

13. DISCUSSION ITEM #2 – PROPOSED REVISIONS TO BOARD POLICY 2010 – BOARD MEMBERSHIP

Revised Board Policy 2010 – Board Membership was presented for first reading and discussion, and it will be brought back to the next meeting for approval.

14. DISCUSSION ITEM #3 – PROPOSED REVISIONS TO BOARD POLICY 3500 – CAMPUS SAFETY

Revised Board Policy 3500 – Campus Safety was presented for first reading and discussion, and it will be brought back to the next meeting for approval.

15. DISCUSSION ITEM #4 – BOARD POLICY 3505 – EMERGENCY RESPONSE PLAN (NEW)

New Board Policy 3505 – Emergency Response Plan was presented for first reading and discussion, and it will be brought back to the next meeting for approval.

16. DISCUSSION ITEM #5 – PROPOSED REVISIONS TO BOARD POLICY 6750 – TRAFFIC AND PARKING REGULATIONS

Revised Board Policy 6750 – Traffic and Parking Regulations was presented for first reading and discussion, and it will be brought back to the next meeting for approval.

17. INFORMATION ITEM #1 – ADMINISTRATIVE PROCEDURE 4020 – PROGRAM AND CURRICULUM DEVELOPMENT

The Board received, for information only, revised Administrative Procedure 4020 – Program and Curriculum Development.

18. INFORMATION ITEM #2 – ADMINISTRATIVE PROCEDURE 4103 – WORK EXPERIENCE

The Board received, for information only, revised Administrative Procedure 4103 – Work Experience.

19. INFORMATION ITEM #3 – ADMINISTRATIVE PROCEDURE 4290 – STUDENT ACADEMIC HONESTY

The Board received, for information only, revised Administrative Procedure 4290 – Student Academic Honesty.

20. INFORMATION ITEM #4 – ADMINISTRATIVE PROCEDURE 4300 – FIELD TRIPS AND EXCURSIONS

The Board received, for information only, revised Administrative Procedure 4300 – Field Trips and Excursions.

21. INFORMATION ITEM #5 – ADMINISTRATIVE PROCEDURE 5075 – COURSE ADDS AND DROPS

The Board received, for information only, revised Administrative Procedure 5075 – Course Adds and Drops.

22. INFORMATION ITEM #6 – ADMINISTRATIVE PROCEDURE 6750 – TRAFFIC AND PARKING REGULATIONS

The Board received, for information only, revised Administrative Procedure 6750 – Traffic and Parking Regulations.

23. ADJOURNMENT

The meeting adjourned at 8:35 p.m.

WTS:dl

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

DATE: December 11, 2013 **CONSENT**

SUBJECT: Appropriation Transfers and Budget Revisions Summary

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

**APPROPRIATION TRANSFERS
For the period 10/23/13 - 11/13/13**

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 8,562
6000 Capital Outlay	2,372
7950 Unassigned Fund Balance	775,633
Total	\$ 786,567

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 269,421
2000 Classified/Other Nonacademic Salaries	172,858
3000 Employee Benefits	185,527
5000 Other Operating Expenses/Services	158,761
Total	\$ 786,567

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

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: December 11, 2013

Restricted General Fund - 17

From:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 4,505
2000 Classified/Other Nonacademic Salaries	61,679
3000 Employee Benefits	20,665
5000 Other Operating Expenses/Services	3,185
7000 Other Outgo	1,200
Total	\$ 91,234

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 24,515
6000 Capital Outlay	66,719
Total	\$ 91,234

Farm Operations Fund - 34

From:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 5,800
6000 Capital Outlay	200
Total	\$ 6,000

To:

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

BAN Construction Fund - 44

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 15,649
Total	\$ 15,649

To:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 15,649
Total	\$ 15,649

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: December 11, 2013

Associated Students Trust Fund - 71

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 675
Total	\$ 675

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 675
Total	\$ 675

BUDGET REVISIONS
For the period 10/23/13 - 11/13/13

Unrestricted General Fund - 13

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
884009 Box Office, Sales-Concessions	\$ 1,853
887730 Ceramics - Clay Fees	878
887730 Architecture/Design - Production Fees	405
887730 Industrial Design Technology - Production Fees	65
889000 Custodial - Recycling	4,216
Total	\$ 7,417

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 4,467
6000 Capital Outlay	2,950
Total	\$ 7,417

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
819000 Child Development Training Consortium	\$ 10,000
819000 Geodesy Curriculum 21st Century	37,511
865900 Cares Plus Program	6,170
885100 Mt. SAC Pilot Course - Rental Portion	89,020
Total	\$ 142,701

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: December 11, 2013

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	18,885
2000	Classified/Other Nonacademic Salaries		5,819
3000	Employee Benefits		3,872
4000	Supplies/Materials		73,479
5000	Other Operating Expenses/Services		31,707
7000	Other Outgo		8,939
Total		\$	142,701

RECOMMENDATION

It is recommended that the Board of Trustees approve the appropriation transfers within the Unrestricted General Fund (\$786,567), Restricted General Fund (\$91,234), Farm Operations Fund (\$6,000), BAN Construction Fund (\$15,649) and Associated Students Trust Fund (\$675) 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 (\$7,417) and Restricted General Fund (\$142,701) pursuant to the California Code of Regulations, Title 5, Section 58308.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>December 11, 2013</u>	CONSENT
SUBJECT: <u>Independent Contractors</u>	

BACKGROUND

Approval of Independent Contractors.

ANALYSIS AND FISCAL IMPACT

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

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Gazarek, Sara	Instruction – Music	Clinician – Vocal Jazz Festival/Workshop	2/28/14	\$450
Guter, Christine	Instruction – Music	Clinician – Vocal Jazz Festival/Workshop	2/28/14	\$450
Huff, William dba James & James Sound Engineers	Instruction – Music	Sound Recording – Instrumental Music Performances	1/6/14– 6/20/14	\$500
Pannikker, Dhiren	Instruction – Music	Accompanist – Instrumental Jazz Concert	11/13/13– 11/15/13	\$300
Peterson, Christopher	Instruction – Music	Adjudicator – Chamber Singers Festival	3/19/14	\$500
Shew, Jamie	Instruction – Music	Clinician – Vocal Jazz Festival/Workshop	2/28/14	\$450
Vallee, Jean Sebastien	Instruction – Music	Adjudicator – Chamber Singers Festival	3/19/14	\$500

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

