



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 19, 2014

**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 (6:00 p.m.)

PUBLIC COMMUNICATION

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

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 - Existing Litigation, per Government Code Section 54956.9(a): EEOC Claim No. 480-2013-02278** (case name unspecified, as disclosure would jeopardize settlement negotiations).
2. **Conference with Legal Counsel – Existing Litigation, per California Government Code Section 54956.9(a): EEOC Claim No. 480-2013-02278** (case name unspecified, as disclosure would jeopardize settlement negotiations). **Public Employee: Discipline/ Dismissal/Release.**
3. **Public Employee Discipline/Dismissal/Release, per California Government Code Section 54957 – Non-Reemployment of Contract, Faculty** (one case).
4. **Conference with Labor Negotiators Terri Long, Dean, Instructional Services; James Czaja, Vice President, Human Resources; 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)

MOMENT OF SILENCE

Observe a moment of silence in memory of retired employee **James Deiner**, who passed away on January 16, 2014, at the age of 69, after a relatively short battle with bone cancer. He first worked at Mt. SAC in Public Safety and then in the Maintenance and Operations area for 38 years, before enjoying retirement in his home in Yucaipa with his family. He was born in Pennsylvania where he married his wife, Peg, at age 19, and then moved to California. At his passing, they were just days away from celebrating their 50th wedding anniversary. He is survived by his wife, five children (Sherry, Jim, John, Jerry, and Jason), 13 grandchildren, and one great grandchild. He will be remembered for his readiness to help anyone at any time. He loved people, and he loved Mt. SAC, and he will be missed by all.

INTRODUCTIONS AND RECOGNITIONS

- **Introduction of the following newly appointed Classified employees:**
 - Gabriel Aragon, Refuse and Recyclable Collector (Grounds)
 - Christopher Duran, Electrician (Facilities Planning and Management)
 - Gloria Munguia, Budget and Accounting Technician (Fiscal Services)
- **Introduction of the following newly appointed Management employee:**
 - Marisa Fierro, Director, Development and Alumni Relations (Foundation)
- **Introduction of the following temporary Special Projects Administrator:**
 - Annette Limon, Special Projects Manager (Community and Career Education)
- **Recognition:**
 - Award a Certificate of Service to the following retiring staff member:

- **Michael Kwiatkowski**, Project Program Specialist, Tutorial Services, seven years of service
- Mt. SAC Robotics Team and Coach **Martin Mason** for back-to-back National Championships in Robo-magellan (a large-scale ground-based autonomous navigation challenge). The Team is also the current National Technical Machinists Association Combat Robot champions with their robot SACrifice. The Team has again qualified for the International VEX Robotics Championships. The Team was the International Champion in 2010 and has finished in the top 10 for college and universities in five of the last seven years.

APPROVAL OF MINUTES

- Approval of minutes of the regular meeting of January 8, 2014. (See backup packet Pages 1 through 11.)

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.

9. President's Report – Bill Scroggins, President & CEO
 - Annual Board Study Session - February 22, 2014
 - Classified Spring Opening Meeting/Faculty Spring Flex and Professional Development Day
 - Enrollment Status Report
10. Informational Report – Budget Update (Governor's January Proposal), presented by Mike Gregoryk, Vice President, Administrative Services.
11. Informational Report – Arise Grant Update, presented by Audrey Yamagata-Noji, Vice President, Student Services. (See backup packet Page 12.)

CONSENT CALENDAR

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

ADMINISTRATIVE SERVICES

1. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet Pages 13 through 18.)
2. Consideration of approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. (See backup packet Pages 19 and 20.)
3. Consideration of approval of the Quarterly Investment Report ending December 31, 2013. (See backup packet Page 21.)
4. Consideration of approval of the Quarterly Financial Status Report ending December 31, 2013. (See backup packet Pages 22 through 24.)
5. Consideration of approval of the re-issuance of stale-dated warrants, as listed. (See backup packet Pages 25 through 28.)
6. Consideration of approval of the revision of a contract with G2Solutions Incorporated to provide the College with a secured electronic connection with the Department of Justice to process fingerprint Live-Scan for newly hired faculty, staff, and volunteers. (See backup packet Page 29.)
7. Consideration of approval of a renewal agreement with Student Transportation of America, Inc. for bus services for transporting students to athletic events, field trips, and Continuing Education programs. (See backup packet Page 30.)
8. Consideration of approval of a renewal agreement with Verizon Wireless for the operation of a mobile/wireless communications facility. (See backup packet Page 31.)
9. Consideration of approval of a renewal agreement with Orbach, Huff, Suarez & Henderson LLP for legal consulting services on an as-needed basis. (See backup packet Page 32.)
10. Consideration of approval to pay a 50% advance deposit to Midas Event Supply for the cost of 200 chairs, not to exceed \$1,450. (See backup packet Page 33.)

11. Consideration of approval of agreements to provide Professional Design and Consulting Services with H2 Environmental Consulting Services for Classroom Building Demolition, P2S Engineering, Inc. for Facilities Emergency Operations Center and Food Services Building Projects, PAL id Studio the Professional and Organizational Development and the Humanities Building Testing Services Center Projects, and with Ariane Lehw Associates for the Parking Structure Project. (See backup packet Pages 34 and 35.)
12. Consideration of approval of the reduction of \$220,128 to the contract amount, the reduction of the lease period to 35 days, and the acceptance of the financial reconciliation and Notice of Completion on the Administration Building Site Improvements Project using the Lease/Leaseback Construction method. (See backup packet Pages 36 and 37.)
13. Consideration of approval to purchase five 2014 GMC Savana eight-passenger vans for the following Bid. (See backup packet Pages 38 and 39.)
 - Bid No. 2958 Purchase of Vans – Thorson Motor Center – Pasadena, CA
14. Consideration of approval to purchase audio-visual equipment for the following Bid. (See backup packet Pages 40 and 41.)
 - Bid No. 2961 Purchase of Audio-Visual Equipment – CompView, Los Angeles, CA, for Extron Control Systems and Epson Video Projectors; and Golden Star Technology, Cerritos, CA, for Da-Lite Screens.
15. Consideration of ratification of the following Child Development Center Unilateral Change Orders. (See backup packet Pages 42 through 47.)
 - Bid No. 2827 Doja, Inc. (Grading Contractor) – Change Order No. 9.
 - Bid No. 2832 Continental Plumbing (Plumbing Contractor) – Change Order No. 7.
 - Bid No. 2833 Comfort Conditioning Co., Inc. (Plumbing Contractor) – Change Order No. 4.
16. Consideration of ratification of the following Child Development Center Change Orders. (See backup packet Pages 48 through 51.)
 - Bid No. 2830 Liberty Mutual/Safeco (General Contractor) – Change Order No. 9.
 - Bid No. 2831 Moore Flooring (Flooring Contractor) – Change Order No. 4.
17. Consideration of approval of the following Contract Amendment. (See backup packet Page 52.)
 - Contract Building 12 Classroom Modernization – H2 Environmental Consulting Services (Professional Design and Consulting Services) – Amendment No. 2.

18. Consideration of approval of the following Completion Notices:
 - Bid No. 2831 Child Development Center – Floor Coverings, Moore Flooring, Inc. (Contractor)
 - Bid No. 2946 Temporary Classrooms – General Construction, GDL Best Contractors, Inc. (Contractor)
19. Consideration of approval of the following Proposed Gifts and Donations to the College:
 - Gloria Baca – Assortment of Interior Design Books, valued by donor at \$2,000, to be used in the College Library.
 - Renato Basille – Dance Costumes and Dance Shoes from the 2013 Primetime Emmy Awards, valued by donor at \$4,800, to be used by the Dance Department for Fall and Spring Dance Productions.
 - Gene Wyne – Two Cabinets, Machine Tools, and Stock Instruments, valued by donor at \$1,500, to be used by the Industrial Design and Engineering Department.

HUMAN RESOURCES

20. Consideration of approval of Personnel Transactions. (See backup packet Pages 53 through 69.)
21. Consideration of approval of Recommendation to Employ Faculty Under Second Contract – 2014-15. (See backup packet Page 70.)
22. Consideration of approval of Recommendation to Employ Faculty Under Third Contract – 2014-16. (See backup packet Pages 71 and 72.)
23. Consideration of approval of Recommendation to Grant Tenure – 2014-15. (See backup packet Page 73.)

INSTRUCTION

24. Consideration of approval for Journalism students and a faculty member to attend the College Media Advisers Spring National Convention in New York, NY, March 13-16, 2014. (See backup packet Page 74.)
25. Consideration of approval for Aeronautics students and a faculty member to attend the Women In Aviation, International Conference in Orlando, FL, March 6-9, 2014. (See backup packet Page 75.)
26. Consideration of approval for Forensics students and a faculty member to attend the Phi Rho Pi National Championship Tournament in Denver, CO, April 3-12, 2014. (See backup packet Page 76.)
27. Consideration of approval for Phi Theta Kappa students and faculty to attend the Phi Theta Kappa International Convention in Orlando, FL, April 24-26, 2014. (See backup packet Page 77.)

28. Consideration of approval for students and faculty to attend the Health Occupations Students of America Leadership Conference in Anaheim, CA, March 29-April 1, 2014. (See backup packet Page 78.)
29. Consideration of ratification for participation of Aeronautics students and faculty who attended a practice event in Prescott, AZ, January 17-19, 2014. (See backup packet Page 79.)
30. Consideration of ratification for participation of Aeronautics students and faculty who attended the SAFECON Conference in Prescott, AZ, February 2-9, 2014. (See backup packet Page 80.)
31. Consideration of approval of the Developmental Education Spring Conference at Mt. SAC, April 18, 2014. (See backup packet Pages 81 and 82.)
32. Consideration of approval for acceptance of funds from Kaiser Permanente Baldwin Park Medical Center. (See backup packet Page 83.)
33. Consideration of approval of an affiliation agreement with Saddleback Memorial Medical Center. (See backup packet Page 84.)
34. Consideration of approval of a contract amendment to the ambulance service for the 2014 Mt. SAC Relays. (See backup packet Page 85.)
35. Consideration of approval of an amendment to the contract with In-N-Out Burger. (See backup packet Page 86.)
36. Consideration of approval of two sabbatical leave applications for academic year 2014-15. (See backup packet Pages 87 and 88.)
37. Consideration of approval of modified courses effective with the 2014-15 academic year. (See backup packet Page 89.)
38. Consideration of approval of Continuing Education Division additions and changes to courses. (See backup packet Pages 90 and 91.)

PRESIDENT'S OFFICE

39. Consideration of approval of a Consulting Agreement with the McCallum Group, Inc. (See backup packet Page 92.)
40. Consideration of approval of a contract with P & R Business Services to provide temporary accounting expertise, on an as-needed basis, as Mt. SAC Foundation accounting transitions to the Fiscal Services Department. (See backup packet Page 93.)

STUDENT SERVICES

41. Consideration of approval of a contract with AcademicWorks. (See backup packet Pages 94 and 95.)

ACTION ITEM

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

1. Consideration of appointment and re-appointment of members to the Citizens Oversight Committee. (See backup packet Pages 96 and 97.)

INFORMATION ITEM

No action will be taken on items listed. All items are being provided to the Board of Trustees for information only.

1. Receive revisions to Administrative Procedure 4350, Student Travel Guidelines. (See backup packet Pages 98 through 100.)

ADJOURNMENT

Future Board Meetings

February 22, 2014 (Board Study Session)
March 19, 2014 (third Wednesday)
April 9, 2014
May 14, 2014

Upcoming Events

February 13, 2014	Theodore von Kármán Lecture Series – 6:30 p.m., Planetarium Opera Scenes – 7:30 p.m., Clarke Theater
February 14, 2014	Lincoln’s Birthday Holiday – CAMPUS CLOSED
February 16, 2014	2014 Winter Intersession Ends
February 17, 2014	Washington’s Birthday Holiday – CAMPUS CLOSED
February 19, 2014	Board of Trustees Meeting – 6:30 p.m., Founders Hall
February 21, 2014	Classified Spring Opening Meeting – 8:15 a.m., Science Laboratories (Building 11), Rooms 2402 and 2406 Faculty Flex and Professional Development Day – 9:00 a.m., Science Laboratories (Building 11), Rooms 2402 and 2406 One World, One Sky: Big Bird’s Adventure – 4:30 p.m., Planetarium Cosmic Comets – 6:00 and 7:30 p.m., Planetarium

Upcoming Events (continued)

- February 22, 2014 **Board of Trustees Study Session** – 8:30 a.m., Founders Hall
Upward Bound Saturday Academy – 7:30 a.m., Student Life Stage Area
Secret of the Cardboard Rocket – 4:30 p.m., Planetarium
Star Tales – 6:00 and 7:30 p.m., Planetarium
- February 24, 2014 **2014 Spring Semester Begins**
- February 26, 2014 **Student Health Services Information Booth** – 11:00 a.m., Miracle Mile
- March 4, 2014 **Student Health Services Information Booth** – 11:00 a.m., Miracle Mile
- March 4-5, 2014 **Associated Students Visibility Days** – 10:00 a.m. and 5:30 p.m., Student Life Patio Area
- March 7, 2014 **Last Day to Change Residency for Spring**
Secret of the Cardboard Rocket – 4:30 p.m., Planetarium
Star Tales – 6:00 and 7:30 p.m., Planetarium
16th Annual Puttin' On The Hits – 7:30 p.m., Clarke Theater
- March 8, 2014 **Seniors' Day** – 8:45 a.m., Design Technology Center
16th Annual Puttin' On The Hits – 3:00 p.m., Clarke Theater
One World, One Sky: Big Bird's Adventure – 4:30 p.m., Planetarium
Voyage of the Planets – 6:00 and 7:30 p.m., Planetarium
- March 13, 2014 **Theodore von Kármán Lecture Series** – 6:30 p.m., Planetarium
- March 14, 2014 **Public Telescope Observing** – 9:00 p.m., Observatory

Upcoming Sports Events

- February 13, 2014 **Softball vs. El Camino College** – 3:00 p.m., Softball Field
- February 14, 2014 **Track and Field Riverside Dual** – All Day, Track and Field Area
- February 15, 2014 **Softball vs. Grossmont College** – 11:00 a.m., Softball Field
Baseball vs. Rio Hondo College – 6:00 p.m., Baseball Field
- February 18, 2014 **Baseball vs. Riverside College** – 6:00 p.m., Baseball Field
- February 19, 2014 **Women's Basketball vs. Compton College** – 5:00 p.m., Gymnasium
Men's Basketball vs. Compton College – 7:00 p.m., Gymnasium

Upcoming Sports Events (continued)

February 20, 2014	Men's Tennis vs. El Camino College – 2:00 p.m., Tennis Courts Women's Tennis vs. Victor Valley College – 2:00 p.m., Tennis Courts
February 20-22, 2014	Swim and Dive Invitational – All Day, Pool Area
February 21-22, 2014	Track and Field Combined Events Challenge – All Day – Track and Field Area
February 25, 2014	Men's Tennis vs. Cerritos College – 2:00 p.m., Tennis Courts Women's Tennis vs. Cerritos College – 2:00 p.m., Tennis Courts
February 26, 2014	Men's Basketball 1st Round – Time and Location TBD
February 27, 2014	Softball vs. Long Beach City College – 3:00 p.m., Softball Field
February 28, 2014	Swim and Dive vs. Long Beach City College and El Camino College – 12:30 p.m., Pool Area
March 1, 2014	Track and Field Mt. SAC-Cal Poly Classic – All Day, Track and Field Area Men's Basketball 2nd Round – Time and Location TBD Softball vs. Ventura College – 1:00 p.m., Softball Field Softball vs. San Diego Mesa College – 5:00 p.m., Softball Field
March 4, 2014	Baseball vs. L. A. Harbor College – 6:00 p.m., Baseball Field
March 5, 2014	Men's Basketball 3rd Round – Time and Location TBD
March 6, 2014	Men's Tennis vs. El Camino College – 2:00 p.m., Tennis Courts Women's Tennis vs. El Camino College – 2:00 p.m., Tennis Courts Softball vs. Cerritos College – 3:00 p.m., Softball Field
March 8, 2014	Men's Basketball 4th Round – Time and Location TBD Baseball vs. L. A. Harbor College – 12:00 p.m., Baseball Field
March 11, 2014	Baseball vs. East L. A. College – 6:00 p.m., Baseball Field

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

BOARD OF TRUSTEES

**BACKUP INFORMATION PACKET
FOR
REGULAR MEETING**

February 19, 2014





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 8, 2014

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Chyr at 6:00 p.m. on Wednesday, January 8, 2014. Trustees Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, and Santos were present. Student Trustee Maureira was also present.

STAFF PRESENT

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

1. PUBLIC COMMUNICATION REGARDING CLOSED SESSION

None.

2. CLOSED SESSION

The Board adjourned to Closed Session at 6:01 p.m. to discuss the following item:

- **Conference with Labor Negotiators Terri Long, Dean, Instructional Services; James Czaja, Vice President, Human Resources; and Bill Scroggins, President & CEO, per California Government Code Section 54957.6.**

Faculty Association, CSEA, Chapter 262, and CSEA, Chapter 651

3. PUBLIC SESSION

The public meeting reconvened at 6:34 p.m., and the Pledge of Allegiance was led by Trustee Robert Hidalgo.

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. MOMENT OF SILENCE

- A moment of silence was observed in memory of Professor **Joe Franko**, who passed away December 19, 2013, at the age of 67 years old. Professor Franko joined the College in September 1990 as a professor in the Mathematics Department. He was a regular participant in Puttin' on the Hits, a Faculty Association fund-raiser. In 2011, Professor Franko was awarded the first-ever David Sanchez Award, given to honor those who have supported, promoted, and educated community colleges and community college students on LGBT (Lesbian, Gay, Bisexual and Transgender) issues. He also established a second school for Afghan refugee girls in Pakistan. The schools are now educating more than 600 Afghan refugee girls.

The memorial service for Joe Franko will take place on Saturday, February 15, 2014, at 2:00 p.m., at the Orange Grove Friends Meeting Home, located at 520 East Orange Grove Boulevard, Pasadena, CA.

- A moment of silence was observed in memory of Professor **Phillip Maynard**, who passed away on January 4, 2014, at the age of 66 years old. Professor Maynard joined the College in August 1990 as a professor in the Communication Department. He received his Bachelor of Arts and Master of Arts degrees from CSU Fresno. Prior to beginning his career in higher education, he worked as an executive director for an urban social service agency and, later, as Deputy Director of CETA, one of the first government-funded job training initiatives for low-income individuals. Addressing diversity issues was always in the forefront for Phil. As a faculty member, he worked to address diversity issues across the campus curriculum through extensive faculty training sessions. One of his proudest achievements was the development of an inter-cultural communication course which is now the foundation course for a multi-disciplinary AA degree in inter-cultural understanding at Mt. SAC.

Phil served as President of the Academic Senate during his tenure and was an active participant in creating the College's first-ever Student Equity Plan. He both taught and mentored students in the Bridge and ASPIRE programs.

Professor Maynard was instrumental in creating the "Knowledge Is Power" Black College Fair in 2005. Some 30 institutions were represented including 21 historically black colleges and universities as well as local public and private mainstream universities. The Black College Fair continues to this day and has reached thousands of students.

At the statewide level, he served on the Executive Board of the Academic Senate for California Community Colleges.

Information regarding services will be announced just as soon as they are finalized.

The College extends its deepest condolences to Professor Maynard's family and friends.

- Student **Taylor Ewing**, Captain of Mt. SAC's Flying Team, will be remembered by his faculty, friends, and Flying Team peers as a leader, a skilled pilot, a committed mentor, and student who came to his love of flying while following the love of his life. Taylor was the type of person that, once he set his goals, he not only reached them, but exceeded them. As an ex-Marine, Taylor was not a stranger to hard work and sacrifice and always held the achievement of the Team over his own.

The College extends its deepest condolences to Mr. Ewing's family and friends.

5. INTRODUCTIONS

The following newly appointed staff member was introduced:

Classified Employee

- Mario Guzman, Web Developer (Information Technology) (present)

The following newly promoted staff member was introduced:

Classified Employee

- Ruben Avila, Supervisor (Grounds) (absent)

6. RECOGNITION

- A Certificate of Service was presented to the following retiring staff member:

- **Pedro Ruiz**, Lead Air Conditioning and Heating Mechanic, Facilities Planning and Management, 34 years of service (absent)

A Certificate of Service will be mailed to Mr. Ruiz in his absence.

- **Mindy Miracle, Samuel Tharpe, and Tony Torng** were each recognized and presented with a plaque for their four years of service as members of the Citizens Oversight Committee. A plaque will be mailed to Ms. Miracle in her absence.

Trustees Chyr, Bader, and Hall offered their personal gratitude to Mindy Miracle, Samuel Tharpe, and Tony Torng. Mr. Torng was also recognized for chairing the committee during 2012 and 2013.

7. APPROVAL OF MINUTES

There was a correction to the minutes of the regular meeting of November 20, 2013. Under "Board Communication, C. Trustee Chen Haggerty reported the following:" the fourth bullet should read: "She was interviewed by a reporter for the *World Journal*, the largest Chinese newspaper in the United States, regarding Mt. SAC's Culinary Program. She thanked the program's staff for being so helpful as well as Drs. Joumana McGowan and Fawaz Al-Malood for obtaining needed information for the reporter. She shared the newspaper that had a Mt. SAC student's photo."

It was moved by Trustee Baca, seconded by Trustee Bader, and passed to approve the minutes of the regular meeting of November 20, 2013, as corrected. Student Trustee concurred.

It was moved by Trustee Chen Haggerty, seconded by Trustee Baca, and passed to approve the minutes of the regular meeting of December 11, 2013. Student Trustee concurred.

8. REPORTING OUT OF ACTION TAKEN IN CLOSED SESSION

None.

9. PUBLIC COMMUNICATION

None.

10. REPORTS

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

- **May Ochoa**, President, Associated Students
- **Dan Smith**, President, Academic Senate
- **Deejay Santiago**, President, Classified Senate
- **Eric Kaljumagi**, Vice President, Faculty Association (no written report)
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

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 and promoted employees Mario Guzman and Ruben Avila.
- They congratulated Pedro Ruiz on his retirement.
- They thanked Mindy Miracle, Samuel Tharpe, and Tony Torng for their service on the Citizens Oversight Committee.
- They also expressed their condolences to the families and friends regarding the deaths of professors Franko and Maynard and student Ewing.

C. Trustee Bader reported the following:

- She thanked Gary Nellesen for his great leadership regarding the Citizens Oversight Committee.
- The Chamber Singers performed at the Pomona Rotary holiday luncheon.
- She appreciates the Wellness Center and plans to continue attendance in 2014.
- She mentioned how nice the new athletic banners look on Temple Avenue.

D. Trustee Baca reported the following:

- Other than what the others reported, he wished everyone a Happy New Year.

E. Trustee Santos reported the following:

- She wished everyone a Happy 2014.
- She attended the Pomona Rotary holiday luncheon.
- She attended the L. A. County Active Transportation Coalition meeting. At the meeting, she mentioned Mt. SAC's involvement with Foothill Transit.

F. Trustee Hidalgo reported the following:

- He attended Senator Norma Torres' holiday open house.
- He attended a couple of swearing-ins including the Hacienda-La Puente Board.
- In January, he will be attending the CCLC Effective Trustee Workshop in Sacramento.
- He wished everyone a Happy Chinese New Year.

G. Trustee Hall reported the following:

- He mentioned his friendship and sadness regarding the passing of Joe Franko and Phil Maynard, who he got close to in the many years of Puttin' on the Hits. He asked everyone to think of some way to memorialize these great professors.
- He said that Bill Lambert is doing a wonderful job with the Foundation. In fact, he attended the Phi Theta Kappa fall induction in late November, where they asked Mr. Lambert to be their keynote speaker.

H. Trustee Chen Haggerty reported the following:

- She relayed her sadness over Phil Maynard's and Joe Franko's deaths and agreed that something positive should be done to keep their spirit going. She said that, being a minority, she really connected with Mr. Maynard because of his strong belief in equity.
- She said she hears complaints from other school districts about the unhappiness with their bond oversight committees, and she said that the College is so fortunate to have such dedicated volunteers that make up its Citizens Oversight Committee. She also thanked Gary Nellesen, Director, Facilities Planning and Management, for monitoring the bond expenditures so closely. She thanked Mr. Nellesen for always providing the members with complete information.
- She was in China for ten days and visited about a dozen schools. She is still in touch with individuals that visited and trained at Mt. SAC last year. She mentioned that the Chinese delegates were very impressed with Mt. SAC's leadership, the campus, and staff, and she said that the Mt. SAC singers are revered. She also said that some of their presidents sent their New Year's wishes to Mt. SAC.
- In January, she'll be attending the ACES Committee meeting at the CCLC Conference in Sacramento.
- She was glad to see that some of Mt. SAC's former Foundation Board members are coming back, which is a good sign that the College is moving in the right direction. She mentioned that the Foundation received a check from Kaiser Permanente.
- She wished everyone a Happy New Year and a Happy Chinese New Year.

I. Trustee Maureira reported the following:

- She indicated that Phil Maynard was one of her professors, and she was very close to him. She talked about her experience with Professor Maynard and talked about the fact that he was a unique individual; very different from other professors. She said that he treated everyone as if he'd known them for years; he pushed his students to be better people; he encouraged his students to come by and chat; and she will miss him greatly and knows he will be missed by everyone who knew him.

J. Trustee Chyr reported the following:

- He mentioned what a gentle soul Phil Maynard had, how nice he was, and he left a very big footprint at Mt. SAC.

12. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed new and promoted employees Mario Guzman and Ruben Avila.
- He congratulated Pedro Ruiz on his retirement.
- He thanked Mindy Miracle, Samuel Tharpe, and Tony Torng for their service on the Citizens Oversight Committee.
- He discussed topics for the Board Study Session on February 22, 2014. He distributed a handout with possible study session topics to be discussed, which is posted on the College website with these minutes.
- He attended a training session for his role as the team chair for the accreditation visit to Mendocino College, which will take place in March. He mentioned that Jemma Blake-Judd will also be attending as his team assistant.
- He was interviewed by a Sociology doctoral student from Sac State, and her thesis was on Performance Gap in College Completion. Her take on this was to investigate the extent to which that gap is based on poverty, and she's asking college presidents what they're doing about it. Dr. Scroggins said Mt. SAC does a lot to help its students, but believes it can do more. For instance, education on how to manage money and accumulate wealth would help students in the long run to help close the gap.
- He participated in a webinar on a panel of college presidents to discuss internships and the role the experiential learning plays in the community college mission. He said that Mt. SAC continues to be well represented in a number of arenas.
- He filled in for Chancellor Brice Harris at a K-12 workshop regarding articulating high school courses to Mt. SAC's curriculum. He was the only community college representative in the meeting, and he said that, what Mt. SAC does with its money is critical to its success. He talked about AB86 and the adult education initiative, which is Section 76 in the budget trailer bill. Section 48 of AB86 has to do with Career Pathways, which is for K-12. The CTE Pathways is \$250M that will soon be out for competitive bids.
- Dr. Scroggins introduced Gema Ptasinski, from the audit firm of Vicenti, Lloyd & Stutzman LLP, who provided a review of the performance and financial audits of the Bond projects. The reports were for the year ending June 30, 2013.

Ms. Ptasinski noted that, in performing the financial audit, the objective was to document that the College is in compliance with the spending of Bond proceeds appropriately. While doing that, they look for any weaknesses in the system. Their objective is to provide the Citizens Oversight Committee with a report so that it can fulfill its obligation to provide a report to the community. This information will be provided to the Citizens Oversight Committee at its next meeting. Based on the audit, it was determined that the College has properly accounted for the expenditures of the Proposition 39 General Obligation Bonds and received an unqualified opinion, which is the best an organization can receive.

The Performance Audit found that, based on the procedures performed, the College has properly accounted for the expenditures of the funds held in the Construction Fund, and that such expenditures were made on authorized Bond projects. There were no findings or recommendations.

These audit reports may be obtained by contacting the Fiscal Services Department.

13. CONSENT CALENDAR

The following corrections were made to the Consent Calendar:

- On Page 28, Consent #6, Moving Services for Various Locations within the District (Bid No. 2956) – under Background, the dates should read, “**February 1, 2014, through January 31, 2019.**”
- On Page 38, Consent #10, Professional Design and Consulting Services (Contract Amendments) - under “#2 (TOMIT Consulting, Inc.), the project is incorrect. It should read, “**Child Development Center.**”
- Add Consent #18: “Consideration of approval of a Lease Agreement with the City of Chino Successor Agency.”

It was moved by Trustee Baca, seconded by Trustee Hidalgo, and passed to approve or ratify the following items, as amended:

ADMINISTRATIVE SERVICES

1. Approval of the Appropriation Transfers and Budget Revisions Summary.
2. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
3. Approval of 2014-15 Nonresident Tuition Fees.
4. Approval of the reissuance of a stale-dated warrant, as listed.
5. Approval to amend an agreement with Fletcher, Heald & Hildreth, PLC for legal services related to the relocation of the KSAK transmitter.
6. Approval to award a primary contract to American Relocation & Logistics, and a secondary contract to King Office Services, for the following Bid:
 - Bid No. 2956 Moving Services for Various Locations Within the District – American Relocation & Logistics and King Office Services (Moving Services).
7. Approval of agreements to provide Professional Design and Consulting Services with McKinstry for the Engineered Maintenance Plan; Converse Consultants for the Performing Arts Center Chiller Replacement and West Parcel projects; Hill Partnership, Inc. for the Parking Structure Project; P2S Engineering, Inc. for the Performing Arts Center Chiller Replacement Project; and Psomas for the Athletics Complex East Project.

8. Ratification of the following Child Development Change Orders.
 - Bid No. 2827 Doja, Inc. (Grading Contractor) – Change Order No. 8.
 - Bid No. 2832 Continental Plumbing (Plumbing Contractor) – Change Order No. 6.
9. Approval of the following Building 12 Renovation (formerly Agricultural Sciences) Change Order.
 - Bid No. 2936 Castlerock Environmental Inc. (Hazardous Materials Abatement Contractor) – Change Order No. 3.
10. Approval of the following Contract Amendments.
 - Contract Earthwork Planning Study – Psomas (Professional Engineering and Consulting Services) – Amendment No. 1.
 - Contract Building 12 Classroom Modernization – TOMIT Consulting, Inc. (Professional Project Management Services) – Amendment No. 3.

HUMAN RESOURCES

11. Approval of Personnel Transactions.

INSTRUCTION

12. Approval of a Center of Excellence Memorandum of Understanding with Modesto Junior College.
13. This item was pulled and acted upon separately (see Paragraph No. 14).
14. Approval of Fermata Nowhere to attend the International Championship of Collegiate A Cappella Competition in Tempe, AZ, March 7-9, 2014.
15. Approval of Forensics Students to attend the International Debate Education Association Tournament in Chengdu, China.
16. Approval of an amended contract with RaceWire.
17. Approval of Continuing Education Division modified courses.
18. Approval of a Lease Agreement with the City of Chino Successor Agency.

Student Trustee concurred.

14. CONSENT ITEM #13 – APPROVAL OF A CONTRACT WITH CHINO VALLEY FIRE DISTRICT

It was moved by Trustee Bader, seconded by Trustee Chen Haggerty, to approve this item.

Dr. Scroggins talked about Consent item #18 for the lease of a piece of property with the City of Chino Successor Agency, which goes hand-in-hand with Consent #13. Consent #18

is for parking and storage that is needed for Mt. SAC's Fire Program. Dr. Scroggins had a conversation with Paul Segalla, the Chino Valley Fire District's Chief, to determine the length and dollar amount of the agreement.

It was recommended that the Board of Trustees authorizes the President/CEO to approve the agreement with the Chino Valley Fire District for a time period of up to 18 months and not to exceed \$12,000 per fire academy.

It was asked what is the status of the agreement with the Ontario Fire Training Center, owned by the Ontario Fire District. Dr. Scroggins said that, about a year ago, he had a conversation with the Chief at the station next to Cal Poly, and the result of that conversation was that they weren't interested in a long-term commitment because they are using their facility full-time. It was also asked if there is a burn tower at Chino, and the answer was yes.

Trustee Hall withdrew his original motion and made a new motion to approve this item with an amended recommendation, as follows: The Board of Trustees authorizes the President/CEO to approve the agreement with the Chino Valley Fire District for a time period of up to 18 months and not to exceed \$12,000 per fire academy. Trustee Bader seconded the motion.

Motion carried. Student Trustee concurred.

15. ACTION ITEM #1 – APPOINTMENTS TO THE CITIZENS OVERSIGHT COMMITTEE

It was moved by Trustee Hall, seconded by Trustee Chen Haggerty, to appoint Joshua Acevedo, Suzanne Gomez, Andrew Jared, Wen Pei, Chester Sasaki, and Edward Walsh to two-year terms on the Citizens Oversight Committee, effective January 2014 through December 2015.

Regarding David Billman's application, Trustee Hall's desire was to appoint the trustees' nominations because he said that there was not enough information on Mr. Billman's application to appoint him. He suggested that Suzanne Gomez be appointed as the Senior Citizen Group representative, and Joshua Acevedo, Andrew Jared, Wein Pei, Chester Sasaki, and Edward Walsh be appointed as the Business/At-Large Community representatives.

Because there were no applicants to replace Mindy Miracle as the Taxpayer Organization representative, Mindy agreed to help find a replacement for her and suggested that her husband be appointed, who is a member of the same taxpayer organizations as she. Without a Taxpayer Organization representative, the Citizens Oversight Committee meetings can be informational only. Therefore, it was recommended that the February 2014 Citizens Oversight Committee meeting be postponed until a Taxpayer Organization representative is appointed, hopefully at the February 19, 2014, Board of Trustees meeting.

Trustee Hall withdrew his original motion and made a new motion to appoint Suzanne Gomez as the Senior Citizen Group representative, and Joshua Acevedo, Andrew Jared, Wen Pei, Chester Sasaki, and Edward Walsh be appointed as the Business/At-Large Community representatives. Trustee Baca seconded the motion.

With the appointment of tonight's members, this will result in two additional members, a total of 13.

Motion carried. Student Trustee concurred.

16. ACTION ITEM #2 – APPROVAL TO ACCEPT THE AUDIT REPORTS FROM VICENTI, LLOYD & STUTZMAN, CERTIFIED PUBLIC ACCOUNTANTS, FOR THE FISCAL YEAR ENDING JUNE 30, 2013, RELATING TO BOOKS AND RECORDS OF THE MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT PROPOSITION 39, GENERAL OBLIGATION BONDS (MEASURE R 2001; LEASE REVENUE BONDS 2007; AND BOND ANTICIPATION NOTES 2009) PERFORMANCE AND FINANCIAL AUDITS

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

Vice President Mike Gregoryk explained the difference between Lease Revenue Bonds and Bond Anticipation Notes. He said that the Lease Revenue Bonds are collateralized by Mt. SAC's buildings, and the Bond Anticipation Note (BAN) is temporary financing, obtained due to the valuation of residential values dropping below the threshold to sell bonds. Now that the BAN has been paid off, and Bonds can now be sold, future funding will come from Measure RR funds.

Mr. Gregoryk commended Gary Nellesen and Rosa Royce for their teamwork that resulted in a clean audit with no findings.

Student Trustee concurred.

17. ACTION ITEM #3 – NOMINATION FOR THE 2014 CCCT BOARD OF DIRECTORS

There was no nomination made for the 2014 CCCT Board of Directors.

18. ACTION ITEM #4 – APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY 5010 - ADMISSIONS

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

It was asked if the CCLC had recommended the revisions for provisional admission, and Audrey Yamagata-Noji, Vice President, Student Services, said yes, and then the revisions are reviewed by Mt. SAC for appropriateness for the College.

Trustee Santos asked if these revisions are mandatory, and Dr. Yamagata-Noji said that provisional admission is not new; just a new recommendation from CCLC.

Trustee Chen Haggerty asked what does "highly gifted" means, and Dr. Yamagata-Noji said that there is no real good definition. She said the information is in Education Code Section 6001. She said that practice has been to accept highly gifted high school students to take college courses. She also said that this information may be found in both Mt. SAC's AP 5010 and AP 5011.

Trustee Hall asked what "provisionally admitted" means. Dr. Yamagata-Noji said that certain students may not benefit from college courses because they're not ready for one reason or another, or they may have displayed poor high school grades; so, even though they may be admitted, they are done so and watched, much like being on probation, on a term-to-term basis.

Trustee Santos expressed her concern that the College is closing its doors on any person over the age of 18. Dr. Yamagata-Noji said that the Federal Government has deemed it fit to deny the Federal Pell Grant to students who won't have the ability to benefit with a high school diploma and may enroll, but will not receive financial aid. She said that, even though Mt. SAC doesn't agree, right now, it's mandated.

Dr. Scroggins said that he recently met with Congressman Ed Royce regarding this subject, and, perhaps it will be reversed.

Dr. Yamagata-Noji said that students may obtain their GED at Mt. SAC; however, the College does not administer the GED test. She was asked to look into the ability for the College to administer the test in the future.

Motion carried, with Trustee Santos voting "No." Student Trustee abstained.

19. ADJOURNMENT

The meeting adjourned at 8:28 p.m.

WTS:dl

Arise Program (AANAPISI Grant) Report to the Board of Trustees, February 19, 2014

Overview:

In October 2011, Mt. San Antonio College was awarded a \$2 million federal grant titled “Asian American Native American Pacific Islander Serving Institutions” (AANAPISI). The purpose of the grant is to address the unique and divergent needs of AANAPI students, such as Asian-American students who are non-native English speakers (NNES) and academically underrepresented Pacific Islander students. Mid-way through the five-year grant, all goals are being successfully addressed. Funding has been used to provide instructional support, counseling intervention, student development, professional development, and research and evaluation.

Accomplishments to Date:

- *Learning Community Cohorts:* A total of six English-writing learning community (LC) cohorts have been organized over five semesters, from Summer 2012 to Fall 2013. Of the 186 students enrolled in the cohorts, 80% (or 148 students) were successful. Among the Summer 2012 ENGL 67 cohort, of whom 100% passed, 63% of this group went on to complete ENGL 1A by Spring 2013. These students completed the English writing graduation requirement within three semesters.
- *Coordination:* The AANAPISI Operational Advisory Committee was established in the 2012-13 academic year, consisting of Academic Senate-appointed faculty and program staff. This committee has developed a process to accept and approve instructional projects to enhance student learning and student success. To date, funded projects include support services and resources for NNES students: *Conversation Circles, Resource Development for the Speech and Sign Success Center to support NNES students taking speech courses, and tutor training for the Learning Assistance Center (LAC), other tutors working with the NNES population along with faculty training in working with NNES population.*
- *Counseling and Advising Services:* Of the 313 Arise students identified in year two, 212 (or 67%) had educational plans on file by the end of the Summer 2013 term. While the grant objective states that 80% of our participants will have an educational plan on file, our goal is to have 90% of the students in the program complete a Mountie Academic Plan (MAP) by Summer 2014.
- *Leadership Development:* A three-day leadership retreat was held at the University of California, Riverside campus during the summer of 2013. Twenty-four students completed the retreat, which focused on the following topics: defining leadership (7 Cs of Social Change Leadership Theory), personal values, communication, motivation, and cultural diversity.
- *Fale Fono:* A culturally-based intervention model is being piloted, which provides a safe place for Pacific Islander students to discuss critical issues that impact their success as students. Topics of discussion have included perceived stereotypes of the community, reactions to such stereotypes, self-awareness of student behaviors, and strategies to cope with common student struggles. Attendance has been consistent, and participation has almost exceeded room capacity. Meetings are now held twice a month.
- *Milestones Recognition Ceremony:* The May 2013 ceremony recognized 18 students anticipating transfer and/or graduation. Among the transfer institutions were CSU Los Angeles, UCLA School of Nursing, Cal Poly Pomona, CSU Long Beach, Brigham Young University, and UC Riverside.
- *Research:* In Fall 2013, a tracking system was implemented to monitor student participation. The Arise Program is housed in a 24' x 26' space. Seven hundred forty students received services during a 40-day period from October 15-December 12, 2013. Thirty-six percent of these students used the space for homework/study purposes. In one particular single day, we had a total of 68 students who visited the program office. Given this trend, the need for a larger space is immediate.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE: <u>February 19, 2014</u>	CONSENT	
SUBJECT: <u>Appropriation Transfers and Budget Revisions Summary</u>		

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

APPROPRIATION TRANSFERS
For the period 12/11/13 - 1/30/14

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 5,598
7950 Unassigned Fund Balance	19,289
Total	\$ 24,887

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 10
2000 Classified/Other Nonacademic Salaries	7,631
3000 Employee Benefits	1,027
4000 Supplies/Materials	3,464
5000 Other Operating Expenses/Services	12,755
Total	\$ 24,887

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

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: February 19, 2014

Restricted General Fund - 17

From:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	44,213
5000	Other Operating Expenses/Services		31,032
Total		\$	75,245

To:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	7,052
2000	Classified/Other Nonacademic Salaries		36,557
3000	Employee Benefits		27,439
6000	Capital Outlay		3,157
7000	Other Outgo		1,040
Total		\$	75,245

Associated Students Trust Fund - 71

From:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	1,831
7920	Restricted Fund Balance		1,050
Total		\$	2,881

To:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	1,050
5000	Other Operating Expenses/Services		1,800
6000	Capital Outlay		31
Total		\$	2,881

BUDGET REVISIONS
For the period 12/11/13 - 1/30/14

Unrestricted General Fund - 11 and 13

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
883900	Video Production	\$	54,786
884007	Planetarium - Sales		5,290
887500	Geology/Ocean Field Trip Fees		14
887700	Writing Center - Printing Fees		653

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: February 19, 2014

887730	Ceramics - Clay Fees	\$	1,616
887730	Business - Color Copy/Laser Fees		1,685
887730	Architecture/Design - Production Fees		2,980
887730	Arts - Materials Fees		70
887730	Photographics - Production Fees		2,020
887730	Commercial Art - Print Fees		165
887730	Arts - Print Making Fees		630
887730	Interior Design/Fashion - Print Fees		1,085
887730	First Aid and CPR Fees		4,023
887730	Industrial Design Technology - Production Fees		250
887900	Expedited Transcript Fees		9,962
888107	Parking - Facility Rental		16,064
888500	Study Abroad Travel Fees		2,300
888500	Bursar's Office, Duplicate ID Fees - Non-Credit Students		4,582
888545	Air Conditioning - EPA Test Fees		350
888545	Welding Certification		1,200
888545	Paramedic Exam Fees		3,990
888545	Nursing Kaplan Integrated Test Fees		2,149
889000	Human Resources - Fingerprinting		792
889000	Printing Services		4,466
889000	Self-Insured Retention Trust		121,386
889004	Communication Department Program		7,300
889004	Chemistry Program		450
<u>Former Auxiliary Trust Accounts, transactions from October 8 to December 9, 2013</u>			
882000	Radiologic Technology Special Program		500
883900	Continuing Education Division Programs		1,200
884000	Football Program		351
884001	Music - Choral Program		1,335
884008	Music - Choral Program		15,793
884008	Athletic Operations		5,233
884023	Championship Events		4,431
884024	Mountaineer Advertising		11,600
888500	Pep Squad Program		2,230
888500	Flight Training		42,708
888500	Music - Choral Program		20,750
889000	Athletics Program		677
889005	Aquatics Program		4,025
889005	Men's Soccer Program		900
889005	Wrestling Program		425

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: February 19, 2014

889005	Women's Basketball Program	\$	2,000
889005	Men's Basketball Program		<u>2,580</u>
Total		\$	366,996

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	28,787
3000	Employee Benefits		2,034
4000	Supplies/Materials		27,819
5000	Other Operating Expenses/Services		240,714
6000	Capital Outlay		52,849
7000	Other Outgo		5,000
7950	Unassigned Fund Balance		<u>9,793</u>
Total		\$	366,996

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
812000	Building Pathways, Title V Grant	\$	648,608
819000	2013-14 231 Literacy Grant		101,274
862200	2013-14 EOPS Augmentation		<u>180,798</u>
Total		\$	930,680

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	299,249
2000	Classified/Other Nonacademic Salaries		624,518
3000	Employee Benefits		132,541
4000	Supplies/Materials		64,998
5000	Other Operating Expenses/Services		(451,482)
6000	Capital Outlay		187,638
7000	Other Outgo		<u>73,218</u>
Total		\$	930,680

Capital Outlay Projects Fund - 41

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
862900	Proposition 39 Energy Efficiency	\$	<u>1,020,229</u>
Total		\$	1,020,229

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: February 19, 2014

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 1,020,229
Total	\$ 1,020,229

Associated Students Trust Fund - 71

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
889009 Associated Students Fundraising Events	\$ 36
Total	\$ 36

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7000 Other Outgo	\$ 36
Total	\$ 36

Student Representation Fee Trust Fund - 72

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
886000 2013-14 Interest	\$ 13
Total	\$ 13

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 13
Total	\$ 13

Scholarship and Loan Trust - 75

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
898001 Associated Students Study Abroad Scholarship	\$ 3,500
Total	\$ 3,500

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7000 Other Outgo	\$ 3,500
Total	\$ 3,500

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: February 19, 2014

RECOMMENDATION

It is recommended that the Board of Trustees approve the appropriation transfers within the Unrestricted General Fund (\$24,887), Restricted General Fund (\$75,245) and Associated Students Trust Fund (\$2,881) 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 and Former Auxiliary Trust Accounts (\$366,996), Restricted General Fund (\$930,680), Capital Outlay Projects Fund (\$1,020,229), Associated Students Trust Fund (\$36), Student Representation Fee Trust Fund (\$13) and Scholarship and Loan Trust (\$3,500) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

DATE: February 19, 2014

CONSENT

SUBJECT: Independent Contractors

BACKGROUND

Approval of Independent Contractors.

ANALYSIS AND FISCAL IMPACT

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

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Del Fante, Ernie	Instruction – Music	Adjudicator – Instrumental Jazz Festival	5/3/14	\$425
Falker, Matthew	Instruction – Music	Music Arrangements – Vocal Jazz Ensemble	2/19/14	\$75
Johnstone, Dave	Instruction – Music	Performer/Accompanist – Vocal Jazz Ensemble	2/28/14	\$500
Koba, Dean	Instruction – Music	Adjudicator – Instrumental Jazz Festival	5/3/14	\$425
Lee, Dora	Student Services – Student Life/LEAD Program	Presenter – “Power & Privilege”	4/1/14 – 4/30/14	\$75
Richard, Charles	Instruction – Music	Adjudicator – Instrumental Jazz Festival	5/3/14	\$425
Suffredini, Ron	Instruction – Music	Performer/Accompanist – Vocal Jazz Ensemble	2/28/14	\$500
Tumlinson, Charles	Instruction – Music	Adjudicator – Instrumental Jazz Festival	5/3/14	\$425

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

SUBJECT: Independent Contractors

DATE: February 19, 2014

Funding Sources

Unrestricted General Fund – Instruction – Music; Student Services – Student Life/LEAD Program.

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: February 19, 2014

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 December 31, 2013:

County of Los Angeles, Cash in County Treasury	\$224,191,084	.62%
Citizens Business Bank, District Clearing Account	7,701	.10%
Citizens Business Bank, Revolving Fund	57,180	.10%
Citizens Business Bank, Community Education Clearing Account	12,171	.00%*
Citizens Business Bank, Web Registration Credit Cards	75,202	.10%
Citizens Business Bank, Parking Services Credit Cards	448	.10%
Citizens Business Bank, Performing Arts Center	11,040	.00%
City National Bank, Federal Perkins Loans	10,672	.00%
Cash with Trustee, Revenue Lease Bonds (COPS)	221,671	.03%

*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 December 31, 2013, Quarterly Investment Report, as presented.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #3

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>February 19, 2014</u>	CONSENT
SUBJECT: <u>Quarterly Financial Status Report</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following report for the period ending December 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 December 31, 2013, as presented.

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

VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2013-2014

District: (850) MT. SAN ANTONIO

Quarter Ended: (Q2)

December 31, 2013

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2010-11	Actual 2011-12	Actual 2012-13	Projected 2013-14
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	145,152,876	139,034,856	136,222,740	142,449,651
A.2	Other Financing Sources (Object 8900)	37,323	45,798	272,054	218,545
A.3	Total Unrestricted Revenue (A.1 + A.2)	145,190,199	139,080,654	136,494,794	142,668,196
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	139,693,635	141,686,959	138,565,735	152,125,328
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,953,909	873,132	532,735	667,364
B.3	Total Unrestricted Expenditures (B.1 + B.2)	141,647,544	142,560,091	139,098,470	152,792,692
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	3,542,655	-3,479,437	-2,603,676	-10,124,496
D.	Fund Balance, Beginning	30,270,416	33,813,071	30,333,634	27,729,958
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	30,270,416	33,813,071	30,333,634	27,729,958
E.	Fund Balance, Ending (C. + D.2)	33,813,071	30,333,634	27,729,958	17,605,462
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	23.9%	21.3%	19.9%	11.5%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	31,203	28,702	28,650	28,741
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2010-11	2011-12	2012-13	2013-14
H.1	Cash, excluding borrowed funds		44,437,705	28,387,144	50,223,735
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	47,162,729	44,437,705	28,387,144	50,223,735

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	141,592,616	142,449,651	73,950,398	51.9%
I.2	Other Financing Sources (Object 8900)	218,545	218,545	6,386	2.9%
I.3	Total Unrestricted Revenue (I.1 + I.2)	141,811,161	142,668,196	73,956,784	51.8%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	149,203,427	152,125,328	67,160,368	44.1%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	642,703	667,364	175,205	26.3%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	149,846,130	152,792,692	67,335,573	44.1%

K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-8,034,969	-10,124,496	6,621,211	
L.	Adjusted Fund Balance, Beginning	27,729,958	27,729,958	27,729,958	
L.1	Fund Balance, Ending (C. + L.2)	19,694,989	17,605,462	34,351,169	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	13.1%	11.5%		

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

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

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	%*	Permanent		Temporary		Total Cost Increase	%
			Total Cost Increase	%*	Total Cost Increase	%*		
a. SALARIES:								
Year 1:								
Year 2:								
Year 3: 2013-14	456,314	2.57%					82,800	2.57%
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3: 2013-14	105,001						43,125	

* As specified in Collective Bargaining Agreement or other Employment Contract

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

The Board of Trustees approved an ongoing salary increase of 1.57% for Managers, Confidential, and Supervisors effective July 1, 2013. The Board of Trustees also approved an additional 1% salary increase and an annual \$1,500 for health and welfare for Managers, Confidential, and Supervisors. The additional 1% salary increase and the annual \$1,500 for health and welfare will be considered one-time for the 2013-14 fiscal year if the State-funded cost-of-living adjustment (COLA) for the 2014-15 fiscal year is less than 2%. These increases have been funded from the 2013-14 State-funded COLA and the District's Unassigned Fund Balance.

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

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

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.)

While the overall economy of the state has improved, the College's anticipated revenues continue to be less than the expenditures. The College estimated deficit for the 2013-14 fiscal year is \$10 million. This deficit will be partially offset with a \$3.4 million Redevelopment Revenues backfill and an additional \$1 million in Property Taxes recently received in February 2014, as a result of the final 2012-13 Apportionment recalculation. The College increased course offerings by 105 FTES for the summer 2013, 83 FTES for the fall 2013, and 275 for the winter 2014.

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

DATE: February 19, 2014

CONSENT

SUBJECT: Re-issuance of Stale-Dated Warrants

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

<u>Warrant No.</u>	<u>Original Issued</u>	<u>Payee</u>	<u>Amount</u>
07006401	9/10/09	Jonathan Campbell	95.00
07060348	7/12/10	Matt E. Merchant	107.00
07060864	7/22/10	Edgar R. Barajas	454.00
07066231	7/27/10	Ruby V. Ramirez	96.00
07067945	9/8/10	Alex H. Argumedo	187.00
07068143	9/8/10	Kenneth E. Bednar	104.00
07069549	9/8/10	Gabriel Gatchalian	234.00
07070716	9/8/10	Xushan Lin	104.00
07071301	9/8/10	Ricardo Monarrez	317.00
07071535	9/8/10	Christina N. Nguyen	64.00
07072668	9/8/10	Andy C. Shaw	104.00
07073077	9/8/10	Victor Truong	90.00
07073114	9/8/10	Mary K. Urell	184.00
07074726	9/16/10	Andrew J. Lopez	123.71
07075223	9/23/10	Gloria Godoy	216.00
07077363	10/4/10	Wanah Arian	143.00
07078397	10/11/10	Diego Garcia	239.00
07078767	10/11/10	Jacob Rascon	265.00
07084468	10/19/10	Michael R. Montoya	90.00
07084632	10/20/10	Kristin L. Golden	52.00
07084746	10/21/10	Samuel Lee	182.00
07086861	11/5/10	L. A. County Schools Dollars for Scholars	586.07

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #5

SUBJECT: Re-issuance of Stale-Dated Warrants**DATE:** February 19, 2014

<u>Warrant No.</u>	<u>Original Issued</u>	<u>Payee</u>	<u>Amount</u>
07091577	12/16/10	Alejandro A Ayala	388.00
07091714	12/16/10	Mosiah F. Manuma	650.00
07092100	12/21/10	Alex Argumedo	107.40
07092127	12/21/10	Hector Cisneros	187.00
07092172	12/21/10	Christopher Harris	198.17
07092193	12/21/10	Samuel Lee	312.00
07092709	1/6/11	Alvaro Magallon	1,315.00
07092719	1/6/11	Brandon J. Padilla	1,325.00
07092736	1/6/11	Victoria Salas	668.00
07092738	1/6/11	Antuenette M. Scruggs	765.00
07092741	1/6/11	Hannah Sung	2,675.00
07092767	1/7/11	David Williams	483.00
07092775	1/10/11	Samson L Matavao	669.00
07092782	1/10/11	Erik A. Ortiz	487.00
07092784	1/10/11	Cristian Perez	500.00
07092790	1/10/11	Mary I. Recinto	413.00
07092804	1/10/11	Lester L. Thomas	481.00
07092934	1/11/11	Dalila G. Lin	235.00
07092948	1/11/11	Cristian Perez	250.00
07093095	1/12/11	Terry R. Galloway	250.00
07093655	1/20/11	Tarea L. Cammon	118.00
07094083	1/20/11	George Lizama	196.00
07094259	1/20/11	Richard W. Oei	974.00
07094330	1/20/11	Phu S. Phan	92.00
07094337	1/20/11	Luis A. Porres	53.00
07094539	1/20/11	Victor Truong	118.00
07094808	1/21/11	Jesse Perez	317.00
07102384	2/24/11	Malayka Yared	735.00
07104844	3/16/11	Jesse J. Armstrong	180.00
07105062	3/16/11	Ryan M. Cadapan	52.00
07105063	3/16/11	Roxanne M. Cadavona	104.00
07105075	3/16/11	Andrea E. Calvillo	52.00
07105087	3/16/11	Christopher B. Camire	288.00
07105106	3/16/11	Brandon L. Carlson	156.00
07105099	3/16/11	Jonathan S. Canton	78.00
07105108	3/16/11	Joseph A. Carmona	213.00
07105119	3/16/11	Daniel R. Casarez	104.00
07105122	3/16/11	Cassandra J. Cash	74.00
07105124	3/16/11	Adam C. Casillas	78.00
07105137	3/16/11	Ricky. E. Castillo	78.00
07105138	3/16/11	Sergio Castillo	78.00
07105158	3/16/11	Melody L. Cervantes	78.00

SUBJECT: Re-issuance of Stale-Dated Warrants

DATE: February 19, 2014

<u>Warrant No.</u>	<u>Original Issued</u>	<u>Payee</u>	<u>Amount</u>
07105159	3/16/11	Savannah L. Cervantes	78.00
07105168	3/16/11	Alex B. Chang	78.00
07105172	3/16/11	Hsiang Chang	132.00
07105176	3/16/11	Su Yun Chang	104.00
07105178	3/16/11	Yu Chang	78.00
07105182	3/16/11	Shana M. Chapman	52.00
07105197	3/16/11	Frank K. Chen	78.00
07105202	3/16/11	Kyle R. Chen	392.00
07105205	3/16/11	Pin W. Chen	104.00
07105221	3/16/11	Lokwang M. Cheung	720.00
07105227	3/16/11	Mark Chien	104.00
07105231	3/16/11	Yu Chun Chiu	960.00
07105237	3/16/11	Denise S. Choi	52.00
07105239	3/16/11	Kyung B. Choi	56.00
07105248	3/16/11	Tracy Choy	106.00
07105254	3/16/11	Sarah J. Chu	64.00
07105260	3/16/11	Joshua Chung	91.00
07105280	3/16/11	Ian R. Collins	52.00
07105291	3/16/11	Veronica Cordova	210.00
07105295	3/16/11	Jenny I. Corona	119.00
07105296	3/16/11	Leticia E. Corona	158.00
07105301	3/16/11	Brianna Y. Corral	93.00
07105303	3/16/11	Maclain D. Corris	78.00
07105305	3/16/11	Crisselle Cortes	78.00
07105307	3/16/11	Carlos G. Cortez	104.00
07105314	3/16/11	Alexandria Covarrubias	208.00
07105321	3/16/11	Alexandria V. Crockett	104.00
07105337	3/16/11	Anthony V. Cuevas	104.00
07105351	3/16/11	Paul P. Dang	78.00
07105357	3/16/11	Michelle R Davila	444.00
07105361	3/16/11	Jerico Dayao	52.00
07105374	3/16/11	Joel A. Dean	78.00
07105379	3/16/11	Crystal M. Dela Pena	78.00
07105380	3/16/11	Andrew D. Delatorre	78.00
07105386	3/16/11	Haiying Deng	52.00
07105393	3/16/11	Hamta Dezfoulian	185.00
07105397	3/16/11	Erica Diaz	170.00
07105402	3/16/11	Silvia L. Diaz	78.00
07105498	3/16/11	Alex G. Fagundes	78.00
07105607	3/16/11	Alexis A. Garcia	23.00
07105609	3/16/11	Andrew M. Garcia	52.00
07105611	3/16/11	Benjamin M. Garcia	182.00

SUBJECT: Re-issuance of Stale-Dated Warrants

DATE: February 19, 2014

<u>Warrant No.</u>	<u>Original Issued</u>	<u>Payee</u>	<u>Amount</u>
07105644	3/16/11	Gabriel F. Gatchalian	104.00
07105723	3/16/11	Yeni Gonzalez	78.00
07106922	3/16/11	Jaqueline Prado	78.00
07107188	3/16/11	Lydia Santa Cruz	156.00
07111856	4/6/11	Steven C. Burgoon	400.44
07112188	4/7/11	Rhonda K. Roberts	110.79
07112127	4/7/11	Jonathan C. Wilson	595.00
07121103	5/5/11	Taylor N. George	117.00
07121278	5/5/11	Andrew Sanapanya	104.00
07124679	5/23/11	Terrence Krider	587.89
07126123	6/2/11	Adam C. Casillas	13.00
07126676	6/13/11	Stephanie Hernandez	96.75

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

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

DATE: November 20, 2013

CONSENT

SUBJECT: Revision to Contract with G2Solutions Incorporated – Live-Scan Vendor

BACKGROUND

Mt. San Antonio College is currently in a contractual agreement with G2 Solutions Incorporated to provide a secured electronic connection with the Department of Justice and process fingerprint Live-Scan for newly hired faculty, staff, and volunteers. The fingerprint Live-Scan machine is now located in the Public Safety Department, relocated from the Human Resources Department, in an effort to facilitate the College's ongoing efforts to acquire criminal history and background information with the California Department of Justice (DOJ).

ANALYSIS AND FISCAL IMPACT

G2Solutions Incorporated owns and operates an internet connection with the DOJ. G2Solutions Incorporated will perform the sole function to facilitate a secured electronic connection with the DOJ on behalf of Mt. San Antonio College. This will allow Mt. San Antonio College the ability to transmit fingerprint information via the Automated Fingerprint Identification System (AFIS) for the purpose of obtaining criminal offender records and background checks.

The original agreement between Mt. San Antonio College and G2 Solutions Incorporated included a one-time connection fee of \$250.00 and an ongoing fee of \$99.95 per month, which included 250 sets of fingerprints, account management, summary reports, and management reports. G2 Solutions Incorporated offers different pricing levels at a flat monthly fee for a specified number of transmittals. Based on current usage, the College will enroll in the Pay-As-You-Go level, which is currently \$.75 per transmittal. Should usage increase, the College will move to the next, most cost-effective level.

The contract period will not exceed five years and may be terminated, with or without cause, by providing the other party with a 30-day written notice.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the revised contractual agreement with G2Solutions Incorporated.

Prepared by: Mark DiMaggio

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #6

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>February 19, 2014</u>	CONSENT
SUBJECT: <u>Renewal Agreement with Student Transportation of America, Inc.</u>	

BACKGROUND

In March 2011, the College entered into a five-year agreement with Student Transportation of America, Inc. (STA) to provide bus services for transporting students to athletic events, field trips, and Continuing Education programs. STA provides school-bus-type services for trips that occur within a 60-mile radius of the campus and returning on the same day.

ANALYSIS AND FISCAL IMPACT

Year three of the five-year agreement with STA is due to expire March 25, 2014. The College wishes to extend the agreement with STA for an additional one-year period, from March 26, 2014, through March 25, 2015. STA has requested a cost adjustment of 1.25% to cover increased driver wages, which is allowable within the agreement. STA has provided safe and reliable bus service to the College for the past two years.

The estimated costs for the 2014-15 fiscal year are approximately \$80,000. However, the actual costs for these services will vary depending on the number of trips taken during the contract period.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the renewal agreement with Student Transportation of America, Inc., as presented.

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

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

DATE: February 19, 2014

CONSENT

SUBJECT: Renewal Agreement with Verizon Wireless

BACKGROUND

The College currently leases space on the rooftop of the Learning Technology Center to Verizon Wireless for the operation of a mobile/wireless communications facility. The current term of the building license agreement is due to expire February 28, 2014.

ANALYSIS AND FISCAL IMPACT

The College wishes to exercise its option to extend the agreement with Verizon Wireless for a third five-year term, commencing March 1, 2014, through February 28, 2019. The current lease amount received by the College is \$2,237.51 per month with an increase of 3% per annum. The income from this lease is deposited into the College Improvements Fund.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the five-year renewal agreement with Verizon Wireless, as presented.

Prepared by: Teresa Patterson

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

Recommended by: Bill Scroggins

Agenda Item: Consent #8

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

DATE: February 19, 2014

CONSENT

SUBJECT: Legal Consulting Services – Orbach, Huff, Suarez & Henderson LLP

BACKGROUND

The College has contracted with the firm Orbach, Huff, Suarez & Henderson LLP, previously Orbach, Huff & Suarez LLP, for the past five years to represent, give advice, and counsel the College in construction and real estate-related matters, as needed. Orbach, Huff, Suarez & Henderson LLP specializes in construction law, and Sharon Suarez, the College’s primary attorney, has consistently provided Mt. SAC with quality and timely legal counsel.

ANALYSIS AND FISCAL IMPACT

Renewal of this agreement is requested for an additional five-year period, commencing February 25, 2014, through February 24, 2019.

It is anticipated that Sharon Suarez will continue to be the primary attorney handling matters for the College, at an hourly rate of \$265. The hourly rate represents a 6% increase over the previous rate of \$250. The fee schedule and reimbursable expenses for Orbach, Huff, Suarez & Henderson LLP are commensurate with the College’s other legal consultants.

Funding Sources

Measure R, Measure RR, and Capital Outlay funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the five-year agreement with Orbach, Huff, Suarez & Henderson LLP of Los Angeles, CA, to provide legal consulting services on an as-needed basis.

Prepared by: Teresa Patterson

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

Recommended by: Bill Scroggins

Agenda Item: Consent #9

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 19, 2014</u>	CONSENT
SUBJECT:	<u>Authorization to Pay Advance Deposit – Midas Event Supply</u>	

BACKGROUND

For the past 20 years, the Event Services Department has used folding chairs with blue plastic seats and black metal frames to support events on campus. This unique color combination allows employees to quickly spot chairs that are part of the portable inventory when setting up or taking down events.

Until recently, this color combination was stocked by several of our vendors. During a recent attempt to purchase additional chairs for event support, the department determined that this color combination was no longer stocked in the United States.

This color combination is still available as a special order at no additional cost over stock colors. Since this is a special order, an advance payment (deposit) of 50% of the total purchase price is required when placing the order.

ANALYSIS AND FISCAL IMPACT

The blue plastic chairs with black frames will be used to replace worn-out and non-repairable chairs in the current inventory and will additionally be used to supplement the total number of chairs available for events. The cost of these chairs fluctuates with the price of oil, and all prices are subject to minor changes. These chairs are purchased as a supply item at a cost of approximately \$12.10 per chair, plus a one-time charge of \$200.00 for stamping the back of the chair with the College name. The total cost for 200 chairs will be approximately \$2,855.80, tax included.

Due to price variations, Event Services requests authorization to pay a 50% advance deposit for this purchase, not to exceed \$1,450.00

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the advance deposit to Midas Event Supply, as presented.

Prepared by:	<u>William S. Eastham</u>	Reviewed by:	<u>Michael D. Gregoryk</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #10</u>

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 19, 2014</u>	CONSENT
SUBJECT:	<u>Professional Design and Consulting Services</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following contracts are presented for approval:

#1	Consultant:	H2 Environmental Consulting Services	
	Project:	Classroom Building Demolition	
Item	Description:	Amount	
	Provide professional asbestos and lead monitoring and project oversight services at the Building 16 Classroom Demolition project.	\$22,305.00	
	Contract Amount:		\$22,305.00

#2	Consultant:	P2S Engineering, Inc.	
	Project:	Facilities Emergency Operations Center	
Item	Description:	Amount	
	Provide electrical and telecommunication engineering services for the new communications tower near the Facilities Emergency Operations Center project.	\$15,000.00	
	Contract Amount:		\$15,000.00

#3	Consultant:	P2S Engineering, Inc.	
	Project:	Food Services Building	
Item	Description:	Amount	
	Provide LEED commissioning for the Food Services Building project.	\$30,450.00	
	Measurement and Verification Plan.	\$6,000.00	
	Measurement and Verification period data collection.	\$16,800.00	
	Contract Amount:		\$53,250.00

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

SUBJECT: Professional Design and Consulting Services

DATE: February 19, 2014

#4	Consultant:	PAL id Studio	
	Project:	Professional and Organizational Development	
Item	Description:	Amount	
	Professional interior design services and space planning for the re-work of the Professional and Organizational Development Department. Services include specifications, product selection, design, and documentation for the bidding process and construction coordination. Fixed fee:	\$35,700.00	
	Reimbursable expenses:	\$1,570.00	
	Contract Amount:		\$37,270.00

#5	Consultant:	PAL id Studio	
	Project:	Humanities Building Testing Services Center	
Item	Description:	Amount	
	Professional interior design services and interior renovation documentation services for the Testing Services Center in the Humanities Building 26A. Services include specifications, product selection, design, and documentation for the bidding process and construction coordination. Fixed fee:	\$32,000.00	
	Reimbursable expenses:	\$1,600.00	
	Contract Amount:		\$33,600.00

#6	Consultant:	Ariane Lehew Associates	
	Project:	Parking Structure	
Item	Description:	Amount	
	Provide professional consulting services in support of community outreach efforts related to Measure RR projects.	\$4,500.00	
	Contract Amount:		\$4,500.00

Funding Sources

#1 - Measure RR Bond Anticipation Note and Series A funds.

#s2-5 – Measure RR Bond Series A funds.

#6 – Measure RR Bond Anticipation Note funds.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 19, 2014</u>	CONSENT
SUBJECT:	<u>Lease/Leaseback Construction – Final Reconciliation and Notice of Completion – Administration Building Site Improvements</u>	

BACKGROUND

The Administration Building Site Improvements project was approved under the Lease/Leaseback construction delivery method on February 27, 2013, with a Guaranteed Maximum Price (GMP) of \$1,394,300. The construction activities began on May 17, 2013, and were substantially complete on September 12, 2013, on schedule. The contractor’s performance was evaluated throughout the pre-construction and construction periods and deemed by staff to be satisfactory in all respects.

ANALYSIS AND FISCAL IMPACT

Projects completed under the Lease/Leaseback construction delivery method are approved with a Guaranteed Maximum Price (GMP). Under a GMP, the contractor bills for only the actual costs of the project. During construction, the GMP may be increased by action of the Board of Trustees to address costs associated with additional scope of work for unforeseen conditions not covered by the approved contingency or allowances. No change to the GMP was required during this project.

In addition, the Lease/Leaseback delivery method allows for the lease of the work by the College for a period to be determined at the time the agreement is approved. The lease period for this project was established at six months. In cases where the work is complete in all respects and the performance of the contractor is deemed to be satisfactory, it is in the best interest of the College to reduce the lease period to the minimum term of 35 days.

Ten relevant metrics have been selected to evaluate the performance of the Lease/Leaseback process over time.

Project Data for the Administration Building Site Improvement Project

Pre-Construction Phase

- Constructability Review Comments Incorporated Pre-Bid 38
- Standards/Code Compliance Review Comments Incorporated Pre-Bid 40
- Average Bids per Trade 7

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

SUBJECT: Lease/Leaseback Construction – Financial Reconciliation and Notice of Completion – Administration Building Site Improvements

DATE: February 19, 2014

Construction Phase

- | | |
|--|-------------|
| • Final Cost Over/Under Guaranteed Maximum Price | (\$220,128) |
| • Percent Cost Over/Under Guaranteed Maximum Price | -15.8% |
| • Working Days Over/Under Contract Schedule | 0 |
| • Contract Change Orders | 0 |

Post-Construction Phase

- | | |
|---|---|
| • Unresolved Contractor Claims | 0 |
| • Deviation Notices Issued by Inspector of Record | 0 |
| • Outstanding Close-out Submittals | 0 |

Funding Source

Measure RR Bond Anticipation Note funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the reduction of \$220,128 to the contract amount, the reduction of the lease period to 35 days, and accepts the project as complete.

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

DATE: February 19, 2014

CONSENT

SUBJECT: Purchase of Vans (Bid No. 2958)

BACKGROUND

The student transportation van fleet is aging and is in critical condition. The College utilizes these vans to transport students and staff on field trips, to competitions, and to athletic events. Safety for our student field trips is top priority. Vans with over 65,000 miles are more prone to mechanical malfunctions, resulting in safety concerns during operation, trip interruptions, and increased downtime for repairs and service.

The College's current fleet consists of nine vans. Eight of these vans are nine years old, six of which have between 101,000-120,000 miles on them. In order to move the College into a regular replacement cycle, it is being requested to purchase five vans, at this time.

ANALYSIS AND FISCAL IMPACT

Bids were advertised in the Inland Valley Daily Bulletin, in accordance with Education Code 81641, for the minimum purchase of four 2014 GMC Savana passenger vans, or equal, with a trade-in of four 2005 GMC Savana vans.

Bids were received and opened on December 17, 2013. Eight bids were requested, with two bids received. The successful low bidder was Thorson Motor Center, located in Pasadena, CA.

The bid allows for the purchase of additional vans at the prices quoted if funds are available. Due to the competitive pricing, it was determined that the College could purchase one additional van at this time. Therefore, staff is requesting approval to purchase five vans, including the trade-in of four College-owned 2005 GMC Savana vans, for a total cost of \$111,650.25 including tax and registration fees.

The terms of this bid will be extended for a period of one-year, effective February 2014 through February 2015. If additional vans are purchased during the term of the extended contract, pricing will be negotiated fairly between the bid amount and current costs at the time of purchase.

Prepared by: Teresa Patterson/Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #13

SUBJECT: Purchase of Vans (Bid No. 2958)

DATE: February 19, 2014

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the purchase of five 2014 GMC Savana (Bid No. 2958), eight-passenger vans, as presented.

SUMMARY OF BIDS

BID NO. 2958
PURCHASE OF VANS

Qty.	Company Name	Unit Price (incl. tax and registration)	Total	Less Trade-In (4 vehicles)	Grand Total
5	Thorson Motor Center Pasadena, CA	\$25,230.05	\$126,150.25	(\$14,500.00)	\$111,650.25
5	Reynolds Buick GMC West Covina, CA	\$26,759.20	\$133,796.00	(\$12,600.00)	\$121,196.00

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 19, 2014</u>	CONSENT
SUBJECT:	<u>Purchase of Audio-Visual Equipment (Bid No. 2961)</u>	

BACKGROUND

To comply with Federal Regulations, Board Policy, and Administrative Procedures, the College is presently retrofitting classrooms with new video projectors and control systems to ensure that closed-caption decoding is easily available in every classroom on campus. The first phase of this project will address these needs in the Science Laboratory, Language Center, and Student Health buildings. In order to minimize the cost of this project, the College will acquire the needed hardware based on competitive pricing. When this hardware is received, it will be installed under a previously approved agreement with Tilden Coil, Inc.

ANALYSIS AND FISCAL IMPACT

Bids were advertised in the Inland Valley Daily Bulletin, in accordance with Education Code 81641, for the purchase of control systems, video projectors, and screens. Bids were received and opened on January 16, 2014. Eleven bids were requested with seven bids received. Since all of these items are commodity purchases, each category of purchase will be awarded individually to the qualified vendor with the lowest price in that category. The following summary and recommendations are based on the lowest bid amount for each category:

<u>Equipment Category</u>	<u>Company Name and Location</u>	<u>Total Bid Amount</u>
Extron Control Systems	Compview, Inc., Beaverton, OR	\$271,291.03
Epson Video Projectors	Compview, Inc., Beaverton, OR	\$60,660.14
Da-Lite Screens	Golden Star Technology, Cerritos, CA	\$27,130.77

Funding Source

Measure RR Bond funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the award of the Purchase of Audio-Visual Equipment (Bid No. 2961), as presented.

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

SUBJECT: Purchase of Audio-Visual Equipment (Bid No. 2961)

DATE: February 19, 2014

SUMMARY OF BIDS

BID NO. 2961
PURCHASE OF AUDIO-VISUAL EQUIPMENT

Company Name	Extron Control Systems	Epson Video Projectors	Da-Lite Screens
Compview, Inc., Beaverton, OR	\$271,291.03	\$60,660.14	\$27,734.10
Golden Star Technology, Cerritos, CA	\$275,642.95	\$66,092.75	\$27,130.77
CCS Presentation Systems, Inc., Hawthorne, CA	\$277,171.04	\$63,441.28	\$28,378.15
Daisy I.T. Supplies, Sales & Service Rancho Cucamonga, CA	No Bid	\$76,092.90	\$35,899.63
Enko Systems, Inc., San Bernardino, CA	\$298,084.44	\$77,497.96	\$29,120.44
Presentation Products, Inc. dba Spinitar La Mirada, CA	\$273,907.62	\$62,896.10	\$27,746.09
VTP, Inc., Burbank, CA	No Bid	\$69,764.93	\$28,479.51

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>February 19, 2014</u>	CONSENT
SUBJECT: <u>Child Development Center (Unilateral Change Orders)</u>	

BACKGROUND

Child Development Center (Unilateral Change Orders).

ANALYSIS AND FISCAL IMPACT

Due, in part, to the fault of the general building contractor failing to complete the requirements of their contract, several contractors made claims against the College, totaling over \$448,586.00. The majority of the claims are in dispute and, while efforts have been made to settle each matter, no final agreements have been reached. It is in the interest of the College to pay the contractors for any costs that can be validated at this time, so that the financial impact on the contractors can be minimized. The following changes serve as an intermediate means of paying the contractors prior to a full-and-final settlement.

Bid No.	2827	Contractor:	Doja, Inc. (Grading Contractor)	CO No.	9
Item	Change and Justification:		Amount	Time	
1	Increased material costs due to project delays. <i>Miscellaneous change - compensable delay due to prime contractor-caused delays.</i>		\$4,740.50	0 days	
2	Increased labor costs due to project delays. <i>Miscellaneous change - compensable delay due to prime contractor-caused delays.</i>		\$21,475.50	0 days	
3	Increased labor costs due to added scope of work. <i>Miscellaneous change - compensable delay due to prime contractor-caused delays.</i>		\$2,092.00	0 days	
4	Provide credit for assessment of liquidated damages for inexcusable delays, 59 days at \$1,000.00 per day. <i>Miscellaneous change - compensable delay due to prime contractor-caused delays.</i>		<\$59,000.00>	0 days	
	Total		<\$30,692.00>	0 days	
	Original Contract Amount		\$1,626,000.00		
	Net Change by Previous Change Orders		\$240,230.02		
	Net Sum Prior to This Change Order		\$1,866,230.02		
	Amount of Change Order No. 9		<\$30,692.00>		
	New Contract Sum		\$1,835,538.02		
Percentage of Change to Contract, to Date				12.89%	

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

SUBJECT: Child Development Center (Unilateral Change Orders)

DATE: February 19, 2014

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

Child Development Center	Date	Amount	Total Amount Contract Sum	%	%Total	Bid No. 2827 Doja Inc. (Grading Contractor)
Contract Amount		\$1,626,000.00				
C. O. No. 1	3/2011	\$82,717.50	\$1,708,717.50	5.09%	5.64%	Site retaining wall and water-proofing.
C. O. No. 2	7/2011	\$9,015.00	\$1,717,732.50	5.64%	8.17%	2,000-gallon water truck for campus-wide water shut-down; Perform over-excavation at fire utility build-ings.
C. O. No. 3	8/2012	\$41,132.70	\$1,758,865.20	8.17%	10.71%	Additional concrete and enlarge the existing footings; Install slab on grade and concrete equipment pad for Unit Substation.
C. O. No. 4	1/2013	\$41,217.00	\$1,800,082.20	10.71%	11.79%	Wall-mount fencing along west retaining wall; Footing removal, reinforcing steel couplings, masonry wall work, temporary shoring.
C. O. No. 5	6/2013	\$17,629.25	\$1,817,711.45	11.79%	11.98%	Wall-mount fencing along retaining wall south of Building B.
C. O. No. 6	7/2013	\$3,067.86	\$1,820,779.31	11.98%	13.73%	Install bicycle racks in front of Building A.

SUBJECT: Child Development Center (Unilateral Change Orders)**DATE:** February 19, 2014

Child Development Center (cont.)	Date	Amount	Total Amount Contract Sum	%	%Total	Bid No. 2827 Doja Inc. (Grading Contractor)
Contract Amount		\$1,626,000.00				
C. O. No. 7	8/2013	\$28,480.89	\$1,849,260.20	13.73%	14.77%	Remove miscellaneous concrete; Revise grading at the northeast corner of Building A to allow for water drainage.
C. O. No. 8	1/2014	\$16,969.82	\$1,835,538.02	14.77%	12.89%	Remove miscellaneous concrete; Add fencing along site.

Bid No.	2832	Contractor:	Continental Plumbing (Plumbing Contractor)	CO No.	7
Item	Change and Justification:		Amount	Time	
1	Increased rental costs due to project delays. <i>Miscellaneous change - compensable delay due to prime contractor-caused delays.</i>		\$3,836.00	0 days	
2	Additional general conditions cost increase due to project delays including project management costs. <i>Miscellaneous change - compensable delay due to prime contractor-caused delays.</i>		\$48,120.00	0 days	
3	Additional costs for first and third demobilization and remobilization, additional labor costs for suspension of work and unit substation delivery delay. <i>Miscellaneous change - compensable delay due to prime contractor-caused delays.</i>		\$2,646.00	0 days	
4	Additional storage costs for plumbing fixtures and storage container. <i>Miscellaneous change - compensable delay due to prime contractor-caused delays.</i>		\$2,647.00	0 days	
5	Additional storage costs for finish plumbing fixtures. <i>Miscellaneous change - compensable delay due to prime contractor-caused delays.</i>		\$768.00	0 days	
6	Additional delivery costs from storage facility to project site. <i>Miscellaneous change- compensable delay due to prime contractor-caused delays.</i>		\$1,751.00	0 days	
7	Increased labor cost rate escalation due to project delays from July 1–31, 2013. <i>Miscellaneous change - compensable delay due to prime contractor-caused delays.</i>		\$279.00	0 days	
	Total		\$60,047.00	0 days	

SUBJECT: Child Development Center (Unilateral Change Orders)

DATE: February 19, 2014

	Original Contract Amount	\$1,097,579.00
	Net Change by Previous Change Orders	\$75,781.00
	Net Sum Prior to This Change Order	\$1,173,360.00
	Amount of Change Order No. 7	\$60,047.00
	New Contract Sum	\$1,233,407.00
	Percentage of Change to Contract, to Date	12.38%

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

Child Development Center	Date	Amount	Total Amount Contract Sum	%	% Total	Bid No. 2832 Continental Plumbing (Plumbing Contractor)
Contract Amount		\$1,097,579.00				
C. O. No. 1	12/2010	\$13,245.00	\$1,110,824.00	1.21%	1.96%	Install of 8" storm drain; Gravel and slurry; Re-survey the domestic and fire water service.
C. O. No. 2	22012	\$8,274.00	\$1,119,098.00	1.96%	2.38%	Move-in costs to install a second 6" fire water service.
C. O. No. 3	12/2012	\$4,558.00	\$1,123,656.00	2.38%	4.06%	Repair broken storm drain, clean out riser and sewer drain due to damage caused by the framing contractor's fork-lift.
C. O. No. 4	5/2013	\$18,523.00	\$1,142,179.00	4.06%	4.47%	Add fire connections to five reduced principle detector check valve assemblies; Relocate existing fire hydrant closer to the sidewalk edge and away from the slope.

SUBJECT: Child Development Center (Unilateral Change Orders)**DATE:** February 19, 2014

Child Development Center (cont.)	Date	Amount	Total Amount Contract Sum	%	% Total	Bid No. 2832 Continental Plumbing (Plumbing Contractor)
Contract Amount		\$1,097,579.00				
C. O. No. 5	8/2013	\$4,438.00	\$1,146,617.00	4.47%	6.90%	Relocate and repair a damaged water line due to conflicting utilities and revised grades; Relocate two catch basins in planters.
C. O. No. 6	1/2014	\$26,743.00	\$1,233,407.00	6.90%	12.38%	Connect five downspouts; Install temporary pipe; Relocate area drain for the play area water feature; Replace originally specified area drains.

Bid No.	2833	Contractor:	Comfort Conditioning Co., Inc. (Mechanical Contractor)	CO No.	4
Item	Change and Justification:			Amount	Time
	Increased sub-contractor costs due to delays by other contractors. <i>Miscellaneous change - compensable delay due to prime contractor-caused delays.</i>			\$3,718.12	0 days
	Total			\$3,718.12	0 days
	Original Contract Amount			\$1,374,000.00	
	Net Change by Previous Change Orders			\$85,071.39	
	Net Sum Prior to This Change Order			\$1,459,071.39	
	Amount of Change Order No. 4			\$3,718.12	
	New Contract Sum			\$1,462,789.51	
Percentage of Change to Contract, to Date				6.46%	

SUBJECT: Child Development Center (Unilateral Change Orders)

DATE: February 19, 2014

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

Child Development Center	Date	Amount	Total Amount Contract Sum	%	% Total	Bid No. 2833 Comfort Conditioning (Mechanical Contractor)
Contract Amount		\$1,374,000.00				
C. O. No. 1	2/2012	\$6,940.00	\$1,380,940.00	0.51%	5.06%	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	2/2013	\$62,645.07	\$1,443,585.07	5.06 %	6.19%	Jobsite rental fees; Project management fees due to delays; Sub-contractors costs; Extended equipment warranties; Replace damaged material; Costs for stored equipment; LEED documentation.
C. O. No. 3	5/2013	\$15,486.32	\$1,459,071.39	6.19 %	6.46%	Remove installed unit and install new split system for Mechanical Room C-08.

Funding Sources

Measure R and Measure RR Bond Anticipation Note funds.

RECOMMENDATION

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

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>February 19, 2014</u>	CONSENT
SUBJECT: <u>Child Development Center (Change Orders)</u>	

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:

Bid No.	2830	Contractor:	Liberty Mutual/Safeco (General Contractor)	CO No.	9
Item	Change and Justification:			Amount	Time
1	Fur out various soffits and walls to conceal exposed utilities in Building C, which could not be run in wood-framed walls. <i>Architect/Engineer requirement - design modification.</i>			\$3,879.74	0 days
2	Modify drywall and framing at various locations to conceal exposed utilities in Building D, which could not be run in wood-framed walls. <i>Architect/Engineer requirement - design modification.</i>			\$4,139.74	0 days
3	Back-charge for repair work of storm drain and sewer risers damaged by contractor. <i>Miscellaneous change-back-charge to contractor.</i>			<\$4,558.00>	0 days
4	Provide credit for the remaining balance of the unused project allowance. <i>Miscellaneous change - contract price adjustment.</i>			<\$881.97>	0 days
5	Provide credit for the remaining balance of the unused labor allowance. <i>Miscellaneous change - contract price adjustment.</i>			<\$12,814.00>	0 days
	Total			<\$10,234.49>	0 days
	Original Contract Amount			\$4,355,000.00	
	Net Change by Previous Change Orders			\$224,403.04	
	Net Sum Prior to This Change Order			\$4,579,403.04	
	Amount of Change Order No. 9			<\$10,234.49>	
	New Contract Sum			\$4,569,168.55	
Percentage of Change to Contract, to Date					4.92%

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

SUBJECT: Child Development Center (Change Orders)

DATE: February 19, 2014

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

Child Development Center	Date	Amount	Total Amount Contract Sum	%	% Total	Bid No. 2830 Liberty Mutual/Safeco (General Contractor)
Contract Amount		\$4,355,000.00				
C. O. No. 1	7/2012	\$34,545.10	\$4,389,545.10	0.79%	1.81%	Takeover agreement.
C. O. No. 2	12/2012	\$44,135.00	\$4,433,680.10	1.81%	2.75%	Add door and gate hardware; Credit for use of alternate-type gypsum board; Install backing and Z-bar flashing; Add motorized roller shades in all four buildings.
C. O. No. 3	1/2013	\$41,054.67	\$4,474,734.77	2.75%	4.43%	Wrap exposed beams and rafters in one clerestory area in all four buildings.
C. O. No. 4	2/2013	\$73,409.21	\$4,548,143.98	4.43%	4.59%	Repair curbs at sill plates; Provide backer strips at all exterior curbs; Demolish existing/re-pour concrete to correct elevation; Provide a concrete pad for the water heater; Fill in concrete curbs; Chip concrete curbs; Cut back concrete curb to accommodate door frames; Provide uni-strut-type mounting bracket.
C. O. No. 5	3/2013	\$6,552.50	\$4,554,696.48	4.59%	4.82%	Revise dimensions for 18 window openings; Add temporary fencing with screen netting.

SUBJECT: Child Development Center (Change Orders)**DATE:** February 19, 2014

Child Development Center (cont.)	Date	Amount	Total Amount Contract Sum	%	% Total	Bid No. 2830 Liberty Mutual/Safeco (General Contractor)
Contract Amount		\$4,355,000.00				
C. O. No. 6	6/2013	\$10,311.27	\$4,565,007.75	4.82%	4.97%	Provide Quartet aluminum tack strip; Install 18 x 18 fire-rated access panels; Reinstall drywall to provide access to hand dryers in restrooms.
C. O. No. 7	7/2013	\$6,569.55	\$4,571,577.30	4.97%	5.15%	Provide credit for unused framing; Provide credit for deleting access ladders; Install additional glue-on tiles; Modify various door frames and door openings.
C. O. No. 8	8/2013	\$7,825.74	\$4,579,403.04	5.15%	4.92%	Provide credit to delete drywall; Modify drywall and framing; Provide vents for dryers in laundry rooms; Notch cabinets and provide pathway for conduit; Install electrified strikes; Provide revised surface-mounted closer and fire-rated mullion.

SUBJECT: Child Development Center (Change Orders)

DATE: February 19, 2014

Bid No.	2831	Contractor:	Moore Flooring (Flooring Contractor)	CO No.	4
Item	Change and Justification:			Amount	Time
	Provide credit for the remaining balance of the unused project allowance. <i>Miscellaneous change-contract price adjustment.</i>			<\$44,050.00>	0 days
	Total			<\$44,050.00>	0 days
	Original Contract Amount				\$301,966.00
	Net Change by Previous Change Orders				\$24,052.27
	Net Sum Prior to This Change Order				\$326,018.27
	Amount of Change Order No. 4				<\$44,050.00>
	New Contract Sum				\$281,968.27
	Percentage of Change to Contract, to Date				-6.62%

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

Child Development Center	Date	Amount	Total Amount Contract Sum	%	% Total	Bid No. 2831 Moore Flooring (Flooring Contractor)
Contract Amount		\$301,966.00				
C. O. No. 1	10/2012	\$14,513.27	\$316,479.27	4.81%	7.6%	Increased materials costs due to delays caused by removal and replacement of general contractor.
C. O. No. 2	10/2013	\$8,450.00	\$324,929.27	7.6%	7.97%	Additional preparation of concrete floors in Buildings A, C, and D.
C. O. No. 3	11/2013	\$1,089.00	\$326,018.27	7.97%	-6.62%	Remove and replace installed vinyl tiles, float floor boxes, and cut in new tiles at electrical and data boxes.

Funding Sources

Measure R and Measure RR Bond Anticipation Note funds.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE: <u>February 19, 2014</u>	CONSENT	
SUBJECT: <u>Professional Design and Consulting Services (Contract Amendment)</u>		

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following contract amendment is presented for approval:

#1	Consultant:	H2 Environmental Consulting Services	No.	2
	Project:	Building 12 Classroom Modernization		
Item	Description:		Amount	
	Provide additional asbestos, lead monitoring, and project oversight services. Not to exceed:		\$3,980.00	
	Total		\$3,980.00	
	Original Contract Amount		\$24,935.00	
	Net Change by Previous Amendments		\$450.00	
	Net Sum Prior to This Amendment		\$25,385.00	
	Amount of Amendment No. 2		\$3,980.00	
	New Contract Sum		\$29,365.00	
	Percentage of Change to Contract, to Date		17.77%	

Funding Source

Measure RR Bond Series A funds.

RECOMMENDATION

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

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #17

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

DATE: February 19, 2014

CONSENT

SUBJECT Personnel Transactions

CLASSIFIED EMPLOYMENT

Permanent New Hires

Name: Benson, Steven
 Position: Senior Toolkeeper
 Department: Fire Technology
 Range/Step: A-81, Step 1
 Job FTE: 0.475/12 months
 Effective: 2/20/14
 New: Yes
 Salary: \$1,857.95/month

Name: Clark, Mickayla
 Position: Laboratory Technician II
 Department: Biological Sciences
 Range/Step: A-86, Step 1
 Job FTE: 0.475/12 months
 Effective: 2/20/14
 New: No
 Salary: \$1,952.73/month

Name: Cobos, Tammy
 Position: Clerical Assistant
 Department: Natural Sciences Division
 Range/Step: A-52, Step 3
 Job FTE: 0.475/12 months
 Effective: 2/20/14
 New: No
 Salary: \$1,534.92/month

Name: Galutira, Emmanuel
 Position: Custodian
 Department: Custodial Services
 Range/Step: B-34, Step 1
 Job FTE: 1.00/12 months
 Effective: 2/20/14
 New: Yes
 Salary: \$3,019.26/month

Name: Johnson, William
 Position: Grounds Equipment Operator
 Department: Grounds
 Range/Step: B-39, Step 3
 Job FTE: 1.00/12 months
 Effective: 2/20/14
 New: No
 Salary: \$3,506.63/month

Prepared by: Human Resources Staff

Reviewed by: James Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #18

SUBJECT: Personnel Transactions

DATE: February 19, 2014

Temporary Out-of-Class Assignment

Name: Rodriguez, Alvaro Christopher
 From: Technician, Performing Arts Operations
 To: Lead Technician, Broadcast & Audio
 Department: Technical Services
 Range/Step: A-114, Step 6 + 6% shift differential Salary: \$7,348.50/month
 Effective: 2/20/14
 End Date: 6/30/14

Resignation

Heather Toyoshima, Clerical Specialist, Arise, effective 2/7/14

Retirement

Michael Kwiatkowski, Project/Program Specialist, Tutorial Services, effective 2/14/14

Placement of 30 Month Re-employment

Mark Corrales, Lead Custodian, Custodial Services, effective 1/16/14

ACADEMIC EMPLOYMENT

Resignation

Scott Jaeggi, Professor, Emergency Medical Technology, Medical Services, effective 1/3/14

Retirement

Keith Wilson, Professor, Commercial & Entertainment Arts, effective 3/31/14

Spring 2014

Credit Hourly Instructors/Substitutes

NAME	NAME	NAME
Aasi, Fazal K	Alexander, Eldon Lawrence	Anastasia, Stephen J
Abate, Amy Marie	Altmire, Matthew Dean	Anderson Sr, Richard Lee
Abbott, James Christopher	Alvarado, Alexandra	Anderson, Dennis William
Abdel Haq, Mohammad	Alvarado, Noel M	Anderson, Lida L
Abdel-Rahman, Ahmad	Alvarez, Veronica Iris	Anello, Andrea
Abuzalaf, Laura Rose	Alverson, David John	Anglin, Marie M
Addison, Tamika R	Alzate, Angela Maria	Arakaki, Christine Maryann
Adele, David Scott	Ammirato, Joseph Samuel	Ashbran, Richard Eugene

SUBJECT: Personnel Transactions**DATE:** February 19, 2014**Spring 2014****Credit Hourly Instructors/Substitutes** (continued)

NAME

Atalla, Seema V
 Azucar, Martha Alicia
 Azul, Amy Rebekah
 Badre, Albert F
 Baez Jr, Mariano
 Baler, Pablo Fabian
 Banuelos, Marissa C
 Bark, Andrew J
 Barron, Sergio
 Barry, Jay A
 Bartz, Virginia Jo Ann
 Basile, Tammy Louise
 Batcheller, Keith Howard
 Bautista, Stephen Joel
 Bayle, M Dolores
 Becker, Teresa M
 Beckman, Richard C
 Behbehani, Misha
 Benner Davis, Cherie A
 Benzahra, Sidi Cherkawi
 Berbiar, Edward M
 Berenji, Nima Saljooghi
 Berry, Theresa M
 Beshay, John Kamal
 Bjorck, Sharon-Rose
 Blacksher, Shiloh Anne
 Bladh, Eric M
 Blake, Martha Days
 Bloomer, Darrell Dean
 Boada, Miriam Magdalena
 Borses, Daniel A
 Borton, Robert Leroy
 Borup, Rebekah Susan
 Bowman, Deanna Dawn
 Bradshaw, John Michael
 Brandler, Marcielle Y
 Brekke, Ian James
 Brooks, Alan
 Brown Jr, Robert
 Brown, Dennis Paul

NAME

Brown, Michael M
 Brown, Yuka Goto
 Buckwalter, Michael
 Burns-Peters, Davena
 Burrill, Brandon Hamilton
 Burton, Jared Paul
 Buzby, Linda M
 Byce, Joann M
 Cahow, Matthew J
 Cahueque, David Anthony
 Cailipan, Adelaine V
 Callaci, Allen John
 Calverley, Russell Norman
 Cameron, John E
 Cammayo, Christina Gloria
 Campbell, Faye Daines
 Cardenas, John Glenn
 Cardenas, Yecenia Baltazar
 Carrera, Philip S
 Carroll, Don R
 Carter, Brian C
 Casale, Kimie Hiasa
 Cascella, Henry H
 Castello Jr, Anthony Ernest
 Cavina, Kristan
 Ceniceroz, Jonathan R
 Cerda, Jessica
 Cermak, John Charles
 Chaffin, Deborah M
 Chan, Franny Wai
 Chan, Linda Anne
 Chance, Patricia B
 Chandler, Gregory A
 Chang, Chiu Chin
 Chang, Hsiao-Ying
 Chau, Evelyn Nhu
 Chen, Daniel L
 Chen, Eric Y
 Chen, Rae-Shae W
 Cheung, Kwun Hung

NAME

Chevalier, Angelis
 Christ, Jacob Scott
 Cienik, Margaret A
 Clapp, Daniel Lee
 Cole, Lois M
 Cook, David J
 Coronel, Jessica E
 Couch, Anna J
 Coughlin, Kristina Nouvelle
 Cox, Steven Boyd
 Crocker, Christine Elizabeth
 Cruz-Pobocik, Sylvia
 Curtin, Robert Patrick
 Cushing, William P
 Dabirian, Shahabedin
 Daigre, Victorine Elizabeth
 Dallal, Veronica
 Damansouz, Firouzeh
 Damico, Anthony P
 Dang, Han N
 Day, Charmaine Laura
 De Benedetto, Maria
 De La Rosa, Daniel
 Deas, Grady Anthony
 Del Castillo, Steve S
 Deng, Yu-Wen
 Dennis, Maria Vradimirovna
 Denton Jr, John Phillip
 Destefano, Michael Shawn
 Dizon, Caleb Anthony
 Domico, Mario N
 Domingues, Cameron
 Dominick, Samuel A
 Donahue, John M
 Donegan, Rebecca Nicole
 Dong, Meijuan
 Doonan, Shelley K
 Dorgan, Catherine Marie
 Doshi, Dhaval Praful
 Dubiel, John Alexander

SUBJECT: Personnel Transactions

DATE: February 19, 2014

Spring 2014

Credit Hourly Instructors/Substitutes (continued)

NAME

Dunaway, Jourdan Rae
 Durfield, Timothy Richard
 Dutreaux, Renee Louise
 Eckmeder, Amanda Marie
 Edmond, David Anthony
 Edwards, Charles Webley
 Efron, Alan Jerome
 Elkoussy, Kamilia
 Ellis, Richard Harold
 Elmgren, Mary Catherine
 Emadi, Makan
 Entus, Robert M
 Erbe, Cynthia Ann
 Eremiyski, Rumen R
 Erickson, Eric Luther
 Erskine, N Jeanne
 Erturk, Florence Jeanne
 Espy, Sheila Y
 Esquivel, Edgar I
 Estrada, Victor Hugo
 Evanshine, Sharon Kay
 Eyre, Michael John
 Fabiero, Karin Kantenwein
 Fair, Charles Lawrence
 Fang, Lisa
 Fantazia, Julianne Renee
 Faradineh, Rahim Alavi
 Farber, Margaret Mary
 Farnum, Martin F
 Farris, Bob L
 Farschman, Kurt Van
 Fell, Devon Rachelle
 Felten, Angelique M
 Fernandez, Miguel A
 Fields, Gale Anthony
 Fischer, Jacob R
 Fleming, Judith Ann
 Flisik, Tyler J
 Flores, Cynthia Alicia
 Florio, Melanie A

NAME

Forest, Roger Dean
 Francev, Peter K
 Freeland, Edward William
 Fueger, Mary Ann Griego
 Fuentes, Antonio
 Fuentes, Wilma Luceros
 Fukushima, Norikazu Jun
 Garcia Dena, Jose Manuel
 Garcia, John Glenn
 Garcia, Victor M
 Garland, Jeffery Buddy
 Geagley, Bradley Keith
 Geary, Kim
 Genovese, Maria
 Genovese, Richard S
 Gentry, Shaw A
 George, Kevin Dornnell
 Giles, Naomi Ruth
 Gilliam, Mike L
 Giovanelli, Valerio
 Golden, Kristin L
 Gomez-Lecaro, Maria Elena
 Gonzalez, Randall A
 Graham Martinez, Valerie
 Green, Beverly Sue
 Green, Michael G
 Greenberg, Herschel
 Grey, Gene
 Griendling, Kevin A
 Grubb, Barbara Jo
 Guerrero, Lisa M
 Guild, Tracy Rachael
 Habayeb, Olga N
 Hackmann, Debra Jeanne
 Haddock, Lynette Gay
 Hagerman, Yvonne M
 Hahn, Nancy Lynette
 Haines, Ashley J
 Haines, Janice Jacqueline
 Haines, Michael S

NAME

Hall, Kathryn S
 Hallsted, Christopher
 Hamby, Bobbi Page
 Han, Alyson Kim
 Han, Steven
 Hancock, Joy Elizabeth
 Haney, Randy G
 Harfouche, Youssef
 Harrington, Maria Angela
 Harsany, Stephen C
 Hartmann, Corinne Marie
 Hauchwitz, Mark
 Hauw, Winston L
 Heimann, Thomas Albert
 Heinicke, David Ross
 Hemphill, Kathi L
 Hendrix, Amanda Ruth
 Hendrix, Jeffrey Glenn
 Heney, Hugh William
 Henry, Darryl
 Henry, Heather Kathaleen
 Hernandez, Lisa Steele
 Hess, Ronald Robert
 Heyrat, Mahmood
 High, Kathleen Elizabeth
 Hight, Deana Marie
 Hight, Jeremy J
 Hight, Lisa Ann Midori
 Ho, Yi-Shin
 Hoard, Kasumi Christine
 Hoekstra, Thomas Richard
 Holinsworth, Julie Lee
 Holland, Daniel Patrick
 Hollenshead, Marcia G
 Hollimon, Keith Anthony
 Holloway, Brian
 Hooper, Jaime C
 Horwitz, Ellen Sandra
 Howey, Dawn Marie
 Howland, Tina Marie

SUBJECT: Personnel Transactions**DATE:** February 19, 2014**Spring 2014****Credit Hourly Instructors/Substitutes** (continued)

NAME

Hruby, Shauna T
 Hsieh, Mei-Ling
 Huffman, David Leon
 Hughes, Richard O
 Hulett, Philip C
 Humaciu, Matthew Frank
 Hung, Jordan Weijei
 Hunt, Ryan R
 Hunter-Buffington, Carri
 Hurley, Jet
 Hussien, Munir
 Hwee, Malvin Ni
 Iberri, Eric C
 Idefonso, Nelson J
 Impert, Walter William
 Irvine, Cynthia D
 Isaacs, Gary Allen
 Ishihara, Chie
 Iskander, Christine Adel
 Ito Rocha Santana, Naluce
 Jackson, Lucy Mutindi
 Jacobs, Gail D
 Jaimes, Franciella Marie
 Jannati, Elmira
 Jaramillo, Fermin
 Jayachandran, Sanjay
 Jenkins, Tina S
 Jensen, Karen L
 Jensvold, Angela S
 Johnpeer, Gary D
 Johnson, Eric Garrison
 Johnson, Susan M
 Jollevet Jr, Felix
 Joneja, Kamal Preet
 Jones, Jeffery
 Jones, Joanna Patricia
 Jones, Laquita Monique
 Jones, Lorraine A
 Joshua, Stacey Jae
 Kahn, Joan Deborah

NAME

Kamiya, Kaoru
 Kang, Eun Suk
 Karadanopoulos, Michael
 Karmiryan, Ruzanna
 Kassis, Noura I
 Kataoka, David S
 Kaur, Raminder
 Kay, Gary L
 Kelly, Donna R
 Kelly, Sean P
 Kennelley, Erika F
 Key Ketter, Leah Marie
 Khalife, Eihsan
 Khattar, Fayez Fouad
 Kiang, Grace Hwei-Ching L
 Kilanski, Paul J
 Kilmurray, Kevin J
 Kim, Myong-Sook
 Kinder, Tina Ann
 King, Carroll H
 Kinnes, Scott S
 Klassen, Masako Okamura
 Klein, Joy Noel
 Kogat, Lisa Elaine
 Kohl, Joan Williams
 Kordich, Jason
 Kostiuk, Erik
 Kowalski, Francis S
 Kraybill, Jeanine Elizabeth
 Kremer, Amelia E
 Kuchta III, John G
 Kuroki, Hirohito
 Labrit, Guillermo
 Lahey, Michael John
 Lahham, Lina
 Lahr-Dolgovin, Roberta
 Lam, Wood C
 Lamphier, Peg Ann
 Landas, Michael John
 Lane, John Stanton

NAME

Lannom, David L
 Lape, Eric Scott
 Laronga, Barbara
 Larson, Sandon Scott
 Lastrapes, Martin L
 Latragna, Alexandria Rose
 Laub, Kathleen Ann
 Laverty, Julie Mallard
 Lawson, Katherine A
 Lawton, Judith M
 Lazar, Edward R
 Lebeau-Walsh, Laurie Jean
 Lee, Bianca Aquilla
 Lee, Monica Jean
 Lee, Sunyoung
 Lee, Wendee Higa
 Lefler, Patricia S
 Lepp, Jodi Lynn
 Lewis, Nicole Beth
 Li, Ling
 Li, Xiaoyan C
 Likens, John D
 Little, David A
 Liu, Melanie Sensen
 Lloyd, Anthony Frazier
 Lo Piccolo, Joseph
 Loew, Valerie M
 Long, Gary William
 Lopez, Robert M
 Lord, Harry Chester
 Louis, Iris Guerra
 Loupe, Leleua L
 Love, Jamie Christopher
 Lowe, Josephine N
 Loy Jr, James R
 Lubman, Marie Dorothy
 Lukenbill, Casey Maureen
 Luther, Mihoko Terada
 Lynch, Charlotte L
 Lynch-Thompson, Candace

SUBJECT: Personnel Transactions

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Credit Hourly Instructors/Substitutes (continued)

NAME

Lyon, Natalia Zorairovna
 Lyons, Arlette Angele
 Lyons, Kelley Lynn
 Magrann, Tracey Marie
 Mahlke, Jennifer Lynn
 Mahood, Karen Suzan
 Mahpar, Steven Kameron
 Manarino, Michele M
 Manookian, Danielle Jean
 Mansfield, William L
 Marella, Danilo C
 Marin, Stephanie E
 Martin JR, George T
 Martin Jr, William
 Martin, Margot
 Martinez, Elizabeth Angela
 Martino, Leanora
 Mason, Clair S
 Mata, Scott A
 Mateo, Sheila Marie
 Mather, Nicholas S
 Mattoon, Mark D
 Mattoon, Michelle Heather
 Mayo, Ana Veronica
 Mc Cabe, Dale C
 Mc Cready, Lynne Ann
 Mc Gowan, Richard
 Mc Kennon, Anna L
 McDermott, Sarah Deanne
 McGeehan, Laura
 McGuthry, Katheryn
 McIntyre Fitzgerald,
 McKeen, Wendy Michelle
 Medina, Moises
 Medrano, Mayda Victoria
 Megowan, John Gregory
 Melo, Filipe A
 Mendenhall, Laurence
 Menon, Kaushiki
 Mercier Jr, Paul G

NAME

Meredith, Donald De Wayne
 Merrill, James D
 Merward III, Charles Joseph
 Mezquita, Jesse A
 Miranda III, Gerardo
 Misanchuk, Rose M L
 Mittler, William W
 Moden, Lisa Marie
 Montero, Sasha
 Moore, Barbara J
 Moorehead I, Antonio J
 Morales Beasley, Stacey A
 Morgan, Doug William
 Mosack, Raymond Allen
 Moss, Juliet Marlene
 Moxley, David Earl
 Muleta, Tilahun Dr
 Mulick, Brian Robert
 Mullane, Douglas M
 Muniz, Edgar
 Murashige, Stanley James
 Murrey, Brittney Elizabeth
 Musaitif, Linda M
 Musallet, Omar A
 Mushik, Martin P
 Myers-Mc Kenzie, Laurel
 Nafzgar, Sara Ann
 Nahabedian, Steven
 Nakamatsu, Stacie Y
 Nandi, Swapna
 Negrete, Charlotte
 Nelson, Donald Francis
 Nelson, Mark Stephen
 Nemeth, Stanley Harvey
 Nepomuceno, Jair Betalero
 Netsawang, Pison
 Neves, Douglas Scott
 Newell, Allan Wayne
 Ngo, Jenny Kathleen
 Nguyen, Cynthia N

NAME

Nguyen, John Van
 Nguyen, Marguerite
 Nguyen, Tracy
 Nichol, Michael L
 Nightwine-Robinson, Diana
 Nikkhoo, Kristine Suzanne
 Njoo, Shuxian Fu
 Nin, Teerlina
 Nolan Marion, Meagan
 Null, Nicholas E
 Obarski, Susan King
 Ogden, Beckett Anne
 Okubo, Emi
 Olague, Jose Luis
 Ong, Hai Tuan
 Ortiz, Janet L
 Osborne, Kyle D
 Osendorf, Daniel Robert
 Page, Rita Delores
 Pai, Ronald
 Paige, Lee Andrew
 Pak, Joseph Y
 Palos, Lelaine Janet
 Palumbo, David M
 Panosian, Alis
 Paolozzi, Bruce J
 Pappas SR, Gus T
 Parish, Justine L
 Park, Byoung Hye
 Park, Jinsun
 Parks, Yumi Catalina
 Paul, Christopher R
 Pawlak, Mark Walter
 Paz, Ross Louie Coria
 Pedroja, Joy
 Penido, John L
 Pepper, Shawn Arthur
 Perea, Chaz
 Perez Gonzalez, Jose
 Pesqueira, David Ian

SUBJECT: Personnel Transactions**DATE:** February 19, 2014**Spring 2014****Credit Hourly Instructors/Substitutes** (continued)

NAME

Petrilla, Ginny L
 Petry, Petra
 Pewthers, Van C
 Phelps, Scott Miller
 Phillips, Julie Christine
 Phillips, Kimberly M
 Piamonte, Rennard Tayao
 Piedra, David Omar
 Pietsch, Erik Shannon
 Pivonka-Jones, Jamie Ann
 Poehner, William John
 Pollock, Dorothy Ann
 Pontello, Andria Marie
 Poulter, Clint H
 Powell, Chara N
 Prehn, Richard Wayne
 Prothero, Donald Ross
 Provencher, Henry William
 Provenzano, Maureen L
 Purper, Kristen Nicole
 Pyle, Lynn Rene
 Quach, Christina Sueran
 Queen, Kathryn Townsend
 Quintana, Velia E
 Quintero, Henry Albert
 Rabun, Timothy J
 Rachele, Sharon Jean
 Rahman, Mustafizur
 Ramal, Randy
 Ramirez Jr., Raymundo
 Ramirez, Ana L
 Ramos Bernal, Natasha
 Ramos, Christopher
 Rasmussen, Keith
 Rawling, Jana Diette
 Regalado, Shelley Marie
 Regueiro Nunez, Lizzette
 Reyes, Angelito R
 Reyes, Lydia A
 Rhee, Joseph Hakjin

NAME

Rice, Janice M
 Rieben, Michael J
 Rietveld, Liza Anne
 Riggs, Alison Mary
 Ripley, Denise Bigelow
 Rivas, Mario E
 Rivas, Michael Rodney
 Rivera, David
 Roberts III, Charles Lewis
 Roberts, Rhonda K
 Robles, Dolores D
 Robles, Donice Kaye
 Rodriguez, Carmen B
 Rohlander, Nathan P
 Rojas, Rubilena
 Romero, Alicia
 Romero, Edward Perez
 Ross, Lisa Ann
 Rubio, Cesar
 Ruh, Lani S
 Runyen, Amy R
 Saito, Saeko N
 Saleh, Marian Baha
 Salvador, So-Young Han
 Sanchez, Cynthia
 Sanchez, Ivan D
 Sanchez, Jesus Antonio
 Sandhu, Sandeep K
 Santillan, Richard Anthony
 Santostefano, Michela
 Saul, Julie Marie
 Schafer, Carl William
 Schenck, Steven L
 Scoggins, Harold Dewey
 Scott, Leticia Guzman
 Serbia, Elizabeth Angelique
 Sergio, Louis Anthony
 Shah, Ekta Parikh
 Shea, Nan Lee
 Shea, Nora Jeannette

NAME

Shear, Michelle J
 Shew, Roger C
 Shiao, Ying Ying Irene
 Shiff, Jason A
 Shoro, Natasha Farheen
 Shum, Mee W
 Simmons, Samuel Henry
 Smith, Elaine A
 Smith, Elizabeth R
 Smith, Gary Michael
 Smith, Gregory Stephen
 Smith, Kevin P
 Smith, Kirk Douglas
 Smith, Larry S
 Sokol, Alexia Joan
 Solorzano, Diana Barajas
 Sorcabal, Charles John
 Spanu, Luisa
 Spitzer, Jessica H
 Spradlin, Sandra
 Srulevitch, David D
 Staley, Garrett H
 Standen, Susan Victoria
 Standon RN, Melanie E
 Staylor, Daniel Sean
 Stefan, John Andrew
 Stephan, Richard Raymond
 Stephenson, Carol L
 Stephenson, Jennifer Ann
 Stepp Bolling, Eric R
 Stevens, Kathleen A
 Stier, Gregory Wade
 Stovall Dennis, Kathryn Ann
 Stowell, Adam T
 Straw, Ellen Katrina
 Stubbs, Thomas Edward
 Stump, Errol Nelson
 Stuntz, Lori A
 Sweet, William Robert
 Sweetman, Susan E

SUBJECT: Personnel Transactions

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Credit Hourly Instructors/Substitutes (continued)

NAME	NAME	NAME
Syiem, Josephine June	Unger, Charles B	Weinkauff, Christine Marie
Syiem, Paul R	Uriarte, Robert Gabriel	Welch, Rosanne M
Takahashi, Shelley Ann	Utter, Robert S	Wessinger, Nancy Louise
Tan, Daisy Carmen	Valenzuela, Mei B	White, Raymond Arthur
Tanner, William T	Vance, Debra S	Whitlow, Lane M
Tapia, Raul	VanderVis, Melinda K	Williams, Stephen A
Tarman, Shana Leveté	Vargas, Albert Thomas	Wills, Laura M
Tassone, Richard F	Vartapetian, Irina	Wong, Rich
Tauchi, Saori	Vega, Maria C	Wood, Abby Ann
Tedja Kusuma, Frans	Vidales, Monique D	Woods, Liesl Villasenor
Terrasi, Shayna Kye-Hee	Villalobos, Jacob Israel	Worsley, Margaret H
Thankamushy, Sreekanth	Vo, Chuong H	Wright, Sheila L
Thomas, Noah S	Voda, Mircea R	Wu, David Qixing
Todd, David James	Vogel, Esther	Wynn, Jeffrey S
Todd, Janet L	Vorndran, Joann M	Yee, Howard Wah
Tolmasov, Brooke C	Vy, Virginia H	Yoshioka, Georgina Alice
Torres, Andrea R	Waggener, William L	Young, Elena Veses
Torres, Marcel C	Walter, Kenneth	Young, Richard Gordon
Torrez-Chavez, Marisa	Walters, Nathaniel Hartley	Zajack, Gregory Francis
Tracey, Michael S	Wang, David	Zamel, Mary Ann
Tram, Vui K	Warren, Kelly Jon	Zawahri, Louis
Trokkos, Mireille Touma	Watanabe, Larry	Zeidel, Scott Wayne
Tsai, Jennifer	Watkins, Priscilla Gayle	Zelaya, Gina B
Tull, Amy Elizabeth	Watters, Caitlin Cassandra	Zumaeta, Haydee A
Ugas-Abreus, Buenaventura	Weatherly, Michael J	

Spring 2014

Non Credit Hourly Instructors/Substitutes

NAME	NAME	NAME
Aghyarian, Meray M	Brink, Janna Kathryn	Cueva, Monica L
Azpeitia, Maria Elena	Caranci, Dayna Lee	Dapello Jr, Alfred
Baker, Nathalie Willemze	Carmelli, Orna	De Franco, Xinhua Li
Barreto, Norma Carvalho	Chai, Janet	Devi, Maya P
Barry, Angela	Cheng, Anny Ho-Ting	Dominguez, Caroline E
Beightol, Donna Marie	Chui, Pamela H	Drewry-Van Ommen, Woltertje
Beizai, Robin F	Conte, Kelly Okura	Evans, Douglas Mc Call
Belblidia, Abdelillah	Cooke IV, David G	Foisia, L.E. Hom
Bhowmick, Nivedita	Cridland, Patricia Lea	Fong, Tom

SUBJECT: Personnel Transactions**DATE:** February 19, 2014**Spring 2014****Non Credit Hourly Instructors/Substitutes** (continued)

NAME	NAME	NAME
Fowler, Mina	Messore, James L	Silva, Sandra Jane
Friedman, Karena	Middleton, Michael Joseph	Smith, Heather J
Gyurindak, Katalin	Miho, Yoshiko Dana	Stringfellow, Susan Joy
Hannon, Laura Ann	Ngo, Michael Smith	Stump, Celeste S
Hayes, Mihaela	Nichol, Michael L	Sunnaa, Andrea J
Henry, Pamela L	Nixon, Lorrie M	Szok, Kenneth Francis
Herbst, Mark A	Oppenstein, Caridad	Tamburro, Melody Lynn
Hunnicut, Leslie Mae	Ortega, Sonia E	Toloui, Mitra
Im, Anne Kwang B	Ortiz, Calixto	Tom, Aaron Patrick
Jacob, Laura Ruth	Osea, Mark Edward	Torres, Marcel C
James, Darrell	Paphatsarang, Bounyou	Trimble, Jill Ann
Kao, Brenda	Ponce, Heather R	Tucker, Raymond Michael
Kim, Grace Unkyong	Poortenga, Debra Sue	Vandepas, Deborah J
Klein, Gabriella Lobasov	Prasad, Gayatri K	Vanegas, Yazmin
Kletzien, Kristi Pederson	Prehn, Marilu A	Velarde, Margaret G
Kolta, Shirley G	Pulido, Alejandra	Walden, Carl Eugene
Laffey, Mary	Purper, Kristen Nicole	Walker, Susan Amy
Ledezma, Erica Yolanda	Rafter, John Michael	Walter, Kenneth
Lundblade, Shirley Mae	Reynolds, Martha Esta	Warner, Benjamin L
Martin, Marilyn Kay	Rohrenbacher, Jennifer J	White, Shelby Lynn
Mc Farlin-Stagg, Zina	Romero, Vienessa Michelle	Williams, Stephen Odeal
Mclaughlin, Marina Deneb	Ryan, Rebecca A	Wong, Marylowell
Melone, Donna Basken	Rzonca, Shelly Kristin	Yanuarua, Christina M
Memcott, Fiona Mary	Sanetrick, Michael Peter	

Additional Assignments

Provider	Area/Department	Service/Agreement	Dates	Amount
Aghyarian, Meray	ESL	ESL Flex Day Activity	2/21/14	\$43.61/hour Not to exceed \$131
Azpeitia, Maria	ESL	ESL Flex Day Activity	2/21/14	\$42.15/hour Not to exceed \$127
Barreto, Norma	ESL	ESL Flex Day Activity	2/21/14	\$42.15/hour Not to exceed \$127
Barry, Angela	ESL	ESL Flex Day Activity	2/21/14	\$43.61/hour Not to exceed \$131
Belblidia, Abdelillah	ESL	ESL Flex Day Activity	2/21/14	\$46.72/hour Not to exceed \$141
Bhowmick, Nivedita	ESL	ESL Flex Day Activity	2/21/14	\$45.14/hour Not to exceed \$136

SUBJECT: Personnel Transactions**DATE:** February 19, 2014**Additional Assignments** (continued)

Provider	Area/Department	Service/Agreement	Dates	Amount
Brink, Janna	ESL	ESL Flex Day Activity	2/21/14	\$45.14/hour Not to exceed \$136
Carmelli, Orna	ESL	ESL Flex Day Activity	2/21/14	\$43.61/hour Not to exceed \$131
Casian, Elizabeth	ESL	ESL Flex Day Activity	2/21/14	\$46.72/hour Not to exceed \$141
Chai, Janet	ESL	ESL Flex Day Activity	2/21/14	\$42.15/hour Not to exceed \$127
Cheng, Anny	ESL	ESL Flex Day Activity	2/21/14	\$46.72/hour Not to exceed \$141
Chui, Pamela	ESL	ESL Flex Day Activity	2/21/14	\$43.61/hour Not to exceed \$131
Cooke, David	ESL	ESL Flex Day Activity	2/21/14	\$43.61/hour Not to exceed \$131
Cueva, Monica	ESL	ESL Flex Day Activity	2/21/14	\$43.61/hour Not to exceed \$131
DeFranco, Xinhua	ESL	ESL Flex Day Activity	2/21/14	\$46.72/hour Not to exceed \$141
Drewry-Van Ommen, Woltertje	ESL	ESL Flex Day Activity	2/21/14	\$46.72/hour Not to exceed \$141
Evans, Douglas	ESL	ESL Flex Day Activity	2/21/14	\$46.72/hour Not to exceed \$141
Fang, Elizabeth Eagleton	ESL	ESL Flex Day Activity	2/21/14	\$43.61/hour Not to exceed \$131
Foisia, L.E.	ESL	ESL Flex Day Activity	2/21/14	\$43.61/hour Not to exceed \$131
Fowler, Mina	ESL	ESL Flex Day Activity	2/21/14	\$46.72/hour Not to exceed \$141
Gyurindak, Katalin	ESL	ESL Flex Day Activity	2/21/14	\$46.72/hour Not to exceed \$141
Hannon, Laura	ESL	ESL Flex Day Activity	2/21/14	\$46.72/hour Not to exceed \$141
Hayes, Miha	ESL	ESL Flex Day Activity	2/21/14	\$45.14/hour Not to exceed \$136
Herbst, Mark	ESL	ESL Flex Day Activity	2/21/14	\$45.14/hour Not to exceed \$136
Im, Anne	ESL	ESL Flex Day Activity	2/21/14	\$45.14/hour Not to exceed \$136
Jacob, Laura	ESL	ESL Flex Day Activity	2/21/14	\$45.14/hour Not to exceed \$136
Kao, Brenda	ESL	ESL Flex Day Activity	2/21/14	\$46.72/hour Not to exceed \$141
Kim, Grace	ESL	ESL Flex Day Activity	2/21/14	\$46.72/hour Not to exceed \$141

SUBJECT: Personnel Transactions**DATE:** February 19, 2014**Additional Assignments** (continued)

Provider	Area/Department	Service/Agreement	Dates	Amount
Kletzien, Kristi	ESL	ESL Flex Day Activity	2/21/14	\$46.72/hour Not to exceed \$141
Kolta, Shirley	ESL	ESL Flex Day Activity	2/21/14	\$46.72/hour Not to exceed \$141
Laffey, Mary	ESL	ESL Flex Day Activity	2/21/14	\$48.35/hour Not to exceed \$146
Lee, Esther	ESL	ESL Flex Day Activity	2/21/14	\$42.15/hour Not to exceed \$127
Lundblade, Shirley	ESL	ESL Flex Day Activity	2/21/14	\$46.72/hour Not to exceed \$141
Martin, Marilyn	ESL	ESL Flex Day Activity	2/21/14	\$45.14/hour Not to exceed \$136
McLaughlin, Marina	ESL	ESL Flex Day Activity	2/21/14	\$42.15/hour Not to exceed \$127
Memcott, Fiona Marie	ESL	ESL Flex Day Activity	2/21/14	\$42.15/hour Not to exceed \$127
Messore, James	ESL	ESL Flex Day Activity	2/21/14	\$43.61/hour Not to exceed \$131
Miho, Yoshiko Dana	ESL	ESL Flex Day Activity	2/21/14	\$48.35/hour Not to exceed \$146
Nixon, Lorrie	ESL	ESL Flex Day Activity	2/21/14	\$45.14/hour Not to exceed \$136
Ortega, Sonia	ESL	ESL Flex Day Activity	2/21/14	\$48.35/hour Not to exceed \$146
Prasad, Gayatri	ESL	ESL Flex Day Activity	2/21/14	\$46.72/hour Not to exceed \$141
Ramalingam, Leah	ESL	ESL Flex Day Activity	2/21/14	\$43.61/hour Not to exceed \$131
Romero, Vienessa	ESL	ESL Flex Day Activity	2/21/14	\$43.61/hour Not to exceed \$131
Sanetrick, Michael	ESL	ESL Flex Day Activity	2/21/14	\$46.72/hour Not to exceed \$141
Shew, Roger	Music	Adjudicator at Instrumental Jazz Festival	5/3/14	\$42.15/hour Not to exceed \$425
Silva, Sandra	ESL	ESL Flex Day Activity	2/21/14	\$45.14/hour Not to exceed \$136
Sunnaa, Andrea	ESL	ESL Flex Day Activity	2/21/14	\$48.35/hour Not to exceed \$146
Szok, Kenneth	ESL	ESL Flex Day Activity	2/21/14	\$48.35/hour Not to exceed \$146
Toloui, Mitra	ESL	ESL Flex Day Activity	2/21/14	\$46.72/hour Not to exceed \$141
Vandepas, Deborah	ESL	ESL Flex Day Activity	2/21/14	\$46.72/hour Not to exceed \$141

SUBJECT: Personnel Transactions**DATE:** February 19, 2014**Additional Assignments** (continued)

Provider	Area/Department	Service/Agreement	Dates	Amount
Vanegas, Yazmin	ESL	ESL Flex Day Activity	2/21/14	\$46.72/hour Not to exceed \$141
Warner, Benjamin	ESL	ESL Flex Day Activity	2/21/14	\$45.14/hour Not to exceed \$136
Yanuarua, Christina	ESL	ESL Flex Day Activity	2/21/14	\$46.72/hour Not to exceed \$141

MANAGEMENT EMPLOYMENT**Renewal of Management Contracts 7/1/14–6/30/16**

Stephen Brown, Director CalWORKs (CalWORKs)
 Monica Cantu, Assistant Director, Fiscal Services (Fiscal Services)
 Christopher Schroeder, Manager, Network/Data Security (Information Technology)
 Marguerite Whitford, Director, Health Services (Health Services)

Renewal of Management Contracts 7/1/14–6/30/15

Lisa Rodriguez, Director, Title V Grant (Instruction)

Resignation

Robert Connor, Construction Project Manager, Facilities Planning and Management, effective 3/31/14

SCE DDEP (Developing Energy-Efficiency Professionals) Program – On-Campus Advisor Stipend

Gary Nellesen, Director, Facility Planning and Management - \$600

TEMPORARY EMPLOYMENT**Substitute Employees**

NAME	TITLE	RATIONALE	DEPARTMENT	PAY RATE	HIRE DATE
Bibawi, George	Learning Lab Assistant I	Vacancy	Learning Assistance Ctr.	18.68	02/24/14-03/19/14
Billier, Valerie	Secretary	Absence	Technical Services	22.57	01/02/14-01/03/14
Garcia, Jacqueline	Clerical Specialist	Absence	Facilities, Plnng. & Mgmt.	20.03	01/06/14-02/13/14
Guzzman, Chole	Learning Lab Assistant I	Vacancy	Learning Assistance Center	18.68	02/24/14-03/19/14
Miranda, Raul	Tech. Perf. Arts Ops.	Absence	Technical Services	29.52	02/20/14-06/30/14
Olivarez, Toni	Learning Lab Assistant I	Vacancy	Learning Assistance Ctr.	18.68	02/24/14-03/19/14
Vasquez, Suzanne	Secretary	Absence	Administrative Services	22.57	02/06/14-06/30/14

SUBJECT: Personnel Transactions**DATE:** February 19, 2014**TEMPORARY EMPLOYMENT****Substitute Employees** (continued)

NAME	TITLE	RATIONALE	DEPARTMENT	PAY RATE	HIRE DATE
Wilson, Trenton	Lab. Tech. Phys. Sci. & Eng.	Absence	Natural Sciences	22.12	01/30/14-03/28/14

Hourly Non-Academic Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Betkey, Carly	Study Skills Assistant II	Adult Basic Education	11.32	02/24/14-06/30/14
Calderon, Phillip	Study Skills Assistant III	The Writing Center	12.48	02/24/14-06/30/14
Chambers, Benjamin	Model	Fine Arts	21.00	01/09/14-06/30/14
Coronado, Leila	Learning Assistant	Tutorial Services	13.00	01/06/14-02/13/14
Liu, Kelvin	Study Skills Assistant III	Adult Basic Education	12.48	02/24/14-06/30/14
Martin, David	Model	Fine Arts	21.00	01/09/14-06/30/14
Montenegro Corral, Cesar	Outreach Specialist	High School Outreach	12.50	02/20/14-06/30/14
Suh, Claire	Study Skills Assistant I	Tutorial Services	10.27	02/27/14-06/30/14
Varona, Elise	Study Skills Assistant I	The Writing Center	10.27	02/24/14-06/30/14
Yi, Alexander	Model	Fine Arts	21.00	02/20/14-06/30/14
Youngern, Christa	Study Skills Assistant I	The Writing Center	10.27	02/24/14-06/30/14

Professional Expert Employees – New Assignments

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Pimentel, Vanessa	Real Time Captioner III	DSP&S	27.00	02/24/14-06/30/14
Quintana, Sergio	Interpreter I	DSP&S	18.00	02/23/14-06/30/14
Rhoads, Jason	Interpreter III	DSP&S	30.00	02/24/14-06/30/14

Professional Expert Employees – Extended Assignments

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Belling, Michelle	Teaching Aide	Adult Basic Education	13.27	01/06/14-02/13/14
Barrios, Chesca	Teaching Aide	Adult Basic Education	13.27	01/08/14-06/30/14
Bjorck, Sharon-Rose	Not-For-Credit Instructor II	Arise	45.00	01/06/14-02/21/14
Cox, Douglas	EMS Licensing Examiner III	Medical Services	25.00	01/13/14-06/30/14
Cox, Douglas	Paramedic Specialist	Medical Services	15.60	01/13/14-06/30/14
Dorman, Gregory	Paramedic Specialist	Medical Services	15.60	12/13/13-06/30/14
Estrada, Victor	Technical Expert I	Kinesiology, Ath. & Dance	35.00	01/16/14-06/30/14
Habayeb, Olga	Non-for-Credit Instructor II	Arise	45.00	01/06/14-02/21/14
Haston, Andrea	Athletic Injury Specialist I	Kinesiology, Ath. & Dance	22.00	12/21/13-06/30/14
Hawkins, Jimmy Ray	Interpreter V	DSP&S	45.00	02/21/14-06/30/14
Henderson, William	Athletic Injury Specialist I	Kinesiology, Ath. & Dance	22.00	01/28/14-06/30/14
Jimenez, Raul	Event Supervisor II	Technical Services	13.75	12/03/13-06/30/14
Kreglow, Andrew	EMS Licensing Examiner III	Medical Services	25.00	02/06/14-06/30/14
Kreglow, Andrew	Paramedic Specialist	Medical Services	15.60	02/06/14-06/30/14
Lopez, Jasmin	ECD Master Teacher I	Child Development Ctr.	13.27	12/11/13-06/30-14
Maxwell, Ian	Lecturer-Fire Technology	Kinesiology, Ath. & Dance	37.26	01/20/14-06/30/14

SUBJECT: Personnel Transactions**DATE:** February 19, 2014**Professional Expert Employees – Extended Assignments** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Paredes, Terry	Proctor, EMT	Medical Services	12.48	01/10/14-06/30/14
Pula, Edmund	Technical Expert I	Kinesiology, Ath. & Dance	35.00	01/13/14-06/15/14
Schons, Timothy	EMS Licensing Examiner III	Medical Services	25.00	01/18/14-06/30/14
Schons, Timothy	Paramedic Specialist	Medical Services	15.60	01/18/14-06/30/14
Tawney, James	EMS Licensing Examiner III	Medical Services	25.00	01/07/14-06/30/14
Torres, Marcel	Game Day Personnel	Kinesiology, Ath. & Dance	10.00	01/06/14-06/30/14
Torres, Marcel	Program Supervisor II	Technical Services	16.64	02/01/14-06/30/14

Student Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Alvarado, Samatha	Student Assistant II	Technical Services	8.75	02/24/14-06/30/14
Anderson, Jessica	Student Assistant I	Kinesiology, Ath. & Dance	8.00	01/16/14-02/23/14
Anderson, Jessica	Student Assistant I	Kinesiology, Ath. & Dance	8.00	02/24/14-06/15/14
Avila, Daniel	Student Assistant I	Kinesiology, Ath. & Dance	8.00	12/01/13-02/23/14
Barranco, Jacqueline	Student Assistant III	Biological Sciences	10.00	09/01/13-12/13/13
Biddle, Charles	Student Assistant II	Admissions and Records	8.75	12/10/13-02/23/14
Brambilia, Alexander	Student Assistant III	EOPS	10.00	01/06/14-02/21/14
Broman, Vina	Student Assistant I	Kinesiology, Ath. & Dance	8.00	01/23/14-02/23/14
Broman, Vina	Student Assistant I	Kinesiology, Ath. & Dance	8.00	02/24/14-06/15/14
Burch, Donna	Student Assistant III	Kinesiology, Ath. & Dance	10.00	01/06/14-02/23/14
Carrillo, Elsa	Student Assistant IV	Adult Basic Education	11.25	01/06/14-02/21/14
Chang, Jamie	Student Assistant II	Technical Services	8.75	02/24/14-06/30/14
Chavarin, Stephanie	Student Assistant III	Tutorial Services	10.00	01/06/14-02/13/14
Covarrubias, Christian	Student Assistant I	Technical Services	8.00	02/24/14-06/30/14
Craig, Kathleen	Student Assistant I	Agriculture	8.00	01/02/14-02/23/14
Cruz-Nguyen, Jennifer	Student Assistant IV	Adult Basic Education	11.25	01/06/14-02/21/14
Dashiell, Donnell	Student Assistant III	EOPS	10.00	01/06/14-02/21/14
Doyle, Sean	Student Assistant IV	The Writing Center	11.25	01/06/14-02/16/14
Duenas, David	Student Assistant IV	The Writing Center	11.25	01/06/14-02/16/14
Estrada, Jazmin	Student Assistant III	Career Transfer & Svcs.	10.00	01/09/14-02/23/14
Fernandez, Erichel	Student Assistant I	ESL	8.00	01/13/14-02/23/14
Flores, Luis	Student Assistant III	Tutorial Services	10.00	01/06/14-02/13/14
Garcia, Erik	Student Assistant II	Public Safety	8.75	01/06/14-02/13/14
Goff, Michael	Student Assistant V	Adult Basic Education	12.50	01/06/14-02/21/14
Gonzalez, Andre	Student Assistant I	Kinesiology, Ath. & Dance	8.00	01/16/14-02/23/14
Graves, Michael	Student Assistant I	Kinesiology, Ath. & Dance	8.00	01/16/14-02/23/14
Griffin, Sean	Student Assistant I	Kinesiology, Ath. & Dance	8.00	01/15/14-02/23/14
Gutierrez, Andrea	Student Assistant V	The Writing Center	12.50	02/24/14-06/30/14
Hernandez, Sarah	Student Assistant III	Tutorial Services	10.00	01/06/14-02/13/14
Hickman, Travon	Student Assistant I	Kinesiology, Ath. & Dance	8.00	09/16/13-02/23/14
Jernigan, Takisha	Student Assistant II	Admissions and Records	8.75	12/09/13-02/23/14
Jordan, Pamela	Student Assistant IV	Horticulture	11.25	01/02/14-02/23/14

SUBJECT: Personnel Transactions**DATE:** February 19, 2014**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Ketagodage, Don	Student Assistant III	Adult Basic Education	10.00	01/06/14-02/21/14
Le, Yen	Student Assistant II	Technical Services	8.75	02/24/14-06/30/14
Liang, Kevin	Student Assistant II	Counseling	8.75	01/02/14-02/23/14
Lin, Ruby	Student Assistant III	Fashion	10.00	01/06/14-02/23/14
Loaiza, Shawn	Student Assistant IV	Adult Basic Education	11.25	01/06/14-02/21/14
Lopez, Marisa	Student Assistant IV	Fiscal Services	11.25	02/24/14-06/13/14
Lopez, Vanessa	Student Assistant I	DSP&S	8.00	01/22/14-02/21/14
Lugo, Brianna	Student Assistant II	Technical Services	8.75	02/24/14-06/30/14
Maldonado, Ernesto	Student Assistant III	Adult Basic Education	10.00	01/06/14-02/21/14
Marquez, Christopher	Student Assistant III	Public Safety	10.00	01/06/14-02/13/14
Martinez, Jeannett	Student Assistant III	Fashion	10.00	02/04/14-02/23/14
Martinez, Lindsay	Student Assistant I	Kinesiology, Ath. & Dance	8.00	02/24/14-06/15/14
Mauricio, Leonel	Student Assistant III	Biological Sciences	10.00	09/01/13-12/13/13
Moore, Kameron	Student Assistant IV	Adult Basic Education	11.25	01/06/14-02/21/14
Murillo Roa, Nancy	Student Assistant III	Bridge	10.00	01/06/14-02/21/14
Nava, Aracely	Student Assistant I	Kinesiology, Ath. & Dance	8.00	01/17/14-02/23/14
Noboa, Christian	Student Assistant V	Medical Services	12.50	01/15/14-02/23/14
Noboa, Christian	Student Assistant V	Medical Services	12.50	02/24/14-06/30/14
Oo, Aung	Student Assistant II	Information Technology	8.75	01/06/14-02/23/14
Parry, Edward	Student Assistant III	Public Safety	10.00	01/06/14-02/13/14
Peng, Peter	Student Assistant V	Medical Services	12.50	01/16/14-02/23/14
Peng, Peter	Student Assistant V	Medical Services	12.50	02/24/14-06/30/14
Phan, Nhung	Student Assistant V	Adult Basic Education	12.50	01/06/14-02/21/14
Pike, Nathan	Student Assistant I	DSP&S	8.00	12/09/13-12/13/13
Ralph, Jeffrey Jr.	Student Assistant II	Public Safety	8.75	01/06/14-02/13/14
Ramirez, Adrian	Student Assistant I	Kinesiology, Ath. & Dance	8.00	01/16/14-02/23/14
Ramirez, Jessica	Student Assistant III	Career Transfer & Svcs.	10.00	01/09/14-02/23/14
Rendon, Bonnie	Student Assistant I	DSP&S	8.00	12/09/13-12/13/13
Rodriguez, Anarosa	Student Assistant II	Public Safety	8.75	01/06/14-02/13/14
Rodriguez, Marianela	Student Assistant II	DSP&S	8.75	01/02/14-02/21/14
Rodriguez, Yazmine	Student Assistant II	Public Safety	8.75	01/06/14-02/13/14
Roeske, Alison	Student Assistant V	The Writing Center	12.50	02/24/14-06/30/14
Salazar, Jacqueline	Student Assistant I	DSP&S	8.00	12/09/13-12/13/13
Santos, Eric Sr.	Student Assistant II	Public Safety	8.75	01/06/14-02/13/14
Santos, Ruzanne	Student Assistant I	DSP&S	8.00	12/09/13-12/13/13
Silva, Adrienne	Student Assistant V	The Writing Center	12.50	01/06/14-02/16/14
Silva, Adrienne	Student Assistant V	The Writing Center	12.50	02/24/14-06/30/14
Soken, Kristina	Student Assistant III	Career Transfer & Svcs.	10.00	01/06/14-02/23/14
Terriguez, Alice	Student Assistant III	Adult Basic Education	10.00	01/06/14-02/21/14
Torres, Eric	Student Assistant V	Adult Basic Education	12.50	01/06/14-02/21/14
Torres, Mark	Student Assistant III	Adult Basic Education	10.00	01/06/14-02/21/14
Trujillo Negrete, Adriana	Student Assistant III	Career Transfer & Svcs.	10.00	01/12/14-02/23/14
Truong, Phu	Student Assistant II	Information Technology	8.75	01/06/14-02/23/14
Vargas, Francisco	Student Assistant III	EOPS	10.00	01/06/14-02/21/14
Weber, Jessica	Student Assistant IV	Agriculture	11.25	01/02/14-02/23/14

SUBJECT: Personnel Transactions

DATE: February 19, 2014

Student Employees (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Woolvett, Mackenzie	Student Assistant I	Agriculture	8.00	12/15/13-02/23/14
Xiong, Edmond	Student Assistant III	Adult Basic Education	10.00	01/06/14-02/21/14

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 19, 2014</u>	CONSENT
SUBJECT:	<u>Recommendation to Employ Faculty Under Second Contract - 2014-15</u>	

BACKGROUND

Pursuant to the provisions of Education Code Section 87608, the governing board shall make a determination concerning the employment of first-year contract faculty employees for a second academic year.

ANALYSIS AND FISCAL IMPACT

The faculty members listed below are probationary employees working under their first contract with the College and have been evaluated in accordance with the evaluation policies and procedures established by the Board of Trustees and the Faculty Association. The evaluation process involves an evaluation team for each professor composed of at least two tenured faculty and one administrator. The evaluation team completed a summary evaluation report of the probationary professor's performance. The report was based on information gathered from classroom visitations, student evaluations, input from faculty peers, a review of a portfolio of materials used by the professor, and other sources deemed relevant by the evaluation team. The evaluation team recommended that the probationary professor be employed for a second academic year. The recommendation, along with all supporting documentation, has been reviewed by the Vice President, Instruction or the Vice President, Student Services and the College President.

RECOMMENDATION

It is recommended that the Board of Trustees enters into a contract for a second academic year with the following employees:

<u>Name</u>	<u>Department</u>
Burdett, John	Music (Band Director)
Crichlow, Brian	Kinesiology (Women's Basketball)
Gilbert, Cheryl	Psychiatric Technician
Guo, Hong	Library Science
Perez, Jason	Photography
Willis, Roger	Communication

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #21

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

DATE: February 19, 2014

CONSENT

SUBJECT: Recommendation to Employ Faculty Under Third Contract - 2014-16

BACKGROUND

Pursuant to the provisions of Education Code Section 87608, the governing board shall make a determination concerning the employment of second-year contract faculty employees for third and fourth academic years.

ANALYSIS AND FISCAL IMPACT

The faculty members listed below are probationary employees working under their second contract with the College and have been evaluated in accordance with the evaluation policies and procedures established by the Board of Trustees and the Faculty Association. The evaluation process involves an evaluation team for each professor composed of at least two tenured faculty and one administrator. The evaluation team completed a summary evaluation report of the probationary professor's performance. The report was based on information gathered from classroom visitations, student evaluations, input from faculty peers, a review of a portfolio of materials used by the professor, and other sources deemed relevant by the evaluation team. The evaluation team recommended that the probationary professor be employed for third and fourth academic years. The recommendation, along with all supporting documentation, has been reviewed by the Vice President, Instruction or the Vice President, Student Services and the College President.

RECOMMENDATION

It is recommended that the Board of Trustees enters into a contract for third and fourth academic years with the following employees:

<u>Name</u>	<u>Department</u>
Briggs, Christopher	Biological Sciences
Clements, Todd	Chemistry
Hart, Jeremy	Counseling
Hirsch, Jamie	Fire Technology
James, Stephen	Industrial Design
Jobbitt, Rafaela	History and Art History
Macias, Melissa	Fine Arts

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #22

SUBJECT: Recommendation to Employ Faculty Under Third Contract - 2014-16

DATE: February 19, 2014

<u>Name</u>	<u>Department</u>
Maloney, Clarke	Kinesiology (Men's Basketball)
Nazzal, Jane	Learning Assistance
Ott, Serena	Foreign Languages
Reyes, Eloise	DSP&S
Roche, William	Computer Information Systems
Rowley, Dianne	Learning Assistance
Thay, Cecilia	Child Development

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

DATE: February 19, 2014

CONSENT

SUBJECT: Recommendation to Grant Tenure - 2014-15

BACKGROUND

Pursuant to the provisions of Education Code Section 87608, the governing board shall make a determination concerning the employment of probationary employees as tenured employees.

ANALYSIS AND FISCAL IMPACT

The faculty members listed below are probationary employees working under their third contract with the College and have been evaluated in accordance with the evaluation policies and procedures established by the Board of Trustees and the Faculty Association. The evaluation process involves an evaluation team for each professor composed of at least two tenured faculty and one administrator. The evaluation team completed a summary evaluation report of the probationary professor's performance. The report was based on information gathered from classroom visitations, student evaluations, input from faculty peers, a review of a portfolio of materials used by the professor, and other sources deemed relevant by the evaluation team. The evaluation team recommended that the probationary professor be granted tenure. The recommendation, along with all supporting documentation, has been reviewed by the Vice President, Instruction or the Vice President, Student Services and the College President.

RECOMMENDATION

It is recommended that the Board of Trustees grants tenure to the following employees:

<u>Name</u>	<u>Department</u>
Burgos, Matthew	Theater
Denny, Joseph	Electronics
Lackey, Hilary	Earth Sciences & Astronomy
Nguyen, Bao-Chi	Mathematics, Computer Science
Shackelford, Stephen	Aeronautics, Transportation
Uiagalelei, Iona	Kinesiology, Athletics, & Dance (Football)
Yost, David	Aircraft Maintenance & Manufacturing Tech.

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #23

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

DATE: February 19, 2014

CONSENT

SUBJECT: Journalism Students to Attend College Media Advisers Spring National
Convention in New York, NY

BACKGROUND

The English, Literature, and Journalism Department is requesting approval for 16 journalism students and faculty member Toni Albertson to attend the College Media Advisers Spring National Convention in New York, NY, March 13-16, 2014. Travel dates are March 12 and 16, 2014.

ANALYSIS AND FISCAL IMPACT

The estimated cost of the trip is \$11,745.

Funding Sources

Mountaineer advertising proceeds (\$9,985).
Student contributions (\$1,760).

RECOMMENDATION

It is recommended that the Board of Trustees approves the attendance of 16 journalism students and one faculty member at the College Media Advisers Spring National Convention, as presented.

Prepared by: James Jenkins

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #24

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

DATE: February 19, 2014

CONSENT

SUBJECT: Aeronautics Students and Faculty to Attend the Women in Aviation,
International Conference in Orlando, FL

BACKGROUND

The Aeronautics Department is requesting authorization for five aeronautics students and faculty member Judith Fleming to attend the Women in Aviation, International Conference in Orlando, FL, March 6-9, 2014. Travel dates are March 5 and 10, 2014.

Women in Aviation, International is a nonprofit organization dedicated to providing networking, education, mentoring, and scholarship opportunities for women and men who are striving for challenging and fulfilling careers in the aviation and aerospace industries.

ANALYSIS AND FISCAL IMPACT

The estimated cost of the trip is \$5,424.

Funding Sources

Perkins IV Grant funding (\$1,424).
Aeronautics Income-Generated Account (\$4,000).

RECOMMENDATION

It is recommended that the Board of Trustees approves the attendance of five students and one faculty member to attend the Women in Aviation, International Conference, as presented.

Prepared by: Sarah Daum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #25

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>February 19, 2014</u>	CONSENT
SUBJECT: <u>Forensics Students and Faculty to Attend the Phi Rho Pi National Championship Tournament in Denver, CO</u>	

BACKGROUND

The Communication Department is requesting approval for 14 forensics students and faculty members Jeff Archibald, Daniel Cantrell, John Vitullo, and Roger Willis to attend the Phi Rho Pi National Championship tournament and team preparation retreat in Denver, CO, April 3-12, 2014. Travel dates are April 2 and 13, 2014.

ANALYSIS AND FISCAL IMPACT

The estimated cost of the trip is \$29,890.

Funding Sources

Unrestricted General Fund (\$7,000),
Stars of Excellence (\$22,890),

RECOMMENDATION

It is recommended that the Board of Trustees approves the attendance of 14 forensics students and four faculty members to attend the Phi Rho Pi National Championship tournament, as presented.

Prepared by: James Jenkins Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #26

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

DATE: February 19, 2014

CONSENT

SUBJECT: Phi Theta Kappa Students and Advisor to Attend the Phi Theta Kappa
International Convention in Orlando, FL

BACKGROUND

The Honors Program is requesting authorization for two students and faculty member Carol Impara to attend the Phi Theta Kappa International Convention in Orlando, FL, April 24-26, 2014. Travel dates are April 23 and 27, 2014.

ANALYSIS AND FISCAL IMPACT

The estimated cost of the trip is \$5,500.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the attendance of two students and one faculty member to attend the Phi Theta Kappa International Convention, as presented.

Prepared by: Carolyn Kuykendall

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #27

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 19, 2014</u>	CONSENT
SUBJECT:	<u>Students and Faculty to Attend Health Occupations Students of America Statewide Conference</u>	

BACKGROUND

The Health Occupations Students of America (HOSA) Leadership Conference allows students to compete in two of 49 health-related competitive events with other students. At this conference, students and faculty attend health-related workshops and meet with health care industry representatives. Authorization is sought for 14 students and faculty members Mary-Ellen Reyes and Jill McGraw to attend the conference in Anaheim, CA, March 29-April 1, 2014.

ANALYSIS AND FISCAL IMPACT

The estimated cost is \$8,884.72.

Funding Sources

Perkins IV Funds (\$1,109.84)
Stars of Excellence Funds (\$7,774.88)

RECOMMENDATION

It is recommended that the Board of Trustees approves the attendance of 14 students and two faculty members in the HOSA statewide conference, as presented.

Prepared by: _____	Sarah Daum	Reviewed by: _____	Irene M. Malmgren
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #28

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

DATE: February 19, 2014

CONSENT

SUBJECT: Aeronautics Students and Faculty Participation in Practice Weekend in
Preparation for Regional Competition in Prescott, AZ

BACKGROUND

The Mt. San Antonio College Flying Team requests authorization for six students and faculty members Linda Rogus and Robert Rogus to participate in a practice event in preparation for the Regional Safety and Flight Evaluation Conference (SAFECON), in Prescott, AZ, January 17-19, 2014.

The dates and location changed three times with final confirmation received during the last week of school in December. Plans were made over the holiday break to attend, and the first available board deadline was for the February Board meeting.

ANALYSIS AND FISCAL IMPACT

The estimated cost of the event and travel expenses is \$4,950.

Funding Sources

Associated Students funding (\$1,500).
Aeronautics Income-Generated Account (\$3,450).

RECOMMENDATION

It is recommended that the Board of Trustees ratifies attendance of six students and two faculty members at a practice weekend in preparation for participation in the Pacific Coast Intercollegiate Flying Association SAFECON 2014, as presented.

Prepared by: Sarah Daum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #29

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 19, 2014</u>	CONSENT
SUBJECT:	<u>Aeronautics Students and Faculty to Participate in the Pacific Coast Intercollegiate Flying Association SAFECON 2014 in Prescott, AZ</u>	

BACKGROUND

The Mt. San Antonio College Flying Team requests authorization for six students and faculty members Linda Rogus, Robert Rogus, and David Todd to participate in the Pacific Coast Intercollegiate Flying Association Regional Safety and Flight Evaluation Conference (SAFECON), hosted by Embry-Riddle Aeronautical University, in Prescott, AZ, February 2-9, 2014. David Todd is attending the competition as the Chief Judge of the competition.

The dates and location changed three times with final confirmation being received during the last week of school in December. The first available Board deadline was for the February Board meeting.

ANALYSIS AND FISCAL IMPACT

The estimated cost of the competition and travel expenses is \$17,080.

Funding Source

- Unrestricted General Fund (\$12,180).
- Associated Students (\$1,500).
- Income-Generated Fund (\$1,700).
- Student contributions (\$1,200).
- Fund-raising (\$500).

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the participation of the Flying Team and faculty in the Pacific Coast Intercollegiate Flying Association SAFECON 2014, as presented.

Prepared by: _____	Sarah Daum	Reviewed by: _____	Irene M. Malmgren
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #30

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

DATE: February 19, 2014

CONSENT

SUBJECT: Developmental Education Spring Conference

BACKGROUND

The Mt. San Antonio College Developmental Education Study Team has hosted a Developmental Education Spring Conference for the past several years to help educate instructors about theories of learning and teaching techniques. Approval is sought to continue this tradition with “Parachutes and Ladders XIII – Teach Less, Learn More: Tools for Learning, Sharing, and Growth,” planned for April 18, 2014, on campus.

The keynote speaker, Dr. Yeap Ban Har, presently holds two concurrent positions as the Director of Curriculum and Professional Development at Pathlight School, an autism-oriented K-10 school in Singapore, and as the Principal of Marshall Cavendish Institute, a global teacher professional development institute. He has taught at the National Institute of Education, Nanyang Technological University in Singapore for more than ten years. Dr. Ban Har has experience training students, mathematics teachers, parents, business leaders, administrators, school board members, and university representatives and has provided graduate courses in mathematical problem-solving, lesson study, geometrical thinking, and early childhood mathematics. He has served on the editorial board of two mathematics education journals—*Mathematical Thinking and Learning* and *The Mathematics Educator*. Dr. Ban Har is also the co-author of *Every Child Can Do Math* and has written several math textbook series including ones for the State of California. It is anticipated that Mt. San Antonio College employees and off-campus participants will be able to attend the conference for a small fee to cover the costs of registration, food, conference materials, and parking. Dr. Ban Har will receive compensation for his services as well as travel expenses.

ANALYSIS AND FISCAL IMPACT

This event will be open to all Mt. SAC employees and off-campus participants. The estimated cost (based on 150 participants) is \$7,500.

Speaker fee and travel:	\$5,000
Promotional items:	\$ 500
Food:	\$2,000

Prepared by: James Jenkins

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #31

SUBJECT: Developmental Education Spring Conference

DATE: February 19, 2014

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Developmental Education Spring Conference, as presented.

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

DATE: February 19, 2014

CONSENT

SUBJECT: Kaiser Permanente Baldwin Park Medical Center: Acceptance of Funds

BACKGROUND

The Mt. San Antonio College Foundation received an award notification from Kaiser Foundation Hospitals, Kaiser Permanente Baldwin Park Medical Center. The purpose of the restricted funds is to compensate a Student Success Coach in the Technology & Health Division. This individual will work directly with students to help them identify a pathway to success through their academic program. The position recognizes that Health Professions students face unique challenges and assists students in identifying strategies that will help them successfully complete their programs and enter the health care field as knowledgeable, talented, and dedicated professionals who reflect the communities they serve.

ANALYSIS AND FISCAL IMPACT

The period of performance is January 13, 2014, through June 30, 2014, and funding is \$20,000.

The funding agency has approved the expenditure of funds to support salary and employer-paid benefits for increasing this existing part-time position and will cover this cost up to \$20,000. Activities will be carried out with restricted funds. The project will not impact the College budget.

Funding Source

Restricted General Fund, Kaiser Foundation Hospitals, Kaiser Permanente Baldwin Park Medical Center.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the restricted funds, as defined above.

Prepared by: Sarah Daum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #32

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

DATE: February 19, 2014

CONSENT

SUBJECT: Affiliation Agreement with Saddleback Memorial Medical Center

BACKGROUND

Students enrolled in the Histotechnology Program require use of clinical facilities for training. Saddleback Memorial Medical Center, located in Laguna Hills, CA, will provide our students with the necessary training opportunities.

ANALYSIS AND FISCAL IMPACT

The new affiliation agreement between Mt. SAC and Saddleback Memorial Medical Center is the standard Mt. SAC agreement. No changes or amendments have been made.

The agreement shall be effective February 24, 2014.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the affiliation agreement with Saddleback Memorial Medical Center, as presented.

Prepared by: Matthew Judd

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #33

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

DATE: February 19, 2014

CONSENT

SUBJECT: Amendment to Ambulance Service for 2014 Mt. SAC Relays

BACKGROUND

As mandated by the California Community College Athletics Association, Mt. San Antonio College is required to have an ambulance present at sports events. In August 2013, a Board Agenda item was approved to allow Mt. SAC Athletic Special Events to contract with West Coast Emergency Medical Services for ambulance services. The cost of services approved was \$5,000. Cole-Schaefer Ambulance Services is able to provide the same level of service at a reduced cost of \$4,000.

ANALYSIS AND FISCAL IMPACT

The term of the contract is April 1-30, 2014, and the anticipated cost is \$4,000.

Funding Source

Mt. SAC Relays Budget.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Cole-Schaefer Ambulance Service, as presented.

Prepared by: Joseph E. Jennum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #34

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>February 19, 2014</u>	CONSENT
SUBJECT: <u>In-N-Out Burger Contract Amendment for Championship Celebration</u>	

BACKGROUND

In October 2013, the Board approved an agreement between the Kinesiology, Athletics & Dance Division and In-N-Out Burger to provide catering for an Athletics Celebration event held on January 24, 2014. Due to an increase in the number of participants, the cost of the services increased from \$1,400.00 to \$1,691.03.

ANALYSIS AND FISCAL IMPACT

The original contract contained an "Addendum A" that was signed and contained the costs associated in case of an increase.

Funding Sources

Athletics Championship Events Budget (\$500)
Cross Country Invitational Budget (\$1,191.03)

RECOMMENDATION

It is recommended that the Board of Trustees approves the amendment to this agreement with In-N-Out Burger, as presented.

Prepared by: Joseph E. Jennum Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #35

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

DATE: February 19, 2014

CONSENT

SUBJECT: Sabbatical Leave Applications for Academic Year 2014-15

BACKGROUND

The Board of Trustees may grant sabbatical leaves for purposes of a project, study, travel, or a combination thereof. Applications for sabbatical leaves are reviewed by the Salary and Leaves Committee for recommendation to the President and the Board of Trustees. The Committee is composed of three professors and three managers. The Vice President of Instruction serves as Chairperson.

ANALYSIS AND FISCAL IMPACT

The Salary and Leaves Committee is recommending two applications for sabbatical leave, one to be taken for a full academic year and one to be taken for one semester.

The current contractual agreement provides that the number of unit members who may be authorized for sabbatical leave at any one time shall not be more than 3% of the total number of full-time-equivalent unit members. The maximum sabbatical leave allotment for the 2014-15 academic year is 24 semesters. The proposals recommended total three semesters. These leaves are compensated at 80% of the faculty member's regular salary.

Teaching loads for these two applicants for sabbatical leaves will be taught by adjunct faculty at a cost of approximately \$56,894.

The proposals presented to the Board are described below:

Joshua Knapp (full year), Psychology – Study. Professor Knapp plans to further his education in two pedagogical areas of higher education; in online teaching and learning and in the theory and use of instructional technologies. This will include taking classes in online course design, development, and implementation and obtaining an online teaching and learning instructional certificate from California State University East Bay. To increase his understanding and skilled implementation of instructional technologies in his courses, he will take classes at San Francisco State University.

Liesel Reinhart (one semester), Communication – Project and Study. Professor Reinhart will complete coursework for the doctoral program in educational leadership from the University of La Verne while also conducting a national research project and work as a visiting scholar in partnership with the *It Gets Better Project*. The research and teaching component aims to help rural communities improve the climate for local lesbian, gay, bisexual, and transgender youth, with a focus on reducing bullying and associated suicides.

Prepared by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #36

SUBJECT: Sabbatical Leave Applications for Academic Year 2014-15

DATE: February 19, 2014

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves sabbatical leaves for Joshua Knapp and Liesel Reinhart for Academic Year 2014-15, as presented.

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

DATE: February 19, 2014

CONSENT

SUBJECT: Modified Courses Effective with the 2014-15 Academic Year

BACKGROUND

The following courses have been modified to meet Title 5 requirements and to provide additional general education or program options, meet industry requirements, and to respond to advisory committee recommendations:

<u>Modified Course</u>	<u>Course Title</u>
AERO 102	Aviation Weather
AERO 200	Aviation Safety and Human Factors
AGAN 1	Animal Science
AGLI 20	Horse Behavior and Training
AGOR 1	Horticultural Science
AGPE 73	Tropical and Coldwater Fish Management
ARTD 43A	Introduction to Printmaking
ARTG 21A	Introduction to Exhibition Production
ARTG 21B	Intermediate Exhibition Production
FASH 17	Textiles
MATH 51A	Elementary Algebra - First Half
MATH 51B	Elementary Algebra - Second Half
THTR 19	Theatrical Costuming

ANALYSIS AND FISCAL IMPACT

Modified courses 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.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the above curriculum additions and changes, effective with the 2014-15 academic year, as presented.

Prepared by: Terri S. Long

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #37

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

DATE: February 19, 2014

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 - Program Changes

Course Title/Program	From	To
Cardio Dance	Hurter, Michelle	Dominica, Shell

2. Contract Renewals

Contract	Amount
Employment Training Provider List (ETPL): Contract with subcontractor, South Bay Workforce Investment Board, Inc. Purpose: Continue assisting eligible Workforce Investment Act I (WIA) participants Effective March 1, 2014, through March 1, 2016	No cost to the District. Possible revenue generated by WIA I funds

3. Contract Extension

Agency	Fiscal
MOU Extension: Los Angeles Urban League, Pomona Business Center Purpose: Continue to assist eligible Workforce Investment Act I (WIA) participants Effective March 1, 2014, through March 1, 2016	No cost to the District. Possible revenue generated by WIA I funds

4. Curriculum

The following noncredit courses were modified to meet Title 5 requirements and to provide additional program options, meet industry standards, and to respond to advisory committee recommendations. They were approved through the curriculum approval process for the Academic Year 2012-13, effective Summer 2013, and were inadvertently omitted from the list of modified courses submitted on January 9, 2014.

COURSE ID	Course Title
VOC CSB31	Microsoft Word
VOC BO05	Business English

Prepared by: Donna Burns Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins Agenda Item: Consent #38

SUBJECT: Continuing Education Additions and Changes

DATE: February 19, 2014

The noncredit courses listed below have been modified to meet Title 5 requirements and to provide additional program options, meet industry standards, and to respond to advisory committee recommendations. They were approved through the curriculum approval process on July 1, 2013, effective Summer 2014.

COURSE ID	Course Title
BS ABE06	Basic Skills Foundation
BSHS ART1	HS Art 1
BSHS ART2	HS Art 2
BSHS BIO	HS Biology
BSHS CHEM	HS Chemistry
BSHS CIV	HS Civics/American Government
BSHS EASC	HS Earth Science
BSHS HLTH	HS Health
BSHS MUSC	HS Music
BSHS PHSC	HS Physical Science
BSHS PLNG	HS Planning and Guidance
CITZ NAT	Citizenship for Naturalization
ESL LANG2	ESL Computer and Language Skills Lab
ESL LANG3	English for Special Uses
ESL LVL 1	ESL Level 1
ESL LVL 2	ESL Level 2
ESL LVL 3	ESL Level 3
ESL LVL 4	ESL Level 4
ESL LVL 5	ESL Level 5
ESL LVL 6	ESL Level 6
ESL SPKA	ESL Speaking A
ESL SPKB	ESL Speaking B
ESL SPKC	ESL Speaking C
ESL TOEFL	ESL TOEFL Prep (Teaching of English to foreign Language Learners)
ESL WRTA	ESL Writing A
ESL WRTB	ESL Writing B
ESL WRTC	ESL Writing C
VOC CSB31	Microsoft Word

Funding Sources

Community Services - Student Registration Fees.
Contract Renewal/Extension - 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:	<u>February 19, 2014</u>	CONSENT
SUBJECT:	<u>Consulting Agreement with the McCallum Group, Inc.</u>	

BACKGROUND

Related to the last four years of legislative action that has greatly impacted community colleges, and particularly Mt. SAC, and the proposed changes to community colleges moving into the legislature this year, particularly the Student Success Initiative, it has called for a stronger voice for Mt. SAC, its Board, its staff, and its students in influencing the significant State-level decisions.

ANALYSIS AND FISCAL IMPACT

The McCallum Group, Inc. shall perform the following services:

- provide generally weekly e-mailed Sacramento Report to list of Client e-mail addresses; and
- provide up to 12 hours of consultation annually. This consultation could be in the form of a strategic planning session for the District; a PowerPoint presentation for the Board of Trustees; or consultation on the budget, facilities issues, legislators, CalSTRS issues, faculty advice, etc.

The term of the Consulting Agreement is March 1, 2014, through February 28, 2015. The cost to the District will be \$12,000, payable at the rate of \$1,000 per month as invoiced by the Consultant. In addition, if Consultant provides Client with consulting services at a location outside of Sacramento, Consultant shall be reimbursed by Client for all reasonable travel expenses including airline tickets, car rentals, mileage, parking, tolls, hotel accommodations, and meals, as invoiced after the fact by Consultant. If Client asks Consultant to perform services in addition to those specifically listed above, the parties shall negotiate for additional compensation to be paid Consultant for such additional services.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Consulting Agreement with the McCallum Group, Inc., as presented.

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

DATE: February 19, 2014

CONSENT

SUBJECT: Contract to Provide Temporary Staffing Services – P & R Business
Services

BACKGROUND

The College seeks to contract with P & R Business Services, a local accounting firm that can provide temporary services on an as-needed basis as Mt. SAC Foundation accounting transitions to the Fiscal Services Department.

ANALYSIS AND FISCAL IMPACT

California Education Code §88003 (b)(7) "...allows for personal services contracting when the services needed are of such urgent, temporary, or occasional nature that the delay incumbent in their implementation under community college district's regular or ordinary hiring process would frustrate their very purpose." The Mt. San Antonio College Foundation and the Fiscal Services Department are working together to transfer management of the Foundation's accounting to Fiscal Services. P & R Business Services is a firm with expertise in both non-profit accounting and Quickbooks, the accounting software used by the Foundation. The firm's services will be utilized to assist in this transition both by helping to prepare the Foundation's financial reports to bring them in line with standard accounting practices as well as to help guide the Foundation through the process by making recommendations regarding best practices.

The term of this contract would be for up to three years, as allowed under Education Code §17596, renewable annually at the College's option. The hourly billing rate for the position is \$50. This is a reasonable rate, within current market conditions, and comparable to in-house salary schedules.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the award of a contract to P & R Business Services to provide temporary accounting expertise on an as-needed basis as Mt. SAC Foundation Accounting transitions to the Department of Fiscal Services.

Prepared by: William R. Lambert

Recommended by: Bill Scroggins

Agenda Item: Consent #40

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>February 19, 2014</u>	CONSENT
SUBJECT: <u>Contract with AcademicWorks</u>	

BACKGROUND

Mt. San Antonio College has been using STARS Online as the software to administer its scholarship program since January 2011. The Financial Aid office is recommending a more robust product to administer scholarships, especially due to the lack of technical support and poor customer service it has experienced for the last two years with the STARS Online system. The current contract with STARS Online has expired due to a change in ownership. The Financial Aid office is recommending the AcademicWorks product due to their technical capability and certification with Ellucian, the parent company of Banner, the College's student information system.

AcademicWorks provides an integrated scholarship management solution for community colleges that reduces paper use and staff time while improving services to students, donors, and the campus community. Since being founded in early 2010, AcademicWorks has grown to become the largest provider of scholarship management solutions in the nation. Currently, they work with over 230 campuses nationwide. Of those 230 campuses, over 15% have transitioned from competing systems with over 20 of those successfully transitioning from the STARS online system that Mt. San Antonio College currently uses. By integrating with the campus's Banner system, AcademicWorks can automatically match students to scholarships, recognize scholarship donors online to increase campus fund-raising efforts, allows the College to make and monitor awards online, and allow the campus to collect post-acceptance information, all through one centralized portal.

The Information Technology Department has reviewed this product and has agreed to provide implementation and update assistance, as needed.

ANALYSIS AND FISCAL IMPACT

The contract with AcademicWorks is for three consecutive academic years, beginning with the Spring 2014 scholarship season through the Spring 2016 scholarship season, with a one-time implementation fee of \$9,000 and an annual service fee of \$6,000.

Prepared by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #41

SUBJECT: Contract with AcademicWorks

DATE: February 19, 2014

Funding Source

Initially, from the Vice President, Student Services, contingency fund for 2013-14. For the two subsequent scholarship seasons, a New Resource Allocation request will be submitted for funding beginning 2014-15.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with AcademicWorks, beginning February 20, 2014.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 19, 2014</u>	ACTION
SUBJECT:	<u>Appointment and Re-Appointment of Members to the Citizens Oversight Committee</u>	

BACKGROUND

In November 2001 (Measure R), and again in November 2008 (Measure RR), the College community passed a Bond Measure under Proposition 39 rules, which lowered the threshold for passage from two-thirds to fifty-five percent. Proposition 39 also required the College to appoint a Citizens Oversight Committee. The purpose of the Committee is to inform the public at least annually in a written report concerning the expenditure of the bond proceeds. On December 19, 2001, the Board of Trustees appointed the original eleven people to the Citizens Oversight Committee. Every two years, in December, the Board appoints community members to this committee.

ANALYSIS AND FISCAL IMPACT

Under the provisions of Proposition 39, the Citizens Oversight Committee members shall be appointed by the Board of Trustees. The committee shall consist of at least seven members to serve for a term of two years without compensation and for no more than two consecutive terms. The Committee may not include any employee or official of the College or any vendor, contractor, or consultant of the College. The Committee must include:

- one member who is active in a business organization representing the business community located within the College district;
- one member active in a senior citizen’s organization;
- one member active in a bona fide taxpayer association;
- one student who is currently enrolled and active in a student organization; and
- one member of a College Advisory Council or Foundation.

At last month’s Board meeting, Mindy Miracle (Taxpayer Organization Representative), Sam Tharpe, and Tony Torng (Business/At-Large Community Representatives) termed out, and the following members were appointed: Suzanne Gomez (Senior Citizen Group Representative); and Joshua Acevedo, Andrew Jared, Wen Pei, Chester Sasaki, and Edward Walsh (Business/At-Large Community Representatives). At that time, there was no replacement applicant for the Taxpayer Organization Representative; however, since then, Paul Maselbas (West Covina) has applied for that position.

SUBJECT: Appointment and Re-Appointment of Members to the Citizens Oversight
Committee

DATE: February 19, 2014

Monica Garcia has resigned her position as one of the Business/Community representatives, and the following members have indicated their willingness to serve another two-year term: Paul Breit, Theodore (Ted) Ebenkamp, Marilyn A. Peters, and Michael J. Zhang, all Business/At-Large Community Representatives.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees re-appoints Paul Breit, Theodore (Ted) Ebenkamp, Marilyn A. Peters, and Michael J. Zhang as Business/At-Large Community Representatives, and that the Board of Trustees appoints Paul Maselbas as the Taxpayer Organization Representative to the Citizens Oversight Committee, effective January 1, 2014, through December 31, 2015.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>February 19, 2014</u>	INFORMATION
SUBJECT: <u>Revisions to Administrative Procedure 4350 – Student Travel Guidelines</u>	

BACKGROUND

Administrative Procedure (AP) 4350 – Student Travel Guidelines has been revised and is being presented.

ANALYSIS AND FISCAL IMPACT

This Administrative Procedure has gone through the governance process of the College and has been approved by the President’s Advisory Council and President’s Cabinet.

There is no fiscal impact to the College to revise AP 4350.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives as information the revisions to Administrative Procedure 4350 – Student Travel Guidelines.

Prepared by: Carol Partridge/Gary L. Nellesen Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins Agenda Item: Information #1

SUBJECT: Revisions to Administrative Procedure 4350 – Student Travel Guidelines

DATE: February 19, 2014

Chapter 4 – Academic Affairs

AP 4350 Student Travel Guidelines

References:

Education Code Section 87706; Title 5 Section 55220; Mt. SAC BP 4300

Also, see AP 6530 – College Vehicles/Transportation

The College encourages currently enrolled students to participate in competitions, conferences, workshops, meetings, social, educational, and cultural activities in the state of California, or any other state, the District of Columbia, or a foreign country. These guidelines pertain to student travel for activities that are organized and sponsored by the College including travel that is funded by the Associated Students. All students traveling to and from a College-sponsored event must sign a Student Travel Agreement and Medical Release Form, with a copy to be maintained on file with the Public Safety office prior to departure. The original form will be held by the faculty/staff coordinator for the trip, with a copy maintained by Public Safety. Only approved student travel with the proper documentation **required forms** will be sanctioned as sponsored by Mt. San Antonio College, even if there is no cost to the College.

Required Approvals

- ~~Board of Trustees – student travel past a 500-mile radius of the College or out of the country~~
- Vice President – student travel past a 150-mile radius of the College or out of state.
- Dean – student travel within a 150-mile radius of the College.

Required Forms

All students participating in the travel activity must sign the Student Classroom-Related Travel Agreement and Medical Release form available in Division offices or the Student Life office. Any employee who requests a student travel activity must complete the Field Trip Authorization and/or Transportation Request form and obtain the appropriate approvals. **The College will maintain and make available all required forms and a manual of field trip procedures in a central and accessible location.**

Supervision

Mt. San Antonio College-sanctioned events require supervision by a full- or part-time permanent College employee who will be responsible for ensuring safety precautions and enforcing the Mt. SAC Standards of Conduct. An advisor must accompany students on the

SUBJECT: Revisions to Administrative Procedure 4350 – Student Travel Guidelines

DATE: February 19, 2014

travel activity and maintain in their possession a copy of all completed and signed Student Classroom-Related Travel Agreement and Medical Release forms until the conclusion of the trip. ~~Advisors must be permanent employees of the College and are responsible for student conduct and safety issues during the travel activity.~~ **The supervising Dean, Director, or Vice President will designate a manager as an emergency contact for each field trip and make available to the advisor a 24-hour contact phone number.**

Transportation

Requests for Mt. San Antonio College transportation ~~can be obtained through~~ **must be received in** the Transportation office **at least two weeks prior to the field trip.** Only an employee of the College can request the use of a College vehicle. If students are to be used as drivers for College-owned vehicles, they must be at least 18 years of age ~~and show proof of a valid California driver's license.~~ For leased or rented vehicles, the age requirements of the agency will be honored. In order for the College to obtain proof of an acceptable driving record from the Department of Motor Vehicles, ~~the student~~ **all drivers** must provide a copy of their driver's license **to the Transportation office and successfully complete an online defensive driver education course** two weeks prior to the release of a Mt. San Antonio College vehicle. Students can provide their own transportation, but they must sign a Student Classroom-Related Travel Agreement and a Medical Release form as well as show proof of current auto insurance.

Student Conduct:

Students attending a field trip or excursion must follow the behavioral standards specified in the Standards of Behavior for On-Campus and Off-Campus Activities, and a signed copy of this form is required for participation in such events.

Liability

All persons making the field trip or excursion shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of minor students taking out-of-state field trips or excursions shall sign a statement waiving such claims.

Revised: May 9, 2008

Revised: January 8, 2014