



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 22, 2013

5:30 p.m. Open and Adjourn to Closed Session  
6:30 p.m. Public Session

Founders Hall, 1100 North Grand Avenue  
Walnut, CA 91789

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

## AGENDA

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

**CALL TO ORDER (5:30 p.m.)**

## PUBLIC COMMUNICATION

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

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

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

## CLOSED SESSION

1. **Conference with Legal Counsel** – Settlement Agreement (one case)
2. **Conference with Legal Counsel** – Anticipated Litigation – Initiation of litigation pursuant to subdivision D (2) of Section 54956.9 (one case)
3. **Conference with Legal Counsel** – Pending Litigation – Pending litigation pursuant to subdivision D (1) of Section 54956.9 (one case)
4. **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

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

## INTRODUCTIONS AND RECOGNITION

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

### Classified Employees (Newly Appointed)

- **Zakiel Gallegos**, Construction Specialist (Facilities Planning and Management)
- **Melissa Andrewin**, Construction Specialist (Facilities Planning and Management)
- **Teresa Barnes**, Clerical Specialist (Facilities Planning and Management)
- **Mark Conrad**, Laboratory Technician-Business Division (Business Division)
- **Jessica Draper**, Laboratory Technician-Astronomy (Natural Sciences Division)
- **Brittany Rusich**, ESL Instructional Support Assistant (ESL)
- **Heather Toyoshima**, Clerical Specialist (Arise)
- **Daniel Zavala**, Financial Aid Systems Specialist (Financial Aid)

### Classified Employee (Promotion)

- **Jazmin Vargas**, Financial Aid Specialist (Financial Aid)

- **Recognition**

- The Mt. SAC Forensics Team, led by Coaches **Jeff Archibald**, **Danny Cantrell**, and **Shae Hsieh**, captured their 8th National Title at the Phi Rho Pi National Championship Tournament on April 20 at the Warner Center Marriott in Woodland Hills. This Super-Bowl-caliber competition drew talented student speakers from over a dozen states, representing 60 community colleges. Team Mt. SAC captured the first-place Overall Sweepstakes (top award), the first-place individual Events Sweepstakes, and the third-place Debate Sweepstakes – earning more points than any other competing team. This win further entrenches Mt. SAC's standing as a dominant force in the collegiate forensics world. Mt. SAC has won eight community college national championships: 1994, 1998, 2000, 2001, 2003, 2006, 2011, and 2013. As individual competitors at the recent Phi Rho Pi tournament, all 14 Mt. SAC students won awards (six golds, three silvers, and 10 bronze). Two students achieved the best overall scores in their respective event: **Awais Spall** (gold, Impromptu) and **Conny Chege** (gold, Program

Oral Interpretation), and **Barrett Tate** and **Brandon Orewyler** took the gold in the Parliamentary Debate category as the only duo to win all eight rounds of competition.

- Mt. SAC's Marketing & Communication Team, led by Marketing Director **Clarence Brown** (CB), won a record 11 PRO Awards at the annual statewide conference of the California Community College Public Relations Organization, held last week in Santa Ana. Of the 11 awards, five were gold—earning top distinction for the College in the categories of Best Schedule (Spring 2013) and College Catalog, Best Commencement Program, Best Photography, and Best Logo Design (Aspire). The team also won design awards for Advertising, High School Recruitment Brochure, College Brochure, and the College Folder. Over 225 entries were submitted by 40 colleges throughout California and were judged by panels of professional experts in journalism, photography, graphic design, marketing, and public relations. The latest wins bring the total of awards won over the past decade to nearly 80.
- Under the direction of Professor **Jeff Ellwood**, the award-winning Mt. SAC Jazz Band has again proved it is a force to be reckoned with as they took top honors in their division at the Reno Jazz Festival, April 2013. This makes two wins in a row for Ellwood and his Jazz Ensemble. In addition to the band's first-place win, individual musicianship awards went to three outstanding band members – **Tama Shutts** (saxophone), **Kyle Martinez** (trumpet), and **Mike Oktay** (drums).

Mt. SAC vocal jazz ensemble, Sincopation, sang their way to first place in the Collegiate Vocal Jazz category at the recent Next Generation Jazz Festival. The win gives them the opportunity to perform at the world's most prestigious jazz event, the Monterey Jazz Festival, in September.

- Mt. SAC Flying Team, led by Professor **Robert Rogus**, wins coveted American Airlines Safety Award at national competition that was given out at the National SAFECON competition, held at The Ohio State University, ending May 11. The highly coveted American Airlines Safety Award is presented annually to the College or University which has an outstanding safety record and demonstrates the most innovative approach to further aviation safety. Individual awards at the national competition were earned by **Taylor Ewing** (pilot) and **Samantha O'Brien** (observer) earned fifth place in Navigation, **Joshua Spolar** earned ninth place in Instrument Flight, **Evelyn Marquez** earned eleventh place in Message Drop, and **Taylor Ewing** earned twelfth place in Preflight Inspection. Voted as the Top Team Member was **Lynette Lopez**. **Taylor Ewing** placed tenth in the Top Pilot category out of over 345 competitors. Out of the 30 colleges and universities invited to SAFECON, the Mt. SAC Flying Team ranked fifteenth overall (12th in Flight Events and 16th in Academic Events). Mt. SAC earned a second place in the Top Two-Year School rankings.
- Award Certificates of Service to the following retiring faculty and management staff members, whose combined years of service total 362½:
  - **Jerry Allen**, Professor (Geography and Political Science), 41½ years of service
  - **Joe Ammirato**, Professor (Commercial and Entertainment Arts), 15½ years of service
  - **Richard Anderson**, Professor (Air Conditioning and Welding), 20½ years of service
  - **Mary Brackenhoff**, Professor (English, Literature, and Journalism), 22 years of service

- **Ronald Brouillette**, Professor (English, Literature, and Journalism), 24 years of service
- **Virginia Burley**, Vice President, Instruction, 27 years of service
- **Bob Burton**, Professor (Aircraft Maintenance and Design Technology), 18 years of service
- **Karen Curran**, Professor (Child Development), 14½ years of service
- **Jesse Mezquita**, Professor (Commercial and Entertainment Arts), 35½ years of service
- **Rosa Preciado**, Professor (Psychology and Education), 37½ years of service
- **Larry Redinger**, Dean, Natural Sciences, 38 years of service
- **Ron Reel**, Professor (Communication), 25 years of service
- **Sandy Samples**, Director, Health Services, 21 ½ years of service
- **Mike Sullivan**, Professor (English, Literature, and Journalism), 22 years of service
- Congratulate 2013 Presidential Award winners:
  - For Outstanding Curriculum Efforts, **Lori Walker and the STDY Discipline Committee** - The Learning Assistance STDY Discipline Committee (\$2,000 to the department)  
Honorable Mention: Mt. San Antonio College Information Competency Workshop Pilot Program (**Pauline Swartz** and **Nora Shea**)
  - For Outstanding Basic Skills Efforts, **Meghan Chen and the LLR Retreat Planning Team** - Library & Learning Resources Division Retreat: An Inclusive Approach to Outcomes Assessment (\$2,000 to the department)
  - For Personal Innovation, **Robert Bowen** (\$1,000 awarded to the individual)
- Congratulate 2013 Educators of Distinction:
  - **April Tellez**, History Department
  - **Rocio Avila**, English Department
  - **Paul Sharpe**, Drug & Alcohol Counseling Department
  - **Robert Augustus**, Sign Language Department
  - **Charles Merward**, Philosophy Department

## APPROVAL OF MINUTES

Approval of minutes of the regular meeting of April 24, 2013. (See backup packet Pages 1 through 10.)

## REPORTING OF ACTION TAKEN IN CLOSED SESSION

### PUBLIC COMMUNICATION

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

## REPORTS

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

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

## BOARD COMMUNICATION

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

4. President – Bill Scroggins, President/CEO
  - Informational Report - Roadmap Project Interactive Tool, presented by Dr. Terri Long, Dean of Instructional Services, and Anabel Perez, Counselor/Coordinator for Learning Communities. (See backup packet Pages 11 and 12.)
  - Informational Report – Mt. SAC Financial Aid Program, presented by Chau Dao, Director, Financial Aid. (See backup packet Page 13.)
  - Informational Report – Budget (May Revise), presented by Mike Gregoryk, Vice President, Administrative Services, and Rosa Royce, Associate Vice President, Fiscal Services.

## CONSENT CALENDAR

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

### PRESIDENT'S OFFICE

1. Consideration of approval of an agreement with the law firm of Liebert Cassidy Whitmore to provide legal and consulting services to the College in regard to employment relations and education law, including representation in labor negotiations and in administrative and court proceedings, as requested by the College. Term of agreement is from June 1, 2013, through May 31, 2014. (See backup packet Pages 14 through 19.)

### ADMINISTRATIVE SERVICES

2. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet Pages 20 through 26.)
3. 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 27 through 29.)
4. Consideration of approval to reissue stale-dated warrants, per Education Code 85270. (See backup packet Page 30.)
5. Consideration of approval of Quarterly Investment Report, ending March 31, 2013. (See backup packet Page 31.)
6. Consideration of approval of Quarterly Financial Status Report, ending March 31, 2013. (See backup packet Pages 32 through 34.)
7. Consideration of approval of a contract with Tilden-Coil Constructors, Inc. to provide Lease/Leaseback construction services for the San Jose Hills Road Improvements project, the Building 12 Renovation project, and the North Campus Infrastructure Improvements project. (See backup packet Pages 35 through 37.)
8. Consideration of approval of a contract with IBM to provide expert emergency services not covered under current maintenance agreement, not to exceed \$4,300. (See backup packet Page 38.)
9. Consideration of ratification of customer service training facilitated by Fred Pryor Seminars for the Administrative Services staff on May 9, 2013, not to exceed \$3,000. (See backup packet Page 39.)
10. Consideration of approval of Resolution No. 12-12 – Temporary Inter-fund Cash Borrowing. (See backup packet Pages 40 and 41.)

11. Consideration of approval to use Proposition 30 - Education Protection Account (EPA) funds for Instructional Salaries and Benefits. (See backup packet Pages 42 through 44.)
12. Consideration of approval of agreements to provide Professional Design and Consulting Services with Psomas for the Administration Building Site Improvements project, the Building 12 Modernization project, and the Facilities Plan Room Renovation and Addition project; and with HMC Architects for the Final Project Proposal for the Technology Building. (See backup packet Pages 45 and 46.)
13. Consideration of approval of the following Change Orders:
  - Bid No. 2832 Child Development Center – Continental Plumbing (Plumbing Contractor) – Change Order No. 4. (See backup packet Pages 47 and 48.)
  - Bid No. 2833 Child Development Center – Comfort Conditioning Co., Inc. (Plumbing Contractor) – Change Order No. 3. (See backup packet Pages 48 and 49.)
14. Consideration of approval of the following Contract Amendments:
  - Environmental Impact Report Construction Support – Helix Environmental Planning Inc. (Professional Design and Consulting Services Consultant) – Amendment No. 1. (See backup packet Page 50.)
  - San Jose Hills Road Entrance Improvements – RKA Consulting Group (Professional Design and Consulting Services Consultant) – Amendment No. 3. (See backup packet Page 50.)
  - Temporary Space Classrooms – Steven Fader Architects (Professional Design and Consulting Services Consultant) – Amendment No. 1. (See backup packet Page 51.)
  - Physical Education Building Renovation – Kishimoto Architects, Inc. (Professional Design and Consulting Services Consultant) – Amendment No. 11. (See backup packet Page 51.)
15. Consideration of approval of the following Proposed Gifts and Donations to the College:
  - Kurzweil/Intellitools – Kurzweil 3000 Standalone Windows Software to be used to convert and produce alternate media for student with disabilities, valued by donor at \$1,395, to be used by the Disabled Student Programs & Services Department.

## **HUMAN RESOURCES**

16. Consideration of approval of the Extension of Service for Classification and Compensation Study with Koff & Associates, Inc. (See backup packet Page 52.)

## **INSTRUCTION and STUDENT SERVICES**

17. Consideration of approval of new and modified courses and certificates and a modified degree effective with the 2013-14 academic year. (See backup packet Pages 53 and 54.)
18. Consideration of approval of an affiliation agreement with the Montclair Fire Department for paramedic students. (See backup packet Page 55.)

19. Consideration of approval for Track & Field students and coaching staff to attend the USA Junior National Championships in Des Moines, IA, June 19-23, 2013. (See backup packet Page 56.)
20. Consideration of approval for Child Development Center Pre-K students, parent chaperones, and CDC staff to travel by bus to Kidspace Children's Museum in Pasadena on June 14, 2013. (See backup packet Page 57.)
21. Consideration of approval for students and faculty to attend the SkillsUSA National Leadership and Skills Conference in Kansas City, MO, June 24-29, 2013. (See backup packet Page 58.)
22. Consideration of approval to accept funds and approval of purchases for the Health Careers Training Program – Health Professions Conference Grant. (See backup packet Page 59.)
23. Consideration of approval to accept funds and approval of purchases for the Enrollment Growth for Associate Degree Nursing Programs Grant. (See backup packet Page 60.)
24. Consideration of approval to accept funds and approval of purchases for the Song-Brown Registered Nurse (RN) Capitation Grant. (See backup packet Page 61.)
25. Consideration of approval of a contract with Atrium Hotel, Irvine, CA, for the CyberWatch West Grant. (See backup packet Page 62.)
26. Consideration of a Center of Excellence contract with Davis Research, LLC. (See backup packet Page 63.)
27. Consideration of approval of an amendment to the contract with Dr. Thomas Bryan for health screenings and football games coverage. (See backup packet Page 64.)
28. Consideration of approval for the Communication Department to sponsor an Intramural Speech Contest on June 6, 2013. (See backup packet Page 65.)
29. Consideration of approval of advance payment to Campechano Grill for the Radiologic Technology Student Pinning Ceremony luncheon. (See backup packet Page 66.)
30. Consideration of approval of additions and changes to the Community Services Continuing Education Division. (See backup packet Pages 67 and 68.)
31. Consideration of approval of a contract with The Regents of the University of California for the Arise Program (AANAPISI Grant) Student Leadership Retreat. (See backup packet Page 69.)

## **ACTION ITEMS**

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

1. Consideration of approval of the Three-Year Agreement Between CSEA, Chapter 651 and the District for the period July 1, 2011, through June 30, 2014. (See backup packet Pages 70 through 73.)
2. Consideration of approval of the Personnel Transactions [PLACEHOLDER], dated May 22, 2013. (See backup packet Pages 74 through 86.)

3. Consideration of approval to accept Bid No. XXXX to install modular units for temporary space during construction [PLACEHOLDER]. (See backup packet Page 87.)
4. Consideration of approval to use the current competitive bid or proposal, resulting in the lowest price for the College, to purchase Workers' Compensation Coverage [PLACEHOLDER]. (See backup packet Page 88.)

## DISCUSSION ITEMS

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

1. Receive for first reading and discussion Mt. SAC's Accreditation Midterm Report, presented by Dr. Virginia Burley, Vice President, Instruction, and Accreditation Liaison Officer. (See backup packet pages 89 and 90.) (Distributed as a separate document.)
2. Receive for first reading and discussion revised Board Policy 4040 – Library Services. (See backup packet Pages 91 and 92.)

## ADJOURNMENT

### Future Board Meetings

June 26, 2013  
 July 24, 2013  
 August 28, 2013

### Upcoming Events

May 15, 2013	<p><b>Registration Begins for 2013 Summer Intersession Credit and Continuing Education Classes</b></p> <p><b>Suicide Presentation</b> – 1:30-3:00 p.m., Building 9C Stage Area</p> <p><b>Arise Student Milestones Recognition</b> – 6:00-8:00 p.m., Founders Hall</p>
May 16, 2013	<p><b>Student Recognition Ceremony (Upward Bound)</b> – 6:00-9:00 p.m., Building 9C Stage Area</p>
May 16-June 6, 2013	<p><b>65<sup>th</sup> Annual Student Art Exhibition</b> – Art Gallery Hours</p>
May 17, 2013	<p><b>Classified Employees Appreciation Dinner for Graveyard Shift Employees</b> – 6:00 p.m., Building 47</p> <p><b>Astronomy Dome Grand Opening</b> – 6:30 p.m., Building 60</p> <p><b>Chamber Winds Concert</b> – 8:00 p.m., Feddersen Recital Hall</p>
May 17-19, 2013	<p><b>Spring Dance Concert</b> – 3:00 and 8:00 p.m., Clarke Theater</p>
May 18, 2013	<p><b>Students and Educators of Distinction Ceremony/Luncheon</b> – 11:00 a.m.-3:30 p.m., Royal Vista Country Club, Walnut</p> <p><b>Music Department Student Showcase</b> – 8:00 p.m., Feddersen Recital Hall</p>

## **Upcoming Events** (continued)

- May 20, 2013      **Classified Employees Bingo** – 1:00-2:00 p.m. (first session) and 2:00-3:00 p.m. (second session), Building 9C Stage Area
- May 21, 2013      **Get Ahead – Lifesaver Information Booth** – 11:00 a.m.-1:00 p.m., Miracle Mile
- Classified Employees Appreciation Luncheon** – 11:30 a.m.-1:00 p.m. (first seating); 1:00-2:00 p.m. (second seating), Building 9C Stage Area
- Faculty and Manager Recognition Ceremony** – 3:00-4:30 p.m., Clarke Theater
- May 22, 2013      **Classified Service/Recognition Ceremony (Classys)** – 9:30-11:30 a.m., Clarke Theater
- Get Ahead – Lifesaver Information Booth** – 11:00 a.m.-1:00 p.m., Prime Stop Patio Area
- May 22, 2013      **Memorial Day Campus Celebration** – 10:00 a.m.-5:00 p.m., Building 16C, Veterans' Resource Center
- Board of Trustees Meeting** – 6:30 p.m., Founders Hall
- May 23, 2013      **Classified Employees' Pre-Retirement Planning Workshop** – 11:00-12:00 p.m. (first session); 12:00-1:00 p.m. (second session), Building 28A, Room 103
- International Students Recognition Ceremony** – 4:00-6:00 p.m., Founders Hall
- May 24, 2013      **Classified Employees' Nature Walk** – 11:30 a.m.-12:30 p.m., Wildlife Sanctuary
- May 27, 2013      **Memorial Day Holiday – Campus Closed**
- May 28, 2013      **Town Hall Meetings** – 11:30 a.m. and 3:00 p.m., Building 13, Assembly Hall
- May 29, 2013      **Asian American Pacific Islander Heritage Month – Cultural Night** – 6:00-8:00 p.m., Building 13, Room 1700
- Spring Percussion Concert** – 7:30 p.m., Feddersen Recital Hall
- May 30, 2013      **Mental Health Presentation** – 1:30-3:00 p.m., Building 9C Stage Area
- ACES Transfer Achievement Banquet** – 5:00-7:00 p.m., Founders Hall
- May 31, 2013      **Mt. SAC Foundation Golf Classic** – 10:00 a.m., Industry Hills Golf Club
- Transfer Achievement Celebration** – 5:30-8:00 p.m., Gymnasium
- May 31-June 1, 2013      **Spring Choral Concert** – 8:00 p.m., Feddersen Recital Hall
- June 1, 2013      **Summer Bridge Orientation** – 8:30 a.m.-3:00 p.m., Building 13, Room 1700; Founders Hall; and Building 9C Stage Area and Patio
- June 5, 2013      **Public Speaker, Jonathan Mooney** – 1:00-3:00 p.m., Building 28A, Room 103
- June 7, 2013      **Student Leadership and Advisor Awards** – 1:00-4:00 p.m., Building 13, Room 1700

### **Upcoming Events** (continued)

- June 8, 2013                    **Scholarship Awards Ceremony** – 12:00 p.m., Sheraton Fairplex Hotel, Pomona
- June 14, 2013                    **Commencement Rehearsal** – 9:30 a.m., Building 50G  
**Commencement** – 6:00-9:00 p.m., Hilmer Lodge Stadium

### **Upcoming Sports Events**

- May 25-26, 2013                **Mt. SAC Relays Multi-Event** – All Day, Hilmer Lodge Stadium
- May 29, 2013                    **Athletics Fair** – 11:00 a.m.-2:00 p.m., North of Library

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**

**May 22, 2013**





# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 24, 2013

### MINUTES

#### CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 5:30 p.m. on Wednesday, March 27, 2013. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present.

#### STAFF PRESENT

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

#### 1. CLOSED SESSION

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

1. **Conference with Legal Counsel** – Settlement Agreement (one case)
2. **Conference with Legal Counsel** – Pending Litigation (one case)
3. **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

#### 2. RECEPTION

A reception was held for the Women's and Men's Basketball teams to acknowledge, for the first time in history, both teams being the State Champions.

#### 3. PUBLIC SESSION

The public meeting reconvened at 6:40 p.m. The Pledge of Allegiance was led by Daniel Smith, Vice President, Academic Senate.

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*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.*

#### 4. REPORTING OF ACTION TAKEN IN CLOSED SESSION

- Regarding item No. 1: None.
- Regarding item No. 2: None.
- Regarding item No. 3: None.

#### 5. PUBLIC COMMUNICATION

- Barbara Gonzales invited everyone to the Developmental Education Conference “Parachutes and Ladders XII: Building Global Citizens” event on Friday, May 3, 2013, 8:30 a.m. to 3:00 p.m., in Building 13, Room 1700, at Mt. San Antonio College. Ms. Gonzales indicated that there would be no charge and, if anyone would like to attend, to contact her. The flyer is posted on the College website with these minutes.
- Barbara Gonzales talked about the recent campus power outage and how it caused faculty major concern. The backup generator failed during the last power outage, and the classrooms and tutoring areas went totally dark. A very long time went by before the instructors were authorized to release their students from class. So, when the word was finally given, there was a massive traffic jam getting off campus. She felt that the outage was ill-managed and caused a safety problem for the students.

#### 6. MOMENT OF SILENCE

A moment of silence was observed in memory of Mt. SAC employee **Michael Zamora**, who passed away on April 6, 2013, at the age of 34. Michael worked in the Grounds Department for 13 years. He enjoyed coaching sports, especially softball, and was very involved in the school PTA and fund-raising programs. Michael is survived by his mother, Cindy; two daughters, Alexis and Danielle; and his father, Dan Zamora, and brother, Steven Zamora, who are both current Mt. SAC employees. Dan is the head of Skilled Crafts, and his brother, Steven, works in the Grounds Department, both in the Facilities Planning and Management Department.

#### 7. INTRODUCTIONS

The following newly appointed staff was introduced:

Classified

- **Samaris Alvarado**, Medical Assistant (Student Health Services) (present)
- **Jesse Flores**, Public Safety Officer (Public Safety) (present)
- **Julie Ann Moreno**, Account Clerk III (Fiscal Services) (absent)
- **Dalia Puentes**, Performing Arts Services Coordinator (Event Services) (absent)

#### 8. RECOGNITION

- A Certificate of Service was will be mailed to the following retiring classified staff member:
  - **Peter Aneiro**, PE/Athletic Technician I (Kinesiology, Athletics, & Dance), 8½ years of service (absent)

- **Paul Chiou**, Student, was recognized for his courage and positive spirit while being trapped in the elevator in Building 61 for more than 3½ hours. Matthew Judd, Associate Dean, Natural Sciences, presented Paul with a certificate of appreciation. Dean Matthew Judd presented a certificate of appreciation to Mr. Chiou.
- Student **Awais Spall** was recognized for receiving the Guistwhite Scholarship for \$5,000, **Austin Cooper** was recognized for being selected to the 2013 Phi Theta Kappa All-California Academic First Team, and **Dianna Blake** was recognized for being selected to the 2013 Phi Theta Kappa All-California Third Team.
- Coach **Rhonda Roberts** was recognized for leading the Mt. SAC Dance Team to the National Dance Association (NDA) National Championship at the NDA Nationals in Daytona Beach, FL. The following individuals attended: Dance Team Coach **Stephanie Green**, Captain **Myranda Palomino**, **Raquel Ortiz**, **Serina Ortiz**, **Bobbie Abston**, **Amber Anderson**, **Talan Armstrong**, **Becky Traynor**, and **Missy Orellana**

## 9. APPROVAL OF MINUTES

On Page 3 of the minutes of the regular meeting of March 27, 2013, the first two paragraphs under “Public Communication” were corrected, in part, to read:

- Audrey Yamagata-Noji explained the issues and changes to the manner in which student clubs could hold food sales on campus. Concerns were raised by Sodexo about the number of food sales, the close proximity of food sales to the main Campus Cafe, and the potential for health code violations. Previously, clubs were allowed to hold food sales as frequently as four times per week. After review of health code regulations, it was decided to no longer allow food to be cooked on campus for food sales by clubs. Instead, clubs are to bring pre-packaged and catered food items which can remain heated or refrigerated in the Student Life kitchen. Additionally, the current restriction on the number of days per week for food sales would be reconsidered.
- The following individuals indicated that they appreciated the restoration of the number of days that they’re allowed to sell food on campus; however, they had concerns regarding not being able to prepare food themselves and about the limited number of days of access they have to the kitchen: Ujala Batool, Dennis Lee, Daniel Luna, Carlos Rivera, Destina Valladares, Joy Ugay, Johana Rodriguez, Manuel Ledesma, Claudia Walukouw, Yomeri Gonzales Castuera, Jesus Mendoza, David Castenada, and Eduardo Zavala.”

It was moved by Trustee Hall, seconded by Trustee Chyr and passed to approve the minutes of the regular meeting of March 27, 2013, as corrected. Student Trustee concurred.

## 10. REPORTS

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

- Bill Lambert, Executive Director, Mt. SAC Foundation
- Ahmad Azawi, President, Associated Students
- Eric Kaljumagi, President, Academic Senate
- DeeJay Santiago, President, Classified Senate
- Luisa Howell, Vice President, Faculty Association

- Laura Martinez, President, CSEA 262
- Manny Marquez, Treasurer, CSEA 651

## 11. BOARD COMMUNICATION

- A. Trustee Baca read the following reminder: “At this time, the Board of Trustees will report on matters related to attendance at conferences, professional affiliations, and community involvement directly related to their functions as Board members.”
- B. All Board members shared the following comments:
- They welcomed new employees **Samaris Alvarado**, **Jesse Flores**, **Julie Ann Moreno**, and **Dalia Puentes**.
  - They congratulated retiree **Peter Aneiro**.
  - They congratulated the Women’s and Men’s Basketball teams for achieving, for the first time in history, winning the State Championship.
  - They congratulated student **Awais Spall** for receiving the Guistwhite Scholarship for \$5,000, **Austin Cooper** for being selected to the 2013 Phi Theta Kappa All-California Academic First Team, and **Dianna Blake** for being selected to the 2013 Phi Theta Kappa All-California Third Team.
  - They congratulated Coach **Rhonda Roberts** and Dance Team Coach **Stephanie Green**, for leading the Mt. SAC Dance Team to the National Dance Association (NDA) National Championship at the NDA Nationals in Daytona Beach, FL.
  - They all attended the Design Technology Center ribbon-cutting ceremony.
- C. Trustee Chen Haggerty reported the following:
- She attended the Mt. SAC Relays Hall of Fame banquet.
  - She attended the 24-year anniversary celebration of the City of Diamond Bar, where she ran into Mike Shay, Mt. SAC Foundation Board member. She was very impressed with what Mr. Shay had to say about Mt. SAC.
  - She attended the Diamond Bar Library 20-year anniversary.
  - She attended the San Gabriel Valley Economic Partnership breakfast, where students spoke about how much support they get from Mt. SAC.
- D. Trustee Bader reported the following:
- She attended the SanFACC dinner, where Nancy Shulock was the speaker.
  - She said that she is very pleased with all the activities that the Foundation is planning.
  - She attended the Kepler Scholarship Dinner.
  - She attended the Mt. SAC Relays Hall of Fame banquet and was very impressed with all the outstanding athletes.
  - She attended the Mt. SAC Relays and mentioned that, once again, all the hard work paid off; it was a huge success.

- She congratulated those involved in the Blood Drive competition with Cal Poly, and the fact that Mt. SAC won.

E. Student Trustee Marin reported the following:

- She talked about the current Associated Students elections, and she's excited to see the outcome.
- She'll be attending the CCC 2013 Student Senate General Assembly this weekend and thanked Dr. Scroggins for sponsoring her attendance.
- She attended the Mt. SAC Relays Hall of Fame banquet.
- She attended the Kepler Lecture Scholarship event.

F. Trustee Chyr reported the following:

- He talked about all the awards that Mt. SAC students have been winning and congratulated them for exceeding all expectations.
- He indicated that Dr. Bill Feddersen attended the Design Technology ribbon-cutting ceremony, who was the president of Mt. SAC when this facility was first designed.

G. Trustee Hall reported the following:

- He attended the SanFAC event.
- He distributed the checks that he promised to the clubs for selling Puttin' on the Hits tickets.
- At the Classys, he will repeat his performance that he did at Puttin' on the Hits.
- He attended the annual Walnut Teddy Bear Tea fund-raiser for the Walnut Valley Educational Foundation, where Diamond Bar High School and Walnut High School were named in the top 100 high schools in the nation.
- He congratulated the Mt. SAC Forensics Team for taking the 2013 Phi Rho Pi National Championship.
- He attended the San Gabriel Valley Economic Partnership breakfast, where Mr. Dowell Myers presented on the topic of "The New Generational Future of L. A. County." He gave information on the declining number of children and the surging number of retirees, which was very informative. Trustee Hall encouraged everyone to download Mr. Myers' presentation, which can be found on the San Gabriel Valley Economic Partnership website.

H. Trustee Baca reported the following:

- He congratulated Joe Jennum and Doug Todd for putting on such an outstanding Mt. SAC Relays event.

## 12. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed new employees **Samaris Alvarado, Jesse Flores, Julie Ann Moreno, and Dalia Puentes.**
- He congratulated retiree **Peter Aneiro.**
- He congratulated the Women's and Men's Basketball teams for achieving, for the first time in history, winning the State Championship.
- He congratulated student **Awais Spall** for receiving the Guistwhite Scholarship for \$5,000, **Austin Cooper** for being selected to the 2013 Phi Theta Kappa All-California Academic First Team, and **Dianna Blake** for being selected to the 2013 Phi Theta Kappa All-California Third Team.
- He congratulated Coach **Rhonda Roberts**, for leading the Mt. SAC Dance Team to the National Dance Association (NDA) National Championship at the NDA Nationals in Daytona Beach, FL.
- He attended the Academic Senate State Plenary in San Francisco and said that the issues are still challenging. He attended a breakout session on Shared Governance, where he was able to answer questions regarding leadership attributes.
- He attended the American Association of Community Colleges (AACC) Conference, where he made two presentations, one on Cyber Security and one on International Students. The theme of the conference was "Bridge to Student Success."
- He participated on a panel of the Carnegie Foundation Leaders, where he was able to present Mt. SAC's issues on the Statway Curriculum System.
- He attended the Veterans Program Recognition event.
- He talked about and demonstrated, on-line, Mt. SAC's Student Success Scorecard.

He showed the State data and the Mt. SAC data, side by side. The State average for Prepared Students for College was 62.2%, and the Unprepared for College Students was 67.3%. Mt. SAC's numbers were higher, at 73.1% for Prepared Students and 72.2% for Unprepared Students.

For the 30-unit threshold, the state was 70.1% for prepared students and 65.1% for unprepared student; whereas, Mt. SAC's numbers were 79.5% for prepared students and 63.6% for unprepared students.

The completions rates for the State were 71.2% for prepared students and 41.1% for unprepared students, and Mt. SAC numbers were 75.9% prepared students and 39.4% unprepared students.

This report is posted on the College website with these minutes.

## 13. INFORMATIONAL REPORT

Dr. Terri Long, Dean of Instructional Services, who was scheduled to give a report on the Roadmap Project Interactive Tool, will present at next month's Board meeting. This was due to technical difficulties accessing the internet.

## 14. CONSENT AGENDA

The following correction was made to the Consent Agenda: On Page 52, Consent #18, under "Modified Certificates," a return was added after "Radio Broadcasting: On-the-Air Level III" and before "Television Crew."

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

### PRESIDENT'S OFFICE

1. Approval of Resolution No. 12-10, Order of Election of the Mt. San Antonio Community College District of Los Angeles County.

### ADMINISTRATIVE SERVICES

2. Approval of the Appropriation Transfers and Budget Revisions Summary.
3. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
4. Approval to reissue stale-dated warrants, per Education Code 85270.
5. Approval to purchase furniture for the new Child Development Center from Urbanism Furniture.
6. Approval to reject a Claim Against the District by Claimant No. 2013-01, 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.
7. Approval to reject a Claim Against the District by Claimant No. 2013-02, 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.
8. Approval of a contract with Ellucian for the Oracle Enterprise license from August 1, 2013, to July 31, 2016.
9. This item was pulled and acted upon separately (see paragraph No. 15).
10. Approval of an agreement with Technology Connection, LLC to provide comprehensive cleaning services for the Information Technology Building Data Center main floor, sub-floor, and equipment.
11. Approval of agreements to provide Professional Design and Consulting Services with PAL id Studio for the Building 12 Modernization project and the Food Services Building project, and with Psomas for the Athletics Complex East project.
12. Approval of the following Change Order:
  - Bid No. 2828 Child Development Center – Marina Landscape, Inc. (Landscape Contractor) – Change Order No. 1.

13. Approval of contracts to provide Lease/Leaseback construction services for the Facilities Plan Room and Emergency Operations Center project, and the Utility Infrastructure South of Temple Avenue (Phase 1) project.
14. Approval of Resolution No. 12-11 - Energy Services Contract, Southern California Edison's Demand Response Program, and to award the Energy Services contract to MelRok, LLC in an amount not to exceed \$60,000.
15. Ratification of the following Unilateral Deductive Change Order:
  - Bid No. 2855 Administration Building Remodel – Angeles Contractor, Inc. (General Contractor) – Change Order No. 14.
16. Approval of the following Contract Amendments:
  - Utility Infrastructure Southwest Quadrant – P2S Engineering, Inc. (Professional Design and Consulting Services Consultant) – Amendment No. 1.
  - Performing Arts Building 2 Chiller Replacement – P2S Engineering, Inc. (Professional Design and Consulting Services Consultant) – Amendment No. 2.
  - Design Technology Center – HMC Architects (Professional Design and Consulting Services Consultant) – Amendment No. 10.
  - Performing Arts Building 2 Chiller Replacement – Schaffer Acoustics (Professional Design and Consulting Services Consultant) – Amendment No. 1.

## **HUMAN RESOURCES**

17. Approval of Personnel Transactions dated April 24, 2013.

## **INSTRUCTION and STUDENT SERVICES**

18. Approval of new and modified courses and programs effective with the 2013-14 academic year.
19. Approval for students and faculty to attend the Health Occupations Students of America National Leadership Conference in Nashville, TN, June 25-30, 2013.
20. Approval for students and a faculty advisor to attend the National Restaurant Association Tradeshow in Chicago, IL, May 17-20, 2013.
21. Approval for the Honors Program to host their Annual Recognition Celebration on May 23, 2013.
22. Approval for the Communication Department to host American Readers Theater Association Championships, a forensics tournament event, on May 4-5, 2013.
23. Approval of the second annual "Dr. Deborah Borocho Discovery Day: Surviving with Science" on May 11, 2013.
24. Approval of a contract with Cole-Schaefer Ambulance Service for coverage at the 2013 Mt. SAC Relays.

25. Approval to prepay fuel costs for the Aeronautics Program.
26. Approval of courses and programs for the Continuing Education Division for Summer 2013.
27. Approval of additions and changes to the Community Services Continuing Education Division.
28. Approval for the Honors Ambassadors Club donation to the Susan G. Komen Foundation.
29. Approval of a contract with The Bashful Butler, LLC and Covina Woman's Club for the Alpha Gamma Sigma Honors Club Banquet on May 31, 2013.
30. Approval of a contract with Brilliant Partners for the presentation "Stop the Blame: Make a Change" on May 30, 2013.
31. Approval of a contract with University of California, San Diego Campus Events for the Upward Bound Summer Academy Program.
32. Approval of a contract with The Princeton Review-Led Classroom Course Agreement for the Upward Bound Summer Academy Program.
33. Approval of a contract with Cynosure New Media, Inc. to develop and implement an online orientation and online probation workshop.

Student Trustee concurred.

**15. CONSENT ITEM #9: APPROVAL OF A CONTRACT WITH ACCOUNTEMPS TO PROVIDE TEMPORARY STAFFING SERVICES ON AN AS-NEEDED BASIS FOR FACILITIES PLANNING AND MANAGEMENT CONSTRUCTION SUPPORT.**

Dr. Scroggins indicated that constituent leader groups asked why this position is being filled with a temporary employee. The fact of the matter is that an open position of Account Clerk II does exist; however, the skills required for the work do not match the position, and the individual holding the position resigned. The department will review the work requirements and draft a new job description for review by the appropriate campus groups, but help is needed now.

It was moved by Trustee Chyr, seconded by Trustee Bader, and passed to approve this item. Student Trustee concurred.

**16. ACTION ITEM #1: APPROVAL OF RESOLUTION NO. 12-08 TERMINATING MEMBERSHIP IN THE PROTECTED INSURANCE PROGRAM FOR SCHOOLS AND COMMUNITY COLLEGES (PIPS) JPA WORKERS' COMPENSATION PROGRAM, AUTHORIZE THE DISTRICT TO PURCHASE THE EXCESS INSURANCE AT THE \$500,000 SELF-INSURED RETENTION (SIR) WITH STAR INSURANCE COMPANY, THROUGH AJ GALLAGHER, AND ENTER INTO AN AGREEMENT WITH HAZELRIGG CLAIMS SERVICES TO PROVIDE CLAIMS ADMINISTRATION SERVICES.**

The following correction was made to this item: On Pages 72-74, the Subject was changed to read, "Resolution No. 12-08 – Termination from PIPS," and the language following was deleted. The Recommendation was changed to read, "It is recommended that the Board of Trustees approves Resolution No. 12-08, terminating membership in the PIPS JPA workers' Compensation program," and the language following was deleted. The Agenda was changed to read, "Consideration of approval of Resolution No. 12-08, terminating membership in the Protected Insurance Program for Schools and Community Colleges (PIPS) JPA Workers' Compensation program," and the language following was deleted.

It was moved by Trustee Hall, seconded by Trustee Bader, and passed to approve this item, as corrected. Student Trustee concurred.

**17. ACTION ITEM #2: ANNUAL REVIEW OF BOARD POLICY 2015 – STUDENT MEMBER**

It was moved by Trustee Bader, seconded by Trustee Chen Haggerty, and passed to approve this item. Student Trustee concurred.

**18. INFORMATION ITEM #1: REVISIONS TO ADMINISTRATIVE PROCEDURE 3720 – USE OF TECHNOLOGY AND INFORMATION RESOURCES AND EMPLOYEE ACCEPTABLE USE AGREEMENT**

The Board received revised Administrative Procedure 3720 – Use of Technology and Information Resources and Employee Acceptable Use Agreement, for information only.

**19. ADJOURNMENT**

The meeting adjourned at 8:34 p.m.

WTS:dI

**Informational Report to the Board of Trustees**  
**Roadmap to Student Success Project**  
**Presented by Dr. Terri Long, Dean of Instructional Services, and**  
**Anabel Perez, Counselor/Coordinator for Learning Communities**

The Roadmap Grant is sponsored by the Met Life Foundation and coordinated through the American Association of Colleges and Universities (AAC&U). Mt. SAC was awarded the grant in the summer of 2010. The Roadmap Team is composed of a diverse group of individuals committed to providing a tool for our students that is designed to improve overall satisfaction and student success. The team includes the Director of Research for Institutional Effectiveness, the Counselor/Coordinator for Learning Communities, the faculty co-chair of Basic Skills, the Director of Career and Transfer Services, and the Dean of Instructional Services. In addition, two retired computer graphics faculty have been working closely with the team to program, design, and develop the tool.

Mt. San Antonio College's Roadmap to Student Success is a virtual and interactive web-based tool for students, providing them with information on applying to college, financial aid, tutoring and other student services, and information regarding degrees, certificates, and transfer. The dynamics of the team members provide the necessary knowledge and understanding of the campus and its processes to give a single source of information needed to successfully navigate through a complex educational system of higher education.

The virtual website that students can access includes a home page identifying six pathways: Get started, Get Help, Get Tutoring, Get Involved, Get a Plan, and Get Going. The Roadmap is not intended to be linear. The Team expects students to come and go, and even return to various parts of the map many times. It is however, a site that students will be able to access that is a compilation of all of the various programs and services on campus that students should know about to have a successful experience at the College. The team is working with student focus groups to provide input on ways to improve the Roadmap. Student input has been and will continue to be a practice that the Team will use. This Roadmap could easily be replicated by other campuses.

The Roadmap Project aligns locally with the recent recommendations from the California Community Colleges Student Success Task Force which focus on career readiness, strengthening student support, improving education of basic skills students, and aligning course offerings to meet the needs of students. When students gather important information from a pathway, they will be able to access resources and make better decisions about their educational goals.

The Roadmap also supports the College's Educational Master Plan (EMP). The EMP plan is developed based on existing College goals. The Roadmap tool aligns with three of these goals: *The College will prepare students for success through the development and support of exemplary programs and services;* *The College will utilize and support appropriate technology to enhance educational programs and services;* and *The College will ensure that curricular, articulation, and counseling efforts are aligned to maximize student successful university transfer.* The Roadmap clearly identifies programs for students that they may want to be involved in that will increase their academic success. It is also a perfect example of using technology to enhance the overall educational experience for students. Finally, the Roadmap provides students with information regarding curriculum, articulation, counseling, student services, and transfer.

When the Roadmap is ready to launch, the College plans to make it accessible to the students and staff through various vehicles. Mt. SAC has established communication avenues with the local high schools through our High School Outreach Program. When the Outreach staff visit the high schools, the Roadmap can be a part of the new student orientation sessions so that students can access valuable information about "Getting Started" at Mt. SAC. Also, various academic programs of study, especially in the Career and Technical Education area, have mandatory orientations designed for their cohorts of students. The Roadmap can also be a part of these orientations. The Roadmap will also be marketed to the Associated Students and student organizations and clubs. Eventually, the Roadmap Team plans to offer staff development sessions to inform interested faculty and staff about the Roadmap project so that the information can be disseminated by faculty in their classes, especially in the first weeks of the semester.

Finally, integrating assessment using the AAC&U value rubrics throughout the Roadmap journey will allow the College to clearly assess whether or not the tool is effective in whatever venue it is used. Through wide dissemination of the tool and its interactive, engaging format, the Roadmap to Student Success will not only be a tool that students enjoy using, but a tool that will lead them to the successful completion of their academic goals.

Roadmap Team Members:

Terri Long  
Glenda Bro  
Barbara McNeice-Stallard  
Anabel Perez  
Heidi Lockhart  
Jesse Mezquita – Technical support  
Joe Ammirato – Technical support

## Mt. SAC Financial Aid Program Update (Presented by Chau Dao, Director, Financial Aid)

The Financial Aid Department (FA) serves to assist students with acquiring funding to pursue their educational goals. The Pell Grant, FSEOG Grant, BOG Fee Waiver, Federal Work-Study, and Direct Loan programs are funds available to students. FA also has oversight of the Scholarship Program as well as the Veterans Program. The Veterans Program staff assures every benefit certification request is managed and processed in a timely manner with the Veterans Affairs Office to ensure each student Veteran and his/her family are able to receive the entitled resource to go back to school. FA is the most regulated entity in higher education administration, having to follow a plethora of rules and regulations. There is no easy, quick answer except for "it depends." Our objective is to remain in compliance with federal, state, and district policies and get the right aid to the right students at the right time.

### Three-Year Program Data:

	2012-2013 *		2011-2012		2010-2011	
FAFSA Applications	44,950 with 7,867 files verified		40,576 with 10,591 verified		34,717 with 8,225 files verified	
Federal Pell Grant	12,613	\$41,028,921	12,247	\$39,710,831	11,022	\$36,334,126
FSEOG Grant	1,074	\$620,805	1,746	\$749,964	1,169	\$679,428
Federal Direct Loans	1,262	\$1,554,079	730	\$2,233,712	570	\$1,650,441
Federal Work-Study	289	\$563,089	213	\$537,124	187	\$492,117
Veteran Benefits	808 each term		878 each term		848 each term	
BOG Fee Waivers	24,161	\$19,486,497	21,886	\$14,013,117	20,445	\$9,731,605
Cal Grant	1,991	\$2,117,440	1,608	\$1,903,460	1,466	\$1,750,727
Chafee Grant (Foster Youth grant)	40	\$137,459	38	\$154,414	25	\$103,509
Scholarships <sup>^</sup>	3,861	\$397,040	4,226	\$593,587	5,358	\$469,255
In-reach/ Out-reach Events	52 events/2,178 served 33 events/3,754 served		53 events/1,959 served 41 events/4,146 served		39 events/1,981 served 33 events/3,752 served	

\*Year-to-date total; aid year still in progress.

<sup>^</sup>Includes Mt. SAC Foundation and Osher Scholarships, and private scholarships that students receive from other sources

### For 2012-13:

- 44,950 students submitted a FAFSA application with a Mt. SAC school code and were subsequently run through the FA system to check for eligibility. Of these, 7,867 student files were selected for further in-depth review due to Department of Education notification and/or internal department screening criteria.
- Through April of 2013 only, 12,613 students received the federal Pell Grant (366 more than 2011-12), totaling \$41,028,921 – an increase of over \$1.3 million from 2011-12.
- BOG Fee Waivers continue to increase with 2,275 more students receiving the fee waiver over 2011-12 (to date).
- Students receiving Cal Grants are also up over 2011-12, with 383 more students receiving Cal Grants, totaling \$214,000 more than last year.
- FA staff has increased In-reach events over the past two years to provide more on-campus workshops/informational sessions.

### Significant Changes in Financial Aid

- Loss of federal Ability to Benefit criteria
- Pell Lifetime limit
- CA Dream Act, Cal Grant and BOG Fee Waiver eligibility
- Change in BOG Fee Waiver eligibility (unit load limit; SAP)
- Loan Benefits and Eligibility

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>May 22, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Agreement with Liebert Cassidy Whitmore</u>	

**BACKGROUND**

The agreement with the law firm Liebert Cassidy Whitmore is approved on a year-to-year basis.

**ANALYSIS AND FISCAL IMPACT**

In accordance with the agreement, the law firm of Liebert Cassidy Whitmore agrees to provide legal and consulting services to the College in regard to employment relations and education law, including representation in labor negotiations, as needed, and in administrative and court proceedings, as requested by the College.

The term of the agreement is from June 1, 2013, through May 31, 2014. The agreement shall be terminable by either party upon 30 days' written notice.

The range of hourly rates for attorney time is from \$180-\$275 and from \$70-\$140 for time of paraprofessional staff.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the agreement with Liebert Cassidy Whitmore for the period June 1, 2013, through May 31, 2014.

## **AGREEMENT FOR SPECIAL SERVICES**

This Agreement is entered into between the law firm of LIEBERT CASSIDY WHITMORE, A Professional Corporation (“Attorney”), and MT. SAN ANTONIO COLLEGE (“College”).

### **1. Conditions**

This Agreement will not take effect, and Attorney will have no obligation to provide services, until College returns a properly signed and executed copy of this Agreement.

### **2. Attorney’s Services**

Attorney agrees to provide College with consulting, representational and legal services pertaining to employment relations matters and school law matters, including representation in negotiations and in administrative and court proceedings, as requested by College or otherwise required by law.

### **3. Fees.Costs.Expenses**

College agrees to pay Attorney the sums billed monthly for time spent by Attorney in providing the services, including reasonable travel time.

The current range of hourly rates for Attorney time is from One Hundred Eighty to Two Hundred Seventy-Five Dollars (\$180.00 - \$275.00), and from Seventy to One Hundred Forty Dollars (\$70.00 - \$140.00) for time of paraprofessional and litigation support staff. Attorney reviews its hourly rates on an annual basis and, if appropriate, adjusts them effective July 1. Attorney will provide the College with written notification of any adjustment in the range of rates. Attorneys, paraprofessional and litigation support staff bill their time in minimum units of one-tenth of an hour. Communications advice

(telephone, voice-mail, e-mail) is billed in a minimum increment of three-tenths (.30) of an hour.

College agrees to reimburse Attorney for necessary costs and expenses incurred by Attorney on behalf of College. Attorney bills photocopying charges at Fifteen Cents (\$.15) per page and facsimile charges at Fifty Cents (\$0.50) per page. A Public Agency Fee Schedule is attached to this Agreement.

Payment by College against monthly billings is due upon receipt of statements, and is considered delinquent if payment is not received within thirty (30) days of the date of the invoice.

The California Business & Professions Code requires us to inform you whether we maintain errors and omissions insurance coverage applicable to the services to be rendered to you. We hereby confirm that the firm does maintain such insurance coverage.

**4. Arbitration of Professional Liability or Other Claims**

Disputes. If a dispute between College and Attorney arises over fees charged for services, the controversy will be submitted to binding arbitration in accordance with the rules of the California State Bar Fee Arbitration Program, set forth in California Business and Professions Code, sections 6200 through 6206. The arbitrator or arbitration panel shall have the authority to award to the prevailing party attorneys' fees, costs and interest incurred. Any arbitration award may be served by mail upon either side and personal service shall not be required.

If a dispute arises between College and Attorney over any other aspect of the attorney-client relationship, including, without limitation, a claim for breach of

professional duty, that dispute will also be resolved by arbitration. It is understood that any dispute as to any alleged breach of professional duty (that is, as to whether any legal services rendered under this agreement were allegedly unnecessary, unauthorized, omitted entirely, or were improperly, negligently or incompetently rendered) will be determined by submission to arbitration as provided by California law, and not by a lawsuit or resort to court process except as California law provides for judicial review of arbitration proceedings. **Both parties to this agreement, by entering into it, are giving up their constitutional right to have any such dispute decided in a court of law before a jury, and instead are accepting the use of arbitration.** Each party is to bear its own attorney's fees and costs.

**5. FileRetention**

After our services conclude, Attorney will, upon College's request, deliver the file for the matter to College, along with any funds or property of College's in our possession. If College requests the file for the matter, Attorney will retain a copy of the file at the College's expense. If College does not request the file for this matter, we will retain it for a period of seven (7) years after this matter is closed. If College does not request delivery of the file for this matter before the end of the seven (7) year period, we will have no further obligation to retain the file and may, at our discretion, destroy it without further notice to College. At any point during the seven (7) year period, College may request delivery of the file.

**6. Assignment**

This Agreement is not assignable without the written consent of College.

**7. IndependentContractor**

It is understood and agreed that Attorney, while engaged in performing the terms of this Agreement, is an independent contractor and not an employee of College.

**8. Authority**

The signators to this Agreement represent that they hold the positions set forth below their signatures, and that they are authorized to execute this Agreement on behalf of their respective parties and to bind their respective parties hereto.

**9. Term**

This Agreement is effective June 1, 2013 through May 31, 2014 and may be modified by mutual agreement of the parties. This agreement shall be terminable by either party upon thirty (30) days written notice.

LIEBERT CASSIDY WHITMORE,  
A Professional Corporation

MT. SAN ANTONIO COLLEGE

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

I. PUBLIC AGENCY FEES SCHEDULE

Hourly Rates (As of Agreement Effective Date)

Partners	\$275.00
Of Counsel	\$255.00
Associates	\$180.00 - \$235.00
Paraprofessionals & Litigation Support	\$70.00 - \$140.00

II. COSTS SCHEDULE

1. Photocopies	\$0.15 per copy
2. Facsimile Transmittal	\$0.50 per page

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>May 22, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<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 4/5/13 - 4/26/13**

**Unrestricted General Fund - 11 and 13**

From:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 467
4000 Supplies/Materials	35,026
5000 Other Operating Expenses/Services	217,358
7950 Unassigned Fund Balance	<u>60,677</u>
<b>Total</b>	<b>\$ 313,528</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 47,567
3000 Employee Benefits	12,723
6000 Capital Outlay	<u>253,238</u>
<b>Total</b>	<b>\$ 313,528</b>

Prepared by: <u>Rosa M. Royce</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #2</u>

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

**DATE:** May 22, 2013

**Restricted General Fund - 17**

From:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 11,044
2000 Classified/Other Nonacademic Salaries	79,848
3000 Employee Benefits	19,714
<b>Total</b>	<b>\$ 110,606</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 16,879
5000 Other Operating Expenses/Services	50,063
6000 Capital Outlay	30,604
7000 Other Outgo	13,060
<b>Total</b>	<b>\$ 110,606</b>

**Child Development Fund - 33**

From:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 4,782
<b>Total</b>	<b>\$ 4,782</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 4,782
<b>Total</b>	<b>\$ 4,782</b>

**Capital Outlay Projects Fund - 41**

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 11,614
<b>Total</b>	<b>\$ 11,614</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 11,614
<b>Total</b>	<b>\$ 11,614</b>

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

**DATE:** May 22, 2013

**BAN Construction Fund - 44**

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 415,000
<b>Total</b>	<b>\$ 415,000</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 1,000
5000 Other Operating Expenses/Services	414,000
<b>Total</b>	<b>\$ 415,000</b>

**Associated Students Trust Fund - 71**

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 30
5000 Other Operating Expenses/Services	370
<b>Total</b>	<b>\$ 400</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 400
<b>Total</b>	<b>\$ 400</b>

**Other Trust Funds - 79**

From:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 960
<b>Total</b>	<b>\$ 960</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 960
<b>Total</b>	<b>\$ 960</b>

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

**DATE:** May 22, 2013

**BUDGET REVISIONS**  
For the period 4/5/13 - 4/26/13

**Unrestricted General Fund - 11, 12 and 13**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
816000 Veteran's Services	\$ 6,672
882001 Mt. SAC Foundation	18
883100 Los Angeles Urban League, contract #1213-008	22,700
883100 State Board of Equalization, contract #1213-005	14,500
883100 All Americas, Inc., contract #1213-007	3,200
883100 2012-13 California Early Childhood Mentor Prog.	1,000
884007 Planetarium	9,850
886000 2012-13 Mid-Year Tax Revenue Anticipation Notes (TRANS)	423,000
887500 Geology/Oceanography, Field Trip Fees	5,173
887730 Architecture/Design, Production Fees	1,915
887730 Arts, Material Fees	135
887730 Arts, Print Making Fees	1,152
887730 Business, Color Copy/Laser Fees	2,163
887730 Ceramics, Clay Fees	4,411
887730 Commercial Art, Print Fees	425
887730 First Aid and CPR Fees	2,214
887730 Industrial Design Technology, Production Fees	550
887730 Interior Design/Fashion, Print Fees	665
887730 Photographics, Production Fees	1,220
887750 Floral Design, Material Fees	6,750
887900 Expedited Transcript Fees	52,011
888107 Parking - Facility Rental	12
888500 Bursar's Office, Duplicate ID Fees - Non-Credit Students	10,123
888545 Aircraft Maintenance, Exam Fees	410
888545 Nursing Kaplan Integrated Test Fees	21,200
888545 Paramedic Exam Fees	800
888545 Respiratory Therapy, Test Fees	2,625
888545 Welding Certification	900
889000 Developmental Education Study Team	550
889000 Fashion Symposium	830
889000 Human Resources - Fingerprinting	2,898
889000 Printing Services	36,397

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

**DATE:** May 22, 2013

889000	Technology and Health Division	\$	600
891002	District Revenue - Sales of Equipment and Supplies		8,685
891005	Insurance Settlement, 51st Fire Academy Class Fees		43,824
<b>Total</b>		<b>\$</b>	<b>689,578</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 366
2000 Classified/Other Nonacademic Salaries	11,402
3000 Employee Benefits	873
4000 Supplies/Materials	38,870
5000 Other Operating Expenses/Services	203,508
6000 Capital Outlay	11,855
7000 Other Outgo	370,195
7950 Unassigned Fund Balance	52,509
<b>Total</b>	<b>\$ 689,578</b>

**Unrestricted General Fund - 13**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
8800 Converted Auxiliary Trust Accounts, transactions from July 1 to April 23, 2013	\$ 455,806
8900 Converted Auxiliary Trust Accounts, transactions from July 1 to April 23, 2013	40,000
<b>Total</b>	<b>\$ 495,806</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 7,421
3000 Employee Benefits	480
4000 Supplies/Materials	65,681
5000 Other Operating Expenses/Services	399,459
6000 Capital Outlay	11,765
7000 Other Outgo	11,000
<b>Total</b>	<b>\$ 495,806</b>

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

**DATE:** May 22, 2013

**Restricted General Fund - 17**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
883900 WIA Individual Referrals	\$ 1,985
886000 Mt. SAC Pilot Course - Rental Portion	410
<b>Total</b>	<b>\$ 2,395</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 710
7000 Other Outgo	1,685
<b>Total</b>	<b>\$ 2,395</b>

**Capital Outlay Projects Fund - 41**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
889000 Termination Agreement with Chevron Energy Solutions	\$ 513,096
<b>Total</b>	<b>\$ 513,096</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 513,096
<b>Total</b>	<b>\$ 513,096</b>

**Student Financial Aid Trust Fund - 74**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
815000 2012-13 PELL Program	\$ 5,000,000
815000 2012-13 Direct Loans Parent Plus Program	25,000
862900 2012-13 CAL Grant B Program	850,000
862900 2012-13 CAL Grant C Program	20,000
<b>Total</b>	<b>\$ 5,895,000</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7000 Other Outgo	\$ 5,895,000
<b>Total</b>	<b>\$ 5,895,000</b>

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$313,528), Restricted General Fund (\$110,606), Child

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

**DATE:** May 22, 2013

Development Fund (\$4,782), Capital Outlay Projects Fund (\$11,614), BAN Construction Fund (\$415,000), Associated Students Trust Fund (\$400), and Other Trust Funds (\$960) 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 (\$689,578), Converted Auxiliary Trust Accounts, transactions from July 1 to April 23, 2013 (\$495,806), Restricted General Fund (\$2,395), Capital Outlay Projects Fund (\$513,096), and Student Financial Aid Trust Fund (\$5,895,000) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

**DATE:** May 22, 2013

**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. The subsequent independent contractors are being submitted by Instruction for the following rationale: David Casper was asked to photograph additional events related to the Youth Days; Anuheia Ceballos was a last minute replacement model; Danielle Cummins and Sarah Wallin Huff replaced two performers previously approved by Board whom were unable to perform; Jointer Ebony, Neva Kaya, Elizabeth Lang and Natalie Denise Speri were approved previously for \$100 in error; and we were not informed of Veronica Lopez's service at Youth Days until an invoice was received. Following is a list of those independent contractors for Board approval:

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Casper, David	Instruction – LA84 Foundation Grant	Photographer, Mt. SAC Relays Youth Days	3/21/13– 4/15/13	\$125
Ceballos, Anuheia	Instruction – Family & Consumer Sciences (FCS) Discipline/ Industry Collaborative Grant	Replacement Model, 2013 Fashion Symposium	4/27/13– 6/30/13	\$300
Cummins, Danielle	Instruction – Music	Performer, Music Faculty Showcase	4/27/13	\$100
Duran, Blanca E.	Student Services – Student Life/Associated Students	Seamstress, Cinco de Mayo event	5/30/13	\$1,822
Jointer, Ebony	Instruction – Family & Consumer Sciences (FCS) Discipline/ Industry Collaborative Grant	Model, 2013 Fashion Symposium	4/25/13– 6/30/13	\$300

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #3

**SUBJECT:** Independent Contractors**DATE:** May 22, 2013

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Kaya, Neva	Instruction – Family & Consumer Sciences (FCS) Discipline/ Industry Collaborative Grant	Model, 2013 Fashion Symposium	4/25/13– 6/30/13	\$300
Kishimoto, Elwin	Instruction – Fine Art	Repair, Firing Kilns (Board approved on 11/14/12 for \$500)	5/23/13– 6/30/13	\$500
Lang, Elizabeth	Instruction – Family & Consumer Sciences (FCS) Discipline/ Industry Collaborative Grant	Model, 2013 Fashion Symposium	4/25/13– 6/30/13	\$300
Lopez, Veronica	Instruction – LA84 Foundation Grant	Set up and take down of Volunteer Area, Mt. SAC Relays Youth Days	3/22/13– 3/23/13	\$300
Luna, Joe	Instruction – CyberWatch West Grant	Consultant, National Cyber League Network	5/23/13– 9/30/13	\$3,000
Mooney, Jonathan	Student Services – Disabled Student Programs and Services	Guest Speaker, Insights on the Educational Struggles of Students with Disabilities	6/5/13	\$2,100
Nguyen, Lisa dba Carbon Grill	Instruction – Music	Caterer, Meals for Adjudicators and Directors, Jazz Band Festival	5/4/13	\$200
Schneider, James	Instruction – CyberWatch West Grant	Consultant, National Cyber League Network	5/23/13– 9/30/13	\$5,000
Speri, Natalie Denise	Instruction – Family & Consumer Sciences (FCS) Discipline/ Industry Collaborative Grant	Model, 2013 Fashion Symposium	4/25/13– 6/30/13	\$300
Wallin Huff, Sarah	Instruction – Music	Performer, Music Faculty Showcase	4/27/13	\$100

**SUBJECT:** Independent Contractors

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**DATE:** May 22, 2013

Funding Sources

Restricted General Fund - Instruction – LA84 Foundation Grant, Family and Consumer Sciences (FCS) Discipline/Industry Collaborative Grant, Music, CyberWatch West Grant.

Unrestricted General Fund – Instruction – Music, Fine Art; Student Services – Student Life/Associated Students, DSP&S Foundation Account.

**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:** May 22, 2013

**CONSENT**

**SUBJECT:** Re-issuance of Stale-Dated Warrants

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

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

<u>Warrant Number</u>	<u>Original Issued</u>	<u>Payee</u>	<u>Amount</u>
07006886	9/10/09	Ferdy Godina	\$78.00
07007105	9/10/09	Marina Huang	\$161.00
07007942	9/10/09	Jonathan Rhee	\$78.00
07018663	10/23/09	Kevin Li	\$78.00
07040096	3/11/10	Avikaar Nand	\$78.00
07054117	5/10/10	Andrea Kivrizis	\$78.00

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #4

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

DATE: May 22, 2013

**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 March 31, 2013:

County of Los Angeles, Cash in County Treasury	\$81,308,093	.66%
Citizens Business Bank, District Clearing Account	5,569	.10%
Citizens Business Bank, Revolving Fund	74,462	.10%
Citizens Business Bank, Community Education Clearing Account	22,284	.00%*
Citizens Business Bank, Web Registration Credit Cards	19,961	.10%
Citizens Business Bank, Parking Services Credit Cards	2,380	.10%
Citizens Business Bank, Performing Arts Center	220	.00%
City National Bank, Federal Perkins Loans	5,382	.00%
Cash with Trustee, Revenue Lease Bonds (COPS)	221,606	.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 March 31, 2013, Quarterly Investment Report, as presented.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #5

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>May 22, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <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 March 31, 2013, 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 March 31, 2013, as presented.

Prepared by: Rosa M. Royce Reviewed by: Michael D. Gregoryk  
Recommended by: Bill Scroggins Agenda Item: Consent #6

## VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2012-2013

District: (850) MT. SAN ANTONIO

Quarter Ended: (Q3)

Mar 31, 2013

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2009-10	Actual 2010-11	Actual 2011-12	Projected 2012-13
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	143,634,299	145,152,876	139,034,856	136,694,417
A.2	Other Financing Sources (Object 8900)	13,887	37,323	45,798	161,397
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	143,648,186	145,190,199	139,080,654	136,855,814
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	137,369,441	139,693,635	141,686,959	142,950,723
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	3,169,740	1,953,909	873,132	561,947
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	140,539,181	141,647,544	142,560,091	143,512,670
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	3,109,005	3,542,655	-3,479,437	-6,656,856
D.	<b>Fund Balance, Beginning</b>	27,161,411	30,270,416	33,813,071	30,333,634
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	27,161,411	30,270,416	33,813,071	30,333,634
E.	<b>Fund Balance, Ending (C. + D.2)</b>	30,270,416	33,813,071	30,333,634	23,676,778
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	21.5%	23.9%	21.3%	16.5%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	31,048	31,203	28,702	28,803
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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		35,262,959	24,638,321	33,563,547
H.2	Cash, borrowed funds only		0	0	0
H.3	<b>Total Cash (H.1+ H.2)</b>	35,081,508	35,262,959	24,638,321	33,563,547

**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)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	135,372,261	136,694,417	77,279,143	56.5%
I.2	Other Financing Sources (Object 8900)	153,558	161,397	56,523	35%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	135,525,819	136,855,814	77,335,666	56.5%
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	141,938,559	142,950,723	97,626,070	68.3%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	547,874	561,947	167,031	29.7%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	142,486,433	143,512,670	97,793,101	68.1%

K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	-6,960,614	-6,565,856	-20,457,435	
L.	Adjusted Fund Balance, Beginning	30,333,634	30,333,634	30,333,634	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	23,373,020	23,676,778	9,876,199	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	16.4%	16.5%		

V. **Has the district settled any employee contracts during this quarter?** **NO**

*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	%*		
<b>a. SALARIES:</b>								
Year 1:								
Year 2:								
Year 3:								
<b>b. BENEFITS:</b>								
Year 1:								
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.**

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.)?** **YES**

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

In anticipation of possible cash shortages mainly due to the 2012-13 apportionment deferrals, the College issued \$20 million in Tax and Revenue Anticipation Notes to cover payroll and operating expenses.

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.)** Mt. San Antonio College has eliminated several positions and implemented budget reductions for the fiscal year 2012-13. As a result of the passage of Proposition 30, the College avoided an \$8.6 million revenue reduction. The estimated deficit for the fiscal year 2012-13 remains over \$6 million (one-time and ongoing). The College will increase course offerings by 530 FTES for the spring 2013.

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>May 22, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Lease/Leaseback Construction Services</u>	

**BACKGROUND**

In 2012, staff conducted an open process to select the best firm to provide construction services under the Lease/Leaseback delivery method. Tilden-Coil Constructors, Inc. was selected to provide both pre-construction consulting and construction services. The fee for pre-construction services is based on the construction budget and ranges from 0.75% to 1%. The fee for construction is a guaranteed maximum price.

**ANALYSIS AND FISCAL IMPACT**

The following contracts are presented for approval:

<b>#1</b>	<b>Contractor:</b>	Tilden-Coil Constructors, Inc.	
	<b>Project:</b>	San Jose Hills Road Improvements	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Guaranteed Maximum Price (GMP) to provide the full range of construction services necessary to improve pedestrian access, lighting, road surfaces, and to construct a drop-off area on San Jose Hills Road, as follows:	\$53,958	
	<ul style="list-style-type: none"> <li>• Subcontractor Costs: \$529,896</li> <li>• Bid Alternates: \$(8,790)</li> <li>• General Conditions, Overhead Profit, Bonds, and Insurance: \$169,275</li> <li>• Allowances: \$30,000</li> <li>• Construction Contingency: \$31,866</li> <li>• Pre-construction Fee Adjustment: \$1,711</li> </ul>		
	<b>Guaranteed Maximum Price:</b>		<b>\$753,958</b>

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

**SUBJECT:** Lease/Leaseback Construction Services**DATE:** May 22, 2013

<b>#2</b>	<b>Contractor:</b>	Tilden-Coil Constructors, Inc.	
	<b>Project:</b>	Building 12 Renovation	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	<p>Guaranteed Maximum Price (GMP) to provide the full range of construction services necessary to renovate Building 12 and develop the site south of the building including exterior student seating for over 100, two elevators, landscape, gathering spaces, and accessible pathways from the north side of campus to the center of campus, as follows:</p> <ul style="list-style-type: none"> <li>• Subcontractor Costs: \$7,667,693</li> <li>• General Conditions, Overhead, Profit, Bonds, and Insurance: \$516,807</li> <li>• Allowances: \$186,075</li> <li>• Construction Contingency: \$385,968</li> <li>• Preconstruction Fee Adjustment: \$27,260</li> </ul>		
	Guaranteed Maximum Price:		\$8,783,803

<b>#3</b>	<b>Contractor:</b>	Tilden-Coil Constructors	
	<b>Project:</b>	North Campus Infrastructure Improvements (Phase 1)	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	<p>Guaranteed Maximum Price (GMP) to provide the full range of construction services necessary for the north campus infrastructure improvements including electrical and data infrastructure, parking lot lighting improvements, chilled water piping, storm drain system, domestic and fire suppression water, and sanitary sewer, as follows:</p> <ul style="list-style-type: none"> <li>• Subcontractor Costs: \$1,005,747</li> <li>• General Conditions, Overhead, Profit, Bonds, and Insurance: \$63,875</li> <li>• Allowances: \$0</li> <li>• Construction Contingency: \$47,704</li> <li>• Preconstruction Fee Adjustment: \$3,369</li> </ul>		
	Guaranteed Maximum Price:		\$1,120,695

**SUBJECT:** Lease/Leaseback Construction Services

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**DATE:** May 22, 2013

Funding Source

Measure RR Bond Anticipation Note.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>May 22, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Contract for IBM Services</u>	

**BACKGROUND**

Occasionally, Information Technology requires the expert services of IBM to assist with installation or repair of hardware or software that is not currently covered under IBM maintenance. Although rarely used, it is necessary to establish the contract for a limited number of hours so IBM can schedule a technician to provide immediate service, when requested.

**ANALYSIS AND FISCAL IMPACT**

The services contract is established for use in case of an emergency or critical technology need. The contract includes 20 hours of technical assistance at \$215 per hour, not to exceed \$4,300. The College will be invoiced for actual hours used during the 2013-14 fiscal year.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: Victor A. Belinski      Reviewed by: Michael D. Gregoryk  
Recommended by: Bill Scroggins      Agenda Item: Consent #8

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>May 22, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Fred Pryor Seminars Customer Service Training</u>	

**BACKGROUND**

On May 9, 2013, the Management, Supervisory, and Fiscal Services staff in the Administrative Services Division at Mt. San Antonio College participated in an on-campus training session facilitated by Fred Pryor Seminars entitled "How to Deliver Exceptional Customer Service."

**ANALYSIS AND FISCAL IMPACT**

The cost for the training session was \$3,000, including materials. This training was limited to 70 participants.

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratifies the customer service training for the Administrative Services staff, facilitated by Fred Pryor Seminars.

Recommended by:	<u>Bill Scroggins</u>	Reviewed by:	<u>Michael D. Gregoryk</u>
		Agenda Item:	<u>Consent #9</u>

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

**DATE:** May 22, 2013

**CONSENT**

**SUBJECT:** Resolution No. 12-12 – Temporary Inter-fund Cash Borrowing

**BACKGROUND**

Temporary inter-fund borrowing of cash is permitted by Education Code, Section 42603, which allows Districts to make temporary loans from one fund to another fund for the purpose of meeting payment obligations. Due to the State’s apportionment deferrals, the new quarterly payment schedule of the Education Protection Account approved with Proposition 30, and potential property taxes and enrollment fee deficits, temporary inter-fund borrowing will allow the District expeditious flexibility to ensure proper cash flow needs in the General Fund.

**ANALYSIS AND FISCAL IMPACT**

Mt. SAC may be in a position where it becomes necessary to temporarily borrow cash from other District funds in order to maintain a positive cash balance in the General Fund. This temporary loan may need to occur depending on the status of payments to vendors and to cover payroll expenses. Fiscal Services will continue to monitor the cash flow needs on a daily basis and will only transfer funds to the General Fund on an as-needed basis.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended the Board of Trustees approves Mt. San Antonio College’s Resolution No. 12-12 authorizing temporary inter-fund cash borrowing.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #10

**RESOLUTION NO. 12-12**

**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT  
INTER-FUND CASH BORROWING**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE MT. SAN ANTONIO  
COMMUNITY COLLEGE DISTRICT, LOS ANGELES COUNTY, CALIFORNIA,  
AUTHORIZING INTER-FUND CASH BORROWING**

WHEREAS, the governing board of any community college district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations; and

WHEREAS, the transfer shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account;

NOW THEREFORE, BE IT RESOLVED that the Governing Board of the Mt. San Antonio Community College District, adopts the following authorization for the fiscal years 2012-13 and 2013-14 to temporarily transfer funds between the following funds provided that all transfers are approved by the President/CEO or designee:

- Fund 33 – Child Development Fund
- Fund 39 – Health Services Fund
- Fund 41 – Capital Outlay Projects Fund
- Fund 43 – Capital Outlay Projects Fund
- Fund 71 – Associated Students Trust Fund
- Fund 75 – Scholarship and Loan Trust Fund
- Fund 79 – Other Trust Funds

PASSED AND ADOPTED by the Governing Board on May 22, 2013, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTENTIONS:

Board of Trustees of the  
Mt. San Antonio Community College District

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Dr. William T. Scroggins  
College President & CEO and  
Secretary to the Board of Trustees  
Mt. San Antonio Community College District

Attest:

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Dr. David K. Hall  
Clerk of the Board of Trustees  
Mt. San Antonio Community College District

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>May 22, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Proposition 30 - Education Protection Account (EPA) Funding and Expenditure</u>	

**BACKGROUND**

On November 6, 2012, voters approved Proposition 30, The Schools and Local Public Safety Protection Act of 2012. This proposition temporarily raises the sales tax and use tax by .25 cents for four years, and raises the income tax on annual earnings over \$250,000 for seven years. The language of Proposition 30 requires the creation of the “Education Protection Account (EPA)” in the State’s General Fund to receive and disburse these temporary tax revenues derived from the incremental increases in imposed taxes.

The EPA funds are not additional funds. They are a component of districts’ base apportionment. Similar to “Local Property Taxes,” districts’ state aid is reduced by one dollar for each dollar received from the EPA.

In addition, Proposition 30 establishes that community college districts:

- annually submit an EPA spending plan to be approved by the governing board in a public meeting;
- annually publish on its internet website an accounting of how much money was received from the EPA and how that money was spent;
- shall not expense EPA funds in administrative salaries and benefits or any other administrative costs; and
- must have an annual independent financial and compliance audit to ascertain and verify whether the funds provided by EPA have been properly disbursed and expended, as required by law. Expenses incurred to comply with this additional audit requirement may be paid from the EPA funds.

Prepared by: _____	Rosa M. Royce	Reviewed by: _____	Michael D. Gregoryk
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #11

**SUBJECT:** Proposition 30 - Education Protection Account (EPA) Funding and Expenditure

**DATE:** May 22, 2013

### **ANALYSIS AND FISCAL IMPACT**

The District recently received the following information:

- The EPA funds are estimated to be \$20,355,998, as per the 2012-13 first principal apportionment.
- A copy of the new "Proposition 30 EPA Expenditure Report" will be added to the CCSF-311, Annual Financial and Budget Report. This report can be used to publish the EPA expenditures on the District's website.

As reported in the CCSF-311, Annual Financial and Budget Report, instructional salaries and benefit expenditures were approximately \$70 million in the 2010-11 fiscal year, and \$71 million in the 2011-12 fiscal year. The final instructional salaries and benefits figure for the 2012-13 fiscal year is not known, but the total of instructional salaries and benefits expenditures will largely exceed the estimated EPA funds amount of \$20,355,998. Therefore, we request that the Board of Trustees approves expensing the entire amount of the EPA funds to Instructional Salaries and Benefits.

The following Proposition 30 EPA Expenditure Report identifies the \$20,355,998 EPA estimated proceeds as well as the salaries and benefits estimated expenditures in instructional activities. This form will be updated at year-end with actual figures and will be audited as part of the District's annual financial compliance audit.

#### **Funding Source**

Not applicable.

### **RECOMMENDATION**

It is recommended that the Board of Trustees approves the use of the estimated \$20,355,998 Education Protection Account to fund Instructional Salaries and Benefits.



<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>May 22, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <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:

<b>#1</b>	<b>Consultant:</b>	Psomas	
	<b>Project:</b>	Administration Building Site Improvements	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional design services to develop the Storm Water Pollution Prevention Plan for the Administration Building Site Improvements project.	\$16,800.00	
	Reimbursable expenses:	\$1,666.00	
	<b>Contract Amount:</b>	<b>\$18,466.00</b>	

<b>#2</b>	<b>Consultant:</b>	Psomas	
	<b>Project:</b>	Building 12 Modernization	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional design services to develop the Storm Water Pollution Prevention Plan for the Building 12 Modernization project.	\$17,500.00	
	Reimbursable expenses:	\$1,666.00	
	<b>Contract Amount:</b>	<b>\$19,166.00</b>	

<b>#3</b>	<b>Consultant:</b>	Psomas	
	<b>Project:</b>	Facilities Plan Room Renovation and Addition	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional design services to develop the Storm Water Pollution Prevention Plan for the Facilities Plan Room Renovation and Addition.	\$18,500.00	
	Reimbursable expenses:	\$1,667.00	
	<b>Contract Amount:</b>	<b>\$20,167.00</b>	

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

**SUBJECT:** Professional Design and Consulting Services

**DATE:** May 22, 2013

<b>#4</b>	<b>Consultant:</b>	HMC Architects	
	<b>Project:</b>	Final Project Proposal for the New Career and Technical Education Building	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional architectural and engineering design services to provide programming, conceptual design, and cost estimating to the level required for a Final Project Proposal for the Technology Building. Fixed fee:	\$58,000.00	
	Reimbursable expenses:	\$2,000.00	
	Contract Amount:		\$60,000.00

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:** May 22, 2013

**CONSENT**

**SUBJECT:** Child Development Center (Change Orders)

**BACKGROUND**

Child Development Center (Change Orders).

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>	2832	<b>Contractor:</b>	Continental Plumbing (Plumbing Contractor)	<b>CO No.</b>	4
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
1	Add fire department connections to five detector check valve assemblies, per code compliance. <i>Architect/Owner-directed change - additional details required.</i>		\$9,214.00		
2	Relocate existing fire hydrant located along Bonita Drive closer to the sidewalk edge and away from the slope. <i>Owner-directed change - design modification.</i>		\$7,047.00	0 days	
3	Repair underground storm drain and french drain at various locations; plumbing was damaged by another trade. <i>Miscellaneous change - back charged to another contractor.</i>		\$2,262.00	0 days	
	Total		\$18,523.00	0 days	
	Original Contract Amount			\$1,097,579.00	
	Net Change by Previous Change Orders			\$26,077.00	
	Net Sum Prior to This Change Order			\$1,123,656.00	
	Amount of Change Order No. 4			\$18,523.00	
	New Contract Sum			\$1,142,179.00	
	Percentage of Change to Contract, to Date			4.06%	

Prepared by: Gary L. Nellesen

Reviewed by: Teresa Patterson/Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #13

**SUBJECT:** Child Development Center (Change Orders)**DATE:** May 22, 2013

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

<b>Child Development Center</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2832 Continental Plumbing (Plumbing Contractor)</b>
Contract Amount		\$1,097,579.00		
C. O. No. 1	December 2010	\$13,245.00	1.21%	Installation of 8" storm drain; Additional gravel and slurry; Re-survey the domestic and fire water service.
C. O. No. 2	February 2012	\$8,274.00	1.96%	Additional move-in costs to install a second 6" fire water service.
C. O. No. 3	December 2012	\$4,558.00	2.38%	Repair broken storm drain; Clean out riser and sewer drain due to damage caused by the framing contractor's fork lift.

<b>Bid No.</b>	2833	<b>Contractor:</b>	Comfort Conditioning Co., Inc. (Plumbing Contractor)	<b>CO No.</b>	3
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
	Replace the installed unit with a new split system for Mechanical Room C-08. The new system is necessary to allow access for service and maintenance. <i>Architect/engineer requirements - design modification.</i>			\$15,486.32	0 days
	Total			\$15,486.32	0 days
	Original Contract Amount			\$1,374,000.00	
	Net Change by Previous Change Orders			\$69,585.07	
	Net Sum Prior to This Change Order			\$1,443,585.07	
	Amount of Change Order No. 3			\$15,486.32	
	New Contract Sum			\$1,459,071.39	
Percentage of Change to Contract, to Date				6.19%	

**SUBJECT:** Child Development Center (Change Orders)

**DATE:** May 22, 2013

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

<b>Child Development Center</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2833 Comfort Conditioning (Mechanical Contractor)</b>
Contract Amount		\$1,374,000.00		
C. O. No. 1	February 2012	\$6,940.00	0.51%	Provide tube steel members to support each side of the fan coil units; Install tube steel to span between six members at 13 locations.
C. O. No. 2	February 2013	\$62,645.07	5.06 %	Jobsite rental fees; Additional project management due to delays; Sub-contractor costs; Extended equipment warranties; Replace damaged material; Costs for stored equipment; LEED documentation.

Funding Source

Measure RR Bond Anticipation Note.

**RECOMMENDATION**

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

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

**DATE:** May 22, 2013

**CONSENT**

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

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

The following contract amendments are presented for approval:

#1	Consultant:	Helix Environmental Planning Inc.	No.	1
	Project:	Environmental Impact Report Construction Support		
Item	Description:	Amount		
	Additional professional biological consulting services related to the proposed development of the southwest corner of the campus. Hourly, not to exceed:	\$5,000.00		
	Total	\$5,000.00		
	Original Contract Amount	\$32,000.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$32,000.00		
	Amount of Amendment No. 1	\$5,000.00		
	New Contract Sum	\$37,000.00		

#2	Consultant:	RKA Consulting Group	No.	3
	Project:	San Jose Hills Road Entrance Improvements		
Item	Description:	Amount		
	Additional professional engineering services to prepare a traffic control plan for the San Jose Hills Road Entrance Improvements project. Hourly, not to exceed:	\$3,200.00		
	Total	\$3,200.00		
	Original Contract Amount	\$10,850.00		
	Net Change by Previous Amendments	\$56,500.00		
	Net Sum Prior to This Amendment	\$67,350.00		
	Amount of Amendment No. 3	\$3,200.00		
	New Contract Sum	\$70,550.00		

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #14

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

**DATE:** May 22, 2013

<b>#3</b>	<b>Consultant:</b>	Steven Fader Architects	<b>No.</b>	1
	<b>Project:</b>	Temporary Space Classrooms		
<b>Item</b>	<b>Description:</b>	<b>Amount</b>		
	Additional architectural and engineering services to provide cost estimating, mechanical, electrical, and civil engineering. Services are provided for a fixed fee:	\$9,450.00		
	Total	\$9,450.00		
	Original Contract Amount	\$77,850.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$77,850.00		
	Amount of Amendment No. 1	\$9,450.00		
	New Contract Sum	\$87,300.00		

<b>#5</b>	<b>Consultant:</b>	Kishimoto Architects, Inc.	<b>No.</b>	11
	<b>Project:</b>	Physical Education Building Renovation		
<b>Item</b>	<b>Description:</b>	<b>Amount</b>		
	Professional architectural and engineering services for the design of the replacement of the west stairs, which were not ADA compliant; for the installation of raised flatwork for use as a student seating area at the southwest side of the building; and extended construction administration support. Fixed fee:	\$75,700.00		
	Total	\$75,700.00		
	Original Contract Amount	\$183,000.00		
	Net Change by Previous Amendments	\$317,657.00		
	Net Sum Prior to This Amendment	\$500,657.00		
	Amount of Amendment No. 11	\$75,700.00		
	New Contract Sum	\$576,357.00		

Funding Source

Measure RR Bond Anticipation Note.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>May 22, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Extension of Services for Classification and Compensation Study with Koff &amp; Associates, Inc.</u>	

**BACKGROUND**

The District has been in the process of conducting a Classification and Compensation Study with Koff & Associates, Inc. Due to the vacancies of the Vice President and the Director of Human Resources, the process has not been completed as previously scheduled. Therefore, it is necessary to extend their services until project completion, which had previously been anticipated for June 30, 2013.

**ANALYSIS AND FISCAL IMPACT**

The intent is to use the services of Koff & Associates, Inc. to continue the classification and compensation study of the classified, confidential, supervisory, and management groups until June 30, 2014. The original contract was previously approved at the November 16, 2011, Board of Trustees meeting. The proposed costs are \$158,500-\$205,500 plus \$100 per hour if additional services are required beyond the scope of the project, such as writing additional job descriptions as new positions are added.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the extension of the services of Koff & Associates, Inc. through June 30, 2014.

Recommended by:	<u>Bill Scroggins</u>	Reviewed by:	<u>Michael D. Gregoryk</u>
		Agenda Item:	<u>Consent #16</u>

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

**DATE:** May 22, 2013

**CONSENT**

**SUBJECT:** New and Modified Courses, New and Modified Certificates, and a  
Modified Degree, Effective with the 2013-14 Academic Year

**BACKGROUND**

The following courses, certificates, and degree have been created or modified to meet transfer needs, to reflect changes within disciplines, to provide additional general education options, to meet industry requirements, or to respond to advisory committee recommendations:

New Courses

<u>Course Title</u>	<u>Course Title</u>
ADJU 90	Work Experience in Administration of Justice
DNCE 41	Pilates I
DNCE 42	Pilates II
DNCE 43	Pilates III
JOUR 114	Student News Media Staff
JOUR 115	Student News Media Editing Staff
R-TV 96A	Campus Radio Station Lab – Studio Procedures and Equipment Operations
R-TV 96B	Campus Radio Station Lab – Disc Jockey and News Anchor/Reporter Skills
R-TV 96C	Campus Radio Station Lab – Hosting and Management Skills
RESD 62	Pharmacology for Respiratory Care
TECH 89	Preparation for Work Experience

Modified Courses

<u>Course Title</u>	<u>Course Title</u>
AGLI 30	Beef Production
AIRT 151	Aircraft Recognition and Performance
AIRT 201L	Air Traffic Control Laboratory
AIRT 203L	Enroute Radar Laboratory
BUSA 21	Cost Accounting
CISX 94	Special Projects in Computer Information Systems
DSPS 15	Career Exploration for Students with Disabilities
DSPS 31	Memory Strategies for Students with Disabilities
ELEC 54B	Industrial Electronic Systems
FASH 10	Clothing Construction I
FASH 12	Clothing Construction II
FASH 15	Aesthetic Design in Fashion
JOUR 104	Student Media Photography Lab
JOUR 109	Public Relations Internship
NF 10	Nutrition for Personal Health and Wellness
WELD 70C	Certification for Welders

Prepared by: Terri Long

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #17

**SUBJECT:** New and Modified Courses, New and Modified Certificates, and a Modified Degree, Effective with the 2013-14 Academic Year

**DATE:** May 22, 2013

New Certificate

Real Estate Sales Certificate

Modified Certificates

Children's Program Certificate: General Level I  
Children's Program Certificate: General Level II  
Children's Program Certificate: General Level III  
Infant/Toddler Development Certificate  
Real Estate Broker Certificate  
School Age Child Specialization Certificate

Modified Degree

Child Development Associate in Science

**ANALYSIS AND FISCAL IMPACT**

New and modified courses as well as the modified degrees and certificates were developed and approved by their respective college departments and Divisions. Documentation has been reviewed by the Educational Design Committee and approved by the Curriculum and Instruction Council and the Academic Senate, when appropriate.

Each course and program offered at Mt. San Antonio College has varying costs. Every effort is made to offer courses and programs in a cost-effective manner through prudent enrollment management.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the above curriculum additions and changes, effective with the 2013-14 academic year.

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

**DATE:** May 22, 2013

**CONSENT**

**SUBJECT:** Affiliation Agreement with Montclair Fire Department

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

The new affiliation agreement between Mt. SAC and Montclair 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 May 23, 2013, and may be terminated with written notice.

**Funding Source**

Not applicable.

**RECOMMENDATION**

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

Prepared by: Sarah G. Daum

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #18

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>May 22, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Track &amp; Field Students to Attend USA National Championships</u>	

**BACKGROUND**

Two members of the Mt. SAC Track & Field teams have qualified to compete at the USA Track & Field Junior National Championships, and two other members have qualified for the USA Track & Field National Championship. Both championships will be held June 19-23, 2013, at the University of Iowa in Des Moines, IA. Two members of the Mt. SAC coaching staff will accompany the students to this event.

**ANALYSIS AND FISCAL IMPACT**

The Junior National Championship event determines the national champion for all U. S. Track & Field Athletes, 19 years of age and under. It also serves as the selection trials for the Pan-American and World Championship Junior Teams that will represent the United States. The National Championship event determines the national champion for all U. S. Track & Field athletes as well as selection for our Olympic team.

**Funding Source**

Stars of Excellence funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the travel to this competition for our Track & Field student athletes and staff, as presented.

Prepared by: Joseph E. Jennum Reviewed by: Virginia R. Burley  
Recommended by: Bill Scroggins Agenda Item: Consent #19

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

**DATE:** May 22, 2013

**CONSENT**

**SUBJECT:** Child Development Center Pre-K Students' Field Trip to Kidspace  
Children's Museum

**BACKGROUND**

The Mt. San Antonio College Child Development Center (CDC) requests authorization for up to 75 Pre-K students along with Director Tamika Addison, four full-time classified CDC Specialists, and 15 parent chaperones to travel by bus to visit the Kidspace Children's Museum in Pasadena, CA, on June 14, 2013. The required ratio of five students per adult will be maintained throughout the trip.

The CDC uses the Pre-school Pathways to Science curriculum which emphasizes exploration, investigation, and interaction with nature and the children's environment. This field trip is the culmination of educational plans (lesson plans) implemented throughout the year in the pre-school classrooms. The interactive nature of the Kidspace Museum exhibits will allow the pre-school children to further investigate topics introduced to them during class instruction.

**ANALYSIS AND FISCAL IMPACT**

There is no cost to the District.

**Funding Sources**

Parent fees (\$75) and Child Development Center fee account (\$690).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Child Development Center's field trip to Kidspace Children's Museum, as presented.

Prepared by: Tamika Addison/Joumana McGowan

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #20

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>May 22, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Students to Participate in the SkillsUSA National Leadership and Skills Conference</u>	

**BACKGROUND**

The Engineering Design Technology, Architecture Technology, and Hospitality and Restaurant Management programs request authorization for three students to compete in the SkillsUSA National Competition at the National Leadership and Skills Conference, in Kansas City, MO. The students will be accompanied by Max Lizarraga, faculty member and SkillsUSA Advisor, and Shelley Doonan, Consumer & Design Technologies instructor. Travel dates are June 24-29, 2013.

**ANALYSIS AND FISCAL IMPACT**

The anticipated cost of attending the conference is \$7,250.

**Funding Sources**

Associated Students funds (\$3,000) and Workforce Innovation Partnerships Grant funds (\$4,250).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves participation by students and faculty in the SkillsUSA National Leadership and Skills Conference in Kansas City, MO, as presented.

Prepared by: Sarah G. Daum Reviewed by: Virginia R. Burley  
Recommended by: Bill Scroggins Agenda Item: Consent #21

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

**DATE:** May 22, 2013

**CONSENT**

**SUBJECT:** Health Careers Training Program – Health Professions Conference  
Grant: Acceptance of Funds and Approval of Purchases

**BACKGROUND**

Mt. San Antonio College received an award notification for a Health Careers Training Program Mini-Grant funded by the California Office of Statewide Health Planning and Development. The purpose of the grant is to assist students to explore various health professions, prepare for health careers, and identify available educational resources that will help them reach their professional goals. The conference will include a keynote address, concurrent workshops, a health education fair, hands-on skill-building activities, and an academic game show. The College expects between 1,000 and 1,200 participants including middle school, high school, and community college students.

As part of the grant activities, authorization is requested to purchase food and promotional items for the health professions conference.

**ANALYSIS AND FISCAL IMPACT**

The grant award is \$10,350. The period of performance is June 17, 2013, through June 20, 2014. The funding agency has approved the expenditure of grant funds to support the following: catering services and food supplies, conference materials and promotional items, keynote speaker, and printing.

Authorization is requested for the following:

- Purchase food and/or catering services for the conference, not to exceed \$7,500.
- Purchase promotional items for the conference, not to exceed \$2,500.

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

**Funding Source**

California Office of Statewide Health Planning and Development.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the Health Careers Training Program grant funds and approves the purchases, as defined above.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #22

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>May 22, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Enrollment Growth for Associate Degree Nursing Programs Grant:</u> <u>Acceptance of Funds and Approval of Purchases</u>	

**BACKGROUND**

Mt. San Antonio College received an award notification for an Enrollment Growth for Associate Degree Nursing (Registered Nurse – RN) Programs Grant, funded by the California Community Colleges Chancellor’s Office. The purpose of the grant is to:

- increase enrollment capacity in the nursing program;
- determine, through diagnostic assessment, those students who are ready to enter the nursing program and who are most likely to succeed;
- provide pre-entry preparation for students who do not achieve the assessment cut score;
- provide support to students enrolled in the nursing program to increase the program retention and completion rate to 85% or more; and
- increase the number of students who complete the nursing program and pass the national licensure exam.

As part of the grant activities, authorization is requested to (a) purchase food (not to exceed \$3,000 per event) and promotional items (not to exceed \$5,000 per year) for grant-related meetings and events that occur throughout the year; and (b) provide advance payment (deposits) to vendors for grant-related activities.

**ANALYSIS AND FISCAL IMPACT**

The grant award is \$278,000. The period of performance is July 1, 2013, through June 30, 2014. The funding agency has approved the expenditure of grant funds to support the following: instructional and non-instructional salaries, employee benefits, instructional and non-instructional supplies and materials, professional development, equipment, and indirect costs.

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

**Funding Source**

California Community Colleges Chancellor’s Office.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the Enrollment Growth for Associate Degree Nursing Programs grant funds and approves the purchases, as defined above.

Prepared by: _____	Adrienne J. Price	Reviewed by: _____	Virginia R. Burley
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #23

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

**DATE:** May 22, 2013

**CONSENT**

**SUBJECT:** Song-Brown Registered Nurse (RN) Capitation Grant: Acceptance of  
Funds and Approval of Purchases

**BACKGROUND**

Mt. San Antonio College received an award notification for the Song-Brown RN Capitation Grant, funded by the California Office of Statewide Health Planning and Development. The purpose of the grant is to support the costs associated with training full-time RN students including improving retention in the nursing program, particularly among students from diverse backgrounds.

As part of the grant activities, authorization is requested to (a) purchase food (not to exceed \$3,000 per event) and promotional items (not to exceed \$5,000 per year) for grant-related meetings and events that occur throughout the year; and (b) provide advance payment (deposits) to vendors for grant-related activities.

**ANALYSIS AND FISCAL IMPACT**

The grant award is \$120,000. The period of performance is September 1, 2013, through October 15, 2015. The funding agency has approved the expenditure of grant funds, "...for any purpose which the educational institution judges will most effectively advance the education of nursing students, but may not be expended for any purpose specifically prohibited by State law, by these contract criteria, or by the contract with the nursing education institution."

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

**Funding Source**

California Office of Statewide Health Planning and Development.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the Song-Brown RN Capitation Grant funds and approves the purchases, as defined above.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #24

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>May 22, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>CyberWatch West Grant: Contract with Atrium Hotel</u>	

**BACKGROUND**

Mt. San Antonio College currently has an Advanced Technological Education Regional Center grant titled "CyberWatch West," funded by the National Science Foundation. The overarching goal of the collaborative project – which also includes California State Polytechnic University, Pomona; California State University (CSU), Dominguez Hills; CSU San Bernardino; and Whatcom Community College – is to strengthen and build an information security workforce and produce a greater number of highly qualified information assurance professionals in the Western United States. To accomplish this goal, CyberWatch West will concentrate on four major areas: (1) student development; (2) curriculum development, revision, and dissemination; (3) faculty development; and (4) outreach and partnership development.

As part of the grant activities, authorization is requested to enter into a contract with and provide advance payment to Atrium Hotel in Irvine, CA.

**ANALYSIS AND FISCAL IMPACT**

The grant will sponsor a leadership team retreat for the major partner colleges and universities, to be held at the Atrium Hotel July 16-17, 2013. The College will enter into a contract with Atrium Hotel for a meeting room, guest rooms, parking, catering, and audiovisual equipment, not to exceed \$6,000.

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

**Funding Source**

National Science Foundation.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with Atrium Hotel, as defined above.

Prepared by: _____	Adrienne J. Price	Reviewed by: _____	Virginia R. Burley
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #25

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

**DATE:** May 22, 2013

**CONSENT**

**SUBJECT:** Center of Excellence Contract with Davis Research, LLC

**BACKGROUND**

The Center of Excellence (COE) is funded by the California Community Colleges Chancellor's Office, Economic and Workforce Development (EWD) Program, to conduct workforce development research on emerging and/or high-demand occupations and industries. In partnership with business and industry, the COE researches, analyzes, and presents information on regional workforce development needs, customized for community colleges. To conduct its primary mission, the COE often needs to use the services of research firms to collect data for large-scale projects.

**ANALYSIS AND FISCAL IMPACT**

The COE requests authorization to contract with Davis Research, LLC, for primary research services including executive interviews, development of survey instruments, creation of business databases, programming of online surveys, and data collection through phone surveys, data analysis, and report writing.

The effective dates of the agreement are May 23, 2013, through June 30, 2013. The cost will not exceed \$86,000, and there will be no cost to the District.

**Funding Source**

Center of Excellence budget (EWD grant).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the COE's contract with Davis Research, LLC, as presented.

Prepared by: Joumana McGowan/Audrey Reille

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #26

<b>BOARD OF TRUSTEES</b>	
<b>MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>May 22, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Physician's Contract Amendment for 2012-13 Health Screenings</u>	

**BACKGROUND**

As mandated by the California Community College Athletic Association and the Southern California Football Conference, Mt. San Antonio College is required to have a physician present at all football games. Dr. Thomas Bryan will provide coverage for the football games and provide health screenings to our new athletes throughout the year.

**ANALYSIS AND FISCAL IMPACT**

The original Board item included \$11,250 to pay for health screenings and the cost of physician coverage for all football games for July 1, 2012, through June 30, 2013. The amount is an increase in the number of health screenings required. The amended amount is not to exceed \$13,000.

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the amended agreement with Dr. Thomas Bryan, as presented.

Prepared by: Joseph E. Jennum

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #27

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b> <u>May 22, 2013</u>		<b>CONSENT</b>
<b>SUBJECT:</b> <u>Communication Department to Sponsor Intramural Speech Contest</u>		

**BACKGROUND**

The Communication Department is requesting approval of costs associated with sponsoring the Intramural Speech Contest on June 6, 2013.

**ANALYSIS AND FISCAL IMPACT**

Costs of sponsoring the tournament will not exceed \$1,900 and will include the following expenses:

- seven trophies at an approximate cost of \$400;
- food for 60 participants and judges at an approximate cost of \$700; and
- payment of prize money to finalists at an approximate cost of \$800 (1<sup>st</sup> Place: \$300; 2<sup>nd</sup> Place: \$200; 3<sup>rd</sup> Place: \$100; and 4<sup>th</sup> through 7<sup>th</sup> Place: \$50 each).

**FUNDING SOURCE**

Revenue-generated account in the Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the costs associated with the Communication Department’s sponsoring of the Intramural Speech Contest.

Prepared by: <u>James Jenkins</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #28</u>

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>May 22, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Radiologic Technology Student Pinning Ceremony Luncheon</u>	

**BACKGROUND**

Each year, the Radiologic Technology program hosts a Pinning Ceremony for Radiologic Technology students who are completing the Radiologic Technology Program using funds donated to the program for this purpose. This year, the luncheon will take place at El Campechano Grill, located in of La Puente, CA, on June 7, 2013, at a cost of \$754. In order to secure the reservation, the restaurant requires payment in full prior to the date of the event to secure it.

**ANALYSIS AND FISCAL IMPACT**

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

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board approves advance payment to El Campechano Grill for the Radiologic Technology Pinning Ceremony Luncheon.

Prepared by: Sarah G. Daum Reviewed by: Virginia R. Burley  
Recommended by: Bill Scroggins Agenda Item: Consent #29

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

**DATE:** May 22, 2013

**CONSENT**

**SUBJECT:** Continuing Education Division Additions and Changes

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

1. Community Services: Additional Classes for Summer

<b>Course Title/Program</b>	<b>Presenter</b>	<b>Remuneration</b>	<b>Fee</b>
Cash in with a Successful Home-Based Business	Krusemark, LeeAnne	40%	\$49 Material Fee - \$20
Seven Simple Secrets to Financial Freedom	Krusemark, LeeAnne	40%	\$49 Material Fee - \$20
Make Money with a Home-Based Typing/Word Processing Business	Krusemark, LeeAnne	40%	\$49 Material Fee - \$20
Cardio Circuit Training	Staff	Hourly	\$20-\$45
Cardio Dance	Hurter, Michele	40%	\$35
Body Contouring	Brunzell, Brook	40%	\$35
Applied Science Camp	Pasa, Paul	10 or more students: \$30/hour  9 or fewer students: \$20/hour	\$85
College for Kids Material Fee - all classes			\$5-\$20
Additional Instructor	Mason, Caryn	10 or more students: \$30/hour  9 or fewer students: \$20/hour	Session 1: \$140/class  Session 2: \$148/class

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #30

**SUBJECT:** Continuing Education Division Additions and Changes

**DATE:** May 22, 2013

2. Community Services - Program Changes for Spring

<b>Course Title/Program</b>	<b>From</b>	<b>To</b>
Intermediate Incident Command System I-300	Additional Instructor	Russell, Patrick
Air Traffic Control Radar Simulation Program	Additional Instructor	Decker, James

3. Confirmation of Existing Contract

<b>Agency</b>	<b>Presenter(s)</b>	<b>Remuneration</b>
ETS (Educational Testing Service) 225 Phillips Boulevard Ewing NJ 08628  TOEFL Testing – as needed		\$600/testing event

4. Changes to Existing Contracts

<b>Agency</b>	<b>Presenter(s)</b>	<b>Remuneration</b>
All Americas, Inc. (Contract #1213-009)	Additional Instructors: Jacob, Laura Mercado, Diane Perez, Nelida Romero, Vienessa Vanegas, Yazmin  Supplies: \$50/class	\$800/day
Early Childhood Mentor Program: Director's Workshop	Ledeboer, Lisa  Watanabe, Kathleen	\$44/hour not to exceed \$176  \$44/hour Not to exceed \$176

Funding Sources

Community Services - Student Registration Fees.  
Contract Changes/Extensions - Restricted Funds.

**RECOMMENDATION**

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

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

**DATE:** May 22, 2013

**CONSENT**

**SUBJECT:** Contract with The Regents of the University of California for the Arise Program (AANAPISI Grant) Student Leadership Retreat

**BACKGROUND**

Mt. San Antonio College's Arise Program, funded by the Asian American Native American Pacific Islander Serving Institution (AANAPISI) federal grant program, is requesting approval of a contract with The Regents of the University of California for its student leadership retreat to be held August 6-8, 2013, at the University of California, Riverside campus. The retreat is part of the approved grant activities and is designed to address the project goal to enhance students' personal and leadership development. Students will learn about components of leadership, explore cultural identity (values, practices, strengths, and challenges), participate in student development activities (e.g., personal motivation, communication, and personal goal setting), and gain insight to leadership perspectives through student and college leadership panels.

**ANALYSIS AND FISCAL IMPACT**

The contract covers lodging, food, and use of campus facilities. The retreat will host 25 students, five peer advisors, and five staff. The total amount of the contract is not to exceed \$11,000.

- 10% Deposit, due June 2013
- 50% Balance, due mid-July 2013
- Final Payment, due end-July 2013

**Funding Source**

U. S. Department of Education, AANAPISI grant.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with The Regents of the University of California for the Arise Program (AANAPISI Grant) Student Leadership Retreat.

Prepared by: Aida Cuenza-Uvas

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #31

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>May 22, 2013</u>	<b>ACTION</b>
<b>SUBJECT:</b>	<u>Three-Year Negotiated Agreement Between CSEA, Chapter 651 and the District for the period July 1, 2011, through June 30, 2014</u>	

**BACKGROUND**

The collaborative bargaining sessions between CSEA, Chapter 651 and the Mt. San Antonio Community College District (District) for a Master Agreement began on May 4, 2011. The parties met for 23 sessions from May 4, 2011, through February 13, 2013.

**ANALYSIS AND FISCAL IMPACT**

On December 8, 2011, the District and CSEA, Chapter 651 reached a Tentative Agreement on an on-schedule salary increase of two percent (2%). On February 13, 2013, the District and CSEA, Chapter 651 reached a Tentative Agreement on Health and Welfare Benefits for a \$302 annual increase of the District’s contribution toward employee health and welfare benefits.

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

Funding Source

Restricted and Unrestricted General Funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Agreement between CSEA, Chapter 651 and the Mt. San Antonio Community College District for the period July 1, 2011, through June 30, 2014.

Recommended by:	<u>Bill Scroggins</u>	Reviewed by:	<u>Michael D. Gregoryk</u>
		Agenda Item:	<u>Action #1</u>

**SUBJECT:** Three-Year Negotiated Agreement Between CSEA, Chapter 651 and the District for the period July 1, 2011, through June 30, 2014

**DATE:** February 27, 2013

**2011–2014  
CSEA, CHAPTER 651 AND  
THE MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT  
SUMMARY OF TENTATIVE AGREEMENTS**

The Mt. San Antonio Community College District and CSEA, Chapter 651 reached a Tentative Agreement for the Master Agreement that will be in effect from July 1, 2011, through June 30, 2014, which was ratified by the membership and approved by the Board of Trustees. Highlights of the issues agreed upon are as follows:

**Article II: Terms of the Agreement**

Changed the effective dates of the agreement to July 1, 2011, through June 30, 2014.

**Article IV: Information**

Adding the following language:

A copy of this Agreement and a CSEA information packet will be provided to each new bargaining unit member. CSEA, Chapter 651 shall provide the District with said packet.

**Article V: Rights of the Association**

Adding the following language:

**Committees**

If the District forms a committee, including ad hoc and advisory committees, asking for representation from the Bargaining Units, CSEA, Chapter 651, in accordance with Education Code 70901.2, will select a designated number of representatives from the Unit membership. The District shall provide release time commensurate with the committee responsibilities. CSEA, Chapter 651 representatives shall notify their immediate managers of their participation and, as soon as available, provide a schedule of dates and times of meetings.

**Release Time for Negotiations Preparation**

If additional time is required, a request shall be made to the Vice President, Human Resources.

**SUBJECT:** Three-Year Negotiated Agreement Between CSEA, Chapter 651 and the District for the period July 1, 2011, through June 30, 2014

**DATE:** February 27, 2013

### Distribution of the Agreement

Within sixty (60) days of the conclusion of negotiations, the District shall provide a draft of the Agreement to CSEA, Chapter 651 for review. Within ten (10) days of execution of the Agreement, the District shall provide the Chapter President with an electronic copy. The District will post the current version of the Agreement to the District's website and will provide copies to unit members, upon request.

### Article VII: Salaries

2011-12 Contract Year: 2% on schedule

2012-13 Contract Year: Determined through re-openers

2013-14 Contract Year: Determined through re-openers

Moved existing contract language for the following sections to Article IX: Hours of Work or Related Matters:

- Overtime;
- Split Shift Differential – Compensation;
- Shift Differential – Compensation;
- Compensatory Time Off;
- Overtime – Equal Distribution;
- Minimum Call-In Time;
- Call-Back Time; and
- Hours Worked.

### Article VIII: Health and Welfare Benefits

The District and CSEA, Chapter 651 approved the following increase to Health and Welfare benefits and approved adding language that allows for opting out of the District's medical plan.

2011-12 Contract Year: \$1,116.12, retroactive to July 1, 2011

2012-13 Contract Year: Determined through re-openers

2013-14 Contract Year: Determined through re-openers

**SUBJECT:** Three-Year Negotiated Agreement Between CSEA, Chapter 651 and the District for the period July 1, 2011, through June 30, 2014

**DATE:** February 27, 2013

### **Article IX: Hours of Work and Related Matters**

Moved existing contract language, listed above, from Article VII: Salaries.

Adding the following language:

#### **Temporary Changes**

Temporary changes to work schedules for unit members may be made to accommodate extenuating circumstances or emergent operational needs of the District. The District will notify the unit member and CSEA, Chapter 651 of its intent to change a unit member's schedule. The District shall provide the affected unit member and CSEA, Chapter 651 with seven (7) days' written notice of such change to the unit member's schedule. The seven- (7) day notice period may be waived upon mutual agreement of the manager and CSEA, Chapter 651. The District will identify the estimated time period affected by the temporary change.

Alternative schedules may be established upon request of an employee and subject to the approval of the immediate manager. Such schedules may include, but are not limited to, 4/10, 9/80, etc. Hours of absence due to sick, vacation, holidays (including floating holidays), and bereavement shall be deducted consistent with the unit member's assigned work day.

#### **Rest Periods**

Unit members assigned to a 4/10 schedule shall be entitled to two (2), twenty- (20) minute, rest periods.

Rest periods may be adjusted by the immediate supervisor when operations of the District require someone to be present at the unit member's work site.

### **Article X: Leaves of Absence and Related Matters**

The addition of language regarding jury duty leave and military leave. Language was also approved to clarify the sick leave, family illness leave, and the Family Medical Leave Act (FMLA).

### **Article XI: Transfers and Related Matters**

The District and CSEA, Chapter 651 approved removing language on medical and involuntary transfers and adjusting the format of the Article.

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

**DATE:** May 22, 2013

**ACTION**

**SUBJECT** Personnel Transactions [PLACEHOLDER]

**CLASSIFIED EMPLOYMENT**

**Permanent New Hires**

Name: Leon, Barbara  
 Position: Student Services Program Specialist New: Yes  
 Department: Student Life  
 Range/Step: A-79, Step 1 Salary: \$3,738.34/month  
 Job FTE: 1.00/12 months  
 Effective: 5/23/13

Name: Matthiesen, Evelyn  
 Position: Child Development Workforce Initiative Specialist New: Yes  
 Department: Business Division  
 Range/Step: A-79, Step 3 Salary: \$4,121.50/month  
 Job FTE: 1.00/12 months  
 Effective: 5/23/13

Name: McBride, Diondre  
 Position: Grounds Equipment Operator New: Yes  
 Department: Grounds  
 Range/Step: B-39, Step 1 Salary: \$3,092.89/month  
 Job FTE: 1.00/12 months  
 Effective: 5/28/13

Name: Navarro, Luis  
 Position: Grounds Equipment Operator New: No  
 Department: Grounds  
 Range/Step: B-39, Step 1 Salary: \$3,092.89/month  
 Job FTE: 1.00/12 months  
 Effective: 5/23/13

Name: Rai, Lakshimi  
 Position: Clerical Specialist New: No  
 Department: Financial Aid  
 Range/Step: A-69, Step 2 Salary: \$3,553.47/month  
 Job FTE: 1.00/12 months  
 Effective: 5/23/13

Prepared by: Human Resources Staff

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Action #2

**SUBJECT:** Personnel Transactions [PLACEHOLDER]

**DATE:** May 22, 2013

**Permanent New Hires** (continued)

Name: Rodriguez, Sofia  
 Position: Clerical Assistant New: No  
 Department: Natural Sciences Division  
 Range/Step: A-52, Step 2 Salary: \$1,425.21/month  
 Job FTE: 0.475/12 months  
 Effective: 5/23/13

Name: Salazar, Sophia  
 Position: Clerical Specialist New: No  
 Department: High School Outreach  
 Range/Step: A-69, Step 1 Salary: \$1,607.52/month  
 Job FTE: 0.475/months  
 Effective: 5/23/13

Name: Smith, Ren  
 Position: Grounds Equipment Operator New: No  
 Department: Grounds  
 Range/Step: B-39, Step 1 Salary: \$3,092.89/month  
 Job FTE: 1.00/months  
 Effective: 5/23/13

**Change of Assignment**

Name: Shen, Wendy  
 Position: Account Clerk II  
 Department: Library & Learning Resources  
 Range/Step: A-79, Step 6 Salary: \$4,771.17/month  
 Job FTE: 1.00/12 months  
 Effective: 5/23/13  
 Remarks: Change from 0.475 Job FTE

**Temporary Changes of Assignment**

Name: Miranda, Sandy  
 Position: Clerical Assistant  
 Department: Financial Aid  
 Range/Step: A-52, Step 3 Salary: \$2,520.36/month  
 Effective: 3/31/13  
 End Date: 6/30/13  
 Remarks: Change in Job FTE from 0.475 to 0.800

**SUBJECT:** Personnel Transactions [PLACEHOLDER]

**DATE:** May 22, 2013

**Temporary Changes of Assignment** (continued)

Name: Nunez, Alma  
Position: Office Assistant  
Department: Financial Aid  
Range/Step: A-45, Step 3 Salary: \$1,763.09/month  
Effective: 3/31/13  
End Date: 6/30/13  
Remarks: Change in Job FTE from 0.475 to 0.600

**Retirement**

Asuncion Ramos, Clerical Specialist, Health Services, effective 6/30/13

**TEMPORARY EMPLOYMENT**

**Substitute Employees**

Per employment list (see Page 6).

**Hourly Non-Academic Employees**

Per employment list (see Pages 6 through 8).

**Professional Experts Employees**

Per employment list (see Pages 8 and 9).

**Student Employees**

Per employment list (see Pages 9 through 13).

**ACADEMIC EMPLOYMENT**

**Banking Leaves of Absences with Pay**

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Coreas, Kelly	Respiratory Therapy	0.6	Spring 2013
Eisley, Benjamin	Welding/Air Conditioning	15	Fall 2013
Leung, Jenny	Chemistry	1	Fall 2013
Ton, Chan	Counseling	4	Spring 2014

**Approval of Stipend**

**Associate's Degree - \$500**

Eddie Lee, Counselor, Counseling Department

**SUBJECT:** Personnel Transactions [PLACEHOLDER]**DATE:** May 22, 2013**Salary Advancement for Full-Time Faculty Column Crossover - 2013-14**

Coursework and/or Degree earned

Name: Takashima, Timothy  
 Position: Professor New: No  
 Department: Mathematics, Computer Science  
 Column/Step II-10 Salary: \$87,680.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/26/13  
 Remarks: Column crossover from Column I, Step 9

**Retirements**

Ronald Brouillette, Professor, English, Literature &amp; Journalism, effective 6/14/13

Ron Reel, Professor, Communication, effective 6/17/13

**Additional Assignments**

Provider	Area/Department	Service/Agreement	Dates	Amount
Arterburn, Pamela	Student Services/ Assessment Center	Faculty AWE Reader	7/1/13–6/30/14	Not to exceed \$48.80/hr.
Azul, Amy	Student Services/ Assessment Center	Faculty AWE Reader	7/1/13–6/30/14	Not to exceed \$44.01/hr.
Bjorck, Sharon-Rose	Student Services/ Assessment Center	Faculty AWE Reader	7/1/13–6/30/14	Not to exceed \$44.01/hr.
Dougherty, Michelle	Student Services/ Assessment Center	Faculty AWE Reader	7/1/13–6/30/14	Not to exceed \$47.14/hr.
Ezzell, Sun	Student Services/ Assessment Center	Faculty AWE Reader	7/1/13–6/30/14	Not to exceed \$48.80/hr.
Hallsted, Christopher	Student Services/ Assessment Center	Faculty AWE Reader	7/1/13–6/30/14	Not to exceed \$45.55/hr.
Hancock, Joy	Student Services/ Assessment Center	Faculty AWE Reader	7/1/13–6/30/14	Not to exceed \$45.55/hr.
Hill-Enriquez, Evelyn	Student Services/ Assessment Center	Faculty AWE Reader	7/1/13–6/30/14	Not to exceed \$42.52/hr.
Jones, Diori	Continuing Education	High School Curriculum / 231 ABE Literacy Grant	5/22/13–6/30/13	\$41.09/hr. Not to exceed \$1,250.00
Kelly, Donna	Student Services/ Assessment Center	Faculty AWE Reader	7/1/13–6/30/14	Not to exceed \$48.80/hr.
Key-Ketter, Leah	Student Services/ Assessment Center	Faculty AWE Reader	7/1/13–6/30/14	Not to exceed \$45.55/hr.
Krueger, Jason	Continuing Education	High School Curriculum / 231 ABE Literacy Grant	5/22/13–6/30/13	\$41.09/hr. Not to exceed \$1,700.00

**SUBJECT:** Personnel Transactions [PLACEHOLDER]**DATE:** May 22, 2013**Additional Assignments** (continued)

Provider	Area/Department	Service/Agreement	Dates	Amount
Leader, Jennifer	Student Services/ Assessment Center	Faculty AWE Reader	7/1/13–6/30/14	Not to exceed \$44.01/hr.
Lynch-Thompson, Candace	Student Services/ Assessment Center	Faculty AWE Reader	7/1/13–6/30/14	Not to exceed \$44.01/hr.
Mezaki, Barbara	Student Services/ Assessment Center	Faculty AWE Reader	7/1/13–6/30/14	Not to exceed \$48.80/hr.
McFaul, Jason	Student Services/ Assessment Center	Faculty AWE Reader	7/1/13–6/30/14	Not to exceed \$48.80/hr.
Mullane, Douglas	Student Services/ Assessment Center	Faculty AWE Reader	7/1/13–6/30/14	Not to exceed \$45.55/hr.
Muniz, Edgar	Student Services/ Assessment Center	Faculty AWE Reader	7/1/13–6/30/14	Not to exceed \$45.55/hr.
Nemeth, Stanley	Student Services/ Assessment Center	Faculty AWE Reader	7/1/13–6/30/14	Not to exceed \$48.80/hr.
Rowley, Dianne	Student Services/ Assessment Center	Faculty AWE Reader	7/1/13–6/30/14	Not to exceed \$48.80/hr.
Straw, Ellen	Student Services/ Assessment Center	Faculty AWE Reader	7/1/13–6/30/14	Not to exceed \$45.55/hr.
Whalen, Margaret	Student Services/ Assessment Center	Faculty AWE Reader	7/1/13–6/30/14	Not to exceed \$44.01/hr.

**MANAGEMENT EMPLOYMENT****Permanent New Hires**

Name: TBD  
Position: Vice President, Human Resources      New: No  
Department: Human Resources  
Range/Step:      Salary:  
Job FTE:  
Effective:

Name: TBD  
Position: Vice President, Instruction      New: No  
Department: Instruction  
Range/Step:      Salary:  
Job FTE:  
Effective:

**SUBJECT:** Personnel Transactions [PLACEHOLDER]

**DATE:** May 22, 2013

**Revision to Renewal of Management Contract from 7/1/13–6/30/15 to 7/1/13–6/30/14  
(Previously Board Approved on December 12, 2012)**

Audrey Reille, Director, Center of Excellence

**Renewal of Contracts for Vice Presidents 7/1/13–6/30/16**

Michael Gregoryk, Administrative Services  
Audrey Yamagata-Noji, Student Services

**Retirement**

Sandra Samples, Director, Health Services, effective 6/30/13

**TEMPORARY EMPLOYMENT**

**Substitute Employees**

NAME	TITLE	RATIONALE	DEPARTMENT	PAY RATE	HIRE DATE
Dinius, Taylor	PE/Athletic Tech. I	Vacancy	Kinesiology & Athletics	17.85	04/01/13-06/30/13
Fernandez, Robert	Custodian	Absence	Facilities Planning & Mgmt.	16.98	04/15/13-06/30/13
Montes, David	Alternate Media Tech.	Absence	DSP&S	18.21	04/15/13-06/30/13
Munar, David	Custodian	Absence	Custodial Services	16.98	04/15/13-06/30/13

**Hourly Non-Academic Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Abilez, Rosalie	Clerk Typist III	Adult Basic Education	10.87	06/01/13-06/30/13
Abilez, Rosalie	Clerk Typist III	Adult Basic Education	10.87	07/01/13-07/31/13
Astorga, Bernice	Clerk Typist III	Adult Basic Education	10.87	06/01/13-06/30/13
Astorga, Bernice	Clerk Typist III	Adult Basic Education	10.87	07/01/13-07/31/13
Avila, Xochitl	Clerk Typist III	Adult Basic Education	10.87	06/01/13-06/30/13
Avila, Xochitl	Clerk Typist III	Adult Basic Education	10.87	07/01/13-07/31/13
Beard, Brenda	Clerk Typist III	Adult Basic Education	10.87	05/30/13-06/30/13
Beard, Brenda	Clerk Typist III	Adult Basic Education	10.87	07/01/13-07/31/13
Beck, Jonathan	Model	Fine Arts	21.00	07/01/13-06/30/14
Blackwell, Jana	Model	Fine Arts	21.00	07/01/13-06/30/14
Blackwell, Pamella	Model	Fine Arts	21.00	07/01/13-06/30/14
Blumenfield, Patricia	Clerk Typist III	Adult Basic Education	10.87	06/01/13-06/30/13
Blumenfield, Patricia	Clerk Typist III	Adult Basic Education	10.87	07/01/13-07/31/13
Bonilla, Mario	Instructional Aide	Child Development Ctr.	8.00	05/06/13-06/30/13
Carrasco, Diane	Clerk Typist III	Adult Basic Education	10.87	05/30/13-06/30/13
Carrasco, Diane	Clerk Typist III	Adult Basic Education	10.87	07/01/13-07/31/13
Cole, John	Model	Fine Arts	21.00	07/01/13-06/30/14

**SUBJECT:** Personnel Transactions [PLACEHOLDER]**DATE:** May 22, 2013**Hourly Non-Academic Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Devai, Trace	Model	Fine Arts	21.00	07/01/13-06/15/14
Fuentes, Jeannette	Activity Aide, Comm. Svcs.	Continuing Education	8.00	06/01/13-06/30/13
Fuentes, Jeannette	Activity Aide, Comm. Svcs.	Continuing Education	8.00	07/01/13-08/15/13
Galindo, Ernestina	Clerk Typist III	Adult Basic Education	10.87	06/01/13-06/30/13
Galindo, Ernestina	Clerk Typist III	Adult Basic Education	10.87	07/01/13-07/30/13
Garcia, Elsie	Clerk Typist III	Adult Basic Education	10.87	06/01/13-06/30/13
Garcia, Elsie	Clerk Typist III	Adult Basic Education	10.87	07/01/13-07/31/13
Greenhagen, Courtney	Clerk Typist III	Adult Basic Education	10.87	06/01/13-06/30/13
Greenhagen, Courtney	Clerk Typist III	Adult Basic Education	10.87	07/01/13-07/31/13
Gulmesoff, Jim	Model	Fine Arts	21.00	07/01/13-06/30/14
Hanlon, Lisa	Cashier III	Bursars Office	10.00	07/01/13-12/31/13
Hernandez, Paul	Model	Fine Arts	21.00	07/01/13-06/30/14
Hernandez, Shirley	Model	Fine Arts	21.00	07/01/13-06/30/14
Hillmer, Belinda	Clerk Typist III	Adult Basic Education	10.87	06/01/13-06/30/13
Hillmer, Belinda	Clerk Typist III	Adult Basic Education	10.87	07/01/13-07/31/13
Holmes, Adam	Activity Aide, Comm. Svcs.	Continuing Education	8.00	06/01/13-06/30/13
Holmes, Adam	Activity Aide, Comm. Svcs.	Continuing Education	8.00	07/01/13-08/15/13
Jimenez, Steven	Activity Aide, Comm. Svcs.	Continuing Education	8.00	06/01/13-06/30/13
Jimenez, Steven	Activity Aide, Comm. Svcs.	Continuing Education	8.00	07/01/13-08/15/13
Jimerson, Landon	Activity Aide, Comm. Svcs.	Continuing Education	8.00	06/01/13-06/30/13
Jimerson, Landon	Activity Aide, Comm. Svcs.	Continuing Education	8.00	07/01/13-08/15/13
Jurkovic, Carol	Model	Fine Arts	21.00	07/01/13-06/30/14
Koenig, Kimberly	Clerk Typist III	Adult Basic Education	10.87	06/01/13-06/30/13
Koenig, Kimberly	Clerk Typist III	Adult Basic Education	10.87	07/01/13-07/31/13
Levy, Leslie	Model	Fine Arts	21.00	07/01/13-06/30/14
Mancino, Ray	Model	Fine Arts	21.00	07/01/13-06/30/14
Martinez, Jennifer	Activity Aide, Comm. Svcs.	Continuing Education	8.00	06/01/13-06/30/13
Martinez, Jennifer	Activity Aide, Comm. Svcs.	Continuing Education	8.00	07/01/13-08/15/13
Martinez, Rosemary	Clerk Typist III	Adult Basic Education	10.87	06/01/13-06/30/13
Martinez, Rosemary	Clerk Typist III	Adult Basic Education	10.87	07/01/13-07/31/13
Mingrino, David	Model	Fine Arts	21.00	07/01/13-06/30/14
Miranda, Cynthia	Clerk Typist III	Adult Basic Education	10.87	06/01/13-06/30/13
Miranda, Cynthia	Clerk Typist III	Adult Basic Education	10.87	07/01/13-07/31/13
Mojarro, Rose	Activity Aide, Comm. Svcs.	Continuing Education	8.00	06/01/13-06/30/13
Mojarro, Rose	Activity Aide, Comm. Svcs.	Continuing Education	8.00	07/01/13-08/15/13
Navarro, Narcisa	Activity Aide, Comm. Svcs.	Continuing Education	8.00	06/01/13-06/30/13
Navarro, Narcisa	Activity Aide, Comm. Svcs.	Continuing Education	8.00	07/01/13-08/15/13
O'Grady, Kelly	Clerk Typist III	Adult Basic Education	10.87	06/01/13-06/30/13
O'Grady, Kelly	Clerk Typist III	Adult Basic Education	10.87	07/01/13-07/31/13
Olivares, Amanda	Activity Aide, Comm. Svcs.	Continuing Education	8.00	06/01/13-06/30/13
Olivares, Amanda	Activity Aide, Comm. Svcs.	Continuing Education	8.00	07/01/13-08/15/13
Padilla, Caitlyn	Clerk Typist III	Adult Basic Education	10.87	06/01/13-06/30/13
Padilla, Caitlyn	Clerk Typist III	Adult Basic Education	10.87	07/01/13-07/31/13
Parks, Tim	Model	Fine Arts	21.00	07/01/13-06/30/14

**SUBJECT:** Personnel Transactions [PLACEHOLDER]**DATE:** May 22, 2013**Hourly Non-Academic Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Pickell, Donald	Model	Fine Arts	21.00	07/01/13-06/30/14
Rico, Griselda	Clerk Typist III	Adult Basic Education	10.87	05/30/13-06/30/13
Rico, Griselda	Clerk Typist III	Adult Basic Education	10.87	07/01/13-07/31/13
Roon, Gerard	Model	Fine Arts	21.00	07/01/13-06/30/14
Ruiz, Maria	Clerk Typist III	Adult Basic Education	10.87	07/01/13-07/31/13
Schofield, Cathleen	Clerk Typist III	Adult Basic Education	10.87	06/01/13-06/30/13
Schofield, Cathleen	Clerk Typist III	Adult Basic Education	10.87	07/01/13-07/31/13
Sinopoli, Deborah	Clerk Typist III	Adult Basic Education	10.87	06/01/13-06/30/13
Sinopoli, Deborah	Clerk Typist III	Adult Basic Education	10.87	07/01/13-07/31/13
Skinner, Nicole	Activity Aide, Comm. Svcs.	Continuing Education	8.00	06/01/13-06/30/13
Skinner, Nicole	Activity Aide, Comm. Svcs.	Continuing Education	8.00	07/01/13-08/15/13
Swift, Bonita	Model	Fine Arts	21.00	07/01/13-06/30/14
Tenorio, Sandra	Clerk Typist III	Adult Basic Education	10.87	07/01/13-07/31/13
Torres, Irma	Clerk Typist III	Adult Basic Education	10.87	06/01/13-06/30/13
Torres, Irma	Clerk Typist III	Adult Basic Education	10.87	07/01/13-07/31/13
Worrilow, Lynn	Model	Fine Arts	21.00	07/01/13-06/30/14

**Professional Expert Employees – New Assignments**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Acevedo, Nicholas	Program Sup., Comm. Svcs. I	Continuing Education	12.48	07/01/13-08/30/13
Bera, Usha	Program Sup., Comm. Svcs. I	Adult Basic Education	12.48	07/01/13-08/25/13
Callen, Cathy	Program Sup., Comm. Svcs. I	Adult Basic Education	12.48	07/01/13-07/31/13
Cazares, Guadalupe	Program Sup., Comm. Svcs. II	Continuing Education	16.64	07/01/13-08/15/13
Flores, Roberto	Program Sup., Comm. Svcs. I	Adult Basic Education	12.48	07/01/13-07/31/13
Jimenez, Steven	Program Sup., Comm. Svcs. I	Continuing Education	12.48	07/01/13-08/15/13
Lewis, Kinsasha	Program Sup., Comm. Svcs. I	Adult Basic Education	12.48	07/01/13-07/31/13
Reyes, Heather	Program Sup., Comm. Svcs. I	Adult Basic Education	12.48	07/01/13-07/31/13
Romero, Robert	Program Sup., Comm. Svcs. I	Adult Basic Education	12.48	07/01/13-07/31/13

**Professional Expert Employees – Extended Assignments**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Acevedo, Nicholas	Program Sup., Comm. Svcs. I	Continuing Education	12.48	06/01/13-06/30/13
Agustin, Sherly	Technical Expert II	Nursing	45.00	04/09/13-06/30/13
Aldecoa, Joseph	Lecturer-Fire Technology	Fire Technology	37.26	04/25/13-06/30/13
Barkman, John	Project Coordinator	Research & Inst. Effect.	35.00	05/01/13-06/30/13
Bera, Usha	Program Sup., Comm. Svcs. I	Adult Basic Education	12.48	06/01/13-06/30/13
Blaha, Ronald	Technical Expert I	Kinesiology & Athletics	35.00	04/17/13-06/30/13
Caines, Ryan	Lecturer-Fire Technology	Fire Technology	37.26	04/22/13-06/30/13
Callen, Cathy	Program Sup., Comm. Svcs. I	Adult Basic Education	12.48	06/01/13-06/30/13
Cardinale, Lindsay	Athletic Injury Specialist I	Kinesiology & Athletics	22.00	04/17/13-06/30/13
Cazares, Guadalupe	Program Sup., Comm. Svcs. II	Continuing Education	16.64	06/01/13-06/30/13
Draper, Jessica	Technical Expert I	Earth Sciences, Astro.	35.00	04/04/13-04/24/13

**SUBJECT:** Personnel Transactions [PLACEHOLDER]**DATE:** May 22, 2013**Professional Expert Employees – Extended Assignments** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Fitzpatrick, William	Technical Expert I	Kinesiology & Athletics	35.00	04/17/13-06/30/13
Flores, Roberto	Program Sup., Comm. Svcs. I	Adult Basic Education	12.48	06/01/13-06/30/13
Folger, Kathy	Master Class Instructor	Kinesiology & Athletics	25.00	04/24/13-06/30/13
Gateley, Sean	Athletic Injury Specialist I	Kinesiology & Athletics	22.00	04/18/13-06/30/13
Graf, Cara	Technical Expert I	Nursing	35.00	04/29/13-06/30/13
Hansen, Erin	Project/Program Aide	Adult Basic Education	19.76	04/09/13-06/30/13
Haro, Ruben	Recruiting Coordinator	Kinesiology & Athletics	25.00	04/08/13-06/30/13
Hartman, Kimberly	Technical Expert I	Nursing	35.00	04/26/13-06/30/13
Isip, Christian	Athletic Injury Specialist I	Kinesiology & Athletics	22.00	03/22/13-06/30/13
Jaime, Joseph	Athletic Injury Specialist I	Kinesiology & Athletics	22.00	03/22/13-06/30/13
Jimenez, Steven	Program Sup., Comm. Svcs. I	Continuing Education	12.48	06/01/13-06/30/13
Johnson, Brianna	Project/Program Aide	Adult Basic Education	19.76	04/09/13-06/30/13
Lewis, Kinsasha	Program Sup., Comm. Svcs. I	Adult Basic Education	12.48	06/01/13-06/30/13
Lopez, Audrey	Technical Expert II	Nursing	45.00	04/15/13-06/30/13
Moran, Kevin	Lecturer-Fire Technology	Fire Technology	37.26	04/29/13-06/30/13
Olatubosun, Angela	Technical Expert II	Nursing	45.00	04/01/13-06/30/13
Orozco, Omar	Technical Expert I	Nursing	35.00	04/26/13-06/30/13
Pelonis, Shaylyn	Technical Expert I	Nursing	35.00	04/29/13-06/30/13
Reyes, Heather	Program Sup., Comm. Svcs. I	Adult Basic Education	12.48	06/01/13-06/30/13
Rieben, Michael	Game Day Personnel	Kinesiology & Athletics	10.00	02/25/13-06/30/13
Romero, Robert	Program Sup., Comm. Svcs. I	Adult Basic Education	12.48	06/01/13-06/30/13
Sanchez, Andrea	Technical Expert I	Nursing	35.00	04/29/13-06/30/13
Vo, Quoc-Tuan	Teaching Aide	Adult Basic Education	13.27	04/16/13-06/30/13
Wittenberg, Claudia	Technical Expert II	Technology & Health	45.00	04/01/13-06/30/13
Zuniga, Christian	Technical Expert I	Nursing	35.00	04/29/13-06/30/13

**Student Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Abu-Lashin, Olivia	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Agu, Chidinma	Student Assistant II	DSP&S	8.75	05/01/13-06/30/13
Aguilera, Lolita	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Aguilera, Lolita	Student Assistant II	Bridge Program	8.75	05/01/13-06/30/13
Alamillo, Brittany	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Alkana, Kealy	Student Assistant III	Technical Services	10.00	04/10/13-06/30/13
Alvarez, Raelyn	Student Assistant III	Child Development Ctr.	10.00	04/15/13-06/30/13
Anchondo, Arturo	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Anderson, Amanda	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Baca, Kyle	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Baker, Megan	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Baltazar, Jesse	Student Assistant I	EOPS/CARE	8.00	04/16/13-06/28/13
Becerra, Jacquelin	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Benz, Kayleigh	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Biddle, Charles	Student Assistant III	High School Outreach	10.00	05/06/13-06/30/13

**SUBJECT:** Personnel Transactions [PLACEHOLDER]**DATE:** May 22, 2013**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Bonilla, Mario	Student Assistant I	Child Development Ctr.	8.00	02/25/13-05/03/13
Borrayo, Perla	Student Assistant III	Counseling	10.00	04/01/13-06/29/13
Breland, Kelsey	Student Assistant II	Bridge Program	8.75	05/01/13-06/30/13
Burroughs, Marian	Student Assistant I	Technical Services	8.00	03/13/13-06/30/13
Bywater, Brandon	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Cabadas-Guzman, Olivia	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Calleros, Brianda	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Campillo, Lucila	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Cardenas, Jose	Student Assistant I	EOPS/CARE	8.00	04/18/13-06/28/13
Carrillo, Isabel	Student Assistant II	Bridge Program	8.75	05/01/13-06/30/13
Carrillo, Virginia	Student Assistant I	Child Development Ctr.	8.00	04/02/13-06/30/13
Castellanos, Erynn	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Castro, Daniel	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Chavez, Chloe	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Chavez, Steven	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Chin, Ivan	Student Assistant III	Continuing Education	10.00	06/01/13-06/30/13
Chin, Ivan	Student Assistant III	Continuing Education	10.00	07/01/13-08/15/13
Chin, Ivan	Student Assistant IV	Hospitality	11.25	04/01/13-06/30/13
Cooper, Austin	Student Assistant III	Career & Trans. Svcs.	10.00	04/24/13-06/30/13
Cordova, Jennifer	Student Assistant I	Child Development Ctr.	8.00	02/25/13-06/30/13
Crespin, Richard	Student Assistant IV	Radio & Television	11.25	04/01/13-06/30/13
Cuevas, Sarahy	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Dashiell, Donnell	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Daum, Andrea	Student Assistant III	Hospitality	10.00	04/17/13-06/30/13
Delgado, Elva	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Devine, Jessy	Student Assistant III	Aeronautics	10.00	04/08/13-06/30/13
Dimas, Patricia	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Eaves, Jacqueline	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Estrada Sanchez, Karla	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Flores, Ezra	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Galloway, Laura	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Galvan, Monica	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Galvan, Vanessa	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Garcia, Angela	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Garcia, Russell	Student Assistant I	Continuing Education	8.00	06/01/13-06/30/13
Garcia, Russell	Student Assistant I	Continuing Education	8.00	07/01/13-08/15/13
Godbey, Susan	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Godfrey, Reiley	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Gomez, Desarae	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Gonzalez, Lorena	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Gonzalez-Alcaraz, Adreana	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Goodwin, Rachel	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Guico, Jeremy	Student Assistant III	Technical Services	10.00	03/18/13-06/30/13
Guillan, Laura	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13

**SUBJECT:** Personnel Transactions [PLACEHOLDER]**DATE:** May 22, 2013**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Hardiman, Ebony	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Haro-Huerta, Victor	Student Assistant I	Technical Services	8.00	04/09/13-06/30/13
Haslip, David	Student Assistant III	Aeronautics	10.00	04/08/13-06/30/13
Hellawell, Candace	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Hernandez, Janell	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Hernandez, Sabrina	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Holtz, Scott	Student Assistant III	Aeronautics	10.00	04/08/13-06/30/13
Honda, Lisa	Student Assistant I	Continuing Education	8.00	06/01/13-06/30/13
Honda, Lisa	Student Assistant I	Continuing Education	8.00	07/01/13-08/15/13
Huerta, Sandy	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Hunter, Devin	Student Assistant I	Kinesiology & Athletics	8.00	04/17/13-06/15/13
Hurst, Kallie	Student Assistant I	Kinesiology & Athletics	8.00	04/17/13-06/15/13
Jernagin, Takisha	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Juarez Arriaga, Jhossep	Student Assistant I	Continuing Education	8.00	06/01/13-06/30/13
Juarez Arriaga, Jhossep	Student Assistant I	Continuing Education	8.00	07/01/13-08/15/13
Juarez, Adrian	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Juarez, Yesenia	Student Assistant III	Child Development Ctr.	10.00	02/25/13-06/30/13
Kia, Hoormazd	Student Assistant III	CyberWatch West	10.00	04/24/13-06/14/13
Landa, Daisy	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Lara, Alba	Student Assistant III	Bridge Program	10.00	05/01/13-06/30/13
Lares, Deane	Student Assistant II	Bridge Program	8.75	05/01/13-06/30/13
LaTorre, Alexandra	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Lauer, Allen	Student Assistant III	Comp Info. Systems	10.00	02/25/13-06/14/13
Letizio, Nellie	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Lienhard, Jessika	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Lizardo, Jason	Student Assistant II	Public Safety	8.75	04/09/13-06/30/13
Lizarraras, Karen	Student Assistant I	Child Development Ctr.	8.00	02/25/13-06/30/13
Lobian, Abraham	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Lopez, Chris	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Lopez, German	Student Assistant I	Kinesiology & Athletics	8.00	02/25/13-06/30/13
Lopez, Veronica	Student Assistant III	Career & Trans. Svcs.	10.00	05/01/13-06/30/13
Luevano, Monica	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Luna, Anthony	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Mackowiak, Paige	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Mand, Jatinder	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Marquez, Christopher	Student Assistant III	Public Safety	10.00	04/15/13-06/30/13
Martir, Rodrigo	Student Assistant IV	Trio ACES	11.25	05/01/13-06/30/13
Matavaio, Virginia	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
McCarthy, Tara	Student Assistant II	Biological Sciences	8.75	04/13/13-06/30/13
McIntosh, Angela	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Medbery, Zachary	Student Assistant IV	Business Division	11.25	04/15/13-06/30/13
Medlin, Leslie	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Mena, Anabel	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Mendoza, Ada	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13

**SUBJECT:** Personnel Transactions [PLACEHOLDER]**DATE:** May 22, 2013**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Mendoza, Alexia	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Mendoza, Lidia	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Merchant, Jevanie	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Mira, Trudy	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Monroe, JoAnne	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Monroy, Lisa	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Montano, Melanie	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Morse, Lindsey	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Munniks, Tracey	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Murillo, Nancy	Student Assistant III	Bridge Program	10.00	05/01/13-06/30/13
Mustafa, Jawariyah	Student Assistant I	Child Development Ctr.	8.00	02/25/13-06/30/13
Nelson, Gage	Student Assistant I	Kinesiology & Athletics	8.00	02/25/13-06/30/13
Nolasco, Marcela	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Nuñez, Gabriela	Student Assistant I	Child Development Ctr.	8.00	02/25/13-06/30/13
Nuñez, Ofelia	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Obst, Amanda	Student Assistant III	High School Outreach	10.00	06/15/13-06/30/13
Obst, Amanda	Student Assistant III	High School Outreach	10.00	07/01/13-08/25/13
Paredes, Terry	Student Assistant V	Medical Services	12.50	03/27/13-06/30/13
Pareja Art, Ketty	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Parra, Lizette	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Parry, Eddie	Student Assistant III	Public Safety	10.00	03/01/13-06/30/13
Pedregon, Arlene	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Penner, Alyssa	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Pennington, Dwight	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Perea, Casey	Student Assistant I	Child Development Ctr.	8.00	02/25/13-06/30/13
Perez, Jacqueline	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Perry, Jasmine	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Pike, Nathan	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Poveda, Vannessa	Student Assistant III	Theater	10.00	02/25/13-06/16/13
Powers, Randy	Student Assistant I	Earth Sciences, Astro.	8.00	02/25/13-06/30/13
Ramirez, Adam	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Ramirez, Crystal	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Razo, Elizabeth	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Rios, Ivan	Student Assistant II	The Writing Center	8.75	04/11/13-06/30/13
Riveros, Karen	Student Assistant II	Bridge Program	8.75	05/01/13-06/30/13
Rodriguez, Berenice	Student Assistant I	Child Development Ctr.	8.00	02/25/13-06/30/13
Rodriguez, Georgette	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Rodriguez, Ivan	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Rodriguez-Gonzalez, Karina	Student Assistant I	Child Development Ctr.	8.00	04/08/13-06/30/13
Rubio, Amanda	Student Assistant II	Tutorial Services	8.75	04/08/13-06/30/13
Ruge, Jewels	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Ruiz, Mark	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Sagun, Corina	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Salmeron, Christian	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13

**SUBJECT:** Personnel Transactions [PLACEHOLDER]**DATE:** May 22, 2013**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Sanchez, Stephanie	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Sandoval, Maria	Student Assistant III	Tutorial Services	10.00	04/01/13-06/30/13
Sarzo, Alexus	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Scharf, Brandon	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Schneider, Christopher	Student Assistant III	Aeronautics	10.00	04/08/13-06/30/13
Schneider, Natalie	Student Assistant I	Agricultural Sciences	8.00	04/01/13-06/30/13
Shamsi, Wajeeha	Student Assistant I	EOPS/CARE/CalWORKs	8.00	04/17/13-06/28/13
Sherrard, Diana	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Simental, Breanna	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Smallidge, Lauren	Student Assistant V	Technology & Health	12.50	04/22/13-06/30/13
Soemardy, Citradewi	Student Assistant V	Teacher Prep. Institute	12.50	05/01/13-06/30/13
Solis, Nadine	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Soliz, Stephanie	Student Assistant I	Child Development Ctr.	8.00	03/01/13-06/30/13
Solt, Crystal	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Sposato, Sarah	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Staggs, Denise	Student Assistant I	Child Development Ctr.	8.00	02/25/13-06/30/13
Taira, Bryan	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Tangen, Kailee	Student Assistant IV	Administrative Services	11.25	07/01/13-08/25/13
Tawney, James	Student Assistant V	Medical Services	12.50	04/22/13-06/16/13
Thompson, Marvin	Student Assistant II	Admissions & Records	8.75	07/01/13-08/25/13
Topani, Bijal	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Torres, Taylor	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Torres, Vincent	Student Assistant II	Bridge Program	8.75	05/01/13-06/30/13
Tran, Michelle	Student Assistant III	Bridge Program	10.00	05/01/13-06/30/13
Uribe-Pitts, Andrea	Student Assistant III	Child Development Ctr.	10.00	02/25/13-06/30/13
Valladares, Destina	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Valladares, Destina	Student Assistant II	DSP&S	8.75	04/16/13-06/30/13
Vargas, Stacey	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Velasquez, Stephanie	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Vendiola, Vincent	Student Assistant I	Continuing Education	8.00	06/01/13-06/30/13
Vendiola, Vincent	Student Assistant I	Continuing Education	8.00	07/01/13-08/15/13
Webb, Joleeyn	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Williams, Terris	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Williamson, Sean	Student Assistant III	Counseling	10.00	02/01/13-06/30/13
Wong, William	Student Assistant I	Child Development Ctr.	8.00	02/25/13-06/30/13
Young, Shannon	Student Assistant II	Tutorial Services	8.75	03/04/13-06/30/13
Yu, Kenneth	Student Assistant III	Nutrition and Food	10.00	04/16/13-06/30/13
Yue, Peigeng	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Zubia, Michael	Student Assistant I	DSP&S	8.00	03/10/13-06/14/13
Zuniga-Siordia, Paubla	Student Assistant I	DSP&S	8.00	05/16/13-06/14/13

**RECOMMENDATION**

A recommendation will be presented to the Board of Trustees at its regular meeting on May 22, 2013.

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

**DATE:** May 22, 2013

**ACTION**

**SUBJECT:** Installation of Modular Units for Temporary Space [PLACEHOLDER]

**BACKGROUND**

This project is for the installation and renovation of five modular buildings that the College purchased from the Los Angeles Unified School District in August 2012. These buildings will be installed at the site of the former Photography Building, which was demolished in February 2013. The buildings will provide space to accommodate growth and provide temporary space during construction. Each building will house two classrooms with a capacity of up to 30 students per classroom.

The work will include, but is not limited to, site/civil work; concrete slab repair; foundation work; interior and exterior renovation including roofing, access ramps, and platform; power; information technology; and utilities connection. The work will also include installation and hook-up of one restroom trailer purchased from Pacific Mobile Structures.

**ANALYSIS AND FISCAL IMPACT**

Bids will be accepted and publicly opened on May 14, 2013. Due to time constraints in meeting the Board submittal deadline, a recommendation and bid summary backup will be presented to the Board of Trustees at its regular meeting on May 22, 2013.

**Funding Source**

Measure RR Bond Anticipation Note.

**RECOMMENDATION**

A recommendation will be presented to the Board of Trustees at its regular meeting on May 22, 2013.

Prepared by: Teresa Patterson

Reviewed by: Rosa M. Royce/Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Action #3

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>May 22, 2013</u>	<b>ACTION</b>
<b>SUBJECT:</b> <u>Purchase of Workers' Compensation Coverage [PLACEHOLDER]</u>	

**BACKGROUND**

In anticipation of likely increases in workers' compensation costs, the District exercised due diligence in conducting a Request for Quotation (RFQ) from our existing Protected Insurance Program for Schools (PIPS) Joint Powers Authority (JPA) program provider, Alliance of Schools for Cooperative Insurance Programs (ASCIP) JPA, and the private insurance market through broker AJ Gallagher. The RFQ solicited proposals for first-dollar, self-funded, and excess insurance coverage. A resolution to terminate membership in the PIPS JPA was approved by the Board at the April 2013 meeting in order to allow the College to continue to review proposals for the workers' compensation program.

**ANALYSIS AND FISCAL IMPACT**

Due to time constraints in meeting the Board submittal deadline, a recommendation and summary of proposals will be presented to the Board of Trustees at its regular meeting on May 22, 2013.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

A recommendation will be presented to the Board of Trustees at its regular meeting on May 22, 2013.

Prepared by: Karen A. Saldana Reviewed by: Michael D. Gregoryk  
Recommended by: Bill Scroggins Agenda Item: Action #4

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

**DATE:** May 22, 2013

**DISCUSSION**

**SUBJECT:** Accreditation Midterm Report

**BACKGROUND**

Every six years, community colleges are evaluated through accreditation standards outlined by the Accrediting Commission for Community and Junior Colleges (ACCJC). ACCJC is one of three commissions under the Western Association of Schools and Colleges (WASC). In fall 2010, Mt. SAC received a visiting team of peers who evaluated the College's Self-Study Report and its operations and made recommendations to ACCJC. Early in 2011, Mt. SAC received a letter from ACCJC indicating the College achieved full accreditation, the highest award possible.

Because the College received full accreditation, the next requirement in the six-year process is to provide a Midterm Report no later than October 15, 2013. This Midterm Report was prepared in collaboration with the Accreditation Leadership Ad Hoc Group, which included:

- Virginia Burley, Vice President, Instruction & Accreditation Liaison Officer
- Eric Kaljumagi, President, Academic Senate
- Juan (Johnny) Jauregui, President, CSEA 651
- Laura Martinez, President, CSEA 262
- Jennifer Galbraith, President, Faculty Association
- Barbara McNeice-Stallard, Director, Research and Institutional Effectiveness & Administrative Accreditation Coordinator
- Lianne Greenlee, Project Administrator, Coordination of WASC-Related Data Collection and Reporting

The Leadership Group was convened in 2012 to spearhead the completion of the Midterm Report. Group members acted as liaisons with College constituencies to gather Midterm Report information and evidence. This effort began in spring 2012, when the Leadership Group met to review and revise a form requesting campus-wide updates on the three recommendations and six planning agendas identified from the Mt. SAC 2010 Self-Study and the ACCJC Team's Evaluation Report.

In fall 2012, the request for narrative progress updates was sent to all managers and chairs of groups/committees identified as key contributors in the data collection process. In October 2012, the Leadership Group met to review the College Midterm Report timeline and completion progress. In early 2013, the Leadership Group participated in the creation and facilitation of campus-wide accreditation presentations (faculty and classified) to increase

Prepared by: Barbara McNeice-Stallard

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Discussion #1

**SUBJECT:** Accreditation Midterm Report

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**DATE:** May 22, 2013

employee awareness and understanding of ongoing accreditation processes as well as to encourage continual engagement of all constituencies in the Midterm Report development.

Throughout the Midterm Report development, the Leadership Group validated data and evidence collected, gave input on narrative drafts, and communicated progress to the College's employees. In April 2013, the campus community was given the opportunity to provide its input. President's Cabinet and the President's Advisory Council reviewed the Midterm Report draft and provided input in April and May 2013. In May 2013, the Group finalized the Midterm Report. This report is being submitted (under separate cover) to the Board of Trustees for review. Board approval of the final copy will be requested at the June Board meeting.

Information about this Midterm Report can be found on the Web at:  
<http://www.mtsac.edu/administration/accreditation/2013midterm.html>

### **ANALYSIS AND FISCAL IMPACT**

Not applicable.

#### **Funding Source**

Not applicable.

### **RECOMMEDATION**

It is recommended that the Board of Trustees receives for first reading and discussion the College's Midterm Accreditation Report.

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

**DATE:** May 22, 2013

**DISCUSSION**

**SUBJECT:** Proposed Revisions to Board Policy 4040 – Library Services

**BACKGROUND**

The Academic Senate requested that the Library faculty and managers review a revised Board Policy 4040 - Library Services due to the new language necessary to comply with requirements of the Reader Privacy Act. The Library used this opportunity to further review the Board Policy (BP), which was adopted in 2004, against current professional standards. The Library expanded the language of BP 4040 upon review of *Accreditation Standards*, (Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges; Adopted June 2002; Revised June 2012; Edited November 2012), *Standards for Libraries in Higher Education* Association of College & Research Libraries (American Library Association; October 2011), and *Standards of Practice for California Community College Library Faculty and Programs* Academic Senate for California Community Colleges; Fall 2010.

**ANALYSIS AND FISCAL IMPACT**

The goal is to continue to review the current Mt. SAC Policies and align them with the policies recommended by our legal counsel and the CCLC. This new policy has been reviewed by the President's Cabinet as well as shared with the President's Advisory Council.

**Funding Source**

Not applicable.

**RECOMMEDATION**

It is recommended that the Board of Trustees receives for first reading and discussion proposed revision to Board Policy 4040 – Library Services.

Prepared by: Meghan Chen

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Discussion #2

**SUBJECT:** Proposed Revisions to Board Policy 4040 – Library Services

**DATE:** May 22, 2013

## **Chapter 4 – Academic Affairs**

### **BP 4040 Library Services**

**Reference:**

Education Code Section 78100, **Civil Code 1798.90**

The College shall have library services that are an integral part of the educational program **and will comply with the requirements of the Reader Privacy Act. The Library shall support student learning by providing access to information competency instruction, comprehensive collections, current educational technology, and diverse learning spaces.**

Adopted: May 26, 2004