC 140	Graphic Design III
ARTC 160	Typography
ARTC 200	Web Design
ARTC 220	Graphic Design IV
ARTC 240	Multimedia Design
ARTC 280	Commercial Art Studio - Special Projects
ARTC 290	Portfolio
ARTC 299	Work Experience in Graphic Design
ARTD 43A	Introduction to Printmaking
ARTD 43B	Intermediate Printmaking in Intaglio/Relief
ARTD 44A	Printmaking: Introduction to Lithography
ARTD 44B	Printmaking: Intermediate Lithography
ARTD 45A	Printmaking: Introduction to Screenprinting
ARTD 45B	Printmaking: Intermediate Screenprinting
ARTD 46A	Introduction to Painterly Printmaking
ARTD 46B	Intermediate Painterly Printmaking
ARTD 47A	Printmaking: Alternative Methods Relief and Intaglio

Prepared by: Terri S. Long

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #4

**SUBJECT:** New Courses – 2011-12 Academic Year

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**DATE:** January 26, 2011

<u>Course</u>	<u>Course Title</u>
ARTD 99	Figure Drawing Special Studies
ARTS 34	The Sculptural Vessel
BIOL 24	Introduction to Public Health
BIOL 34L	Fundamentals of Genetics Lab
CISS 29	Computer Network Administration and Security Management (CNASM) Service Learning
CNET 58	Windows Server
DN-T 27	Theory and Principles of Pilates
DN-T 28	Functional Anatomy for Pilates
DN-T 29	Teaching Pilates Mat Repertoire
DN-T 30	Teaching Pilates Reformer Repertoire
DN-T 31	Pilates Teaching - Mat and Reformer
DN-T 32	Teaching Pilates Cadillac and Wunda Chair Repertoire
DN-T 33	Teaching Pilates Ped-a-Pul, Barrels, and Auxiliary Equipment Repertoire
DN-T 34	Pilates Teaching - Cadillac, Wunda Chair, and Auxiliary Equipment
DN-T 38	Dance Teaching Methods
DSPS 12	Career Exploration and Planning for students with Disabilities
DSPS 33	Strategies for Success in Math for Students with Disabilities
DSPS 34	Writing Strategies for Students with Disabilities
ENGL 8G	Creative Writing - Memoir Collection
ENGL 8I	Creative Writing - Nonfiction Collection
ENGL 9B	Expanding the Personal Journal
ENGR 99	Special Projects in Engineering
GEOG 30H	California Geography - Honors
GEOG 91	Service Learning for Geography
GEOG 91L	Service Learning for Geography Lab
GEOL 25	Geologic Field Studies: Southern California
GEOL 29	Special Topics in Field Geology
GRAP 15	InDesign Graphics
GRAP 30	Digital Productions
GRAP 40	Computer Graphics Special Topics
HRM 81	Garde Manger
HRM 82	Baking and Pastry
HRM 83	International Cuisines
ID 50	Interior Design Specialized Studio
MATH 55	Statway I
MATH 115	Statway II
PHIL 20AH	History of Western Philosophy - Honors
PHIL 20BH	History of Western Philosophy - Honors
PHOT 25	Digital Capture Workflow
PHOT 29	Studio Business Practices for Commercial Arts

**SUBJECT:** New Courses – 2011-12 Academic Year

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**DATE:** January 26, 2011

<u>Course</u>	<u>Course Title</u>
PHOT 98	Work Experience in Photography
PSYC 15	Introduction to Child Psychology
R-TV 23	Reality Show Production
SOC 14H	Marriage and the Family - Honors
SOC 91	Service Learning for Sociology
SOC 91L	Service Learning for Sociology Lab
VOC IHSS	In-Home Support Services

### **ANALYSIS AND FISCAL IMPACT**

These courses were developed by College departments and reviewed by divisions. The documentation has been thoroughly reviewed by the Educational Design Committee and approved by the Curriculum & Instruction Council and the Academic Senate.

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

#### Funding Source

Not applicable.

### **RECOMMENDATION**

It is recommended that the Board of Trustees approves the above courses, effective with the 2011-12 academic year.

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

**DATE:** January 26, 2011

**CONSENT**

**SUBJECT:** Forensics Students and Faculty to Attend the Speech on the Beach  
Swing Tournament in Corpus Christi, TX

**BACKGROUND**

The Communication Department is requesting approval for 14 forensics students and faculty members Jeff Archibald and Mei-Ling Hsieh to attend the Speech on the Beach Swing Tournament on February 25-27, 2011, in Corpus Christi, TX. Travel dates are February 24 and 28, 2011.

**ANALYSIS AND FISCAL IMPACT**

The estimated cost of the trip is \$9,240.

**Funding Source**

General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the attendance of 14 Forensics students and two faculty at the Speech on the Beach Swing Tournament.

Prepared by: Stephen Runnebohm

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #5

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

**DATE:** January 26, 2011

**CONSENT**

**SUBJECT:** Forensics Students to Attend the Glendale Community College/Mt. SAC  
Forensics Tournament in Glendale, AZ

**BACKGROUND**

The Communication Department is requesting approval for 17 forensics students and faculty members Jeff Archibald, Mei-Ling Hsieh, and John Vitullo to attend the Glendale Community College/Mt. SAC Forensics Tournament on February 12-13, 2011, in Glendale, AZ. Travel dates are February 11 and 14, 2011.

**ANALYSIS AND FISCAL IMPACT**

The estimated cost of the trip is \$4,900.

**Funding Source**

General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the attendance of 14 Forensics students and three faculty at the Glendale Community College/Mt. SAC Forensics Tournament.

Prepared by: Stephen Runnebohm

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #6

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

**DATE:** January 26, 2011

**CONSENT**

**SUBJECT:** Acceptance of Funds: Cohort Document Sub-grant

**BACKGROUND**

Mt. San Antonio College received an award notification for a Cohort Document sub-grant funded by the William and Flora Hewlett Foundation and the James Irvine Foundation. The California Leadership Alliance for Student Success initiative is managed through the Community College Leadership Program at The University of Texas at Austin. The purpose of the sub-grant is to coordinate, lead, and write a document, on cohort tracking to be used as a national publication for community colleges.

**ANALYSIS AND FISCAL IMPACT**

1. Funding for this sub-grant is \$5,000.
2. All activities must be completed on or before January 31, 2011.
3. Project activities will be carried out with sub-grant funds. There is no impact on the College budget.

**Funding Source**

University of Texas at Austin.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the sub-grant funds, as presented.

Prepared by: Barbara McNeice-Stallard

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #7

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

**DATE:** January 26, 2011

**CONSENT**

**SUBJECT:** Center of Excellence – Acceptance of SB 70 funds

**BACKGROUND**

The Center of Excellence is funded by the California Community Colleges Economic and Workforce Development Program to conduct environmental scanning. In partnership with business and industry, the Center researches, analyzes, and presents information on regional economic and workforce needs, customized for community colleges.

In January 2011, the Chancellor's Office awarded an additional \$60,000 to Mt. SAC's Center of Excellence to conduct research on STEM (Science, Technology, Engineering and Mathematics) careers in California, to present findings to faculty and counselors statewide, to create career exploration tools including multi-media, and to promote high-demand careers. The performance period is 12/01/2010 to 6/30/2011.

**ANALYSIS AND FISCAL IMPACT**

This new SB 70 grant for \$60,000 will complement the Center of Excellence annual budget of \$205,000. All activities will be carried out with grant funds. There is no match requirement for this grant. 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 Center of Excellence's additional award of \$60,000 for STEM careers research.

Prepared by: Joumana McGowan/Audrey Reille

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #8

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>January 26, 2011</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Affiliation Agreement with Mirada Hills Rehabilitation and Convalescent Hospital</u>	

**BACKGROUND**

Students enrolled in the Nursing Program require use of clinical facilities for training. Mirada Hills Rehabilitation and Convalescent Hospital, in La Mirada, will provide students with excellent training opportunities.

**ANALYSIS AND FISCAL IMPACT**

The new affiliation agreement between Mt. SAC and Mirada Hills Rehabilitation and Convalescent Hospital is the standard agreement used by the Technology and Health Division. No changes or amendments have been made.

The Nursing Department has received approval from the BRN (Board of Registered Nursing) to use this facility as a clinical training site.

The agreement shall be effective January 27, 2011.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the affiliation agreement with Mirada Hills Rehabilitation and Convalescent Hospital.

Prepared by: Sarah Daum

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #9

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

**DATE:** January 26, 2011

**CONSENT**

**SUBJECT:** Continuing Education – Contract Training

**BACKGROUND**

Continuing Education presents a wide variety of contract training programs and courses each semester.

**ANALYSIS AND FISCAL IMPACT**

**Contract Renewal**

The Institute of Reading Development (IRD) (Novato, CA), has requested the renewal of its contract, effective February 1, 2011, through October 1, 2011. IRD will pay Mt. SAC 10% of all tuition collected. There are no district costs.

**Contract Change**

Changes are being requested to an existing agreement (contract #1011-001) with Pomona Unified School District,

From: Pomona Unified School District  
Staff: 110 hours @ \$67.14/hr

To: Same  
Doug Hughey 55 hours @ \$71.92/hr  
Staff: 55 hours

**Funding Source**

Pomona Unified School District.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract renewal and contract change as presented.

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #10

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

**DATE:** January 26, 2011

**CONSENT**

**SUBJECT:** Additions/Changes to the Continuing Education Fee Based Program

**BACKGROUND**

Continuing Education presents a wide variety of programs and courses each semester. Additions and/or changes to the program are listed below.

**ANALYSIS AND FISCAL IMPACT**

**Community Services Program – New Classes:**

Course Title/Program	Presenter	Remuneration		Fee
		40%	Other	
Mixed Martial Arts	Maldonado, Saul	X		\$50
Kickboxing	Maldonado, Saul	X		\$50
Acting for Film and Television (Adults 18+)	Chandler, June	X		\$119
Commercial Acting for Kids and Teens	Chandler, June	X		\$81

**Funding Source**

All instructors/presenters are paid based on student registration fees collected or grant funds.

**Community Services Class Changes:**

From: <u>Open Fitness Swim Program</u> <u>Additional Instructors @ \$21/hour</u>	To: Same <u>Lepp, Jodi</u> <u>Rieben, Michael</u> <u>Idawata, David</u>
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**RECOMMENDATION**

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

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #11

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

**DATE:** January 26, 2011

**CONSENT**

**SUBJECT:** Contract with City of Ontario Training Center

**BACKGROUND**

Mt. SAC's Fire Academy requires the use of the fire training center located in Ontario. The Academy has used this facility for several years and continues to need such a facility as the College currently does not have the needed special resources on campus. The training center provides space and structures for live burns, skills training in the use of ladders, hoses, breathing apparatus, and all other related fire fighting equipment. A full-time fire academy is conducted twice each year. Each academy provides students with 560 hours of skill-based training.

**ANALYSIS AND FISCAL IMPACT**

The term of the contract is 2½ years (January 1, 2011–June 30, 2013). Mt. SAC currently has an agreement in place with Ontario Training Center that expired on December 31, 2010. The Mt. SAC Fire Technology Program wishes to continue this affiliation. The only change made to the terms of the agreement is the duration.

The agreement shall be effective January 1, 2011.

The annual cost for this contract is \$20,000 per year.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the affiliation agreement with City of Ontario Training Center.

Prepared by: Sarah Daum

Reviewed by: Virginia R. Burley

Recommended by: John S. Nixon

Agenda Item: Consent #12

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

**DATE:** January 26, 2011

**CONSENT**

**SUBJECT:** Contract with Kellogg West Conference Center for the Student Success  
Workshop

**BACKGROUND**

The Student Preparation and Success Council (SP&S) is partnering with the Basic Skills Coordinating Committee to host a two-day Student Success Workshop at Kellogg West Conference Center on February 10-11, 2011. Representatives from SP&S and Basic Skills as well as additional faculty, managers, staff, and students will be invited to attend. Up to 40 individuals may participate. In a climate of increasing statewide and national accountability, it is important for stakeholders at Mt. SAC to engage actively in an effort to understand the meanings of the term student success, identify local success priorities, and initiate a campus-wide strategy to ensure achievement of student success goals.

**ANALYSIS AND FISCAL IMPACT**

The event is to be held at the Kellogg West Conference Center at an approximate cost of \$41 for half-day participants and \$98 for two-day participants. The minimum cost of this event is \$1,390 (for 20 participants). It is estimated that 30-40 individuals will attend for a half-day and 15-25 individuals will attend for two days at a total cost not to exceed \$3,500.

**Funding Source**

Unrestricted General Fund and restricted (categorical) funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Student Success Workshop activities and contract, as defined above.

Prepared by: Audrey Yamagata Noji

Recommended by: John S. Nixon

Agenda Item: Consent #13

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

**DATE:** January 26, 2011

**CONSENT**

**SUBJECT:** Appropriation Transfers and Budget Revisions Summary

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

Pursuant to the California Code of Regulations, Title 5, Sections 58307 and 58308, transfers of funds from the reserve for contingencies 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 reserve for contingencies 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 12/01/10 - 01/12/11**

7097	From: 11000 - 361000 - 589000 - 100800	Other Services-Dance	\$ 220
	To: 11000 - 364000 - 232000 - 083550	Professional Expert Salaries-Athletics-General	220
	To provide funds for professional expert salaries.		
7098	From: 11000 - 363000 - 564000 - 083500	Repairs-Physical Education-General	640
	To: 11000 - 363000 - 452800 - 083500	Supplies-Repair Parts-Physical Education-General	640
	To provide funds for repair parts.		
7103	From: 13110 - 100100 - 641400 - 601000	New Equip.-Over \$5K-College Improvements	651
	To: 13110 - 100100 - 141000 - 100400	Hrly Noninstr Salaries-College Improvements	596
	13110 - 100100 - 311000 - 100400	STRS-College Improvements	25
	13110 - 100100 - 335000 - 100400	Medicare-College Improvements	9
	13110 - 100100 - 351000 - 100400	SUI-College Improvements	4
	13110 - 100100 - 361000 - 100400	W/C-College Improvements	8
	13110 - 100100 - 381000 - 100400	Alternative Retirement Plan-College Improvements	9
	To provide funds for hourly non-instructional salaries and employer contributions.		

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #14

**SUBJECT:** Appropriation Transfers and Budget Revisions Summary**DATE:** January 26, 2011

7115	From: 34000 - 314690 - 564000 - 693000	Repairs-Farm Operations-Horticulture	\$ 2,840
	To: 34000 - 314610 - 641200 - 693000	New Equip.-\$200-999-Farm Operations	1,618
	34000 - 314610 - 641300 - 693000	New Equip.-\$1,000-4,999-Farm Operations	1,222
	To provide funds for equipment.		
7116	From: 71100 - 521835 - 523000 - 696000	Student Travel and Conference-AS Leadership Inst-Fall	31
	To: 71100 - 521835 - 471000 - 696000	Food Supplies-AS Leadership Institute-Fall	31
	To provide funds for food supplies.		
7127	From: 17631 - 631000 - 641300 - 695000	New Equip.-\$1,000-4,999-Parking Services	15,000
	To: 17631 - 631000 - 561000 - 695000	Contracted Services-Parking Services	15,000
	To provide funds for contracted services.		
7128	From: 17631 - 631000 - 564000 - 695000	Repairs-Parking Services	500
	To: 17631 - 631000 - 641500 - 695000	New Equip. IT-\$200-999-Parking Services	500
	To provide funds for equipment.		
7130	From: 17631 - 631000 - 641300 - 695000	New Equip.-\$1,000-4,999-Parking Services	15,000
	To: 17631 - 631000 - 589000 - 695000	Other Services-Parking Services	15,000
	To provide funds for the installation of ticket dispensers and signs.		
7131	From: 17631 - 631000 - 641300 - 695000	New Equip.-\$1,000-4,999-Parking Services	5,000
	To: 17631 - 631000 - 555000 - 695000	Laundry and Cleaning-Parking Services	5,000
	To provide funds for the cleaning of uniforms.		
7132	From: 17341 - 392200 - 589200 - 701000	Services for Catering/Prom Items-VTEA Tech Prep	210
	To: 17341 - 392200 - 236000 - 701000	Overtime, Noninstructional-VTEA Tech Prep	190
	17341 - 392200 - 331000 - 701000	OASDI-VTEA Tech Prep	12
	17341 - 392200 - 335000 - 701000	Medicare-VTEA Tech Prep	4
	17341 - 392200 - 351000 - 701000	SUI-VTEA Tech Prep	1
	17341 - 392200 - 361000 - 701000	W/C-VTEA Tech Prep	3
	To provide funds for overtime salaries and employer contributions.		
7134	From: 11000 - 661000 - 451000 - 678000	Supplies-Information Technology	1,775
	To: 11000 - 661000 - 641200 - 677000	New Equip.-\$200-999-Information Technology	1,775
	To provide funds for equipment to be used on the blue emergency telephones.		
7135	From: 11000 - 371040 - 451000 - 060400	Supplies-Radio, Television	412
	To: 11000 - 371040 - 641200 - 060400	New Equip.-\$200-999-Radio, Television	412
	To provide funds for an audio art card for the internet radio station.		

**SUBJECT:** Appropriation Transfers and Budget Revisions Summary**DATE:** January 26, 2011

7137	From: 11000 - 621000 - 564000 - 651000	Repairs-Maintenance	\$ 15,000
	To: 11000 - 621200 - 451000 - 651000	Supplies-Maintenance-HVAC	15,000
	To provide funds for supplies.		
7140	From: 71005 - 521500 - 795000 - 696000	Reserve Contingency-Associated Students Office	3,000
	To: 71005 - 521500 - 561000 - 696000	Contracted Services-Associated Students Office	3,000
	To provide funds for contracted services for the Spring 2011 student activities stickers and inserts.		
7152	From: 11000 - 620110 - 561000 - 659000	Contracted Services-Energy Maintenance Projects	5,215
	To: 11000 - 625000 - 451000 - 653000	Supplies-Custodial	5,215
	To provide funds for supplies for the OS1 Custodial training program.		
7157	From: 11000 - 325000 - 561000 - 675000	Contracted Services-Professional/Organizational Dev	2,535
	To: 11000 - 325000 - 641600 - 675000	New Equip. IT-\$1,000-4,999-Professional/Orgn Dev	2,535
	To provide funds for computers for the Professional and Organizational Development staff and presenter stations.		
7158	From: 11000 - 350000 - 562000 - 601000	Facility Rental and Leases-Tech and Health Division	14,249
	To: 11000 - 350000 - 231000 - 601000	Short-Term, Nonacad Salaries-Tech/Health Division	14,249
	To provide funds for short-term, non-academic salaries.		
7159	From: 11000 - 502000 - 451000 - 620000	Supplies-Admissions and Records	218
	To: 11000 - 502000 - 589000 - 620000	Other Services-Admissions and Records	218
	To provide funds for other services.		
7160	From: 11000 - 622000 - 451000 - 655000	Supplies-Grounds	4,300
	To: 11000 - 622000 - 589000 - 655000	Other Services-Grounds	4,300
	To provide funds for tree trimming services.		
7161	From: 11000 - 990000 - 792000 - 000000	Unallocated Contingency-Reserves for Contingency	15,000
	To: 11000 - 100000 - 521100 - 660000	College Travel-President	15,000
	To correct a budget reduction that was processed in error.		
7162	From: 11990 - 900640 - 641300 - 000000	New Equip. -\$1,000-4,999-Instr Equipment-Budget Hold	8,000
	To: 11000 - 350000 - 564000 - 601000	Repairs-Tech and Health Division	8,000
	To provide funds for the repair of a simulator mannequin.		
7163	From: 17010 - 300250 - 451000 - 170100	Supplies-Statistics Pathway (Statway) Project	2,000
	17010 - 300250 - 641600 - 170100	New Equip. IT-\$1,000-4,999-Statistics Pthway (Statway)	2,000
	To: 17010 - 300250 - 236000 - 170100	Overtime, Noninstructional-Statistics Pathway (Statway)	3,646
	17010 - 300250 - 331000 - 170100	OASDI-Statistics Pathway (Statway) Project	226
	17010 - 300250 - 335000 - 170100	Medicare-Statistics Pathway (Statway) Project	54

**SUBJECT:** Appropriation Transfers and Budget Revisions Summary**DATE:** January 26, 2011

	17010 - 300250 - 351000 - 170100	SUI-Statistics Pathway (Statway) Project	\$ 26
	17010 - 300250 - 361000 - 170100	W/C-Statistics Pathway (Statway) Project	48
	To provide funds for overtime salaries and employer contributions.		
7165	From: 11000 - 311510 - 433000 - 010900	Instr Supplies-Repair Parts-Horticultural Sciences	2,100
	To: 11000 - 311510 - 564000 - 010900	Repairs-Horticultural Sciences-General	2,100
	To provide funds for the repairs of two soil trailers.		
7191	From: 11000 - 313010 - 431000 - 170100	Instr Supplies/Materials-Mathematics	1,500
	To: 11000 - 313010 - 584000 - 170100	Computer/Technlgy Related Serv-Mathematics	1,500
	To provide funds for a software license renewal.		
7196	From: 11000 - 353000 - 431000 - 093400	Instr Supplies/Materials-Electronics, Computer Tech	1,565
	To: 11000 - 353000 - 641200 - 093400	New Equip.-\$200-999-Electronics, Computer Tech	1,565
	To provide funds for calibration kits.		
7202	From: 71005 - 521500 - 795000 - 696000	Reserve Contingency-Associated Students Office	1,300
	To: 71005 - 521500 - 641600 - 696000	New Equip. IT-\$1,000-4,999-Assoc Students Office	1,300
	To provide funds for a computer for the Student Center Specialist as approved by the Associated Students Senate.		
7210	From: 11000 - 200000 - 584000 - 673000	Computer/Technlgy Related Serv-VP Human Resources	2,000
	To: 11000 - 200000 - 451000 - 673000	Supplies-VP Human Resources	2,000
	To provide funds for supplies.		
7212	From: 11000 - 200000 - 641300 - 673000	New Equip.-\$1,000-4,999-VP Human Resources	3,976
	To: 11000 - 200000 - 561000 - 673000	Contracted Services-VP Human Resources	3,976
	To provide funds for contracted services.		
7213	From: 17620 - 380420 - 133000 - 123030	Hrly Instr Sal-Reg Sch Year-WIA Allied Health Programs	18,284
	17620 - 380420 - 311000 - 123030	STRS-WIA Allied Health Programs	2,205
	17620 - 380420 - 641300 - 123030	New Equip.-\$1,000-4,999-WIA Allied Health Programs	1,268
	17620 - 380420 - 641400 - 123030	New Equip.-Over \$5K-WIA Allied Health Programs	1,624
	17620 - 380420 - 641600 - 123030	New Equip. IT-\$1,000-4,999-WIA Allied Health Program	338
	17620 - 380420 - 769000 - 732000	Other Student Aid-WIA Allied Health Programs	690
	To: 17620 - 380420 - 232000 - 123030	Professional Expert Salaries-WIA Allied Health Prgm	18,352
	17620 - 380420 - 236000 - 123030	Overtime, Noninstructional-WIA Allied Health Programs	1,308
	17620 - 380420 - 433000 - 123030	Instr Supplies-Repair Parts-WIA Funds Allied Health Proç	2,090
	17620 - 380420 - 563000 - 123030	Equipment Rental and Leases-WIA Allied Health Prgm	2,659
	To provide funds for professional expert and overtime salaries, instructional supplies-repair parts, and equipment rental and leases.		

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7229	From: 41000 - 990000 - 795000 - 000000	Reserve Contingency-Reserves for Contingency	\$ 10,450
	To: 41004 - 672000 - 622000 - 710000	Addition to Bldgs under 150K-Broadcast/Presentation	10,450
	To provide funds for the purchase and installation of a new satellite dish for Building 6.		
7257	From: 17620 - 380420 - 431000 - 123030	Instr Supplies/Materials-WIA Allied Health Programs	25
	To: 17620 - 380420 - 321000 - 123030	PERS-WIA Allied Health Programs	25
	To provide funds for PERS employer contribution.		
7258	From: 17800 - 370000 - 431000 - 000000	Instr Supplies/Materials-Arts Division	336
	17800 - 371040 - 431000 - 060400	Instr Supplies/Materials-Radio, Television	1,400
	To: 17800 - 371040 - 584000 - 060400	Computer/Technlgy Related Serv-Radio, Television	1,736
	To provide funds for software licenses for the Radio-Television program.		
7259	From: 11000 - 990000 - 792000 - 000000	Unallocated Contingency-Reserves for Contingency	15,499
	To: 11900 - 960000 - 351100 - 499900	SUI Instructional-Health and Welfare	12,394
	11900 - 960000 - 352000 - 679000	SUI Classified NonInstr-Health and Welfare	3,105
	To provide funds for State Unemployment Insurance Local Experience charge for the 2010 3rd quarter.		
7261	From: 11000 - 371040 - 451000 - 060400	Supplies-Radio, Television	1,310
	To: 11000 - 371040 - 561000 - 060400	Contracted Services-Radio, Television	1,310
	To provide funds for Associated Press news services.		
7265	From: 13621 - 625000 - 641200 - 653000	New Equip.-\$200-999-Custodial	400
	To: 13621 - 625000 - 451000 - 653000	Supplies-Custodial	400
	To provide funds for recycling trash cans.		
7266	From: 11000 - 625000 - 451000 - 653000	Supplies-Custodial	3,997
	To: 11000 - 625000 - 584000 - 653000	Computer/Technlgy Related Serv-Custodial	1,997
	11000 - 625000 - 641200 - 653000	New Equip.-\$200-999-Custodial	2,000
	To provide funds for vacuum cleaners and for a computer lease for the OS1 Custodial training program.		
7267	From: 11000 - 621200 - 451000 - 651000	Supplies-Maintenance-HVAC	1,325
	To: 11000 - 621200 - 641300 - 651000	New Equip.-\$1,000-4,999-Maintenance-HVAC	1,325
	To provide funds for an evaporative cooler for the electric shop in Building 47.		
7270	From: 11000 - 371040 - 451000 - 060400	Supplies-Radio, Television	500
	To: 11000 - 371040 - 564000 - 060400	Repairs-Radio, Television	500
	To provide funds for the repairs of a mac computer.		
7273	From: 17635 - 380370 - 511000 - 490000	Consultants-CTE Community Collaborative	5,000
	17635 - 380370 - 521000 - 490000	Travel and Conferences-CTE Community Collaborative	4,000
	17635 - 380370 - 561000 - 490000	Contracted Services-CTE Community Collaborative	3,000

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	To:	17635 - 380370 - 431000 - 490000	Instr Supplies/Materials-CTE Community Collaborative	\$ 2,000
		17635 - 380370 - 431300 - 490000	Instr Supplies-Lab-CTE Community Collaborative	6,000
		17635 - 380370 - 441000 - 490000	Software-Under \$200-CTE Community Collaborative	1,000
		17635 - 380370 - 641200 - 490000	New Equip.-\$200-999-CTE Community Collaborative	3,000
		To provide funds for instructional supplies, software, and equipment.		
7277	From:	17131 - 380110 - 562000 - 130100	Facility Rental and Leases-Family/Consumer Sciences	3,000
	To:	17131 - 380110 - 453200 - 130100	Supplies-Promotional Items-Family/Consumer Sciences	3,000
		To provide funds for supplies-promotional items.		
7281	From:	17350 - 336100 - 641600 - 684000	New Equip. IT-\$1,000-4,999-Center of Excellence	546
	To:	17350 - 336100 - 584000 - 684000	Computer/Technlgy Related Serv-Center of Excellence	546
		To provide funds for computer / technology related services.		
7275	From:	11000 - 990000 - 792000 - 000000	Unallocated Contingency-Reserves for Contingency	90,000
	To:	11900 - 900800 - 731000 - 731000	Interfund Transfers-Out-Admin Services-Institutional	90,000
		To provide funds for the replacement of windows with safety glass in Building 9C.		
7279	From:	11000 - 990000 - 792000 - 000000	Unallocated Contingency-Reserves for Contingency	8,956
	To:	11000 - 620000 - 562000 - 659000	Facility Rental/Leases-Facilities Planning and Mgmt.	8,956
		To provide funds for the annual rental of the portable restroom building for Continuing Education.		
7285	From:	11000 - 325000 - 511000 - 675000	Consultants-Professional/Organizational Development	1,596
	To:	11000 - 325000 - 641600 - 675000	New Equip. IT-\$1,000-4,999-Professional/Org Develop	1,596
		To provide funds for equipment.		

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**BUDGET REVISIONS**  
For the period 12/01/10 - 01/12/11

**Mt. SAC Student Support Services**

7100	Revenue:	17371 - 514500 - 812003 - 701000	Federal Revenue	\$ 220,000
	Expenditures:	17371 - 514500 - 123000 - 701000	Noninstr Salaries-Counselors	82,056
		17371 - 514500 - 211000 - 701000	Classified Salaries-Unit A	30,720
		17371 - 514500 - 211000 - 701000	Classified Salaries-Unit A	14,931
		17371 - 514500 - 231000 - 701000	Short-Term, Nonacad Salaries	8,100
		17371 - 514500 - 261000 - 701000	Hrly Instr Aide Sal-Other	8,100
		17371 - 514500 - 311000 - 701000	STRS	6,770
		17371 - 514500 - 321000 - 701000	PERS	4,888
		17371 - 514500 - 331000 - 701000	OASDI	2,831
		17371 - 514500 - 335000 - 701000	Medicare	1,190
		17371 - 514500 - 335000 - 701000	Medicare	895
		17371 - 514500 - 351000 - 701000	SUI	591
		17371 - 514500 - 351000 - 701000	SUI	445
		17371 - 514500 - 361000 - 701000	W/C	1,091
		17371 - 514500 - 361000 - 701000	W/C	824
		17371 - 514500 - 371000 - 701000	CIL	9,746
		17371 - 514500 - 371000 - 701000	CIL	8,104
		17371 - 514500 - 381000 - 701000	Alternative Retirement Plan	486
		17371 - 514500 - 391000 - 701000	Retiree Benefits	365
		17371 - 514500 - 391000 - 701000	Retiree Benefits	656
		17371 - 514500 - 431000 - 701000	Instr Supplies/Materials	1,500
		17371 - 514500 - 451000 - 701000	Supplies	1,500
		17371 - 514500 - 451000 - 701000	Supplies	1,000
		17371 - 514500 - 521000 - 701000	Travel and Conferences	4,723
		17371 - 514500 - 523000 - 701000	Student Travel and Conference	5,000
		17371 - 514500 - 589000 - 701000	Other Services	488
		17371 - 514500 - 589200 - 701000	Services for Catering/Prom Items	1,000
		17371 - 514500 - 641600 - 701000	New Equip. IT-\$1,000-4,999	4,000
		17371 - 514500 - 644200 - 701000	Software-\$200-999	1,000
		17371 - 514500 - 762000 - 732000	Enrollment Fees and Tuition	1,000
		17371 - 514500 - 764000 - 732000	Book Vouchers	16,000

**Planetarium Renovation**

7138	Revenue:	41048 - 778300 - 898001 - 710000	Other Financing Sources	60,000
	Expenditures:	41048 - 778300 - 621000 - 710000	New Buildings	60,000

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<b>Family &amp; Consumer Sciences - Fashion Symposium</b>			
7154	Revenue:	13387 - 380480 - 889000 - 130100	Other Local Revenues \$ 11,250
	Expenditures:	13387 - 380480 - 589000 - 130100	Other Services 6,000
		13387 - 380480 - 589200 - 130100	Services for Catering/Prom Items 5,250
<b>Print Making Card</b>			
7155	Revenue:	13708 - 371000 - 887700 - 100100	Local Revenue 1,575
	Expenditures:	13708 - 371000 - 431500 - 100100	Instr Supplies-Material Fees 1,575
<b>Interior Design / Fashion, Print Card</b>			
7156	Revenue:	13710 - 336030 - 887730 - 130200	Local Revenue 1,550
	Expenditures:	13710 - 336030 - 431500 - 130200	Instr Supplies-Material Fees 1,550
<b>Mt. SAC Pilot Course Material Program</b>			
7167	Revenue:	17059 - 380470 - 812000 - 691000	Federal Revenue 983,469
	Expenditures:	17059 - 380470 - 411000 - 691000	Textbooks 555,672
		17059 - 380470 - 451000 - 691000	Supplies 5,650
		17059 - 380470 - 471000 - 691000	Food Supplies 1,600
		17059 - 380470 - 511000 - 691000	Consultants 40,000
		17059 - 380470 - 529000 - 691000	Travel and Conferences, Other 22,673
		17059 - 380470 - 583000 - 691000	Advertisement, Non-Legal 6,000
		17059 - 380470 - 589000 - 691000	Other Services 248,786
		17059 - 380470 - 591000 - 691000	Indirect Costs 94,538
		17059 - 380470 - 641300 - 691000	New Equip.-\$1,000-4,999 5,000
		17059 - 380470 - 641500 - 691000	New Equip. IT-\$200-999 750
		17059 - 380470 - 641600 - 691000	New Equip. IT-\$1,000-4,999 2,800
<b>2010-11 Architecture Production Card</b>			
7183	Revenue:	13703 - 352500 - 887700 - 095300	Local Revenue 3,965
	Expenditures:	13703 - 352500 - 431500 - 095300	Instr Supplies-Material Fees 3,515
		13703 - 352500 - 564500 - 095300	Maintenance Agreements 450
<b>2010-11 EOPS</b>			
7184	Revenue:	17541 - 523000 - 862200 - 643000	State Revenue 144,716
	Expenditures:	17541 - 523000 - 211000 - 643000	Classified Salaries-Unit A 1,076
		17541 - 523000 - 231000 - 643000	Short-Term, Nonacad Salaries 5,000
		17541 - 523000 - 232000 - 643000	Professional Expert Salaries 6,590
		17541 - 523000 - 241000 - 493000	Hrly Instr Aide Sal-Dir Instr 2,000
		17541 - 523000 - 321000 - 643000	PERS (69)
		17541 - 523000 - 331000 - 643000	OASDI (39)
		17541 - 523000 - 335000 - 493000	Medicare 30
		17541 - 523000 - 335000 - 643000	Medicare 190

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		17541 - 523000 - 351000 - 493000	SUI	\$	14
		17541 - 523000 - 351000 - 643000	SUI		90
		17541 - 523000 - 361000 - 493000	W/C		27
		17541 - 523000 - 361000 - 643000	W/C		170
		17541 - 523000 - 381000 - 493000	Alternative Retirement Plan		60
		17541 - 523000 - 381000 - 643000	Alternative Retirement Plan		400
		17541 - 523000 - 391000 - 643000	Retiree Benefits		(6)
		17541 - 523000 - 754000 - 643000	EOPS Grants		1,195
		17541 - 523000 - 764000 - 643000	Book Vouchers		127,988
		<b>2010-11 Scheduled Maintenance Projects-District</b>			
7203	Revenue:	41061 - 940340 - 898001 - 710000	Other Financing Sources		40,000
	Expenditures:	41061 - 700650 - 622000 - 710000	Addition to Bldgs under 150K		40,000
		<b>2010-11 Scheduled Maintenance Projects-District</b>			
7204	Revenue:	41061 - 940340 - 898001 - 710000	Other Financing Sources		75,000
	Expenditures:	41061 - 700640 - 622000 - 710000	Addition to Bldgs under 150K		75,000
		<b>2010-11 Scheduled Maintenance Projects-District</b>			
7205	Revenue:	41061 - 940340 - 898001 - 710000	Other Financing Sources		35,000
	Expenditures:	41061 - 700630 - 622000 - 710000	Addition to Bldgs under 150K		35,000
		<b>Fire Academy, Instructional Materials, Spring 2011</b>			
7234	Revenue:	13355 - 355150 - 887714 - 213350	Local Revenue		62,860
	Expenditures:	13355 - 355150 - 431500 - 213350	Instr Supplies-Material Fees		62,860
		<b>Aircraft Maintenance Fee</b>			
7247	Revenue:	13737 - 351510 - 887700 - 095000	Local Revenue		1,395
	Expenditures:	13737 - 351510 - 141000 - 095000	Hrly Noninstr Salaries		1,246
		13737 - 351510 - 311000 - 095000	STRS		103
		13737 - 351510 - 335000 - 095000	Medicare		19
		13737 - 351510 - 351000 - 095000	SUI		9
		13737 - 351510 - 361000 - 095000	W/C		18
		<b>Lease Revenue Bonds-COPS</b>			
7248	Revenue:	41052 - 940330 - 886000 - 000000	Local Revenue		1,506
	Expenditures:	41052 - 700210 - 621000 - 710000	New Buildings		1,506
		<b>Writing Center, Printing Fees</b>			
7249	Revenue:	13341 - 340100 - 887700 - 150100	Local Revenue		5,127
	Expenditures:	13341 - 340100 - 431500 - 150100	Instr Supplies-Material Fees		5,127

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<b>Ceramics, Clay Card</b>				
7249	Revenue:	13701 - 371000 - 887700 - 100100	Local Revenue	\$ 1,523
	Expenditures:	13701 - 371000 - 431500 - 100100	Instr Supplies-Material Fees	1,523
<b>Business, Color Copy / Laser Cards</b>				
7249	Revenue:	13702 - 330000 - 887700 - 000000	Local Revenue	3,427
	Expenditures:	13702 - 330000 - 431500 - 000000	Instr Supplies-Material Fees	3,427
<b>Health Careers, Lab Print Card</b>				
7249	Revenue:	13704 - 350500 - 887700 - 129900	Local Revenue	96
	Expenditures:	13704 - 350500 - 431500 - 129900	Instr Supplies-Material Fees	96
<b>Arts, Materials Card</b>				
7249	Revenue:	13705 - 371000 - 887700 - 100100	Local Revenue	85
	Expenditures:	13705 - 371000 - 431000 - 100100	Instr Supplies/Materials	85
<b>Photographics, Production Card</b>				
7249	Revenue:	13706 - 376000 - 887700 - 103000	Local Revenue	4,240
	Expenditures:	13706 - 376000 - 431500 - 103000	Instr Supplies-Material Fees	4,240
<b>Commercial Art, Print Card</b>				
7249	Revenue:	13707 - 371010 - 887700 - 101300	Local Revenue	320
	Expenditures:	13707 - 371010 - 431000 - 101300	Instr Supplies/Materials	320
<b>Arts, Print Making Card</b>				
7249	Revenue:	13708 - 371000 - 887700 - 100100	Local Revenue	9
	Expenditures:	13708 - 371000 - 431500 - 100100	Instr Supplies-Material Fees	9
<b>Animation, Paper Card</b>				
7249	Revenue:	13709 - 371010 - 887700 - 101300	Local Revenue	320
	Expenditures:	13709 - 371010 - 431500 - 101300	Instr Supplies-Material Fees	320
<b>Nursing, HESI Test</b>				
7249	Revenue:	13731 - 351000 - 887700 - 123000	Local Revenue	1,128
	Expenditures:	13731 - 351000 - 584000 - 123000	Computer/Technlgy Related Serv	1,128
<b>Air Conditioning, EPA Test</b>				
7249	Revenue:	13732 - 353510 - 887700 - 094600	Local Revenue	450
	Expenditures:	13732 - 353510 - 584000 - 094600	Computer/Technlgy Related Serv	450

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<b>Welding Certification</b>				
7249	Revenue:	13734 - 353520 - 887700 - 095650	Local Revenue	\$ 1,125
	Expenditures:	13734 - 353520 - 431500 - 095650	Instr Supplies-Material Fees	1,125
<b>Welding Certification</b>				
7249	Revenue:	13736 - 413100 - 887700 - 010920	Local Revenue	250
	Expenditures:	13736 - 413100 - 431500 - 010920	Instr Supplies-Material Fees	250
<b>Welding Certification</b>				
7249	Revenue:	13741 - 900810 - 888500 - 672000	Local Revenue	10,080
	Expenditures:	13741 - 900810 - 451000 - 672000	Supplies	10,080
<b>2010-11 CalWorks</b>				
7262	Revenue:	17221 - 523400 - 862500 - 647000	State Revenue	221,915
	Expenditures:	17221 - 523400 - 143000 - 647000	Hrly Noninstr Sal-Counselors	40,500
		17221 - 523400 - 211000 - 647000	Classified Salaries-Unit A	10,491
		17221 - 523400 - 231000 - 647000	Short-Term, Nonacad Salaries	37,681
		17221 - 523400 - 231500 - 647000	Short-Term, NA Sal, Work Study	100,402
		17221 - 523400 - 232000 - 647000	Professional Expert Salaries	14,000
		17221 - 523400 - 311000 - 647000	STRS	2,970
		17221 - 523400 - 335000 - 647000	Medicare	589
		17221 - 523400 - 335000 - 647000	Medicare	928
		17221 - 523400 - 351000 - 647000	SUI	448
		17221 - 523400 - 351000 - 647000	SUI	291
		17221 - 523400 - 361000 - 647000	W/C	539
		17221 - 523400 - 361000 - 647000	W/C	2,171
		17221 - 523400 - 381000 - 647000	Alternative Retirement Plan	1,865
		17221 - 523400 - 381000 - 647000	Alternative Retirement Plan	135
		17221 - 523400 - 451000 - 647000	Supplies	2,905
		17221 - 523400 - 511000 - 647000	Consultants	2,000
		17221 - 523400 - 521000 - 647000	Travel and Conferences	2,000
		17221 - 523400 - 589000 - 647000	Other Services	2,000
<b>2010-11 TANF</b>				
7263	Revenue:	17571 - 523300 - 814000 - 649000	Federal Revenue	50,106
	Expenditures:	17571 - 523300 - 211000 - 649000	Classified Salaries-Unit A	(1,535)
		17571 - 523300 - 232000 - 649000	Professional Expert Salaries	30,000
		17571 - 523300 - 321000 - 649000	PERS	(164)
		17571 - 523300 - 331000 - 649000	OASDI	(95)
		17571 - 523300 - 335000 - 649000	Medicare	448
		17571 - 523300 - 335000 - 649000	Medicare	(23)
		17571 - 523300 - 351000 - 649000	SUI	(12)

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17571 - 523300 - 351000 - 649000	SUI	\$	216
17571 - 523300 - 361000 - 649000	W/C		(49)
17571 - 523300 - 361000 - 649000	W/C		399
17571 - 523300 - 381000 - 649000	Alternative Retirement Plan		900
17571 - 523300 - 391000 - 649000	Retiree Benefits		(37)
17571 - 523300 - 451000 - 649000	Supplies		3,500
17571 - 523300 - 521000 - 649000	Travel and Conferences		1,200
17571 - 523300 - 522000 - 649000	Mileage		958
17571 - 523300 - 564500 - 649000	Maintenance Agreements		400
17571 - 523300 - 589000 - 649000	Other Services		1,500
17571 - 523300 - 769000 - 649000	Other Student Aid		12,500

**Recycling Revenue**

7264	Revenue:	13621 - 625000 - 889000 - 653000	Other Local Revenues	702
	Expenditures:	13621 - 625000 - 641200 - 653000	New Equip.-\$200-999	702

**2010-11 Scheduled Maintenance Projects-District**

7269	Revenue:	41061 - 940340 - 898001 - 710000	Other Financing Sources	45,000
	Expenditures:	41061 - 700660 - 622000 - 710000	Addition to Bldgs under 150K	45,000

**Capital Outlay Projects - Building 9C**

7276	Revenue:	41004 - 771090 - 898001 - 710000	Other Financing Sources	90,000
	Expenditures:	41004 - 771090 - 621000 - 710000	New Buildings	90,000

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$131,274), Restricted General Fund (\$58,056), Farm Operations Fund (\$2,840), Capital Outlay Projects – No. 1 Fund (\$10,450), and Associated Students Trust Fund (\$4,300) 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 (\$111,477), Restricted General Fund (\$1,620,206), and Capital Outlay Projects – No. 1 Fund (\$346,506) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

DATE: January 26, 2011

**CONSENT**

SUBJECT: 2011-12 Nonresident Tuition Fees

**BACKGROUND**

Education Code Section 76140 requires each district's governing board to establish its nonresident tuition fee no later than February 1 for the succeeding fiscal year. Education Code Section 76140(e) enumerates options for a district to choose in setting its nonresident tuition fee. These options are: allowing a college to charge its actual computed cost, using a statewide average amount provided by the Chancellor's Office; or charging up to the level of any contiguous district. According to our calculations, the fees proposed by our contiguous districts, and the statewide average, we are recommending a charge of \$183 per unit, which is the District's actual computed cost.

In addition to the nonresident tuition fee computed as specified above, Education Code Section 76141 authorizes community college districts to charge nonresident students an amount not to exceed the amount that was expended by the college for capital outlay in the preceding year divided by the total full-time equivalent students. This has been calculated by a formula that would allow us to charge an additional \$34 per unit. Although, the College is recommending that we charge \$31 per unit at this time in order to remain aligned with our neighboring districts. The total nonresident tuition rate proposed for 2011-12 would remain at \$214 per unit, which is the same fee charged for 2010-11.

**ANALYSIS AND FISCAL IMPACT**

State law allows colleges to charge either the actual cost (which for Mt. San Antonio College is \$183), the statewide average (which is \$176), or a rate up to any contiguous district. The rates for districts surrounding Mt. San Antonio College are as follows:

<i>District</i>	<i>2010-11 Nonresident Fees</i>	<i>Proposed 2011-12 Nonresident Fees</i>
<i>Citrus</i>	$\$189 + \$31 = \$220$	$\$177 + \$43 = \$220$
<b><i>Mt. San Antonio</i></b>	<b><math>\\$183 + \\$31 = \\$214</math></b>	<b><math>\\$183 + \\$31 = \\$214</math></b>
<i>Chaffey</i>	$\$183 + \$30 = \$213$	$\$183 + \$30 = \$213$
<i>North Orange County</i>	$\$183 + \$20 = \$203$	$\$183 + \$25 = \$208$

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #15

**SUBJECT:** 2011-12 Nonresident Tuition Fees

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**DATE:** January 26, 2011

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves Mt. San Antonio College to charge the District's actual computed cost of \$183 per unit nonresident fee and a \$31 capital outlay fee, for a total nonresident tuition fee of \$214 per unit, for the 2011 Fall Semester, reflecting no change from 2010-11.

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

**DATE:** January 26, 2011

**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:

<b>PROVIDER</b>	<b>AREA/ DEPARTMENT</b>	<b>SERVICE/ASSIGNMENT</b>	<b>DATE(S)</b>	<b>AMOUNT</b>
Handy Atmali	Music	Graphic Designer, Wassail program	11/23/10 - 11/29/10	Not to exceed \$75
Susan Coleman	Family & Consumer Sciences	Plan and conduct Interior Design student event	12/01/10 - 06/30/11	Not to exceed \$3,500
Bailey Drechsler	Family & Consumer Sciences	Create program showcase for Family Studies to include PowerPoint and video presentation	01/01/11 - 06/30/11	Not to exceed \$1,000
Michelle Geller	Family & Consumer Sciences	Co-facilitate Interior Design Professional Development Workshop	02/01/11 - 06/30/11	Not to exceed \$500
Roger Gerard	Family & Consumer Sciences	Plan and implement Hospitality Professional Development Symposium	12/01/10 - 06/30/11	Not to exceed \$750
Debra Norris	Family & Consumer Sciences	Create program showcase for Interior Design to include PowerPoint and video presentation	01/01/11 - 06/30/11	Not to exceed \$1,000
Alice Southwell	Family & Consumer Sciences	Plan and implement Hospitality Professional Development Symposium	12/01/10 - 06/30/11	Not to exceed \$750
Kit Spellerberg	Family & Consumer Sciences	Co-facilitate Interior Design Professional Development Workshop	11/01/10 - 06/30/11	Not to exceed \$4,000
Jessica Tomei	Family & Consumer Sciences	Present at Culinary Arts Professional Development Workshop	12/01/10 - 06/30/11	Not to exceed \$500

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: John S. Nixon

Agenda Item: Consent #16

**SUBJECT:** Independent Contractors

**DATE:** January 26, 2011

**Funding Source**

Restricted General Fund.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	January 26, 2011	<b>CONSENT</b>
<b>SUBJECT:</b>	Professional Design and Consulting Services	

### BACKGROUND

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

### ANALYSIS AND FISCAL IMPACT

The following contracts are presented for approval:

<b>#1</b>	<b>Consultant:</b>	Converse Consultants	
	<b>Project:</b>	Gym Site Improvement Project	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional services to perform a geotechnical study at three areas for the purpose of determining suitability for placement of soils generated by the Gym Site Improvement Project. Fixed fee:	\$18,650.00	
	<b>Contract Amount</b>		\$18,650.00

<b>#2</b>	<b>Consultant:</b>	H2 Environmental Consulting	
	<b>Project:</b>	Facility-wide Asbestos Survey	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional services to update the campus-wide asbestos survey and to develop a database of sample results. Fixed fee:	\$16,966.00	
	<b>Contract Amount</b>		\$16,966.00

<b>#3</b>	<b>Consultant:</b>	Travis Companies, Inc.	
	<b>Project:</b>	Bracket Airfield Construction Project	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional architectural engineering updates to the design for the renovation and improvements at the Bracket Airfield Hanger Facility to meet current codes. Fix fee:	\$35,850.00	
	<b>Contract Amount</b>		\$35,850.00

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk  
 Recommended by: John S. Nixon Agenda Item: Consent #17

**SUBJECT:** Professional Design and Consulting Services

**DATE:** January 26, 2011

<b>#4</b>	<b>Consultant:</b>	Winefield and Associates	
	<b>Project:</b>	South Coast Air Quality Management District 2010 Annual Emissions Report	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional services to complete the Annual Emissions Report for submission to the Air Quality Management District for the 2010 reporting year. Fix fee, not to exceed:	\$3,500.00	
	Contract Amount		\$3,500.00

**Funding Sources**

#1 – Measure RR Bond funds.

#2 – Local Scheduled Maintenance funds.

#3 – Measure RR Bond funds.

#4 – Unrestricted General Fund.

**RECOMMENDATION**

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

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

**DATE:** January 26, 2011

**CONSENT**

**SUBJECT:** Agricultural Sciences Complex – Main Building (Change Orders)

**BACKGROUND**

Agricultural Sciences Complex – Main Building (Change Orders).

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>	2775	<b>Contractor:</b>	Harbor Construction Co. Inc. (General Contractor)	<b>CO No.</b>	11
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Rework acoustical ceilings around whiteboards and wall washer light fixtures to accommodate user-requested changes.			\$1,000.00	0 days
2	Revise floor finishes in four rooms and the stair landing to a polished concrete finish per user request.			\$16,179.00	0 days
3	Construct a Student Check-In counter within the faculty office suite.			\$4,265.00	0 days
4	Provide seismic wire support for pendant fixtures under mechanical ducts not indicated on original plans.			\$12,665.00	0 days
5	Construct soffit in the surgical room to conceal chilled and hot water piping installed below the originally designed ceiling height of 10'.			\$1,149.00	0 days
	Total			\$35,258.00	0 days
	Original Contract Amount			\$3,868,000.00	
	Net Change by Previous Change Orders			\$381,856	
	Net Sum Prior to This Change Order			\$4,249,856	
	Amount of Change Order No. 11			\$35,258.00	
	New Contract Sum			\$4,285,114.00	
	Percentage of Change to Contract, to Date			10.78%	

Prepared by: Gary L. Nellesen

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

Recommended by: John S. Nixon

Agenda Item: Consent #18

**SUBJECT:** Agricultural Sciences Complex – Main Building (Change Orders)

**DATE:** January 26, 2011

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

<b>Agricultural Sciences Complex</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2775 Harbor Construction (General Contractor)</b>
Contract Amount		\$3,868,000.00		
Change Order No. 1	January 2009	\$9,166.00	0.24%	Increase hydraulic elevator capacity.
Change Order No. 2	April 2009	\$10,588.00	0.51%	Rain costs.
Change Order No. 3	June 2009	\$4,064.00	0.62%	Upgrade toilet partition material to Campus Standard.
Change Order No. 4	July 2009	\$58,254.00	2.12%	Add access control to all doors in building.
Change Order No. 5	December 2009	\$31,104.00	2.93%	Add insulation at all interior walls to improve acoustics.
Change Order No. 6	March 2010	\$9,690.00	3.18%	Miscellaneous framing changes.
Change Order No. 7	September 2010	\$82,610.00	5.31%	Miscellaneous changes to structure, ceilings, and finishes.
Change Order No. 8	October 2010	\$100,894.00.00	7.92%	Miscellaneous changes to doors and exterior walls. Add panels and epoxy coating.
Change Order No. 9	November 2010	\$4,707.00	8.04%	Install drywall; one-hour enclosure around chilled water piping.
Change Order No. 10	December 2010	\$70,779.00	9.87%	Install additional epoxy floors at five rooms.

**SUBJECT:** Agricultural Sciences Complex – Main Building (Change Orders)

**DATE:** January 26, 2011

Bid No.	2779	Contractor:	American Electric Company (Electrical Contractor)	CO No.	7
Item	Change and Justification:		Amount	Time	
1	Remove and reinstall electrical projector outlets at four classrooms above acoustical ceilings. Projector screens were relocated		\$1,368.48	0 days	
2	Install 12 step-down transformers above acoustical ceilings to accommodate additional voltage needed for surgical lights.		\$3,536.17	0 days	
3	Add 39 receptacles per user's request for additional outlets throughout the surgery and treatment/exam rooms.		\$6,928.70	1 days	
4	Provide power to approximately 25 fire dampers throughout the building; not all electrical feeders were shown on original plans.		\$6,965.00	3 days	
5	Provide main power feeders to Greenhouse, Animal Care, Raptor, Equine, and Main Agricultural buildings not shown on original plans.		\$83,314.17	0 days	
6	Credit to revise light fixture style per new architect's recommendation.		<\$12,385.97>	0 days	
7	Reroute underground conduits and add a junction box to feed a portion of the street light poles and maintain original lighting design.		\$3,869.20	1 days	
	Total		\$93,595.75	5 days	
	Original Contract Amount		\$1,863,000.00		
	Net Change by Previous Change Orders		\$318,705.80		
	Net Sum Prior to This Change Order		\$2,181,705.80		
	Amount of Change Order No. 7		\$93,595.75		
	New Contract Sum		\$2,275,301.55		
	Percentage of Change to Contract, to Date			22.13%	

**SUBJECT:** Agricultural Sciences Complex – Main Building (Change Orders)

**DATE:** January 26, 2011

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

<b>Agricultural Sciences Complex</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2779 American Electric (Electric Contractor)</b>
Contract amount		\$1,863,000.00		
Change Order No. 1	July 2009	\$43,859.09	2.35%	Clean and cut blockouts and retaining wall footing excavation.
Change Order No. 2	July 2010	\$103,536.27	7.91%	Rain costs/Mass Notification/Install electrical boxes.
Change Order No. 3	August 2010	\$41,846.15	10.16%	Install underground conduit. Relocate traffic signal boxes.
Change Order No. 4	September 2010	\$7,379.48	10.55%	Replace existing conduits and add traffic boxes along Bonita Drive.
Change Order No. 5	November 2010	\$7,487.00	10.96%	Install additional light poles in courtyard.
Change Order No. 6	December 2010	\$114,597.81	17.11%	Install audiovisual equipment and cables; Implement electrical and telecommunication; Miscellaneous design changes.

Funding Source

State Capital Outlay and Measure R Bond funds.

**RECOMMENDATION**

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

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

**DATE:** January 26, 2011

**CONSENT**

**SUBJECT:** Humanities Courtyard Improvements (Change Order)

**BACKGROUND**

Humanities Courtyard Improvements (Change Order).

**ANALYSIS AND FISCAL IMPACT**

The following change was necessary in order to provide the College with an operational and complete project:

<b>Bid No.</b>	2826	<b>Contractor:</b>	Green Giant Landscape (General Contractor)	<b>CO No.</b>	2
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Demolish existing light pole bases that were abandoned during construction.			\$477.62	0 days
2	Raise the storm drain inlet in order to level sidewalk and stairs at northwest area and improve accessibility.			\$707.27	0 days
3	Patch and paint walls at central planter after central clock wall was modified.			\$732.68	0 days
4	Credit for smaller box trees used during project.			<\$2,911.54>	0 day
5	Assemble and install 22 benches using concrete anchors on concrete slabs per owner's request.			\$1,184.78	0 days
	Total			\$190.81	0 days
	Original Contract Amount			\$297,000.00	
	Net Change by Previous Change Orders			\$17,259.14	
	Net Sum Prior to This Change Order			\$314,259.14	
	Amount of Change Order No. 2			\$190.81	
	New Contract Sum			\$314,449.95	
	Percentage of Change to Contract, to Date			5.86%	

Prepared by: Gary L. Nellesen

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

Recommended by: John S. Nixon

Agenda Item: Consent #18

**SUBJECT:** Humanities Courtyard Improvements (Change Order)

**DATE:** January 26, 2010

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

<b>Humanities Courtyard Improvements</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2826 Green Giant Landscape (General Contractor)</b>
Contract Amount		\$297,000.00		
Change Order No. 1	March 2010	\$17,259.14	5.81%	Landscape changes; Modify sidewalk at North West stairs; Uncover encasement; Repair 6" drain line; Modify grades and raise planter; and Waterproofing.

Funding Source

Measure R Bond funds.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>January 26, 2011</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Design Technology Center (Change Orders)</u>	

## BACKGROUND

Design Technology Center (Change Orders).

## ANALYSIS AND FISCAL IMPACT

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

<b>Bid No.</b>	2844	<b>Contractor:</b>	Evans Brothers, Inc. (Site Prep and Site Utility Relocation Contractor)	<b>CO No.</b>	3
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
1	Install and modify retaining wall sub-drains not indicated on civil drawings.		\$793.58	2 days	
2	Dry-pack storm drain penetrations through concrete retaining walls, which is necessary to provide a complete seal around storm drain penetrations.		\$298.47	0 days	
3	Remove standing rainwater on project site to allow the site to dry out for work to continue.		\$938.07	0 days	
4	Compact and grade south side of building site to allow for safe use of crane to set structural steel.		\$2,303.35	0 days	
5	Modify retaining wall footings necessary to maintain proper clearances for underground utilities.		\$10,166.84	0 days	
6	Pour slurry mix under chilled water lines to allow contractor to properly excavate and recompact soils around the pipes.		\$1,080.53	0 days	
	Total		\$15,580.84	2 days	
	Original Contract Amount			\$1,599,000.00	
	Net Change by Previous Change Orders			\$52,308.07	
	Net Sum Prior to This Change Order			\$1,651,308.07	
	Amount of Change Order No. 3			\$15,580.84	
	New Contract Sum			\$1,666,888.91	
	Percentage of Change to Contract, to Date			4.25%	

Prepared by: Gary L. Nellesen

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

Recommended by: John S. Nixon

Agenda Item: Consent #18

**SUBJECT:** Design Technology Center (Change Orders)

**DATE:** January 26, 2011

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

<b>Design Technology Center</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2844 Evans Brothers, Inc. (Site Prep and Site Utility Relocation Contractor)</b>
Contract Amount		\$1,599,000.00		
Change Order No. 1	May 2010	\$7,592.35	.47%	Remove septic tank; Install four concrete-filled bollards.
Change Order No. 2	August 2010	\$44,715.32	2.80%	Wet soils remediation; Install rodent screens.

<b>Bid No.</b>	2849	<b>Contractor:</b>	RC Construction (General Contractor)	<b>CO No.</b>	4
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Revise all steel siding to metal wall panels; specification sections were not included during the bid process.			\$21,457.00	0 days
2	Revise floor finishes and provide a high tolerance concrete floor per owner-requested changes.			\$15,775.00	0 days
	Total			\$37,232.00	0 days
	Original Contract Amount			\$4,998,000.00	
	Net Change by Previous Change Orders			\$30,812.41	
	Net Sum Prior to This Change Order			\$5,028,812.41	
	Amount of Change Order No. 4			\$37,232.00	
	New Contract Sum			\$5,066,044.41	
	Percentage of Change to Contract, to Date			1.36%	

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

<b>Design Technology Center</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2849 RC Construction (General Contractor)</b>
Contract Amount		\$2,707,000.00		
Change Order No. 1	July 2010	\$1,464.72	.59%	Rain costs; Relocate fence.
Change Order No. 2	August 2010	\$1,681.69	1.0%	Increase wall thickness; Insulation at roof cricket for mechanical unit.
Change Order No. 3	December 2010	\$27,666.00	.55%	Roofing; Rubber tile flooring.

**SUBJECT:** Design Technology Center (Change Orders)

**DATE:** January 26, 2011

<b>Bid No.</b>	2853	<b>Contractor:</b>	Brewster Electrical (Electrical Contractor)	<b>CO No.</b>	5
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Revise routing of communication cabling wire management to avoid congestion and conflict with other utilities.			\$29,896.00	0 days
2	Repair 2" sump drain at the sidewalk damaged while locating utilities not shown on drawings.			\$151.17	0 days
3	Remove and store the existing emergency blue phone to be reinstalled at a new location towards the end of the project.			\$435.72	0 days
4	Add power to the Energy Management System control panels not indicated on the electrical drawings.			\$3,654.07	0 days
5	Delete flex conduit and add Electrical Metallic Tubing conduit in walls to meet campus standards.			\$10,000.00	0 days
6	Revise metal stud wall in Photo Studio to accommodate the recessed panel per owner-requested change.			\$0.00	0 days
	Total			\$44,136.96	0 days
	Original Contract Amount			\$2,491,338.00	
	Net Change by Previous Change Orders			\$239,657.19	
	Net Sum Prior to This Change Order			\$2,730,995.19	
	Amount of Change Order No. 5			\$44,136.96	
	New Contract Sum			\$2,775,132.15	
	Percentage of Change to Contract, to Date				11.39%

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

<b>Design Technology Center</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2853 Brewster Electric (Electrical Contractor)</b>
Contract Amount		\$2,491,338.00		
Change Order No. 1	June 2010	\$14,085.49	.56%	Revise high voltage feeder location; Repair conduit in sidewalk; Repair light pole locations.
Change Order No. 2	July 2010	\$200,409.40	8%	Add rooftop lighting; Revise lighting layout; Floor boxes; Projection screen locations; Add lights in Hallway 123; Exterior light fixture.
Change Order No. 3	October 2010	\$18,452.04	.74%	Add light in corridor; Power and conduit to irrigation controller; Additional power at AHU unit.
Change Order No. 4	November 2010	\$44,136.96	.27%	Roofing credit; Power to automatic doors; Install disconnect switch.

**SUBJECT:** Design Technology Center (Change Orders)

**DATE:** January 26, 2011

Funding Sources

State Capital Outlay and Measure R Bond funds.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES</b>	
<b>MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>January 26, 2011</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Administration Building Remodel (Change Orders)</u>	

**BACKGROUND**

Administration Building Remodel (Change Orders).

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>	2855	<b>Contractor:</b>	Angeles Contractor Inc. (General Contractor)	<b>CO No.</b>	4
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Install metal wall panel at exterior penthouse enclosure to ensure protection from weather elements and maintain a uniform exterior appearance.			\$11,808.67	2 days
2	Revise Print Shop ventilation system to allow for stand-alone operation.			\$29,675.17	2 days
3	Remove existing concrete at three entrances to accommodate recessed exterior door mats.			\$6,315.24	0 days
4	Add 680' of roof flashing to maintain the water-tight seal at the roof parapet.			\$13,223.92	1 day
5	Provide structural steel elements at the existing penthouse openings to ensure structural stability not included in original scope of work.			\$3,505.53	2 days
6	Provide labor and materials to furr existing concrete wall of Fiscal Services vault which will allow for electrical conduits to be concealed.			\$3,998.16	0 days
	Total			\$68,526.69	7 days
	Original Contract Amount			\$2,582,000.00	
	Net Change by Previous Change Orders			\$175,227.64	
	Net Sum Prior to This Change Order			\$2,757,227.64	
	Amount of Change Order No. 4			\$68,526.69	
	New Contract Sum			\$2,825,754.33	
	Percentage of Change to Contract, to Date				9.44%

Prepared by: Gary L. Nellesen Reviewed by: Thomas G. Meikle/Michael D. Gregoryk

Recommended by: John S. Nixon Agenda Item: Consent #18

**SUBJECT:** Administration Building Remodel (Change Orders)

**DATE:** January 26, 2011

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

<b>Administration Building Remodel</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2855 Angeles Contractor Inc. (General Contractor)</b>
Contract Amount		\$2,582,000.00		
Change Order No. 1	July 2010	\$121,159.78	4.69%	Add punch windows and roller shade for skylight.
Change Order No. 2	August 2010	\$35,942.34	6.08%	Modify roofing application to cover parapet wall.
Change Order No. 3	September 2010	\$12,125.52	6.79%	Reinforce Penthouse duct openings.

<b>Bid No.</b>	2857	<b>Contractor:</b>	Empyrean Plumbing (Plumbing Contractor)	<b>CO No.</b>	2
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Relocate underground piping and install hand sink in Print Shop to accommodate the revised layout.			\$13,278.00	6 days
2	Modify rough plumbing at first and second floor and install floor model service sink in janitor rooms to meet Campus Standards.			\$5,607.00	2 days
3	Install gas line for the Print Services ventilation system.			\$4,664.00	0 days
4	Provide safety drip pan beneath storm drain to protect electrical equipment.			\$3,188.00	0 days
5	Install roof receptor and vent for air conditioning equipment requiring drain discharge.			\$1,947.00	0 days
	Total			\$28,684.00	8 days
	Original Contract Amount			\$239,485.00	
	Net Change by Previous Change Orders			\$19,830.00	
	Net Sum Prior to This Change Order			\$259,315.00	
	Amount of Change Order No. 2			\$28,684.00	
	New Contract Sum			\$287,999.00	
Percentage of Change to Contract, to Date					20.26%

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

<b>Administration Building Remodel</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2857 Empyrean Plumbing (Plumbing Contractor)</b>
Contract Amount		\$239,485.00		
Change Order No. 1	September 2010	\$19,830.00	8.28%	Remove and replace existing roof drain.

**SUBJECT:** Administration Building Remodel (Change Orders)

**DATE:** January 26, 2011

<b>Bid No.</b>	2859	<b>Contractor:</b>	Rancho Pacific Electrical, Inc. (Electrical Contractor)	<b>CO No.</b>	4
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Install new electrical conductors to the existing parking lot light poles.			\$7,291.00	0 days
2	Relocate conduit and cable tray in Print Services to accommodate ventilation system changes.			\$1,826.50	0 days
3	Furnish and install LED lights at the north soffit and east and west canopies to provide a functional entryway.			\$37,903.00	6 days
	Total			\$47,020.50	6 days
	Original Contract Amount			\$1,667,700.00	
	Net Change by Previous Change Orders			\$145,685.00	
	Net Sum Prior to This Change Order			\$1,813,385.00	
	Amount of Change Order No. 4			\$47,020.50	
	New Contract Sum			\$1,860,405.50	
	Percentage of Change to Contract, to Date			11.56%	

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

<b>Administration Building Remodel</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2589 Rancho Pacific Electric (Electrical Contractor)</b>
Contract Amount		\$1,667,000.00		
Change Order No. 1	July 2010	\$103,488.00	6.21%	Add emergency communication system and LEED-required metering.
Change Order No. 2	September 2010	\$20,600.00	7.44%	Replace existing 12kv conductors.
Change Order No. 3	October 2010	\$21,597.00	8.74%	Improve Penthouse lighting.

Funding Source

State Capital Outlay and COPS funds.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>January 26, 2011</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Professional Design and Consulting Services (Contract Amendments)</u>	

## **BACKGROUND**

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

## **ANALYSIS AND FISCAL IMPACT**

The following contract amendments are presented for ratification:

<b>#1</b>	<b>Consultant:</b>	Independent Roofing Consultants	<b>No.</b>	1
	<b>Project:</b>	Design Technology Center		
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	
	Professional services including field observations and recommendations for weather-resistant barrier installation prior to stucco and other exterior finishes. Fixed fee:		\$7,750.00	
	Total		\$7,750.00	
	Original Contract Amount		\$26,100.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$26,100.00	
	Amount of Amendment No. 1		\$7,750.00	
	New Contract Sum		\$33,850.00	

<b>#2</b>	<b>Consultant:</b>	Marlene Imirzian & Associates, Architects	<b>No.</b>	11
	<b>Project:</b>	Administration Building Remodel		
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	
	Professional architectural and engineering services to modify the design of the following areas: Human Resources, Mail Services, Print Services, and the Research Department. Fixed fee:		\$27,540.00	
	Total		\$27,540.00	
	Original Contract Amount		1,278,080.00	
	Net Change by Previous Amendments		\$161,060.00	
	Net Sum Prior to This Amendment		\$1,439,140.00	
	Amount of Amendment No. 11		\$27,540.00	
	New Contract Sum		\$1,466,680.00	

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk  
 Recommended by: John S. Nixon Agenda Item: Consent #19

**SUBJECT:** Professional Design and Consulting Services (Contract Amendments)

**DATE:** January 26, 2011

<b>#2</b>	<b>Consultant:</b>	P2S Engineering, Inc.	<b>No.</b>	1
	<b>Project:</b>	Design Technology Center		
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	
	Professional engineering services to conduct a Measurement and Verification Plan for the Design Technology Center. Fixed fee:		\$18,800.00	
	Total		\$18,800.00	
	Original Contract Amount		\$58,300.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$58,300.00	
	Amount of Amendment No. 1		\$18,800.00	
	New Contract Sum		\$77,100.00	

### Funding Sources

#1 – State Capital Outlay and Measure R funds.

#2 – State Capital Outlay and COPS funds.

#3 – State Capital Outlay and Measure R funds.

### RECOMMENDATION

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

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

**DATE:** January 26, 2011

**ACTION**

**SUBJECT:** Nominations for California Community College Trustees Board of Directors

**BACKGROUND**

In accordance with the California Community College Trustees (CCCT) Board of Directors election process, community college district board nominations for vacancies on the CCCT Board of Directors are to be received by the League Office from January 1 through February 15, 2011. Community College Boards which are members of CCCT are eligible to nominate. The election of members of the Board of Directors will take place between March 10 and April 25, 2011. The CCCT Board of Directors is a 21-member Board and generally meets five times per year. Each year the Board of Trustees discusses this process and decides whether or not it wishes to nominate a Trustee. Members whose terms end this year are: Kay Albiani, Laura Casas Frier, Mary Figueroa, Paul Gomez, Bill McMillin, Georgia Mercer, Ed Ortell, and Luis Villegas. (Note: Albiani, Mercer, and Villegas are unable to seek reelection due to three-term limit.)

**ANALYSIS AND FISCAL IMPACT**

1. Nominations are to be made by a member district Board of Trustees; and each district may nominate only members of its Board. Each nominee must be a local community college district trustee, other than the student trustee, and must have consented to be nominated. Only one trustee per district may serve on the board. Eight persons will be elected to the Board this year. Five incumbents (elected and appointed) are eligible to run for re-election. Newly elected members will assume office at the conclusion of the annual conference, May 1, 2011.
2. The information regarding the nomination and election process has been mailed to the Board by the Community College League of California.
3. The list of current CCCT Board members is on the following two pages.

**Funding Source**

The College would incur costs of travel to approximately five meetings per year.

**RECOMMENDATION**

It is recommended that the Board of Trustees discusses any Board member's interest in nomination and decide whether to submit a nomination for the CCCT Board of Directors.

Recommended by: John S. Nixon Agenda Item: Action #1

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2010-11 BOARD ROSTER**

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