



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 14, 2012

6:00 p.m. Open and Adjourn to Closed Session

6:30 p.m. Public Session

Founders Hall, 1100 North Grand Avenue
Walnut, CA 91789

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

AGENDA

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

CALL TO ORDER (6:00 p.m.)

PUBLIC COMMUNICATION

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

CLOSED SESSION

- **Conference with Legal Counsel – Settlement Agreements (two cases)**
- **Conference with Labor Negotiators Virginia Burley, Vice President, Instruction; and Bill Scroggins, President & CEO, per California Government Code Section 54957.6.**
Faculty Association; CSEA, Chapter 262; and CSEA, Chapter 651

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

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

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

INTRODUCTIONS AND RECOGNITION

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

Classified Employees

Jacques David, Laboratory Technician – Art (Fine Arts)

Elizabeth Fendrich, Parking Officer (Public Safety)

Jose Gutierrez, Custodian (Custodial Services)

Donald Lee, Custodian (Custodial Services)

Ula Matavao, Educational Advisor (Arise)

Beth Quinlan, Risk Management Specialist (Risk Management)

Promotion

Gabriela Hernandez, Budget & Accounting Technician (Fiscal Services)

- **Recognition:**
 - Awarding of a Certificate of Service to the following retiring Auxiliary Services employee:
 - **Diana Haas**, Payroll & Accounting Technician, 4 ½ years of service
 - **Mt. SAC Wrestling Team's** first CCCAA South Duals Championship in school history – will compete for the State Dual Championship on November 17 versus Fresno City College

APPROVAL OF MINUTES

Approval of minutes of the regular meeting of October 24, 2012. (See backup packet Pages 1 through 14.)

REPORTING OF ACTION TAKEN IN CLOSED SESSION

PUBLIC COMMUNICATION

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

REPORTS

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

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

BOARD COMMUNICATION

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

4. President's Report – Bill Scroggins, President & CEO

CONSENT CALENDAR

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

ADMINISTRATIVE SERVICES

1. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet Pages 15 through 18.)
2. Consideration of approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. (See backup packet Pages 19 and 20.)
3. Consideration of approval of the Quarterly Investment Report for the period ending September 30, 2012. (See backup packet Page 21.)
4. Consideration of approval of the Quarterly Financial Status Report for the period ending September 30, 2012. (See backup packet Pages 22 through 24.)
5. Consideration of approval to reject a Claim Against the District by Student Number Ending in 8694 and that Administrative Services is instructed to notify the claimant and his legal counsel of the rejection in accordance with Government Code Sections 910 through 915.4. (See backup packet Page 25.)
6. Consideration of approval to reject a Claim Against the District by Student Number Ending in 2433 and that Administrative Services is instructed to notify the claimant of the rejection in accordance with Government Code Sections 910 through 915.4. (See backup packet Page 26.)
7. Consideration of approval of an agreement with Vangent for data management, reporting services, production, and mailing of 1098T forms to students to meet TRA requirements, for an amount not to exceed \$22,000. (See backup packet Page 27.)
8. Consideration of approval of an agreement with Los Angeles County Office of Education (LACOE) to provide network services and support for the period July 1, 2011, to June 30, 2014. (See backup packet Page 28.)
9. Consideration of approval of expenditures for the 2012 Foot Locker, Inc. National Cross Country Championships in San Diego, CA, with no impact to the College budget; funding is contract-generated. (See backup packet Page 29.)
10. Consideration of approval of agreements to provide Professional Design and Consulting Services with Independent Roofing Consultants and Pal id studio Inc. for the Facilities Emergency Operation Center Addition and Plan Room Renovation project; and with

Steven Fader Architects for the Printmaking Renovation at the Art Center Building project. (See backup packet Pages 30 and 31.)

11. Consideration of ratification of the following Change Order:

- Bid No. 2897 Agricultural Sciences Building Landscape – Harry H. Joh Construction, Inc. (General Contractor) – Change Order No. 2. (See backup packet Pages 32 and 33.)

12. Consideration of approval of the following Contract Amendment:

- Contract Facilities Emergency Operation Center Addition and Plan Room Renovation – Marlene Imirzian & Associates Architects (Professional Design and Consulting Services Contractor) Amendment No. 1. (See backup packet Page 34.)

13. Consideration of approval of the following Completion Notice:

- Bid No. 2808 Athletic Fields Project, General Consolidated Constructors, Inc. (Contractor)

HUMAN RESOURCES

14. Consideration of approval of Personnel Transactions dated November 14, 2012. (See backup packet Pages 35 through 42.)

INSTRUCTION

15. Consideration of approval of an Associate in Arts in Theater for Transfer (AA-T) degree to be effective in the 2012-13 academic year, upon the Chancellor's Office approval. (See backup packet Page 43.)

16. Consideration of approval of affiliation agreements with Azusa Pacific University; Chapman University; California State University, Fullerton; California State University, Long Beach; and the University of La Verne for students enrolled in their athletic training degree/certificate programs to obtain experience with Mt. SAC athletic programs and students. (See backup packet Page 44.)

17. Consideration of approval of an affiliation agreement with Compton Fire Department for students in the Paramedic program. (See backup packet Page 45.)

18. Consideration of approval for three Mt. SAC students and instructors Mark Boryta and Becca Walker to attend the American Geophysical Union Fall Conference in San Francisco from December 7-9, 2012. (See backup packet Page 46.)

19. Consideration of approval for the Mt. SAC Vocal Jazz Ensemble Singcopation to compete at the Next Generation Festival in Monterey, CA, April 5–7, 2013. (See backup packet Page 47.)

20. Consideration of approval for Mt. SAC students and Professor Carmen Rexach to attend the American Medical Student Association National Conference in Washington, DC, March 13–17, 2013. (See backup packet Page 48.)
21. Consideration of approval for Mt. SAC Forensics students and faculty to attend the Texas Two-Step Swing scheduled for January 25–27, 2013, in Hurst, TX. (See backup packet Page 49.)
22. Consideration of approval for the Communication Department to co-host the Close to the Coast Swing forensics tournament January 19–20, 2013. (See backup packet Page 50.)
23. Consideration of approval of activities for the Continuing Education Division. (See backup packet Page 51.)
24. Consideration of approval of the addition of a noncredit certificate and contract renewals in the Community Services Continuing Education Division. (See backup packet Page 52.)

ACTION ITEMS

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

1. Consideration of approval of an agreement with Heartland Payment Systems to provide electronic credit card processing for a three-year term from January 1, 2013, to December 31, 2015. (See backup packet Pages 53 and 54.)

ADJOURNMENT

Future Board Meetings

December 12, 2012
 January 23, 2013
 February 27, 2013

Upcoming Events

November 15, 2012	Community Volunteer Fair – 10:00 a.m.-1:00 p.m., Student Life Patio Information Booth: Great American Smokeout – The Quit-Smoking Challenge – 11:00 a.m.-1:00 p.m., Miracle Mile
November 16, 2012	Deep Space: Binocular Astronomy – 6:00-7:30 p.m., Randall Planetarium Fall Jazz Band Concert – 8:00 p.m., Clarke Theater
November 17, 2012	Collaborative Divorce Workshop – 8:30 a.m.-12:30 p.m., Building 18, Room 15

November 18, 2012	Chamber Winds Concert – 4:00 p.m., Feddersen Recital Hall Tales of the Maya Skies – 6:00 p.m. and 7:30 p.m., Randall Planetarium
November 21, 2012	One World, One Sky: Bid Bird's Adventure – 10:00-11:00 a.m., Randall Planetarium
November 22-23, 2012	Thanksgiving Holiday – Campus Closed
November 27, 2012	Wind Ensemble and Symphonic Winds – 8:00 p.m., Clarke Theater
November 28, 2012	Percussion Ensemble Fall Concert – 7:30 p.m., Clarke Theater
November 29, 2012	Auxiliary Services Annual Holiday Tea – 10:00-11:30 a.m., SacBookRac Associated Students Holiday Celebration – 12:00-1:30 p.m., Student Life Center
November 30, 2012	Star Tales – 6:00 p.m. and 7:30 p.m., Randall Planetarium
December 1, 2012	Stars of the Pharaohs – 6:00 p.m. and 7:30 p.m., Randall Planetarium Vocal Jazz Concert – 8:00 p.m., Clarke Theater
December 5, 2012	Annual Holiday Tea Hosted by Administrative Staff – 9:30-11:00 a.m., Founders Hall Information Booth: World AIDS Day – 11:00 a.m.-1:00 p.m., Miracle Mile
December 6-8, 2012	15th Annual Wassail Dinner and Concert – 6:00 p.m. Dinner, Dance Studio; Concert, Feddersen Recital Hall
December 10-16, 2012	Finals Week
December 12, 2012	Board of Trustees Meeting – 6:30 p.m., Founders Hall
December 15, 2012	Collaborative Divorce Workshop – 8:30 a.m.-12:30 p.m., Building 18, Room 15
December 16, 2012	Fall Semester Ends

Upcoming Sports Events

November 29- December 2, 2012	Men's Basketball Tournament – Time TBA, Gymnasium
November 30- December 2, 2012	Women's Soccer State Championship – Time TBA, Soccer Field Men's Soccer State Championship - Time TBA, Soccer Field
December 14, 2012	Women's Basketball vs. L. A. Trade Tech – 6:00 p.m., Gymnasium
December 21, 2012	Women's Basketball vs. Pasadena – 6:00 p.m., Gymnasium

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

BOARD OF TRUSTEES

**BACKUP INFORMATION PACKET
FOR
REGULAR MEETING**

November 14, 2012





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 24, 2012

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 6:03 p.m. on Wednesday, October 24, 2012. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present.

STAFF PRESENT

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

1. PUBLIC COMMUNICATION

None.

2. CLOSED SESSION

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

- **Conference with Legal Counsel – Settlement Agreements** (one case)
- **Conference with Labor Negotiators Virginia Burley, Vice President, Instruction; and Bill Scroggins, President & CEO, per California Government Code Section 54957.6.**
Faculty Association; CSEA, Chapter 262; and CSEA, Chapter 651
- **Letter from Legal Counsel – The Brown Act - Government Code Section 54963**
- **Public Employee Performance Evaluation**
President & CEO

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

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

3. PUBLIC SESSION

The public meeting reconvened at 6:36 p.m. The Pledge of Allegiance was led by Kelly Ford, former Women's Softball Head Coach.

4. INTRODUCTIONS AND RECOGNITION

- **Introductions**

The following new appointed Classified staff members were introduced to the Board:

- **Jolene Chong**, Clerical Specialist (Bridge Program) (absent)
- **Amy Jimenez**, Clerical Specialist (Technology & Health Division) (present)
- **Annel Medina**, Educational Research Assessment Analyst (Research & Institutional Effectiveness) (present)

- **Recognition:**

- Awarding of a Certificate of Service to the following retiring Auxiliary Services employee:
 - **C. Sid Young**, Director, Accounting, 13 years of service (absent)
- **Kelly Ford**, Women's Softball Head Coach, accepted position as Women's Softball Head Coach at Cal State Fullerton, after 11 years with Mt. SAC (present).
- Presentation of American Red Cross Donor Awards Related to the Two-Year Community College Blood Drive and the Community College "Out for Blood" Competition (Dean Sue Long). Dean Long said that 1,285 units of blood were donated this year. During the summer, which is a slow time of the year, 200 units were donated, and 113 units were donated during the winter. Dean Long turned over her responsibilities for this annual event to Maryann Tolano-Leveque, and she presented a plaque to Associated Students President Ahmad Azawi.

5. APPROVAL OF MINUTES

It was moved by Trustee Baca, seconded by Trustee Hall, and passed to approve the minutes of the regular meeting of September 12, 2012. Student Trustee concurred.

6. REPORTING OF ACTION TAKEN IN CLOSED SESSION

- Regarding item No. 1: The Board voted 5-0 not to approve a settlement in the amount of \$239,373.26 from R. C. Construction Services Inc., which equates to 33% of their base claim. However, the Board voted 5-0 to reduce R. C. Construction Services, Inc.'s retention held on their contract from 10% to 5%, to be executed at Administration's discretion.
- Regarding item No. 2: None.
- Regarding item No. 3: None.
- Regarding item No. 4: None.

7. PUBLIC COMMUNICATION

- Yomeri Gonzalez Castuera, Amayvani Ochoa, Grace Kim, Michelle Ecarma, Akran Khan, Hira Rizvi, Melissa Candell, Dennis Lee, and Nora Azzawi, all Mt. SAC students, spoke in support of the Associated Students Resolution No. 12-03 regarding Proposition 30. They urged the Board to support it, as well. They talked about the hardships that are being caused by the budget cuts and the fear of what lies ahead if Proposition 30 doesn't pass.
- Barbara Gonzales invited everyone to attend Mt. SAC's Developmental Education Study Team's Follow-up Session to Parachutes and Ladders on October 26, 2012, 1:00-3:00 p.m. She also spoke about a white paper written by Dr. Gary Rhoades, Center for the Future of Higher Education, dated April 2012, entitled *Closing the Door, Increasing the Gap: Who's not going to (community) college?*

8. REPORTS

- Reports by the following constituency leaders were given and are posted on the College website with these minutes:
 - Ahmad Azawi, Associated Students President
 - Eric Kaljumagi, Academic Senate President
 - DeeJay Santiago, Classified Senate President
 - Jennifer Galbraith, Faculty Association President
 - Laura Martinez, CSEA Chapter 262 President
 - Johnny Jauregui, CSEA Chapter 651 President (no written report)

9. BOARD COMMUNICATION

- A. Trustee Bader read the following reminder: "At this time, the Board of Trustees will report on matters related to attendance at conferences, professional affiliations, and community involvement directly related to their functions as Board members."
- B. All Board members shared the following comments:
 - Welcomed new employees.
 - Congratulated the retiring employee.
 - Bid farewell and best wishes to Kelly Ford, former Women's Softball Head Coach.
- C. Student Trustee Marin reported the following:
 - She's looking forward to attending the Fall Leadership Conference in Lake Arrowhead.
 - She'll be attending the Student Senate General Assembly sponsored the Student Senate for California Community Colleges Conference this weekend.
 - She thanked all of the Associated Students for having the courage to get up and speak at tonight's Board meeting, and she thanked Maryann Tolano-Leveque for all of her support.
 - She urged the Board to consider the Associated Students' resolution in support of Proposition 30.

D. Trustee Baca reported the following:

- He thanked the Associated Students for their articulation in presenting their case in support of Proposition 30.
- He attended the choral fund-raiser last month and wishes Bruce Rogers well on the trip to China.
- He attended the Walnut Family Festival.
- He attended the Buckboard Days event and had a very nice time.
- He'll be attending the Associated Students Leadership Conference in Lake Arrowhead this weekend.

E. Trustee Chyr had nothing to report this month.

F. Trustee Hall reported the following:

- He attended the choral fund-raiser for the China trip earlier this month, and he presented a check in the amount of \$5,000 from Champion Power Equipment, a major donor for this event. His offer to donate \$5 per ticket sold is still good, and he solicited the final number of tickets sold.
- He attended the Walnut Family Festival.
- He attended the Buckboard Days event.
- He attended the "Puttin' on the Hits" cast party recently.
- He's looking forward to participating in the Associated Students Leadership Conference this weekend in Lake Arrowhead.

G. Trustee Chen Haggerty reported the following:

- She thanked Trustee Hall for providing the rental vehicles for the many parades in Mt. SAC's district.
- She attended the Buckboard Days parade.
- She urged everyone to support the students.
- She reminded everyone that there will be difficult years ahead and urged everyone to work together.

H. Trustee Bader reported the following:

- She was sorry that she missed the International Students Reception; so, she made an appointment with a student from Ukraine, that a friend of hers knew, and the student was so excited about attending Mt. SAC.
- She attended the choral fund-raiser and brought her college roommate with her, who enjoyed the concert very much. The Pomona Rotary Club contributed \$1,000 toward the team's competition in China.

- She was involved in an event entitled “Celebrating with Style,” a Pomona Hospital Board event, where she was the moderator, and all of the models were cancer survivors. She mentioned that Mike Gregoryk attended, and he and Trustee Hall made very nice contributions to this effort.
- She attended the SanFACC meeting last Friday, where talks of Proposition 30 were on everyone’s minds. She talked about the cutbacks that some of the community colleges will be facing if Proposition 30 doesn’t pass.
- She commended the students for coming forward and speaking to the Board regarding their support for Proposition 30.

10. PRESIDENT SCROGGINS’ REPORT INCLUDED THE FOLLOWING:

- He welcomed new employees.
- He congratulated the retiree.
- He attended the California STEM Learning Network conference in San Diego. The group is part of a national movement on upgrading the standards for science, technology, engineering, and math, which were last adopted in 1998. The keynote speaker was Kareem Abdul Jabbar.
- He will be attending a Show-Cause Accreditation Visit to College of the Redwoods, in a couple of weeks.
- He thanked Kelly Ford for her many years of good service to Mt. SAC.
- He thanked Johnny Jauregui, President, CSEA 651; and Mindy Markowitz, Labor Negotiator for CSEA 651, for sitting down at the table and signing an MOU with the District.
- Mike Gregoryk, Vice President, Administrative Services, indicated that, over the past nine months, the College has been looking at different construction delivery methods and analyzing options, including what’s historically been done, in order to prepare for the possible ability to sell bonds in August 2013, which is looking pretty good. Mr. Gregoryk introduced Gary Nellesen, Director, Facilities Planning and Management, who gave a presentation on the Lease/Leaseback Construction Delivery Method. He mentioned that there’s an Action item in tonight’s agenda that addresses construction services.

Mr. Nellesen compared the various construction delivery methods, i.e., Hard Bid/Multiple Prime, which consists of the lowest responsive/responsible bid, most commonly used and the highest cost and schedule risk; Design-Bid, which consists of costs are known up-front, common with community colleges, an open selection process, and a loss of control over scope and quality; and Lease/Leaseback, which is very common for K-12 construction, establishes costs before construction starts, the best value procurement, the best contractor prequalification process, lowest risk for claims or cost overruns, and lowest risk of delay.

Twelve firms attended the pre-proposal meeting, and eight firms submitted 50-page proposals for the Lease/Leaseback Contractor Selection Process. The Initial Selection criteria used included: price and financial capacity; technical expertise; relevant projects; and safety. The Second Phase Selection involved interviews with the Facilities Advisory Committee and the Facilities Planning and Management Team. Five firms

were ranked, and the top two were recommended to senior management. The final interview took into consideration final evaluation of fees, financials, and references; and recommendation and first award went to Tilden-Coil Constructors, Inc. They are a local firm (Riverside) with 70 years in the business; they are a public school specialist; they are a Lease/Leaseback specialist (19 projects); their earnings are \$250 million per year; they are a 90-person firm; and they have available capacity for Mt. SAC's work.

The next steps include preconstruction services (five smaller projects), construction services, and project close-out.

It was asked that, if Tilden-Coil is the best candidate for this method, why hasn't Mt. SAC used them in the past. Mr. Nellesen introduced Dayne Brassard, the Executive Vice President of Tilden-Coil Constructors, Inc., and asked him to answer that question. Mr. Brassard said that, in the past, Mt. SAC has always had a construction manager who has had subcontractors doing the work, and Tilden-Coil doesn't typically bid trade work. He indicated that they're a mid-size firm that is very well known in Southern California as an educational builder.

It was asked if there is a point at which competitors submit a sealed bid. Mr. Nellesen indicated that there is at the subcontractor level and then turned over to Tilden-Coil, whose markups have already been established in the selection process. Mr. Brassard indicated that their process is very transparent; that they create a binder that contains every bid for every project that is then turned over to Mt. SAC for review. He said the binder would contain spreadsheets for each bidder, with Tilden-Coil's recommendation; however, the final decision would be the College's.

It was also asked how it is known that Mt. SAC is paying a fair price for projects, and Mr. Nellesen answered that third-party estimators will be used, when needed. He also indicated that awards are given project by project.

Mr. Brassard was asked what other Lease/Leaseback projects have they done in the area, and Mr. Brassard indicated that they just finished a new stadium, and they are in the middle of constructing a very high-end performing arts building at San Dimas High School. He said they've done several projects for L. A. Unified in the last five years, and they are currently involved at Long Beach K-12.

It was asked what the cost savings would be with this method versus the old method, and Mr. Nellesen said that there's an estimated 2% savings using the Lease/Leaseback method.

Mr. Nellesen's report is posted on the College website with these minutes.

11. A report was given by Dr. Audrey Yamagata-Noji, Vice President, Student Services, on the Student Success Initiative (Senate Bill 1456); Title 5 Section 58108, Mt. SAC Student Success Plan.

Dr. Yamagata-Noji pointed out that there are many initiatives and many directives impacting community colleges under the umbrella of "student success," including the Pell Grant Limitations – a maximum of six years (12 semesters) of full-time enrollment and dissolution of the ability to benefit provisions for non-high school graduates (effective Fall 2012).

Key points of SB 1456 (the Student Success Act) include:

- mandatory orientation and assessment;
- common assessment (required in order to receive funds);
- mandatory student education plans that lead to a declared course of study within a prescribed timeframe;
- a focus on core services of counseling and advisement; and
- additional eligibility requirements for BOG Fee Waivers (meet academic and progress standards and less than either 100 or 110 units)

The phase-in timeline provides for 2012-13 as the System-Level Planning Year (SB 1456 is effective January 1, 2013), with implementation workgroups meeting to develop new Title 5 regulations, allocation formulas, and MIS data elements. 2013-14 will be a College-Level Planning Year to develop “Student Success and Support Program” plans; 2014-15 will be the College-Level Implementation Year 1; 2015-16 will be the College-Level Implementation Year 2; and 2016-17 will be the College-Level Implementation Year 3.

Dr. Yamagata-Noji mentioned that, in the areas of “ready compliance,” Mt. SAC already has mandatory assessment and orientation, Mt. SAC will be prepared for large-scale educational planning through implementation of DegreeWorks, and Mt. SAC already monitors and enforces “satisfactory academic progress standards” (probation/dismissal) for all students including students receiving Board of Governors’ fee waivers. Areas of concern include funding, common assessment, and student notification.

Title 5 Section 58108 – Enrollment Priorities builds upon the Student Success Task Force recommendations by prioritizing access for certain groups of students. It prescribes how local districts should provide priority registration and outlines complex requirements for students to lose priority registration. Key elements include: to receive priority, new students must have completed orientation, assessment, and “developed student education plans” (per SB 1456); and continuing students lose priority for being on academic or progress probation for two consecutive semesters or having earned more than 100 degree-applicable units (excluding ESL and basic skills). Other key elements include that colleges must have an appeals process available; beginning Spring 2013, colleges must notify students who are on probation or who have earned 75% or more of the 100-unit limit, of their potential loss of priority registration; and full implementation is Fall 2014.

Mt. SAC’s implementation of Section 58108 will follow the shared governance process with the Student Preparation and Success Council, recommending changes to AP 5055 – Enrollment Priorities. Programming will need to be completed in order to restrict priority to only students who have completed assessment and orientation and who meet other eligibility restrictions; a student “notification system” will need to be developed to “warn” students about their potential loss of enrollment priority and BOG waiver and Pell Grant eligibility; and DegreeWorks (Mountie Academic Plan) is set to launch in the Winter/Spring of 2013 to enable counselors, and advisors to develop electronic student education plans.

The net result of these “Student Success” initiatives is that certain students will lose some access and certain students will be prioritized.

Mt. SAC initiated a Student Success Plan in February 2011, when 60 faculty, managers, staff, and students met to develop strategies to improve student success. The three main foci of the plan include engagement/persistence; assisting students in developing their own goals; and completion of the basic skills course sequence. The Plan has now been approved by the Academic Senate and the President’s Advisory Council. An overview

meeting will be held in November to review the recommendations with various college committees, departments, and work groups.

More information regarding this plan can be found in Dr. Yamagata-Noji's presentation, which is posted on the College website with these minutes.

12. CONSENT AGENDA

- Trustee Bader indicated that, on Consent item No. 7, in the first paragraph, the annual cost of approximately \$10,000 should be \$13,000.
- It was moved by Trustee Chen Haggerty, seconded by Student Trustee Marin, and passed to approve or ratify the following items:

ADMINISTRATIVE SERVICES

1. Approval of the Appropriation Transfers and Budget Revisions Summary.
2. Ratification to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. These individuals were originally submitted to Auxiliary Services as vendor payment requests.
3. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
4. Approval of Resolution No. 12-04, Designate Representatives to JPA Meetings.
5. Approval to reject a Claim Against the District by Employee Number Ending in 4588 and that Administrative Services is instructed to notify the claimant and his legal counsel of the rejection in accordance with Government Code Sections 910 through 915.4.
6. This item was pulled and acted upon separately (see paragraph No. 13).
7. Approval to renew the contract with Turbo Data Systems Inc., to provide handheld citation devices for use by the Mt. SAC Public Safety Department.
8. Approval of a five-year Working Agreement Between the Los Angeles County Sheriff's Department and Mt. San Antonio College, in compliance with California Education Code Section §67381.
9. Approval of the Twentieth Amendment to the Master Agreement By and Between Mt. San Antonio College and Mt. SAC Auxiliary Services, effective July 1, 2011, through June 30, 2016.
10. Approval of a contract with PayPal, Inc. to provide electronic processing of credit and debit card payments for the parking meters located on the south side of Temple Avenue.
11. Approval of contracts with PayPal, Inc. and American Express to provide electronic processing of credit and debit card payments for the College Box Office.
12. Approval to purchase furniture for the Child Development Center.

13. Approval of agreements to provide Professional Design and Consulting Services with HMC Architects for the Athletic Complex Precinct Plan project; Pal id studio Inc. for Small Facilities Projects; and P2S Engineering, Inc. for the Self Generation Technologies Evaluation Report project.
14. Approval of the following Bid:
- Bid No. 2921 Child Development Center – Community Playthings (Contractor).
15. Ratification of the following Change Orders:
- Bid No. 2831 Child Development Center – Moore Flooring (Flooring Contractor) – Change Order No. 1.
 - Bid No. 2844 Design Technology Center – Evans Brothers, Inc. (Site Prep & Site Utility Relocation Contractor) – Change Order No. 7.
 - Bid No. 2847 Design Technology Center – Columbia Steel (Structural Steel Contractor) – Change Order No. 5.
 - Bid No. 2858 Administration Building Remodel – DSG Corporation (Heating and Ventilation Contractor) – Change Order No. 4.
 - Bid No. 2906 Culinary Arts Remodel – G and G Electric (Electrical Contractor) – Change Order No. 1.
 - Informal Bid Agricultural Sciences Building Chiller Line Relocation – Los Angeles Air Conditioning (HVAC Contractor) – Change Order No. 1.
16. Ratification of the following Contract Amendment:
- Contract Child Development Center – Global Geo-Engineering, Inc. (Professional Design and Consulting Services) – Amendment No. 2.
17. Approval of the following Completion Notices:
- Bid No. 2844 Design Technology Center – Site Prep & Site Utility Relocation, Evans Brothers, Inc. (Contractor)
 - Bid No. 2847 Design Technology Center – Structural Steel & Miscellaneous Metals, Columbia Steel, Inc. (Contractor)
 - Bid No. 2848 Design Technology Center – Casework, Lozano Caseworks, Inc. (Contractor)
 - Bid No. 2849 Design Technology Center – General Construction, R.C. Construction, Inc. (Contractor)

- Bid No. 2851 Design Technology Center – Plumbing, HPL Mechanical, Inc. (Contractor)
18. Approval of the following Proposed Gifts and Donations to the College:
- Jewell Buttery – Assortment of Electrical Supplies, valued by donor at \$3,000, to be used by the Natural Sciences Division.

HUMAN RESOURCES

19. Approval of Personnel Transactions, dated October 24, 2012.

INSTRUCTION

20. Approval for the Mt. SAC Turf Team to attend the 9th Annual Student Challenge at the Sports Turf Manager Association's Annual Conference and Exhibition in Daytona Beach, FL, January 15–19, 2013.
21. Approval of 2012-13 Special Events expenditures and contracts.
22. Approval for the Chamber Singers and Singcopation to perform at the Xinghai Prize International Choir Competition in Guangzhou, China, November 8-12, 2012.
23. Approval for the Chamber Singers to perform at the American Choral Directors Association Conference in Dallas, TX, March 13–17, 2013.
24. Approval of repairs and upgrades to Mt. SAC's radio production studios.
25. Approval of activities and acceptance of funds for the Personal and Home Care Aide State Training Program grant.
26. Approval of activities and acceptance of funds for the Child Development Workforce Initiative grant.
27. Approval of activities and acceptance of funds for the Asian American and Native American Pacific Islander-Serving Institutions grant.
28. Approval of an agreement between the Child Development Center and CenterTrack.
29. Approval of activities and acceptance of funds for the Career Technical Education Community Collaborative grant.
30. Approval of acceptance of funds for the Child Development Training Consortium grant.
31. Approval of activities and acceptance of funds for the Workforce Innovation Partnerships grant.
32. Approval of additions and changes for courses in the Community Services Continuing Education Division.
33. Approval of a contract between the Center of Excellence and Full Capacity Marketing, Inc.

STUDENT SERVICES

34. Approval to accept funds and approve extension of the Aid Success Project Agreement.

Motion carried. Student Trustee concurred.

13. CONSENT ITEM #6: AGREEMENT WITH MANAGEMEN, INC. AND THE CONTINUATION OF THE OS1 CLEANING PROGRAM THAT PROVIDES TRAINING AND SUPPORT FOR THE CUSTODIAL SERVICES DEPARTMENT, FOR AN AMOUNT NOT TO EXCEED \$32,000 ANNUALLY

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

Trustee Hall said that he has concern that this program is being funded by Measure RR BAN funds, and he wants to make sure that we're on the right side of what we promised the taxpayers. Gary Nellesen said that there are some cases where bond money is appropriate. For instance, ManageMen would be paid a consulting fee to come in and work with employees to analyze a new facility and create workload assignments. This is the only case where bond money would be used to pay ManageMen; all the training and, even analysis on an existing facility, would be paid out of the Unrestricted General Fund. Vice President Mike Gregoryk said that the custodial staff is now embracing this method of cleaning. Dr. Scroggins said that, this is complicated by the fact that the custodial level is understaffed and training is still occurring due to the staff turnover. Trustee Chyr asked how it takes over five years of consulting services to implement this program, and Mr. Nellesen said that we're leaving the contract open to add new facilities, and that the OS1 Program is building-specific.

Motion carried. Student Trustee concurred.

14. ACTION ITEM #1: MEMORANDUM OF UNDERSTANDING BETWEEN CSEA, CHAPTER 651 AND THE DISTRICT ON ARTICLE VIII: HEALTH AND WELFARE BENEFITS AND OUTSTANDING PROPOSALS

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

Motion carried. Student Trustee concurred.

15. ACTION ITEM #2: AB1417/ACCOUNTABILITY REPORTING FOR THE COMMUNITY COLLEGES

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

Barbara McNeice-Stallard, Director, Research and Institutional Effectiveness, gave a presentation on this subject and indicated that, every year the College is required to do a presentation on, and have the Board interact with, the data for AB1417/Accountability Reporting for the Community Colleges, also known as ARCC. This provides a basis for examining the metrics, or measurements, for community colleges across California.

President Scroggins said that this has become an annual item where local boards are required to review and then approve a report compiled by the Chancellor's Office on various performance measures for Mt. SAC. The summary data shows Mt. SAC's comparison with its peer groups. He noted that the Chancellor's Office defines the peer group and it changes for

each item of comparison. The attempt was to form peer groups of similar types. Board members reviewed the 2012 ARCC/AB1417 report and engaged in dialogue about the peer results and asked Barbara McNeice-Stallard, Director of Research & Institutional Effectiveness, many questions regarding the data and the programs that Mt. SAC currently has in place that might impact these numbers. Board members reacted favorably toward this presentation.

Ms. McNeice-Stallard's report and presentation are posted on the College website with these minutes.

Motion carried. Student Trustee concurred.

16. ACTION ITEM #3: PROPOSED REORGANIZATION OF THE FINANCIAL AID DEPARTMENT

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

Much discussion took place regarding the level of service and staffing that will be affected by this reorganization. Audrey Yamagata-Noji, Vice President, Student Services, indicated that, with the loss of positions, some direct services with students will be affected, but not eliminated. The staffing level includes six specialists and five clerical support that serve the front counter, take in paperwork, and provide information to students. There are also a couple of short-term and part-time staff, as well. Dr. Scroggins indicated that this is one of Mt. SAC's better technology-enhanced programs. Dr. Yamagata-Noji also mentioned that the department is pretty paperless and fairly efficient compared to other colleges in terms of the number of students who are awarded and paid prior to school starting. The number of students applying for financial aid is growing at a very fast rate. The Assistant Director position is on tonight's agenda for approval, and the Systems Analyst position will be advertised soon.

It was asked if the Scholarship Program will be affected since the Scholarship Specialist position was eliminated, and Dr. Yamagata-Noji indicated that, yes, it was a budget cut, and there will probably be less direct assistance to students; but, it will still be there. The improved relationship with the Foundation will help streamline processes and free up staff time in order to work with students.

Motion carried. Student Trustee concurred.

17. ACTION ITEM #4: PROPOSED REORGANIZATION OF THE HIGH SCHOOL OUTREACH DEPARTMENT

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

Dr. Scroggins indicated that, this is an area where service levels are being reduced. Due to the number of vacancies in this department, the high school on-campus services will not be provided, as in the past.

It was asked what services will be maintained, and Dr. Scroggins indicated that a different service model will be present, meaning more services on the Mt. SAC campus, such as Assessment Days, and less services on high school campuses.

Dr. Yamagata-Noji said that, instead of sending staff out to high school campuses each week, meetings with the superintendents and high school principals will take place to look at a different model. Twelfth-grade students do not take the CST test; they are required to be in school. There will be days when Mt. SAC staff will go to high school campuses with

information for recruitment and information regarding Connect4. Mt. SAC staff will also continue to meet with the high school counselors, who will help with the calendar and structure of contacts.

Dr. Scroggins indicated that many community colleges are using this model and it's working effectively, citing Fresno City College. He also said that, in order for this model to work, it takes organization and cooperation on the high school's part, working with the community college, to get all this together to run smoothly.

Dr. Yamagata-Noji said that, every December, a high school counselors' meeting is held and, this year, the AA-T degree will be explained and how it will impact their students.

Motion carried. Student Trustee concurred.

18. ACTION ITEM #5: CONTRACT WITH TILDEN-COIL CONSTRUCTORS, INC. TO PROVIDE PRE-CONSTRUCTION SERVICES FOR SIX PROJECTS AT AN AMOUNT NOT TO EXCEED \$108,875

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

Trustee Hall said that he's aware of the San Dimas Performing Arts Center project, and, as far as he hears from the principal there, he seems to be very happy with the project. Dr. Hall reiterated that he has concerns in general about the overall Lease/Leaseback process; but, he doesn't have concerns about the proposed contract with Tilden-Coil Constructors. He just wants to make sure that Mt. SAC is getting the best possible return on its investments and that competitive bidding is still part of the process.

Trustee Chyr indicated that, due to all the problems Mt. SAC has faced with the old bid and construction process, he looks at the Lease/Leaseback Construction Delivery Method as a pilot program and welcomes the change. He also said that not seeing so many change orders is also a good thing, and it's time to try something different.

Motion carried. Student Trustee concurred.

19. ACTION ITEM #6: RESOLUTION NO. 12-03 – A RESOLUTION IN SUPPORT OF PROPOSITION 30

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

Much discussion ensued regarding the pros and cons of Proposition 30. With a few of the trustees mentioning that they have one foot in the private sector arena and one foot in the educational arena, they are torn on how they feel about this Proposition. There was also question about whether Proposition 30 is really the answer to the State's lack of funds. Both Student Trustee Marin and Dr. Scroggins spoke in support of this Resolution by the students, and, in the end, Trustees Baca, Bader, and Chen Haggerty voted to support the Associated Students' Resolution No. 12-03; Trustee Chyr voted against it; and Trustee Hall abstained.

Trustee Bader thanked the students all their good words and for staying so late to hear the outcome of this item.

Motion carried. Student Trustee concurred.

20. PROCEDURAL AND PARLIAMENTARY PROCESSES DURING BOARD MEETINGS INCLUDING ANALYSIS FROM LEGAL COUNSEL

No discussion took place.

21. ADJOURNMENT

The meeting adjourned at 10:20 p.m.

WTS:dl

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>November 14, 2012</u>	CONSENT
SUBJECT: <u>Appropriation Transfers and Budget Revisions Summary</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

**APPROPRIATION TRANSFERS
For the period 10/4/12 - 10/25/12**

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ <u>5,493</u>
Total	\$ 5,493

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 1,683
3000 Employee Benefits	20
4000 Supplies/Materials	272
6000 Capital Outlay	<u>3,518</u>
Total	\$ 5,493

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

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: November 14, 2012

Restricted General Fund - 17

From:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 322
3000 Employee Benefits	23
4000 Supplies/Materials	1,875
5000 Other Operating Expenses/Services	1,629
Total	\$ 3,849

To:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 3,849
Total	\$ 3,849

Health Services Fund - 39

From:

<u>Budget Classification</u>	<u>Amount</u>
7950 Unassigned Fund Balance	\$ 6,000
Total	\$ 6,000

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 6,000
Total	\$ 6,000

Associated Students Trust Fund - 71

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 805
Total	\$ 805

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 105
5000 Other Operating Expenses/Services	700
Total	\$ 805

Student Representation Fee Trust Fund - 72

From:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 670
Total	\$ 670

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: November 14, 2012

To:			
<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	670
Total		\$	670

Other Trust Funds - 79

From:			
<u>Budget Classification</u>			<u>Amount</u>
5000	Other Operating Expenses/Services	\$	5,050
Total		\$	5,050

To:			
<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	5,050
Total		\$	5,050

BUDGET REVISIONS
For the period 10/4/12 - 10/25/12

Unrestricted General Fund - 11 and 13

Revenue:			
<u>Budget Classification</u>			<u>Amount</u>
883100	Pomona Unified School District - contract #1112-001	\$	16,000
883100	2012-13 Budget for All Americas, Inc. - contract # 1213-004		2,650
883100	2012-13 Budget for All Americas, Inc. - contract # 1213-003		14,100
883100	2012-13 Budget for All Americas, Inc. - contract # 1213-002		63,900
887100	2012-13 Paramedic Program - Student Fees		4,086
888545	Aircraft Maintenance Fees		1,230
889000	Fire Academy		3,288
889000	Part-time Faculty Replacement Costs - Community College Association (CCA)		41,486
Total		\$	146,740

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: November 14, 2012

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 38,074
2000 Classified/Other Nonacademic Salaries	56,100
3000 Employee Benefits	8,656
4000 Supplies/Materials	8,974
5000 Other Operating Expenses/Services	34,936
Total	\$ 146,740

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
882000 Aid Success Project	\$ 25,000
Total	\$ 25,000

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 22,730
3000 Employee Benefits	2,270
Total	\$ 25,000

RECOMMENDATION

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$5,493), Restricted General Fund (\$3,849), Health Services Fund (\$6,000), Associated Students Trust Fund (\$805), Student Representation Fee Trust Fund (\$670), and Other Trust Funds (\$5,050) 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 (\$146,740) and the Restricted General Fund (\$25,000) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

DATE: November 14, 2012

CONSENT

SUBJECT: Independent Contractors

BACKGROUND

Approval of Independent Contractors.

ANALYSIS AND FISCAL IMPACT

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

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
James Alburger	Instruction – Radio, Perkins Grant	Guest Speaker, RTV 07 Voice-Over Class	11/13/12	\$100
Sway Chairez	Student Services – Student Life/Associated Students	Actor, Christmas in Mexico	12/6/12	\$128.57
Astrid Guilarte	Student Services – Student Life/Associated Students	Actor, Christmas in Mexico	12/6/12	\$128.57
Elwin Kishimoto	Instruction – Fine Art	Repair of Firing Kilns	11/15/12- 6/30/13	\$500
Guadalupe Loza	Student Services – Student Life/Associated Students	Actor, Christmas in Mexico	12/6/12	\$128.57
Ernesto Moreno	Student Services – Student Life/Associated Students	Director of String Quartet, Christmas in Mexico	12/6/12	\$200
Erik Rodriguez	Student Services – Student Life/Associated Students	Actor, Christmas in Mexico	12/6/12	\$128.57
Dalyn Sale-Whaley	Instruction – Music	Sound Engineer, Chamber Singers- Singcopation, China Tour	11/7/12- 11/14/12	\$300
Edgar Soto	Student Services – Student Life/Associated Students	Actor, Christmas in Mexico	12/6/12	\$128.57
Jonathan Soto	Student Services – Student Life/Associated Students	Actor, Christmas in Mexico	12/6/12	\$128.57

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

SUBJECT: Independent Contractors

DATE: October 24, 2012

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Andrea Thiele	Instruction - Music	Accompanist Performer, Wassail Dinner and Concert	12/6/12- 12/8/12	\$1,250
Alejandra Valencia	Student Services – Student Life/Associated Students	Actor, Christmas in Mexico	12/6/12	\$128.57
Kelly Van Holland	Instruction – Kinesiology	Embroidery Services for Cross Country logo on polo shirts, Cross Country Invitational	10/8/12	\$579

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

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

DATE: November 14, 2012

CONSENT

SUBJECT: Quarterly Investment Report

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio Community College District was approved for fiscal independence status effective July 1, 2012. As a result, cash and checks are deposited on a daily basis with the Los Angeles County Treasurer's Office. The College maintains the Citizens Business Bank accounts for the collection of enrollment and student fees, a clearing account to receive wire transfers for financial aid and other grants, and a revolving fund for emergencies. These funds are transferred on a daily or as-needed basis to the Los Angeles County Treasurer's Office. In addition, the cash from the Revenue Lease Bonds (COPS) is held with a trustee. The cash investments are summarized as follows for the quarter ending September 30, 2012:

County of Los Angeles, Cash in County Treasury	\$81,921,919	.70%
Citizens Business Bank, District Clearing Account	4,369	.10%
Citizens Business Bank, Revolving Fund	71,131	.10%
Citizens Business Bank, Community Education Clearing Account	15,558	.00%*
Citizens Business Bank, Web Registration Credit Cards	191,466	.10%
Citizens Business Bank, Parking Services Credit Cards	6,788	.10%
Citizens Business Bank, Performing Arts Center	8,264	.00%
City National Bank, Federal Perkins Loans	5,489	.00%
Cash with Trustee, Revenue Lease Bonds (COPS)	318,749	.04%

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

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the September 30, 2012, Quarterly Investment Report, as presented.

Prepared by: Rosa Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #3

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>November 14, 2012</u>	CONSENT
SUBJECT: <u>Quarterly Financial Status Report</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following report for the period ending September 30, 2012, should be reviewed and approved by the Board of Trustees. Once this report has been approved, it will be forwarded to the Chancellor's Office. This report includes revenues, expenditures, and fund balance for the Unrestricted General Fund only and gives the Board a condensed overview of the fiscal status of the College.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees reviews and approves the Quarterly Financial Status Report for the period ending September 30, 2012, as presented.

Prepared by: Rosa M. Royce Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #4

VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2012-2013

District: (850) MT. SAN ANTONIO

Quarter Ended: (Q1)

Sep 30, 2012

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2009-10	Actual 2010-11	Actual 2011-12	Projected 2012-13
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	143,634,299	145,152,876	139,034,856	135,372,261
A.2	Other Financing Sources (Object 8900)	13,887	37,323	45,798	153,558
A.3	Total Unrestricted Revenue (A.1 + A.2)	143,648,186	145,190,199	139,080,654	135,525,819
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	137,369,441	139,693,635	141,686,959	141,938,559
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	3,169,740	1,953,909	873,132	547,874
B.3	Total Unrestricted Expenditures (B.1 + B.2)	140,539,181	141,647,544	142,560,091	142,486,433
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	3,109,005	3,542,655	-3,479,437	-6,960,614
D.	Fund Balance, Beginning	27,161,411	30,270,416	33,813,071	30,333,634
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	27,161,411	30,270,416	33,813,071	30,333,634
E.	Fund Balance, Ending (C. + D.2)	30,270,416	33,813,071	30,333,634	23,373,020
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	21.5%	23.9%	21.3%	16.4%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	31,048	31,203	28,702	28,702
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2009-10	2010-11	2011-12	2012-13
H.1	Cash, excluding borrowed funds		15,965,962	40,118,161	26,062,103
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	28,376,344	15,965,962	40,118,161	26,062,103

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	135,372,261	135,372,261	21,595,850	16.0%
I.2	Other Financing Sources (Object 8900)	153,558	153,558	50,226	32.7%
I.3	Total Unrestricted Revenue (I.1 + I.2)	135,525,819	135,525,819	21,646,076	16.0%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	141,938,559	141,938,559	29,265,824	20.6%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	547,874	547,874	149,158	27.2%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	142,486,433	142,486,433	29,414,982	20.6%

K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-6,960,614	-6,960,614	-7,768,906	
L.	Adjusted Fund Balance, Beginning	30,333,634	30,333,634	30,333,634	
L.1	Fund Balance, Ending (C. + L.2)	23,373,020	23,373,020	22,564,728	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	16.4%	16.4%		

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

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

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	%*	Permanent		Temporary		Total Cost Increase	%
			Total Cost Increase	%*	Total Cost Increase	%*		
a. SALARIES:								
Year 1: 2012-13			30,074					
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1: 2012-13			3,649					
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

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

The Board of Trustees approved an ongoing salary increase of two percent effective July 1, 2011 plus \$302 annual increase in employee health benefits effective April 2, 2012 for Managers, Supervisors and Confidential employees. This increase will be funded from the District's Unassigned Fund Balance.

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

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.) The Board of Trustees approved the issuance of \$29.9 million Refunding Bonds for Measure R. This refunding will provide savings to the taxpayers.

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

Next year? YES

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.) The College reduced 2011-12 course offerings by 1609 and an additional 415 FTES for the winter and spring 2012. The "trigger" cuts for the fiscal year 2011-12 were enacted in December. Revenues have been reduced by \$682,766 for Tier One (one-time) and by \$1,838,111 for Tier Two (ongoing). Revenues have also been reduced by \$2,239,554 for enrollment fee and property tax deficits. Based on Governor's 2012-13 budget projections, Mt. SAC may have ongoing revenues reduced by \$8.6 million if the Governor's tax initiative is not approved by the voters on the November 2012 ballot. Mt. San Antonio College ended the fiscal year 2011-12 with a \$30.3 million fund balance as a result of a one-time \$5 million legal settlement received from the City of Industry.

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

DATE: November 14, 2012

CONSENT

SUBJECT: Claim Against the District – Student Number Ending in 8694

BACKGROUND

Government Code Sections 910 through 915.4 specify the procedure by which a claimant may present a claim against the College for injury, damage, or loss.

ANALYSIS AND FISCAL IMPACT

On October 18, 2012, the District received a claim from the law office of Ronald Fomalont on behalf of the claimant. The claimant alleges that, on May 3, 2012, while playing soccer during his Physical Education class, he tripped and fell near Building 50G sustaining injuries to his knee. The District's claim administrator has reviewed the claim and requests that the Board take action to reject it.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees rejects the claim and that Administrative Services be instructed to notify the claimant of the rejection in accordance with Government Code Sections 910 through 915.4.

Prepared by: Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #5

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 14, 2012</u>	CONSENT
SUBJECT:	<u>Claim Against the District – Student Number Ending in 2433</u>	

BACKGROUND

Government Code Sections 910 through 915.4 specify the procedure by which a claimant may present a claim against the College for injury, damage, or loss.

ANALYSIS AND FISCAL IMPACT

On October 3, 2012, the District received a claim from a student alleging that, on September 5, 2012, while in class, his vehicle was damaged in Parking Lot H by a hit-and-run driver. The District’s claim administrator has reviewed the claim and requests that the Board take action to reject it.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees rejects the claim and that Administrative Services be instructed to notify the claimant of the rejection in accordance with Government Code Sections 910 through 915.4.

Prepared by: <u>Karen A. Saldana</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #6</u>

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

DATE: November 14, 2012

CONSENT

SUBJECT: Agreement with Vangent for 1098T Forms

BACKGROUND

The Taxpayer Relief Act (TRA) of 1997 provides education tax incentives for eligible taxpayers. The Hope Scholarship Credit and Lifetime Learning Credit allow taxpayers to reduce their federal income tax based upon qualified tuition and fees paid, assuming the taxpayer meets the eligibility requirements. The College is required to send a 1098T form to all eligible students detailing the fees they paid to the College.

ANALYSIS AND FISCAL IMPACT

Vangent provides data management and reporting services to assist higher education institutions in meeting TRA requirements. Vangent will use a data file from Banner to produce a 1098T form for each student, and they will print the forms and mail them to the students. They will use the data file to produce the required electronic file that must be sent to the Internal Revenue Service (IRS). Vangent also provides the College with an archive in case the College needs to re-print the form for a student. The fee for these services will not exceed \$22,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #7

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 14, 2012</u>	CONSENT
SUBJECT:	<u>Agreement with LACOE – Network Services and Support</u>	

BACKGROUND

The Los Angeles County Office of Education (LACOE) provided financial systems support for accounting and payroll transactions which included on-line access for data entry, inquiries, and processing. The accounting transactions and the issuance of commercial warrants were handled with the PeopleSoft system until June 30, 2009. The payroll transactions and the issuance of payroll warrants were handled with the Human Resources/Payroll System (HRS) until February 2009. To access these systems, Mt. SAC maintained a contract with LACOE for network services and support.

ANALYSIS AND FISCAL IMPACT

While the District no longer processes transactions utilizing the LACOE systems, access is needed to retrieve past information and update job classifications for STRS and PERS reporting. The STRS and PERS retirement electronic files are prepared by Mt. SAC and sent to LACOE, who is responsible for submitting each file to the respective retirement agency. Therefore, Fiscal Services is requesting the renewal of the contract with LACOE for network services and support to access past information, update job classifications, and facilitate the STRS and PERS reporting. The ongoing cost of the contract is \$9,680 per year for three years (July 1, 2011, to June 30, 2014).

Fiscal Services recently received a letter from LACOE announcing a one-time 50% rate reduction for the 2012-13 fiscal year. As Fiscal Services was reviewing the contract, it was discovered that the renewal contract for the period July 1, 2011, to June 30, 2014, had not been approved by the Board of Trustees.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies this contract with the Los Angeles County Office of Education for network services and support, as presented.

Prepared by: _____	Rosa M. Royce	Reviewed by: _____	Michael D. Gregoryk
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #8

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

DATE: November 14, 2012

CONSENT

SUBJECT: Approval of Expenditures for the 2012 Foot Locker, Inc. - National Cross Country Championships in San Diego, CA.

BACKGROUND

Since December 2004, the Technical Services Department has been contracted by Foot Locker, Inc. to provide broadcast and webcast coverage of the Foot Locker National Cross Country Championships in San Diego, CA. This contract is an outgrowth of production activities at the Foot Locker Regional Championships held at the College. Prior to this year, the fund for this event was managed by Auxiliary Services. With the recent changes in accounting practices, Board approval is required to expend travel funds.

As part of the production activities, permission is requested to:

Type of Expense	Not to Exceed
Provide advance payment of deposits and expenses for hotel accommodations for College employees and professional experts.	\$4,000
Provide out-of-town per-diem pre-payment for all College employees working on the event.	\$1,500

ANALYSIS AND FISCAL IMPACT

The contract with Foot Locker, Inc. will cover all housing costs, per-diem and refreshment costs, as detailed above. The contract will also cover all labor expenses for College employees, professional experts, and independent contractors as well as fuel costs and any necessary supplies or repairs.

Activities will be carried out with contract-generated funds. The project will not impact the College budget.

Funding Source

Not applicable - Contract with Foot Locker, Inc.

RECOMMENDATION

It is recommended that the Board of Trustees approves the expenses for the Foot Locker National Meet, as presented.

Prepared by: William Eastham

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #9

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 14, 2012</u>	CONSENT
SUBJECT:	<u>Professional Design and Consulting Services</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 contracts are presented for approval:

#1	Consultant:	Independent Roofing Consultants	
	Project:	Facilities Emergency Operation Center Addition and Plan Room Renovation	
Item	Description:	Amount	
	Professional consulting services to survey, investigate, and evaluate the roofing system above the administration offices and the existing shops.	\$2,450.00	
	Contract Amount, hourly not to exceed		\$2,450.00

#2	Consultant:	PAL id Studio	
	Project:	Facilities Emergency Operation Center Addition and Plan Room Renovation	
Item	Description:	Amount	
	Professional design consulting services for Phase I of the Facilities Emergency Operations Center (EOC) and Plan Room renovation and addition including furniture programming, procurement assistance, and coordination of installation activities.	\$28,500.00	
	Reimbursable expenses (Phase I):	\$1,425.00	
	Professional design consulting services for Phase II of the Facilities Emergency Operations Center (EOC) and Plan Room renovation and addition including furniture programming, procurement assistance, and coordination of installation activities.	\$31,500.00	
	Reimbursable expenses (Phase II):	\$1,575.00	
	Contract Amount, not to exceed:		\$63,000.00

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

SUBJECT: Professional Design and Consulting Services

DATE: November 14, 2012

#3	Consultant:	Steven Fader Architects	
	Project:	Printmaking Renovation at the Art Center Building	
Item	Description:	Amount	
	Professional architectural services to develop plans for the non-structural improvements within the Art Center Building for a printmaking laboratory.	\$18,970.00	
	Reimbursable expenses:	\$400.00	
	Contract Amount, not to exceed:		\$19,370.00

Funding Source

Measure RR Bond Anticipation Note.

RECOMMENDATION

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

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE: <u>November 14, 2012</u>	CONSENT
SUBJECT: <u>Agricultural Sciences Building Landscape (Change Order)</u>	

BACKGROUND

Agricultural Science Building Landscape (Change Order).

ANALYSIS AND FISCAL IMPACT

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

Bid No.	2897	Contractor:	Harry H. Joh Construction, Inc. (General Contractor)	CO No.	2
Item	Change and Justification:			Amount	Time
1	Install 135 feet of rebar and 102 feet of chamfer at the eastside curb per the architect's Field Work Directive. This information was not included on the original drawings. <i>Architect/engineer requirement-additional details required.</i>			\$3,233.27	3 days
2	Install 850 feet of chamfer at the south and east sides of seat wall corner edge per the architect's Field Work Directive. This information was not included on the original drawings. <i>Architect/engineer requirement-additional details required.</i>			\$4,116.31	3 days
3	Install 40 feet of chamfer at the lower retaining wall control joint per the architect's Field Work Directive. This information was not included on the original drawings. <i>Architect/engineer requirement-additional details required.</i>			\$1,176.02	1 day
4	Install an additional 480 feet of rebar and modification detail and 305 feet of top and corner chamfer at the retaining seat wall, due to the electrical box and conduits location, per the architect's Field Work Directive. <i>Architect/engineer requirement-additional details required.</i>			\$5,832.36	3 days
5	Over-excavate and re-compact the soil beneath the removed and re-routed existing four chiller lines, per the architect's Field Work Directive. <i>Architect/engineer requirement-additional details required.</i>			\$4,847.54	2 days
6	Re-survey elevations at the retaining ramp wall and the landing for the replacement of elevation stakes during pipe re-routing work. <i>Architect/engineer requirement-additional details required.</i>			\$1,117.20	0 days

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

SUBJECT: Agricultural Sciences Building Landscape (Change Order)

DATE: November 14, 2012

	Total	\$20,322.70	12 days
	Original Contract Amount		\$423,250.00
	Net Change by Previous Change Orders		\$8,882.88
	Net Sum Prior to This Change Order		\$432,132.88
	Amount of Change Order No. 2		\$20,322.70
	New Contract Sum		\$452,455.58
	Percentage of Change to Contract, to Date		6.90%

Funding Source

Measure RR Bond Anticipation Note.

RECOMMENDATION

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

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>November 14, 2012</u>	CONSENT
SUBJECT: <u>Professional Design and Consulting Services (Contract Amendment)</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 amendment is presented for approval:

	Consultant:	Marlene Imirzian & Associates Architects	No.	1
	Project:	Facilities Emergency Operation Center Addition and Plan Room Renovation		
Item	Change and Justification:		Amount	
	Professional services to provide detailed construction cost estimating on the Facilities Emergency Operation Center Addition and Plan Room Renovation project.		\$20,000.00	
	Total		\$20,000.00	
	Original Contract Amount		\$370,552.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$370,552.00	
	Amount of Amendment No. 1		\$20,000.00	
	New Contract Sum		\$390,522.00	

Funding Source

Measure RR Bond Anticipation Note.

RECOMMENDATION

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

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

SUBJECT: Personnel Transactions**DATE:** November 14, 2012**ACADEMIC EMPLOYMENT****Banking Leave of Absence with Pay**

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Phillips, Jamie	Agricultural Sciences	7.75	Spring 2013

Salary Advancements for Full-time Faculty Column Crossover – 2012-13

Coursework and/or Degree earned

Name: Ezzell, Sun
 Position: Professor, Learning Assistance
 Department: Learning Assistance
 Column/Step: Column III, Step 12 Salary: \$97,920.00/annual
 Job FTE: 1.00/10 months
 Effective: 11/1/12
 Remarks: Column crossover from Column II, Step 11

Name: Sciore, Donald
 Position: Professor, Commercial & Entertainment Arts
 Department: Commercial & Entertainment Arts
 Column/Step: Column III, Step 12 Salary: \$97,920.00/annual
 Job FTE: 1.00/10 months
 Effective: 11/1/12
 Remarks: Column crossover from Column II, Step 11

Retirements

Joseph Ammirato, Professor, Commercial & Entertainment Arts, effective 12/27/12

Karen Curran, Professor, Child Development, effective 2/17/13

Jesse Mezquita, Professor, Commercial & Entertainment Arts, effective 12/28/12

Student Intern

Julie Law, Career and Transfer Center, Azusa Pacific University, effective 10/10/12–6/30/13

SUBJECT: Personnel Transactions**DATE:** November 14, 2012**Additional Assignments**

Provider	Area/Department	Service/Agreement	Dates	Amount
Massey, Christine	Music	Performer at "A Tribute to Women Composers" Concert	10/26/12	\$41.09/hr. Not to exceed \$100
Mittler, William	Theater	Oversee/supervise running crew for 5 th annual student show "Nighty Night"	12/2/12– 12/9/12	\$42.52/hr. Not to exceed \$1,000

MANAGEMENT EMPLOYMENT**Retirement**

Thomas Meikle, Manager, Purchasing, effective 12/28/12

TEMPORARY EMPLOYMENT**Substitute Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Felix, Ernest	Grounds Equipment Operator	Grounds	17.84	10/16/12-06/28/13
Fernandez, Robert	Custodian	Custodial Services	16.98	10/18/12-06/30/13
Garcia, Mary	Clerical Specialist	Fire Technology	19.14	10/10/12-12/20/12
Homsy, Khalid	Custodian	Custodial Services	16.98	10/18/12-06/30/13
Valencia, Susana	Clerical Assistant	Adult Basic Education	16.49	10/25/12-12/20/12
William, Terry	Custodian	Custodial Services	16.98	10/25/12-06/30/13

Hourly Non-Academic Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Escobedo, Julio	Lab. Assistant-Business	Business	13.27	11/03/12-06/30/13
Farrell, Theresa	General Clerical Worker	Natural Sciences	8.00	11/15/12-06/30/13
Hernandez, Paul	Model	Fine Arts	21.00	11/15/12-06/28/13
Jie, Lawrence	Tutor II	Tutorial Services	9.25	11/15/12-06/30/13
Lee, July	Model	Fine Arts	21.00	10/25/12-06/29/13

SUBJECT: Personnel Transactions**DATE:** November 14, 2012**Professional Expert Employees – New Assignment**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Cisneros, Alba	Visiting Artist	Arts	45.00	11/15/12-06/30/13
Lopez-Werssbuch, Ashley	Study Skills Assistant II	Adult Basic Education	11.32	11/15/12-06/30/13

Professional Expert Employees – Extended Assignments

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Almeida, Emily	Sports Publicist	Kinesiology & Athletics	16.00	09/01/12-06/28/13
Bailey, Michael	Master Class Instructor	Kinesiology & Athletics	25.00	10/01/12-06/30/13
Costa, James	Theatrical Rigger II	Technical Services	16.50	09/30/12-06/29/13
Escalante, Manuel	Athletic Injury Specialist I	Kinesiology & Athletics	22.00	10/11/12-06/30/13
Goff, Michael	Project Coordinator	Kinesiology & Athletics	35.00	09/05/12-06/30/13
Groenewold, Zachary	Master Class Instructor	Kinesiology & Athletics	25.00	10/01/12-06/30/13
Hoyos, Eliza	Project Expert	Upward Bound	25.00	11/01/12-12/20/12
Janes, Stephen	Paramedic Specialist	Medical Services	15.60	10/25/12-06/30/13
Johnston, William	Master Class Instructor	Kinesiology & Athletics	25.00	10/01/12-06/30/13
Lampa, Melanie	Teaching Aide	Adult Basic Education	13.27	10/23/12-06/30/13
Lara, Sharon	Tutorial Specialist I	The Writing Center	17.00	10/12/12-06/30/13
Maksimuk, Nick	Lecturer-Fire Technology	Fire Technology	37.26	10/25/12-06/30/13
Manlapaz, Mark	Admissions & Records Aide I	Admissions & Records	10.87	10/25/12-06/30/13
Martinez, Juan	Lecturer-Fire Technology	Kinesiology & Athletics	37.26	09/01/12-06/28/13
McGuire, Robert	Technical Expert I	Kinesiology & Athletics	35.00	10/01/12-06/30/13
Meeker, Kent	Paramedic Specialist	Medical Services	15.60	10/02/12-06/30/13
Meismers, Mark	Master Class Instructor	Kinesiology & Athletics	25.00	10/12/12-06/30/13
Moore, Kristen	Project Expert	Technology & Health	25.00	10/30/12-06/30/13
Roueintan, Masoud	Tutorial Specialist III	Tutorial Services	20.00	09/20/12-06/30/13
Ruh, Donald	Project Manager	Kinesiology & Athletics	55.00	10/01/12-06/30/13
Ruh, Lani	Game Day Personnel	Kinesiology & Athletics	16.00	10/01/12-06/30/13
Simmons, Robert	Athletic Injury Specialist I	Kinesiology & Athletics	22.00	10/11/12-06/30/13
Stillman, Kelly	Vision Mixer	Technical Services	50.00	09/20/12-06/30/13
Stuard, Elizabeth Ruth	Interpreter III	Continuing Education	30.00	09/01/12-06/30/13
Thompson, John	Athletic Injury Specialist I	Kinesiology & Athletics	22.00	10/11/12-06/30/13
Tom-Hoon, Rory	Project Coordinator	Adult Basic Education	35.00	10/08/12-06/30/13
Ujamras, Chalatorn	Master Class Instructor	Kinesiology & Athletics	25.00	10/01/12-06/30/13
Vaniman, Berry	Head Video Utility	Technical Services	50.00	10/14/12-06/30/13
Zumaeta, Jose	Athletic Injury Specialist I	Kinesiology & Athletics	22.00	10/11/12-06/30/13

Student Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Adams, Gloria	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Aguilar, Leticia	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Aguilera, Brandon	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Aguillon, Karla	Student Assistant I	DSP&S	8.00	10/22/12-12/14/12
Alatorre, Christian	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Anderson, Curtis	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12

SUBJECT: Personnel Transactions**DATE:** November 14, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Arellanes, Gabriel	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Arif, Sara	Student Assistant IV	Teacher Prep. Inst.	11.25	10/12/12-02/22/13
Arteaga, Monica	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Atkinson, Porsha	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Ayetiwa, Afoluso	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Barkley-Jones, Susie	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Bauman, Sara	Student Assistant I	Dramatic Arts	8.00	10/22/12-02/17/13
Benjamin, Denae	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Bethea, Justin	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Borquez, Diana	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Borunda, Alexandra	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Briones, Alyssa	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Briseno, Monica	Student Assistant IV	Teacher Prep. Inst.	11.25	10/12/12-02/22/13
Brown, Kyle	Student Assistant V	Technical Services	12.50	10/17/12-02/17/13
Bryden, Deana	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Cabadas, Olivia	Student Assistant I	DSP&S	8.00	10/12/12-12/14/12
Cabrera, Alejandra	Student Assistant IV	Teacher Prep. Inst.	11.25	10/12/12-02/22/13
Cabrera, Jacque	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Calvillo, Jennifer	Student Assistant I	DSP&S	8.00	10/22/12-12/14/12
Campos, Nancy	Student Assistant I	ESL	8.00	11/01/12-02/24/13
Campos, Nancy	Student Assistant IV	Teacher Prep. Inst.	11.25	10/12/12-02/22/13
Cardenas, Nelly	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Castellanos, Justin	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Castillo, Efren	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Catingub, Nolan	Student Assistant V	Technical Services	12.50	08/27/12-02/17/13
Chidester, Mary	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Cobas, Aaron	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Collins, Christopher	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Corbin, Khalil	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Cornell, Patricia	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Covarrubias, Victoria	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Crespin, Richard	Student Assistant V	Technical Services	12.50	10/01/12-02/24/13
Cruz Casas, Christian	Student Assistant I	ESL	8.00	11/01/12-02/24/13
Cuevas, Felipe	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Dandy, Willie	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Dao, Jason	Student Assistant I	Event Services	8.00	10/08/12-02/24/13
Deskin, Shannon	Student Assistant III	Agricultural Sciences	10.00	10/15/12-02/22/13
Dominguez, Julie	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Duarte, Anthony	Student Assistant III	Technical Services	10.00	10/17/12-02/24/13
Eccles, Samantha	Student Assistant III	Agricultural Sciences	10.00	10/15/12-02/22/13
Edwards, Bria	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Edwards, Britiney	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Esposito, Alexis	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Estrada, Emisabel	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Fairweather, Hakeem	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13

SUBJECT: Personnel Transactions**DATE:** November 14, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Flores, Iliana	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Fort, Candace	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Gailey, Bryan	Student Assistant I	DSP&S	8.00	10/12/12-12/14/12
Garcia, Brenda	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Garcia, Michelle	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Garcia, Randy	Student Assistant III	Technical Services	10.00	10/17/12-02/24/13
Garcia, Stephany	Student Assistant I	DSP&S	8.00	10/22/12-12/14/12
Garman, Amber	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Gaytan, Vanessa	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Gee, Stephanie	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Gonzales, Crystal	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Gonzalez, Catalina	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Gonzalez, Julissa	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Guerara, Sarah	Student Assistant IV	Teacher Prep. Inst.	11.25	10/12/12-02/22/13
Guzman, Marcela	Student Assistant I	Child Development Ctr.	8.00	10/19/12-02/22/13
Hall, Chloe	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Hellawell, Candace	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Hernandez, Salvador	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Hernandez, Sandra	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Hurtado, Aron	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Jamieson, Kathy	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Jarvis, Nayomie	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Jauregui, Nicolas	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Jimenez, Alejandro	Student Assistant I	Theater	8.00	10/05/12-02/17/13
Jimenez, Miriam	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Johnson, Shaianne	Student Assistant III	Counseling	10.00	10/01/12-12/21/12
Jones, Dominic	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
King, Kyree	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Lau, Brian	Student Assistant III	Instruction	10.00	10/25/12-02/15/13
Le Clerc, Nina	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Le, Lisa	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Le, Quynh Anh	Student Assistant I	DSP&S	8.00	10/22/12-12/14/12
Lee, Cheryl	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Lee, Pik-Man	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Liebhaber, Valerie	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Lizarraras, Karen	Student Assistant I	Child Development Ctr.	8.00	09/21/12-02/22/13
Lopez, Annalisa	Student Assistant III	Financial Aid	10.00	09/01/12-12/20/12
Lopez, Jesus	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Lopez, Lorena	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Lopez, Luke	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Lopez, Vanessa	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Lopez, Zulema	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Luevano, Monica	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
MacGilvray, Autumn	Student Assistant III	Arts	10.00	10/11/12-02/16/13
Mahony, Maire	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12

SUBJECT: Personnel Transactions**DATE:** November 14, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Mahony, Maire	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Martinez, June	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Martinez, Lindsay	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Martinez, Mario	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Matzen, Cerise	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Mauricio, Leonel	Student Assistant II	Biological Sciences	8.75	10/19/12-02/22/13
Medina, Kevin	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Millis, Amanda	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Montoya, Bonita	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Moreira, Lucy	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Moreno, Steven	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Murphy, Kevin	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Muscat, Joshua	Student Assistant III	Agricultural Sciences	10.00	10/15/12-02/22/13
Nelson, Justine	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Orona, Thomas	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Ortega, Victoria	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Ortiz, Karen	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Pacheco, Frances	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Pagsanhan, Christine	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Peete, Chantal	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Perez, Dalia	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Perez, Jacqueline	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Perez, Tayler	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Pfost, Natalie	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Poon, Calvin	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Puckett, Darian	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Ramirez, Gabriela	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Richardson, Asheby	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Rodriguez, Marco	Student Assistant V	President's Office	12.50	10/25/12-12/31/12
Rosas, Victoria	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Sanchez, Katie	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Sanvar, Smantha	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Silva-Lopez Ricardo	Student Assistant IV	ACES	11.25	09/01/12-12/07/12
Silva, Natalie	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Smith, Ashley	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Smith, Gregory	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Smith, Kale	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Solorzano, James	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Solorzano, Jennifer	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Soto, Gabriela	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Sundstrom, Emma	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Syed, Shakil	Student Assistant IV	High School Outreach	11.25	12/21/12-02/22/13
Taylor, Bryanna	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Thomas, Keynia	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Torres, Michael	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13

SUBJECT: Personnel Transactions**DATE:** November 14, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Toth, James	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Twu, Andrew	Student Assistant II	Tutorial Services	8.75	10/08/12-02/17/13
Uvaas, Andrew	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Vega, Naomi	Student Assistant I	DSP&S	8.00	10/25/12-12/14/12
Velasquez-Bugarin, Stephanie	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Villegas, April	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Viramontes, Alyssia	Student Assistant I	DSP&S	8.00	10/22/12-12/14/12
Waung, Yu	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Wehbe, Reymunda	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Wickman, Jonathan	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Williams, Amalia	Student Assistant III	Agricultural Sciences	10.00	10/17/12-02/22/13
Woody, Zachary	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Yip, Alan	Student Assistant IV	High School Outreach	11.25	12/21/12-02/22/13
Yu, Anthony	Student Assistant II	Tutorial Services	8.75	10/09/12-02/17/13
Zamarripa, Ruth	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12
Zaval, Hilda	Student Assistant I	DSP&S	8.00	10/11/12-12/14/12

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 14, 2012</u>	CONSENT
SUBJECT:	<u>New AA-T Degree in Theater for the 2012-13 Academic Year</u>	

BACKGROUND

The Associate in Arts in Theater for Transfer (AA-T) degree has been developed to prepare students for transfer utilizing the Chancellor’s Office Transfer Model Curriculum.

ANALYSIS AND FISCAL IMPACT

The degree has been developed and approved by the Theater Department faculty in the Arts Division. Documentation has been reviewed by the Educational Design Committee and approved by the Curriculum & Instruction Council and the Academic Senate. Existing courses support this new degree.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the AA-T in Theater degree to be effective with the 2012-13 academic year, upon the Chancellor’s Office approval.

Prepared by: <u>Terri S. Long</u>	Reviewed by: <u>Virginia L. Burley</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #15</u>

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>November 14, 2012</u>	CONSENT
SUBJECT: <u>Affiliation Agreements for Athletic Training Program</u>	

BACKGROUND

Students enrolled in athletic training degree/certificate programs require clinical experience for training and professional preparation. Due to the comprehensive athletic program that Mt. San Antonio College offers, students are able to experience a wide variety of sports that many universities do not offer. The following universities have agreed to send their athletic training students to Mt. SAC:

- Azusa Pacific University
- Chapman University
- California State University, Fullerton
- California State University, Long Beach
- University of La Verne

ANALYSIS AND FISCAL IMPACT

These affiliation agreements are the standard Mt. SAC agreement and will become effective November 15, 2012. All agreements are reviewed by Risk Management for changes or amendments.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the affiliation agreements with the universities, as detailed above.

Prepared by: Joe Jennum Reviewed by: Virginia R. Burley
Recommended by: Bill Scroggins Agenda Item: Consent #16

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

DATE: November 14, 2012

CONSENT

SUBJECT: Affiliation Agreement with Compton Fire Department

BACKGROUND

Students enrolled in the Paramedic Program require use of clinical facilities for training. Compton Fire Department located in Compton, CA, has agreed to accept paramedic interns and will provide Mt. SAC students with excellent training opportunities.

ANALYSIS AND FISCAL IMPACT

The new affiliation agreement between Mt. SAC and Compton Fire Department is the standard Paramedic agreement used by the Technology and Health Division. No changes or amendments have been made.

This agreement shall be effective November 15, 2012.

Funding Source

No fiscal impact.

RECOMMENDATION

It is recommended that the Board of Trustees approves this new affiliation agreement between Mt. San Antonio College and Compton Fire Department.

Prepared by: Sarah Daum

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #17

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

DATE: November 14, 2012

CONSENT

SUBJECT: Singcopation Competition at the Next Generation Festival in Monterey, CA

BACKGROUND

The Mt. San Antonio College Vocal Jazz Ensemble, Singcopation, requests permission to compete at the Annual Next Generation Jazz Festival/Competition in Monterey, CA, from April 5-7, 2013. This event honors the rising stars of jazz with showcases for vocal ensembles, combos, individual musicians, and big bands from across the country vying for trophies, scholarships, cash prizes, and a spot on the stages of the Monterey Jazz Festival in September 2013. Staff members attending will be Bruce Rogers, Director, and Porfirio Mojica, Staff Accompanist.

ANALYSIS AND FISCAL IMPACT

The estimated cost of this competition is \$4,000.

Funding Sources

Unrestricted General Fund and student contributions.

RECOMMENDATION

It is recommended that the Board of Trustees approves Singcopation's travel to attend this competition.

Prepared by: Sue Long

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #19

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 14, 2012</u>	CONSENT
SUBJECT:	<u>Students to Attend the American Medical Student Association National Convention in Washington, DC</u>	

BACKGROUND

The Mt. SAC Caduceus Club requests permission to send approximately ten students to the American Medical Student Association (AMSA) National Conference in Washington, DC. Students will have a chance to go to Capitol Hill and meet congressional representatives to discuss current health issues. The National Conference is a great opportunity for networking and for breakout sessions on a variety of health topics and careers. This will be the eighth year that Mt. SAC has sent a group of students to this prestigious conference.

Our participation at the national level has given Mt. SAC an excellent reputation for preparing students for careers in the health professions. Contacts made at previous conferences have led to securing Vice Admiral Nathan, Surgeon General of the Navy as the keynote speaker for this year’s Caduceus Club Annual Health Professions Conference (April 26, 2013). Dr. Carmen Rexach, Professor of Biology and Faculty Advisor to the Caduceus Club, will accompany students to the conference.

ANALYSIS AND FISCAL IMPACT

The conference will be held March 13-17, 2013, in Washington, DC. Approximately ten students are planning to attend along with one faculty advisor. No District funds are requested for this trip.

Funding Sources

Caduceus Club fund-raising, individual participant contributions, and private donations.

RECOMMENDATION

It is recommended that the Board of Trustees approves this student travel to the AMSA National Convention in Washington, DC, March 13-17, 2013.

Prepared by: <u>Matthew Judd</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #20</u>

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

DATE: November 14, 2012

CONSENT

SUBJECT: Forensics Students to Attend the Texas Two-Step Swing Competition
in Hurst, TX

BACKGROUND

The Communication Department is requesting approval for 14 forensics students and faculty members Jeff Archibald and Mei-Ling Hsieh to attend the Texas Two-Step Swing competition scheduled for January 25-27, 2013, in Hurst, TX. Travel dates are January 24-28, 2013.

ANALYSIS AND FISCAL IMPACT

The estimated cost of the trip is \$10,250.

Funding Source

Revenue-generated account in the Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the attendance of fourteen forensics students and two faculty members at the Texas Two-Step Swing competition, as presented.

Prepared by: James Jenkins

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #21

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>November 14, 2012</u>	CONSENT
SUBJECT: <u>Communication Department to Co-host Close to the Coast Swing</u> <u>Competition</u>	

BACKGROUND

The Communication Department is requesting permission to host a forensics tournament event with Orange Coast College called the Close to the Coast Swing at Orange Coast College. Dates for the competition are January 19-20, 2013.

ANALYSIS AND FISCAL IMPACT

Costs to host the event will not exceed \$2,500, and it is expected that the costs will be covered by fees charged to participants. Costs include purchasing trophies/awards, snacks, decorations, office supplies, and compensation for a small number of judges.

Funding Source

Revenue-generated account in the Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Communication Department's co-hosting of the Close to the Coast Swing.

Prepared by: James Jenkins Reviewed by: Virginia R. Burley
Recommended by: Bill Scroggins Agenda Item: Consent #22

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 14, 2012</u>	CONSENT
SUBJECT:	<u>Continuing Education Division Activities – Revenue-Generated Account</u>	

BACKGROUND

The Continuing Education Division has a revenue-generated account that supports a variety of professional development and student enrichment activities. The Division holds events throughout the year such as faculty in-service training, program and division planning retreats and meetings, and student certificate and graduation events.

Approval is requested to provide food, non-alcoholic beverages, small promotional items, speaker honoraria, and cap and gown rental, as appropriate, to these events, not to exceed \$10,000.

ANALYSIS AND FISCAL IMPACT

Costs will be covered by income to the revenue-generated account.

Funding Source

Revenue-generated account in the Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Continuing Education Division revenue-generated account activities, as presented.

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #23

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 14, 2012</u>	CONSENT
SUBJECT:	<u>Continuing Education Division Additions and Changes</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

1. Curriculum Addition

Noncredit Certificate: Tutor Training comprised of the following existing courses:

- | | |
|-----------|---------------------------------------|
| VOC TR10A | Introduction to Tutoring |
| VOC TR10B | Tutoring in the English Language |
| VOC TR10C | Tutoring as a Supplemental Instructor |
| VOC TR10D | Tutoring in Mathematics |
| VOC TR10R | Tutoring in Reading |

2. Contract Renewals

Contract	Amount
Early Childhood Mentor Program 2012-13	\$79,467
• Supplemental Support Carryover from 2011-12	\$1,000
Motorcycle Safety Foundation Site Administrator Agreement Extension: January 1, 2013 – December 31, 2013	No cost to the District

Funding Sources

Contract Renewal and Funding Agency.

RECOMMENDATION

It is recommended that the Board of Trustees approves the curriculum addition and the contract renewals, as presented.

Prepared by: <u>Donna Burns</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #24</u>

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

DATE: November 14, 2012

ACTION

SUBJECT: Heartland Payment Systems - Electronic Processing Agreement

BACKGROUND

Heartland Payment Systems supplies secure electronic payment processing services for credit and debit card transactions via the web and point-of-sale interface. They partner with the College's enterprise application system vendor, Ellucian, and their system provides a real-time interface to Banner at no additional cost.

ANALYSIS AND FISCAL IMPACT

The College's current credit card processing provider, Official Payments, charges a transaction fee of 2.25% of the amount of each credit or debit card payment for in-person transactions and 2.5% for online transactions. Today, Official Payments is the gateway provider, and they send the transaction to Heartland for actual processing and disbursement of funds to the bank. Currently, 93.69% of Mt. SAC fees are paid online.

Heartland's fee for online and in-person credit card transactions is the current credit card interchange rate plus 40 basis points. Heartland's fee for online and in-person debit card transactions is \$.22 plus 5 basis points plus 40 basis points. These fees equate to a blended rate of approximately 1.5% per transaction for all four major credit/debit cards; Visa, MasterCard, Discover, and American Express. The credit card interchange rate is set by each card issuer, and it affects the rate all credit card processors like Heartland charge their clients.

By going directly to Heartland for credit card processing, the College will take advantage of the savings offered by the Durbin amendment for debit cards. The Durbin amendment is part of the Dodd Frank Wall Street Reform and Consumer Protection Act of 2010. It lowered the fee banks could charge for debit card transactions to \$.22 plus 5 basis points for cards issued by banks with more than \$10B in revenue. Currently, Official Payments receives the benefit of the lowered fee specified in the Durbin amendment and charges the College 2.25% for in-person and 2.5% for online debit card transactions. Approximately 55% of Mt. SAC transactions are debit cards that qualify for the lower Durbin amendment-specified fee. Other California community colleges that transitioned to Heartland to benefit from these savings include San Mateo Community College District, Chabot-Las Positas Community College District, and Sierra College.

Heartland does not charge implementation fees, hosting costs, training costs, or annual maintenance fees for their electronic payment processing system. The agreement is for a three-year term from January 1, 2013 to December 31, 2015. The maximum early termination fee is \$295.

Prepared by: Victor Belinski

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Action #1

SUBJECT: Heartland Payment Systems - Electronic Processing Agreement

DATE: November 14, 2012

Depending on the volume of credit and debit card payments and the total in-person payments versus online payments, the College will save \$50,000 to \$75,000 in annual transaction fees by processing credit card payments via Heartland Payment Systems.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Heartland Payment Systems, as presented.