

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: May 27, 2015

6000	Capital Outlay	\$	577,451
7000	Other Outgo		74,300
Total		\$	743,864

Restricted General Fund - 17

From:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	18,886
4000	Supplies/Materials		34,769
5000	Other Operating Expenses/Services		334,044
Total		\$	387,699

To:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	196,269
3000	Employee Benefits		26,217
6000	Capital Outlay		133,703
7000	Other Outgo		31,510
Total		\$	387,699

Child Development Fund - 33

From:

<u>Budget Classification</u>			<u>Amount</u>
5000	Other Operating Expenses/Services	\$	1,500
Total		\$	1,500

To:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	1,500
Total		\$	1,500

BAN Construction Fund - 44

From:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	1,773
Total		\$	1,773

To:

<u>Budget Classification</u>			<u>Amount</u>
6000	Capital Outlay	\$	1,773
Total		\$	1,773

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: May 27, 2015

Bond Construction Fund No. 2 - 45

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 12,127
Total	\$ 12,127

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 12,127
Total	\$ 12,127

Associated Student Trust Fund - 71

From:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 249
Total	\$ 249

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 249
Total	\$ 249

BUDGET REVISIONS
For the period 3/23/15 - 5/3/15

Unrestricted General Fund - 13

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
816000 Veteran's Services	\$ 6,525
882000 Continuing Education Division Programs - Donation	1,000
882000 Planetarium - Sales	1
882001 Discovery Science Day	2,196
882002 Track and Field Program	2,056
883100 Contract Education - K2 Motor	5,640
883100 Contract Education - All Americas, Inc.	7,200
883100 Contract Education - Los Angeles County Office of Education	120,530
883100 Contract Education - Tawa Supermarket	4,700
883100 Contract Education - State of California Employment Training Panel (ETP)	88,419

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: May 27, 2015

883100	Contract Education - 2014-15 Mentoring	\$	813
883100	Contract Education - Montclair Fire Department		1,988
883900	Continuing Education Division Programs - Contracted Services		1,800
883900	Video Production		38,538
883900	Easy Education Broadcasting		36
884000	Women's Soccer Program		300
884000	Football Program		303
884000	Championship Events		2,228
884001	Music - Choral Program		537
884007	Planetarium - Sales		10,559
884008	Box Office - Sales		1,915
884008	Music - Choral Program		28,779
884009	Box Office - Concessions		1,625
884021	Athletics Program		15,720
884023	Championship Events		18,182
884024	Mountaineer Advertising		2,800
885000	Campus Facility Rental		90,105
887200	Community Services - Mammography Program		9,229
887500	Biological Sciences Field Trip Fees		1,400
887500	Animal Sciences Field Trip Fees		1,215
887700	Writing Center, Printing Fees		641
887710	Paramedic Program		3,710
887712	Fire Academy - Fall		(1,660)
887714	Fire Academy - Spring		(716)
887730	Architecture/Design, Production Fees		1,895
887730	Arts, Material Fees		730
887730	Arts, Print Making Fees		2,178
887730	Business, Color Copy/Laser Fees		1,723
887730	Ceramics, Clay Fees		5,284
887730	Commercial Art, Print Fees		185
887730	First Aid and CPR Fees		893
887730	Industrial Design Technology, Production Fees		935
887730	Interior Design/Fashion, Print Fees		605
887730	Photographics, Production Fees		4,060
887750	Floral Design, Material Fees		6,250
887900	Expedited Transcript Fee		10,135
888107	Championship Events		772
888107	Parking Facility Rental		600
888500	Bursar's Office - Duplicate ID Fees, Non-Credit Students		11,010

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: May 27, 2015

888500	Communication Department Program	\$	8,348
888500	Flight Training Program		46,705
888500	Music - Choral Program		23,425
888500	Music - Instrumental Program		300
888500	Pep Squad Program		3,095
888545	Aircraft Maintenance Fees		1,230
888545	Expedited Transcript Fee		(112)
888545	Nursing Kaplan Integrated Test Fees		16,633
888545	Respiratory Therapy Test Fees		1,804
888545	Welding Certification		500
889000	Box Office - Sales		2
889000	Developmental Education Study Team		629
889000	Fingerprinting - Parking		3,707
889000	Insurance Claims		(500)
889000	International Student Insurance		9,778
889000	Printing Services		22,033
889000	Risk Management - Safety Credits		1,878
889004	Chemistry Program		438
889004	American Readers Theater Program		980
889004	Communication Department Program		7,000
889004	Mt. SAC Speakers Program		3,000
889005	Track and Field Program		3,679
889005	Athletics Program		2,340
889005	Music - Choral Program		5,100
889005	Music - Instrumental Program		1,000
889005	Women's Basketball Program		1,600
889005	Mt. SAC Athletic Services		1,691
889005	Mt. SAC Speakers Program		3,937
891001	Insurance Reimbursements		75,515
898002	Vice President of Instruction		11,000
898002	Student Financial Literacy		3,000
Total		\$	775,304

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 1,100
2000 Classified/Other Nonacademic Salaries	24,947
3000 Employee Benefits	1,759
4000 Supplies/Materials	107,519
5000 Other Operating Expenses/Services	534,698
6000 Capital Outlay	105,281
Total	\$ 775,304

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: May 27, 2015

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
862200 2014-15 EOPS Augmentation	\$ 2,392
862908 2014-15 Basic Skills	249,514
862909 Student Equity	955,272
865900 CTE Pathways Program - Ends 12/31/16	98,435
Total	\$ 1,305,613

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 716,426
2000 Classified/Other Nonacademic Salaries	388,441
3000 Employee Benefits	164,549
4000 Supplies/Materials	26,904
5000 Other Operating Expenses/Services	26,876
6000 Capital Outlay	(19,975)
7000 Other Outgo	2,392
Total	\$ 1,305,613

Child Development Fund - 33

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
865900 General Child Care and Development Programs	\$ 16,197
865900 California State Preschool Program	17,302
Total	\$ 33,499

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 31,563
3000 Employee Benefits	1,936
Total	\$ 33,499

Farm Operations Fund - 34

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
898001 Farm Operations - Animal Feed	\$ 51,000
Total	\$ 51,000

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 51,000
Total	\$ 51,000

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: May 27, 2015

Capital Outlay Projects Fund - 41

Revenue:

<u>Budget Classification</u>		<u>Amount</u>
898001	Heritage Hall Athletics Complex	\$ 36,300
889000	Energy Projects - District	192,465
Total		\$ 228,765

Expenditures:

<u>Budget Classification</u>		<u>Amount</u>
6000	Capital Outlay	\$ 228,765
Total		\$ 228,765

RECOMMENDATION

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$743,864), Restricted General Fund (\$387,699), Child Development Fund (\$1,500), BAN Construction Fund (\$1,773), Bond Construction Fund No. 2 (\$12,127) and Associated Students Trust Fund (\$249) 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 (\$775,304), Restricted General Fund (\$1,305,613), Child Development Fund (\$33,499), Farm Operations Fund (\$51,000) and Capital Outlay Projects Fund (\$228,765) pursuant to the California Code of Regulations, Title 5, Section 58308.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 27, 2015</u>	CONSENT
SUBJECT:	<u>Independent Contractors</u>	

BACKGROUND

Approval of Independent Contractors.

ANALYSIS AND FISCAL IMPACT

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

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Burrell, Dwayne	Instruction – Music	Performer – Faculty Music Recital	5/6/15– 5/17/15	\$105
Dunker, Adrian	Instruction – Music	Performer – Faculty Music Recital	5/6/15– 5/17/15	\$105
Fleming, Kevin dba Telos Educational Services	Instruction – Title V	Presenter and Facilitator – Spring CTE Faculty Professional Development Training for CTE faculty and administrators in support of Title V grant objectives and work plan	3/20/15	\$5,000
Low-Atwater, Elizabeth	Instruction – Music	Performer – Faculty Music Recital	5/6/15– 5/17/15	\$105
Mann, Maralynne	Instruction – Music	Performer – Faculty Music Recital	5/6/15– 5/17/15	\$105
Randall, Victoria	Instruction – Kinesiology	Designer – Booklet for Mt. SAC Relays	4/13/15	\$2,000
Carter, Tim dba Second Nature, Inc.	Instruction – Geography and Political Science	Presenter – Earth Day Event	4/23/15	\$1,000

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

SUBJECT: Independent Contractors

DATE: May 27, 2015

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Vazquez, Maru	Student Services – DSPS	Note Taker – provide accommodations for student with disability	1/5/15– 2/15/15	\$96

Funding Sources

Unrestricted General Fund – Instruction – Music; Geography, and Political Science.

Restricted General Fund – Instruction – Title V; Kinesiology; Student Services – DSPS.

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:	<u>May 27, 2015</u>	CONSENT
SUBJECT:	<u>Re-issuance of Stale-Dated Warrants</u>	

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:

Warrant No.	Original Issue Date	Payee	Amount
07066166	07/27/10	Johan D. Guzman	\$72.00
07094457	01/20/11	Tannia E. Setiono	\$105.00
07104207	03/08/11	Ke Ning	\$66.00
07105072	03/16/11	James A. Calise	\$262.00
07105192	03/16/11	Annie L. Chen	\$78.00
07105289	03/16/11	Curtis J. Corder	\$288.00
07140891	09/15/11	Marivel S. Guerra-Peters	\$113.00
H0046405	09/11/12	Cassandra R. Estrada	\$276.00
H0047420	09/11/12	Cheyenne A. Malijen	\$23.00
H0047583	09/11/12	Amy M. Mesko	\$138.00

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Rosa M. Royce Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #3

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

DATE: May 27, 2015

CONSENT

SUBJECT: Resolution No. 14-11 – Temporary Inter-fund Cash Borrowing

BACKGROUND

As a result of shortfalls in property taxes and enrollment fees, the College has been experiencing continuous apportionment deficits, which translates in shortages of cash at the end of each fiscal year. The apportionment deficit as of June 30, 2013, was \$4,704,308 and the apportionment deficit as of June 30, 2014, was \$2,253,660. The apportionment deficit for the 2014-15 fiscal year is currently estimated at \$2,261,171. Therefore, it is prudent to seek temporary inter-fund borrowing to allow the College expeditious flexibility to ensure proper cash flow needs in the General Fund.

ANALYSIS AND FISCAL IMPACT

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

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves Mt. San Antonio College's Resolution No. 14-11 authorizing temporary inter-fund cash borrowing.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #4

RESOLUTION NO. 14-11

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

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

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

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

NOW THEREFORE, BE IT RESOLVED that the Governing Board of the Mt. San Antonio Community College District, adopts the following authorization for the fiscal years 2014-15 and 2015-16 to temporarily transfer funds between the following funds provided that all transfers are approved by the President/CEO or designee:

- Fund 33 – Child Development Fund
- Fund 34 – Farm Operation Fund
- Fund 39 – Health Services Fund
- Fund 41 – Capital Outlay Projects Fund
- Fund 43 – Capital Outlay Projects Fund
- Fund 71 – Associated Students Trust Fund
- Fund 72 – Student Representation Fee Trust Fund
- Fund 75 – Scholarship and Loan Trust Fund
- Fund 79 – Other Trust Funds

PASSED AND ADOPTED by the Governing Board on May 27, 2015, by the following vote:

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

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

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

Attest:

Rosanne M. Bader
Clerk of the Board of Trustees
Mt. San Antonio Community College District

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

DATE: May 27, 2015

CONSENT

SUBJECT: Quarterly Investment Report

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio Community College District was approved for fiscal independence status effective July 1, 2012. As a result, cash and checks are deposited on a daily basis with the Los Angeles County Treasurer's Office. The College maintains the Citizens Business Bank accounts for the collection of enrollment and student fees, a clearing account to receive wire transfers for financial aid and other grants, and a revolving fund for emergencies. These funds are transferred on a daily or as-needed basis to the Los Angeles County Treasurer's Office. In addition, the cash from the Revenue Lease Bonds (COPS) is held with a trustee. The cash investments are summarized as follows for the quarter ending March 31, 2015:

County of Los Angeles, Cash in County Treasury	\$192,402,487	.68%
Citizens Business Bank, District Clearing Account	241,063	.10%
Citizens Business Bank, Revolving Fund	68,806	.10%
Citizens Business Bank, Community Education Clearing Account	9,348	.00%*
Citizens Business Bank, Web Registration Credit Cards	78,611	.10%
Citizens Business Bank, Parking Services Credit Cards	1,325	.10%
Citizens Business Bank, Performing Arts Center	8,244	.00%
City National Bank, Federal Perkins Loans	18,945	.00%
Cash with Trustee, Revenue Lease Bonds (COPS)	221,748	.02%

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

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the March 31, 2015, Quarterly Investment Report, as presented.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #5

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>May 27, 2015</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 March 31, 2015, should be reviewed and approved by the Board of Trustees. Once this report has been approved, it will be forwarded to the Chancellor’s Office. This report includes revenues, expenditures, and fund balance for the Unrestricted General Fund only and gives the Board a condensed overview of the fiscal status of the College.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees reviews and approves the Quarterly Financial Status Report for the period ending March 31, 2015, as presented.

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

VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2014-2015

District: (850) MT. SAN ANTONIO

Quarter Ended: (Q3)

March 31, 2015

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2011-12	Actual 2012-13	Actual 2013-14	Projected 2014-15

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

A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	139,034,856	136,222,740	148,416,716	147,468,411
A.2	Other Financing Sources (Object 8900)	45,798	272,054	574,076	975,665
A.3	Total Unrestricted Revenue (A.1 + A.2)	139,080,654	136,494,794	148,990,792	148,444,076
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	141,686,959	138,565,735	145,965,823	159,501,269
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	873,132	532,735	518,742	1,401,601
B.3	Total Unrestricted Expenditures (B.1 + B.2)	142,560,091	139,098,470	146,484,565	160,902,870
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-3,479,437	-2,603,676	2,506,227	-12,458,794
D.	Fund Balance, Beginning	33,813,071	30,333,634	27,729,958	30,236,185
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	33,813,071	30,333,634	27,729,958	30,236,185
E.	Fund Balance, Ending (C. + D.2)	30,333,634	27,729,958	30,236,185	17,777,391
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	21.3%	19.9%	20.6%	11%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	28,702	28,650	29,682	31,276
-----	---	--------	--------	--------	--------

III. Total General Fund Cash Balance (Unrestricted and Restricted)

		As of the specified quarter ended for each fiscal year			
		2011-12	2012-13	2013-14	2014-15
H.1	Cash, excluding borrowed funds		33,563,547	47,884,609	55,098,799
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	24,638,321	33,563,547	47,884,609	55,098,799

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)	144,595,016	147,468,411	131,023,188	88.8%
I.2	Other Financing Sources (Object 8900)	830,343	975,665	983,184	100.8%
I.3	Total Unrestricted Revenue (I.1 + I.2)	145,425,359	148,444,076	132,006,372	88.9%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	158,067,633	159,501,269	105,142,066	65.9%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,223,001	1,401,601	1,391,301	99.3%

J.3	Total Unrestricted Expenditures (J.1 + J.2)	159,290,634	160,902,870	106,533,367	66.2%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-13,865,275	-12,458,794	25,473,005	
L.	Adjusted Fund Balance, Beginning	30,236,185	30,236,185	30,236,185	
L.1	Fund Balance, Ending (C. + L.2)	16,370,910	17,777,391	55,709,190	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	10.3%	11%		

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

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

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	%*	Permanent		Temporary		Total Cost Increase	%
			Total Cost Increase	%*	Total Cost Increase	%*		
a. SALARIES:								
Year 1:								
Year 2:								
Year 3: 2014-15								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3: 2014-15								

* As specified in Collective Bargaining Agreement or other Employment Contract

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

VI. **Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?** **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 structural ongoing deficit budget for the 2014-15 fiscal year is \$10.6 million. The College 2014-15 Growth is estimated to be at approximately 4%, which is 1.25% over the 2.75% Growth approved in the 2014-15 State Budget. The College will earn the 2.75% State funded Growth. These growth revenues will contribute to the reduction of the deficit. The College received \$1.3 Million for Reimbursement of State-Mandated Local Program Costs.

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

DATE: May 27, 2015

CONSENT

SUBJECT: Agreement With Margolis Healy & Associates, LLC

BACKGROUND

Margolis Healy & Associates, LLC (MHA) curricula was created by Margolis Healy's distinguished disciplinary faculty and proposes an orientation that will address the Clery Act and Title IX institutional obligations, designed for campus leadership responsible for Clery Act and Title IX compliance.

MHA draws from their Title IX and Clery Act policy expertise, comprehensive institutional assessment experience, and from training programs developed to specifically assist colleges and universities to navigate the complexities surrounding relevant guidance. MHA will conduct a two- to three-hour overview session that addresses federal requirements, potential systemic obstacles, and proactive strategies for compliance with the Clery Act, recent Violence Against Women Act (VAWA) Amendments to the Clery Act, and related Title IX requirements. MHA will facilitate an extensive Question-and-Answer and in-depth discussion about Mt. San Antonio College's compliance strategy and processes related to obligations, risks, resources, and successful implementation of robust programs. MHA will provide a high-level overview of the following topics:

- Clery Act Background and Requirements;
- Overview of VAWA Amendment Requirements;
- Title IX Institutional Obligations;
- Overlap Between the Clery Act and Title IX; and
- Ways to Enhance Your Clery Act and Title IX Compliance Programs.

This orientation is to take place at an upcoming President's Cabinet meeting.

ANALYSIS AND FISCAL IMPACT

MHA will work closely with Mt. San Antonio College to customize the agenda to meet the goals of the attendees and provide a one- to two-page handout summarizing key takeaways. The fee for the kickoff teleconference, preparation, presentation, and follow-up is set at \$3,000 plus travel-related costs, not to exceed \$4,000 total.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Margolis Healy & Associates, LLC, as presented.

Prepared by: W. David Wilson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #7

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

DATE: May 27, 2015

CONSENT

SUBJECT: Contract with OmniUpdate, Inc.

BACKGROUND

OmniUpdate is the College's web content management system for the www.mtsac.edu website. The system was implemented in 2011 to provide a standard platform for website development to ensure consistent branding across the College. OmniUpdate displays uniform digital content across a variety of communication tools including the College's website, marquee, message boards, and social media sites like Facebook.

Marketing and Communication and Information Technology (IT) are leading a project to redesign the main College website. The focus of the redesign is on responsive programming so the website is the proper size and layout regardless of what device, mobile phone, or tablet is used to access it. Technical assistance from OmniUpdate is needed to develop the new website template and convert more than 50,000 web pages to the new design.

ANALYSIS AND FISCAL IMPACT

OmniUpdate charges \$150 per hour for remote technical services. Onsite visits are \$2,500 per day plus reasonable travel expenses. IT estimates that 120 hours of remote assistance and two site visits will be required to complete the project and train IT web staff on the process. Authorization is requested to enter into the contract with OmniUpdate for the not-to-exceed amount of \$25,000. The College will be billed for actual hours and travel expenses.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Victor A. Belinski

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #8

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 27, 2015</u>	CONSENT
SUBJECT:	<u>Contract for IBM Services</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The services contract is established for use in case of an emergency or critical technology need. The contract includes 20 hours of technical assistance at \$231 per hour, not to exceed \$4,620. The College will be invoiced for actual hours used during the 2015-16 fiscal year.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

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

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

DATE: May 27, 2015

CONSENT

SUBJECT: Agreement with Blackboard Inc. for Connect

BACKGROUND

Connect is an electronic voice, mail, and text messaging system that was implemented at Mt. San Antonio College in 2010. The Connect system is used during an emergency to notify the campus community and provide instructions. Connect is integrated with the College's social media accounts and will display emergency messages to Facebook, Twitter, electronic message boards in College buildings, and the Mt. San Antonio College website.

ANALYSIS AND FISCAL IMPACT

Blackboard Inc. is proposing a new three-year agreement with no fee increase. The agreement includes an annual fixed fee of \$2,500 plus \$1 per registered user, not to exceed \$18,000. There are currently 7,833 registered users in the Connect system. Blackboard Inc. will certify the user count annually on July 1.

Employees and students register for the Connect system through the myportal.mtsac.edu website. Inactive users are removed from the Connect system annually.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Blackboard Inc. from July 1, 2015, to June 30, 2018.

Prepared by: Victor A. Belinski

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #10

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 27, 2015</u>	CONSENT
SUBJECT:	<u>Contract With Blackboard Inc. for Moodlerooms and TRAIN</u>	

BACKGROUND

The contract with Blackboard Inc. for the College’s learning management system, Moodlerooms, and the faculty and system administrator training component, TRAIN, expires June 30, 2015. The TRAIN package allows the Online Learning Support Center to tailor Moodlerooms training to meet the specific, rigorous certification that is required to teach online classes at Mt. SAC. The College offers 132 online courses, and 189 faculty are certified to teach online. There are also more than 600 faculty who have completed online basic training and can use the learning management system to supplement their in-class teaching.

ANALYSIS AND FISCAL IMPACT

The new contract for Moodlerooms and TRAIN has no price increase from the previous contract. The contract is for two years with an option to renew for the third year. It includes cloud hosting of the system, unlimited Help Desk support, and a test site.

<u>Year</u>	<u>Moodlerooms</u>	<u>TRAIN</u>
2015-16	\$136,000	\$33,687
2016-17	\$136,000	\$33,687
2017-18 (optional)	\$136,000	\$33,687
Total	\$408,000	\$101,061

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: <u>Victor A. Belinski</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #11</u>

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 27, 2015</u>	CONSENT
SUBJECT:	<u>Purchase of Central Electronic Complex for IBM Server</u>	

BACKGROUND

The College purchased an IBM P770 server in 2012 with a standard configuration including one Central Electronic Complex (CEC). The CEC is basically the heart of the server that includes the processors and memory and interfaces between the two to determine the speed of data transfer. Currently, the P770 server is Information Technology's (IT) primary device hosting the enterprise application; Banner.

With additional applications, such as the document management system OnBase, being installed for College-wide use, additional server processing capabilities are needed. Rather than replace the P770 server at a cost of \$332,780 plus applicable taxes, IT will upgrade the existing hardware with an additional CEC. This will speed data transfer and response time for the various enterprise applications.

ANALYSIS AND FISCAL IMPACT

The California Multiple Award Schedule (CMAS) is issued by the California Department of General Services (DGS). These contracts offer a wide variety of commodities at prices which have been assessed to be fair, reasonable, and competitive. All pricing, products, and/or services offered have been previously bid and awarded on a Federal General Services Administration schedule. However, the CMAS Program establishes a totally independent California contract for the same products and services at equal or lower prices. Public Contract Code 20653 allows local public agencies, such as Mt. San Antonio College, to participate in the CMAS Agreements. This method of procurement allows state and local agencies to receive substantial discounts through contracts that have been awarded by the DGS.

The CEC equipment will be purchased from Sirius Computer Solutions through its CMAS Contract No. 3-06-70-1866B, for the amount of \$148,579.60, plus all applicable taxes.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the purchase with Sirius Computer Solutions, as presented.

Prepared by: <u>Victor A. Belinski/Teresa Patterson</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #12</u>

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

DATE: May 27, 2015

CONSENT

SUBJECT: Purchase of an Online Catalog Management System (RFP No. 2998)

BACKGROUND

Last year, more than 1.4 million users visited the Mt. San Antonio College website. It is the primary way users learn about Mt. San Antonio College and is critical for enrollment. At this time, the College's academic offerings are spotlighted in a printed catalog. This material is also posted as an 8-megabyte PDF on the College's website. The file is accessible and indexed. However, the PDF format is cumbersome to use on the web. The file size is large, making it difficult to download, especially if using a slow internet connection, smartphone, or a device that is not equipped with a PDF reader. In addition, the formatting is designed for print use, which allows for flipping through pages, but is difficult to do on a computer or smartphone. This is particularly challenging with the catalog, which is nearly 300 pages.

In December 2014, Mt. San Antonio College began exploring ways to put the catalog information online. Many colleges and universities are using online catalog management systems. These are powerful and well-organized management systems that can house complex academic information, provide a process for updating content, create a workflow, and share information via Web and PDF. These products contribute toward the College's goals, such as helping students find educational information they need, building understanding and awareness of our numerous programs, and increasing enrollment.

ANALYSIS AND FISCAL IMPACT

A committee of 11 individuals from groups across campus, that are involved in developing the catalog, were brought together to consider online solutions. A Request for Proposal was developed and issued to five vendors. Proposals were received from the following vendors by the established deadline:

<u>Company</u>	<u>Location</u>
OmniUpdate	Camarillo, CA
Digital Architecture	Lakeland, FL
LeapFrog Technologies, Inc.	Iowa City, IA
Smart Catalog	Portland, ME

Prepared by: Uyen Mai/Teresa Patterson

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

Recommended by: Bill Scroggins

Agenda Item: Consent #13

SUBJECT: Purchase of an Online Catalog Management System (RFP No. 2998)

DATE: May 27, 2015

Proposals were reviewed by each of the evaluation committee members and uniformly rated using a common evaluation form. After review of all proposals, the committee invited OmniUpdate and LeepFrog Technologies to demonstrate their solutions. The committee considered each solution's web product, print product, usability, workflow process, integration with existing databases, organization and structure, attractiveness, ability to archive, search features, capabilities for enhancements and customization, customer service assistance, training assistance, queries, and more.

Based on the RFP responses and ratings of the on-site demonstrations, the committee was unanimous in recommending the Leepfrog Technologies, Inc. CourseLeaf product as the solution that best meets the College's needs.

CourseLeaf Catalog is unique in that the product can be customized to meet the specific needs of the College. There are proven samples of highly usable catalogs that are attractive, easy to navigate, and contain easy-to-find information. Prospective and current students can search for programs, even if they're unsure of which field they wish to study. If they click on a program, they can learn more about the department and courses associated with that program. Important information is folded in including the cost of tuition and student support services.

The first-year cost for the software licenses, implementation, on-site training, and support will be \$76,000. The need for additional on-site training is not anticipated at this time. However, should the need arise, future training will be provided at a cost of \$2,500 for the first day and \$1,500 for each day thereafter.

Annual recurring costs for maintenance and support will be \$12,980, fixed through year three, with an annual adjustment capped at 4% per year thereafter.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the purchase of an online catalog management system from LeepFrog Technologies, Inc., as presented.

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

DATE: May 27, 2015

CONSENT

SUBJECT: Agreement for Cellular Sites – Division of State Architect Inspection
Costs

BACKGROUND

The College currently has agreements with both AT&T and Verizon Wireless to provide communications facilities on the roof of the Learning Technology Building. This facility requires Division of State Architect (DSA) inspection services in order to ensure that the firms comply with applicable building codes.

ANALYSIS AND FISCAL IMPACT

Both AT&T and Verizon Wireless have agreed to reimburse the College for the costs associated with the DSA inspection services for these projects in the amount of \$1,000 and \$1,560, respectively. At the end of each project, the College will send a final invoice to AT&T and Verizon Wireless detailing all costs. Both firms have agreed to pay in advance for the inspection services. Any remaining balance of the advance payment will be returned within 30 days of the completion of the project and final sign-off. In the event that the costs exceed the advance payment amount during the course of the project, the College will submit invoices for those additional costs.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreements with AT&T and Verizon Wireless for advance payment of DSA inspection costs, as presented.

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #14

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>May 27, 2015</u>	CONSENT
SUBJECT: <u>Pre-Construction Services</u>	

BACKGROUND

In 2012, staff conducted an open process to select the best firm to provide construction services under the Lease/Leaseback delivery method. Tilden-Coil Constructors, Inc., was selected to provide both pre-construction consulting and construction services. An essential element of the Lease/Leaseback Construction Delivery Method is the pre-construction phase. By engaging the services of the Lease/Leaseback contractor prior to the completion of the construction documents, problems during the construction phase can be minimized. At this time, the Central Plant Improvements project is ready for contractor reviews.

ANALYSIS AND FISCAL IMPACT

Following is a list of pre-construction services to be provided for the listed projects:

- Review design documents for costs, constructability, scheduling clarity, consistency, LEED provisions and coordination;
- coordinate all required scope and clarifications for sub-trade bidding and compilation of final Guaranteed Maximum Price;
- provide detailed cost analysis;
- undertake value engineering analysis, as requested, and prepare reports with recommendations to the College to maintain the established construction budget;
- design reviews including modifications, if any, based on value analysis with the College and Design Team;
- prepare milestone and detailed schedules for College review, trade bidding, and construction;
- develop Building Information Models for use in the construction phase, and for future use by the College’s Maintenance and Operations team;
- conduct trade bid solicitation and conduct competitive trade bidding; and
- obtain contractor-required permits including local business license(s), grading, demolition, storm drainage, Storm Water Pollution Prevention Plan, encroachment, and other permits, as may be required.

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

SUBJECT: Pre-Construction Services

DATE: May 27, 2015

The costs for the listed services are as follows:

#1	Contractor:	Tilden-Coil Constructors	
	Project:	Central Plant Improvements	
Item	Description:	Amount	
	Pre-construction services at .75% of the estimated construction budget of \$4,200,000.00.	\$31,500.00	
	Contract amount:		\$31,500.00

#2	Contractor:	Tilden-Coil Constructors	
	Project:	Instruction Modular Buildings	
Item	Description:	Amount	
	Pre-construction services at 1% of the estimated construction budget of \$704,058.00.	\$7,041.00	
	Contract amount:		\$7,041.00

#3	Contractor:	Tilden-Coil Constructors	
	Project:	Document Storage Modular Building	
Item	Description:	Amount	
	Pre-construction services at 1% of the estimated construction budget of \$560,578.00.	\$5,606.00	
	Contract amount:		\$5,606.00

#4	Contractor:	Tilden-Coil Constructors	
	Project:	Sanitary Sewer Replacement	
Item	Description:	Amount	
	Pre-construction services at 0.75% of the estimated construction budget of \$1,209,175.00.	\$9,069.00	
	Contract amount:		\$9,069.00

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE:	<u>May 27, 2015</u> CONSENT
SUBJECT:	<u>Lease/Leaseback Construction – Final Reconciliation and Notice of</u> <u>Completion – Major Grading, Site Improvements, and Temporary</u> <u>Parking (Student Lot M)</u>

BACKGROUND

The Major Grading, Site Improvements, and Temporary Parking project was approved under the Lease/Leaseback Construction Delivery Method on April 2, 2014, with a Guaranteed Maximum Price (GMP) of \$5,691,703. The construction activities began on June 16, 2014, and were substantially complete in September 2015. The contractor’s performance was evaluated throughout the pre-construction and construction periods and determined 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 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 Construction 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 eight 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.

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

SUBJECT: Lease/Leaseback Construction – Financial Reconciliation and Notice of Completion – Major Grading, Site Improvements, and Temporary Parking (Student Lot M)

DATE: May 27, 2015

Project Data for Major Grading, Site Improvements, and Temporary Parking (Student Lot M) Project

Pre-Construction Phase

- Constructability Review Comments Incorporated Pre-Bid 11
- Code Compliance Review Comments Incorporated Pre-Bid 0
- Average Bids per Trade 4

Construction Phase

- Final Cost Over/Under Guaranteed Maximum Price <\$2,730,516.00>
- Percent Cost Over/Under Guaranteed Maximum Price -47.97%
- Working Days Over/Under Contract Schedule 0
- Contract Change Orders 1

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 (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the reduction of \$2,730,516.00 to the contract amount, previously approved at the December 2014 meeting of the Board of Trustees, the reduction of the lease period to 35 days, and accepts the project as complete.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 27, 2015</u>	CONSENT
SUBJECT:	<u>Lease/Leaseback Construction Services</u>	

BACKGROUND

In 2012, staff conducted an open process to select the best firm to provide construction services under the Lease/Leaseback Construction Delivery Method. Tilden-Coil Constructors, Inc., was selected to provide both pre-construction consulting and construction services. The fee for pre-construction services is based on the construction budget and ranges from 0.75% to 1%. The fee for construction is a Guaranteed Maximum Price (GMP).

ANALYSIS AND FISCAL IMPACT

The following contracts are presented for approval:

#1	Contractor:	Tilden-Coil Constructors	
	Project:	Document Storage Modular Building Site Improvements	
Item	Description:	Amount	
	A GMP to provide the full range of construction services necessary to prepare the site for the installation of a modular building to be used as the Document Resource Center and associated office and support spaces as needed to support the three major construction projects planned for the next three years and any future major projects, as follows: <ul style="list-style-type: none"> • Subcontractor Costs: \$298,040.00 • General Conditions, Overhead, Profit, Bonds, and Insurance: \$109,216.00 • Allowances \$135,000.00 • Construction Contingency \$18,322.00 • Preconstruction Fee Adjustment \$0.00 	\$560,578.00	
	Guaranteed Maximum Price:		\$560,578.00

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

SUBJECT: Lease/Leaseback Construction Services

DATE: May 27, 2015

#2	Contractor:	Tilden-Coil Constructors	
	Project:	Instruction Modulars Site Improvements	
Item	Description:	Amount	
	A GMP to provide the full range of construction services necessary to improve the site for two instruction modular classrooms and associated faculty offices, as follows:	\$704,058.00	
	<ul style="list-style-type: none"> • Subcontractor Costs: \$448,785.00 • General Conditions, Overhead, Profit, Bonds, and Insurance: \$143,236.00 • Allowances \$85,000.00 • Construction Contingency \$27,037.00 • Preconstruction Fee Adjustment \$0.00 		
	Guaranteed Maximum Price:		\$704,058.00

#3	Contractor:	Tilden-Coil Constructors	
	Project:	Utility Infrastructure SW Quadrant - Sanitary Sewer Installation	
Item	Description:	Amount	
	A GMP to provide the full range of construction services necessary to construct a sanitary sewer line from the west edge of the Athletics Complex site to the campus main sewer line at the east side of the Wildlife Sanctuary, as follows:	\$1,209,175.00	
	<ul style="list-style-type: none"> • Subcontractor Costs: \$788,253.00 • General Conditions, Overhead, Profit, Bonds, and Insurance: \$248,488.00 • Allowances \$125,000.00 • Construction Contingency \$47,434.00 • Preconstruction Fee Adjustment \$0.00 		
	Guaranteed Maximum Price:		\$1,209,175.00

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 27, 2015</u>	CONSENT
SUBJECT:	<u>Purchase Furniture and Pre-Manufactured Modular Wall Systems for College Services Building, Information Technology, Public Safety, and Classroom Building 18D – Computer Classroom</u>	

BACKGROUND

Renovation projects are underway that require the purchase of new free-standing classroom and meeting furniture, chairs, pre-manufactured modular wall systems, modular office systems, technology-based furniture, and ergonomic tools:

- Renovation of the College Services Building will provide a newly created space for Information Technology and Public Safety.
- Creation of a computer classroom in the Classroom Building 18D will provide retractable, mobile technology furniture so that the classroom can be easily converted from a lab to a lecture hall.

The specifications for office and student instructional classroom furniture are based on the campus standards established from the Administration Building Request for Proposal. Specifications for the student collaboration furniture are based on the campus instructional standards established from the Design Technology Center Request for Proposal.

ANALYSIS AND FISCAL IMPACT

During the analysis process, the building end users along with Facilities, Information Technology, Audio Visual representatives, and the College’s furniture consultant, PAL id studio, determined that the manufacturers, products, and dealers below, meet both the functional requirements and budget.

Prepared by: <u>Teresa Patterson/Gary L. Nellesen</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #18</u>

SUBJECT: Purchase Furniture and Pre-Manufactured Modular Wall Systems for
College Services Building, Information Technology, Public Safety and
Classroom Building 18D – Computer Classroom

DATE: May 27, 2015

Phase I Furniture:

College Services Building Renovation (Information Technology and Public Safety)	
Bidder	Amount
Allsteel – Modular Systems, classroom, and meeting furniture (CMAS)	\$129,628.42

CBI – Purchase and installation of miscellaneous products (i.e., surge protectors, wire management systems, and desk lighting (Administrative Services RFP)	\$68,318.97
Gunlocke – Conference tables and guest chairs (CMAS)	\$54,317.60
Humanscale – Ergonomic task tools (CMAS)	\$313.37
TOTAL	\$252,578.36

Classroom Building 18D (Computer Classroom)	
Bidder	Amount
Computer Comforts, Inc - Modular retractable computer technology tables (new campus standard - CMAS)	\$44,377.46
CBI – Installation of modular retractable computer technology tables	\$4,372.00
TOTAL	\$48,749.46

The costs for the Phase I furniture include all applicable sales tax and freight.

Funding Source

Measure RR Bond Anticipated Note funds.
 Measure RR Bond (Series A) funds and interest.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Purchase of Furniture and Pre-Manufactured Modular Wall Systems for College Services Building, Information Technology, Public Safety, and Classroom Building 18D – Computer Classroom, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 27, 2015</u>	CONSENT
SUBJECT:	<u>Professional Design and Consulting Services</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following contracts are presented for approval:

#1	Consultant:	Independent Roofing Consultants	
	Project:	Food Services Building	
Item	Description:	Amount	
	Provide professional roofing consulting services to review the waterproofing and roofing conditions on the architectural plans, detail drawings, contractor submittals, and shop drawings.	\$2,850.00	
	Contract Amount:	\$2,850.00	

#2	Consultant:	Independent Roofing Consultants	
	Project:	Student Success Center	
Item	Description:	Amount	
	Provide professional roofing consulting services to review the waterproofing and roofing conditions on the architectural plans, detail drawings, contractor submittals, and shop drawings.	\$3,250.00	
	Contract Amount:	\$3,250.00	

#3	Consultant:	Iteris	
	Project:	Construction Support	
Item	Description:	Amount	
	Provide professional administrative record documentation retrieval support for the Parking Structure traffic studies.	\$7,500.00	
	Contract Amount - Hourly Not to Exceed:	\$7,500.00	

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #19

SUBJECT: Professional Design and Consulting Services

DATE: May 27, 2015

#4	Consultant:	Hill Partnership, Inc.	
	Project:	The Science Technology Engineering Math Center	
Item	Description:	Amount	
	Provide professional architectural, structural, mechanical, fire sprinkler design, and construction administration to remodel the existing Adjunct Faculty Suite into The Science Technology Engineering Math Center in the Math and Science Building.	\$72,300.00	
	Reimbursable expenses:	\$3,000.00	
	Contract Amount:	\$75,300.00	

#5	Consultant:	P2S Engineering, Inc.	
	Project:	Photovoltaic Systems	
Item	Description:	Amount	
	Provide professional engineering services to provide an electrical conduit duct bank from the electrical switchgear building beneath Temple Avenue to a pull box located along the east side of Grand Avenue to enable the proposed Photovoltaic system to be connected to the campus-owned existing 12kv electrical system.	\$46,500.00	
	Contract Amount:	\$46,500.00	

#6	Consultant:	Pal ID Studio	
	Project:	The Center (for the Deaf and Hard of Hearing)	
Item	Description:	Amount	
	Provide professional interior design services for The Center (for the Deaf and Hard of Hearing).	\$22,000.00	
	Reimbursable expenses:	\$660.00	
	Contract Amount:	\$22,660.00	

#7	Consultant:	Steven Fader Architects	
	Project:	The Center (for the Deaf and Hard of Hearing) Electrical and Fire Alarm Upgrade	
Item	Description:	Amount	
	Provide professional architectural services to upgrade the fire alarm system in the Student Services Bookstore building to meet current code standards.	\$14,970.00	
	Contract Amount:	\$14,970.00	

SUBJECT: Professional Design and Consulting Services

DATE: May 27, 2015

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 27, 2015</u>	CONSENT
SUBJECT:	<u>Performing Arts Center Eave Repair (Bid No. 3017 - Re-Bid)</u>	

BACKGROUND

This project is for waterproofing restoration of all of the eaves at the Performing Arts Center buildings. The eaves require repair as a result of moisture intrusion from the roof membrane and cracks in the exterior cladding. The work will include new roofing, exterior fascia cladding, soffit repair, and painting. The new roof system will provide a 20-year manufacturer’s warranty.

ANALYSIS AND FISCAL IMPACT

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Seven contractors were invited to participate in the bid process with six contractors attending the job walk. Three bids were received and publicly opened on April 21, 2015. The lowest responsible and responsive bidder was Danny Letner Inc., dba, Letner Roofing Co. A summary of bids is as follows:

Company/Location	Total Base Bid Amount
Danny Letner, Inc., dba Letner Roofing Co, Orange, CA	\$200,770
Best Contracting Services, Inc., Glendora, CA	\$267,920
Rey-Crest Roofing & Waterproofing Co., Los Angeles, CA	\$243,000

Funding Source

2014-15 State Scheduled Maintenance Grant.

RECOMMENDATION

It is recommended that the Board of Trustees approves Bid No. 3017 – Performing Arts Center Eave Repair, and awards the project to Danny Letner, Inc., dba Letner Roofing Co., for the amount of \$200,770.

Prepared by: <u>Teresa Patterson/Gary L. Nellesen</u>	Reviewed by: <u>Rosa M. Royce/Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #21</u>

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

DATE: May 27, 2015

CONSENT

SUBJECT: Air Conditioning Replacement (Bid No. 3013)

BACKGROUND

The Air Conditioning Unit Replacement consists of 15 rooftop, condensing, fan coil, and air conditioning units. The units are located in the following buildings: 9D, 17, 18, 20, 27A, and 28A. The project will involve demolishing the existing (HVAC) Heating, Ventilating, and Air Conditioning units and installing new equipment of the same capacity. The new equipment will be replaced and will meet the latest California Codes. All units shall be installed in the same location as the existing equipment, if possible. Heating and cooling load calculations will not be required as the new units are required to be the same capacity as the existing equipment. Existing ductwork is to remain. Transition ducts from the new units will be sized to match the existing supply and returns. Condensation lines will be replaced and routed to appropriate drains. Existing structural conditions will need to be evaluated. Existing power to the units will need to be evaluated for reuse. New disconnects for the units shall be provided.

ANALYSIS AND FISCAL IMPACT

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Six contractors were invited to participate in the bid process with six contractors attending the job walk. Three bids were received and publicly opened on April 13, 2015. The lowest responsible and responsive bidder was Los Angeles Air Conditioning, Inc. A summary of bids is as follows:

Company/Location	Total Base Bid Amount	Comments
ACCO Engineered Systems, Glendale, CA.	\$204,372	Bid Rejected – bidder was not pre-qualified
Los Angeles Air Conditioning, La Verne, CA	\$213,659	Lowest Responsive and Responsible Bidder
Eberhard SMC, Van Nuys, CA	\$244,375	

Prepared by: Teresa Patterson/Gary L. Nellesen

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

Recommended by: Bill Scroggins

Agenda Item: Consent #22

SUBJECT: Air Conditioning Replacement (Bid No. 3013)

DATE: May 27, 2015

Funding Source

2014-15 State Scheduled Maintenance Grant.

RECOMMENDATION

It is recommended that the Board of Trustees approves Air Conditioning Unit Replacement (Bid No. 3013) and awards the project to Los Angeles Air Conditioning, La Verne, CA, in the amount of \$213,659.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>May 27, 2015</u>	CONSENT
SUBJECT: <u>Wildlife Sanctuary Gas Line Relocation Project (Contract Amendment)</u>	

BACKGROUND

On February 11, 2015, the Board of Trustees approved an agreement with the Southern California Gas Company in the amount of \$30,000. Subsequently, the costs were adjusted to allow for an increased scope of work.

ANALYSIS AND FISCAL IMPACT

The following contract amendment is presented for approval:

	Consultant:	Southern California Gas Company	No.	1
	Project:	Wildlife Sanctuary Gas Line Relocation		
Item	Change and Justification:		Amount	
	Additional work to relocate the medium pressure gas line to be completed by the Southern California Gas Company. The work includes alterations of the existing 6" steel gas main within the project limits. Approximately 50' of 6" steel pipe will be abandoned and 100' of 6" plastic will be installed.		\$24,115.00	
	Total		\$24,115.00	
	Original Contract Amount		\$30,000.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$30,000.00	
	Amount of Amendment No. 1		\$24,115.00	
	New Contract Sum		\$54,115.00	
	Percentage of this Change to the Total Project Budget		0.88%	

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract amendment for the Wildlife Sanctuary Gas Line Relocation Project.

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #23

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

DATE: May 27, 2015

CONSENT

SUBJECT: Professional Design and Consulting Services (Contract Amendments)

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following contract amendments are presented for approval:

#1	Consultant:	Helix Environmental Planning	No.	4
	Project:	Construction Support		
Item	Change and Justification:		Amount	
	Additional biological consulting services related to the environmental permitting and the development of the West Parcel in advance of the installation of the Photovoltaic power generator equipment. Services include providing surveys for the presence or absence of the burrowing owl, California coastal gnatcatcher per the United States Fish and Wildlife Service, and additional analysis required by resource agencies for permitting.		\$19,500.00	
	Total		\$19,500.00	
	Original Contract Amount		\$51,500.00	
	Net Change by Previous Amendments		\$29,700.00	
	Net Sum Prior to This Amendment		\$81,200.00	
	Amount of Amendment No. 4		\$19,500.00	
	New Contract Sum		\$100,700.00	
	Percentage of this Change to the Total Project Budget			0.2%

Prepared by: Gary L. Nellesen

Reviewed by: Michael Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #24

SUBJECT: Professional Design and Consulting Services (Contract Amendments)

DATE: May 27, 2015

#2	Consultant:	HMC Architects	No.	3
	Project:	Student Support Services		
Item	Change and Justification:		Amount	
	Additional architectural programming and planning services necessary to revise architectural, electrical, and plumbing layout per the owner's request.		\$4,400.00	
	Total		\$4,400.00	
	Original Contract Amount		\$386,200.00	
	Net Change by Previous Amendments		\$295,600.00	
	Net Sum Prior to This Amendment		\$681,800.00	
	Amount of Amendment No. 3		\$4,400.00	
	New Contract Sum		\$686,200.00	
	Percentage of this Change to the Total Project Budget			0.03%

#3	Consultant:	Pal id Studio	No.	1
	Project:	Reconfigure the Marketing and Research Office Spaces		
Item	Change and Justification:		Amount	
	Additional reimbursable allowance for interior design services.		\$648.00	
	Total		\$648.00	
	Original Contract Amount		\$24,072.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$24,072.00	
	Amount of Amendment No. 1		\$648.00	
	New Contract Sum		\$24,720.00	
	Percentage of this Change to the Total Project Budget			0.28%

#4	Consultant:	Sid Lindmark, AICP	No.	1
	Project:	Construction Support		
Item	Change and Justification:		Amount	
	Professional consulting services related to California Environmental Quality Act (CEQA) documentation for the Master Plan implementation. Time and materials, not to exceed:		\$10,000.00	
	Total		\$10,000.00	
	Original Contract Amount		\$10,000.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$10,000.00	
	Amount of Amendment No. 1		\$10,000.00	
	New Contract Sum		\$20,000.00	
	Percentage of this Change to the Total Project Budget			0.14%

SUBJECT: Professional Design and Consulting Services (Contract Amendments)

DATE: May 27, 2015

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

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

DATE: May 27, 2015

CONSENT

SUBJECT Personnel Transactions

CLASSIFIED EMPLOYMENT

Permanent New Hires

Name: Marin-Hernandez, Ashley
Position: Clerical Assistant
Department: Natural Sciences
Range/Step: A-52, Step 1
Job FTE: 0.475/12 months
Effective: TBD

New: No

Salary: \$1,392.43/month

Name: Salcido, Elva
Position: Athletic Trainer
Department: Kinesiology, Athletics, & Dance
Range/Step: A-105, Step 1
Job FTE: 0.475/12 months
Effective: TBD

New: No

Salary: \$2,359.47/month

Name: Yang, Randall
Position: Public Safety Officer
Department: Public Safety
Range/Step: A-88, Step 1
Job FTE: 0.475/12 months
Effective: 6/1/15

New: No

Salary: \$1,992.28/month

Promotions

Name: Dieckmeyer, David
IT Specialist: Academic Applications & Portal:
Position: Student Success and Support Program
Department: Information Technology
Range/Step: A-124, Step 4
Job FTE: 1.00/12 months
Effective: 5/28/15
Remarks: Previously Computer Facilities Coordinator

New: Yes

Salary: \$6,946.94/month

Prepared by: Human Resources Staff

Reviewed by: James Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #26

SUBJECT: Personnel Transactions

DATE: May 27, 2015

Promotions (continued)

Name: Hong, Krystal
 Position: Project/Program Specialist New: No
 Department: English as a Second Language
 Range/Step: A-79, Step 1 Salary: \$3,835.00/month
 Job FTE: 1.00/12 months
 Effective: 5/28/15
 Remarks: Previously Specialist, ESL Instructional Support

Name: Rai, Lakshmi
 Position: Account Clerk III New: No
 Department: Payroll
 Range/Step: A-88, Step 2 Salary: \$4,404.00/month
 Job FTE: 1.00/12 months
 Effective: 6/22/15
 Remarks: Previously Clerical Specialist

Reclassification

Name: Stahl, Darren
 From: Academic Network Administrator
 To: Enterprise Network Administrator
 Department: Information Technology
 Range/Step: A-134, Step 5 + L25 Salary: \$9,380.47/month
 Job FTE: 1.00/12 months
 Effective: 8/25/14

Temporary Change of Assignment

Name: Zahn, Lisa
 Position: Account Clerk II
 Department: Adult Basic Education
 Range/Step: A-79, Step 6 Salary: \$4,894.54/month
 Job FTE: 1.00/12 months
 Effective: 5/5/15
 End Date: 6/30/15
 Remarks: Previously 0.75 Job FTE

SUBJECT: Personnel Transactions

DATE: May 27, 2015

Temporary Out-of-Class Assignment

Name: Rodriguez, Alvaro
From: Technician, Performing Arts Operations
To: Lead Technician, Broadcast & Audio
Department: Technical Services
Range/Step: A-114, Step 6 Salary: \$6,933.61/month
Job FTE: 1.00/12 months
Effective: 3/1/15
End Date: 6/30/15

Resignations

Mario Guzman, Web Developer, Information Technology, effective 4/30/15
Alma Nunez, Office Assistant, Financial Aid, effective 6/30/15
Christopher Sweeten, Project/Program Coordinator, Upward Bound, effective 5/31/15

CONFIDENTIAL EMPLOYMENT

Promotion

Name: Jimenez, Zaira
Position: Human Resources Analyst-Position Mgmt. New: Yes
Department: Human Resources
Range/Step: C-97, Step 1 +L10 Salary: \$6,444.90/month
Job FTE: 1.00/12 months
Effective: 5/28/15
Remarks: Previously Human Resources Technician

Reclassification

Name: Nelson, Carol
Position: Executive Assistant I
Department: President's Office
Range/Step: C-73, Step 3 + L10 Salary: \$5,596.25/month
Job FTE: 1.00/12 months
Effective: 5/28/15
Remarks: Permanent reclassification to align with current job functions and duties; formerly Secretary, A-81.

SUBJECT: Personnel Transactions

DATE: May 27, 2015

ACADEMIC EMPLOYMENT

Banking Leave of Absence with Pay

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Schmidt, Sherry	Biological Sciences	15	Spring 2016

Permanent New Hires

Name:	Anders, Tania-Maria	New:	No
Position:	Professor, Earth Sciences		
Department:	Earth Sciences and Astronomy	Salary:	\$56,851.00/annual
Range/Step:	I-1		
Job FTE:	1.00/10 months		
Effective:	TBD		

Name:	Espy, Sheila	New:	No
Position:	Professor, Fashion Merchandising		
Department:	Consumer Science and Design Technologies	Salary:	\$56,851.00/annual
Range/Step:	I-1		
Job FTE:	1.00/10 months		
Effective:	8/24/15		

Name:	Grimstad, AnnLee	New:	No
Position:	Professor, History		
Department:	History and Art History	Salary:	\$56,851.00/annual
Range/Step:	I-1		
Job FTE:	1.00/10 months		
Effective:	8/24/15		

Name:	Lai, Irving	New:	No
Position:	Professor, Mathematics		
Department:	Mathematics, Computer Science	Salary:	\$56,851.00/annual
Range/Step:	I-1		
Job FTE:	1.00/10 months		
Effective:	8/24/15		

Name:	Muniz, Edgar	New:	No
Position:	Professor, English		
Department:	English, Literature and Journalism	Salary:	\$56,851.00/annual
Range/Step:	I-1		
Job FTE:	1.00/10 months		
Effective:	8/24/15		

SUBJECT: Personnel Transactions

DATE: May 27, 2015

Permanent New Hires (continued)

Name: Rivas, Karla
Position: Professor, Mathematics New: No
Department: Mathematics, Computer Sciences
Range/Step: I-1 Salary: \$56,851.00/annual
Job FTE: 1.00/10 months
Effective: 8/24/15

Retirement

Terry Rudd, Professor, Psychiatric Technology, effective 6/14/15

Salary Advancements for Full-time Faculty Column Crossover, 2015-16

Coursework and/or Degree earned

Name: Bray-Ali, Julie
Position: Professor, Earth Sciences and Astronomy
Department: Earth Sciences and Astronomy
Column/Step: III-12 Salary: \$100,453.00/annual
Job FTE: 1.00/10 months
Effective: 8/24/15
Remarks: Advancement from Column II, Step 11

Name: Briggs, Christopher
Position: Professor, Biological Sciences
Department: Biological Sciences
Column/Step: III-6 Salary: \$81,107.00/annual
Job FTE: 1.00/10 months
Effective: 8/24/15
Remarks: Advancement from Column II, Step 5

Name: Garcia, Daniel
Position: Professor, Welding
Department: Air Cond., Welding and Water Tech.
Column/Step: III-12 Salary: \$100,453.00/annual
Job FTE: 1.00/10 months
Effective: 8/24/15
Remarks: Advancement from Column II, Step 11

SUBJECT: Personnel Transactions

DATE: May 27, 2015

Professional Growth Increments, 2015-16

\$326/month for faculty after serving three or more years at the Initial Service Increment and after competing six semester units of course work

NAME	DEPARTMENT	EFFECTIVE
Alexander, Carolyn	Fine Arts	8/24/15
Garrett, LeAnn	Library	7/01/15

Additional Assignments

<u>Provider</u>	<u>Area/Department</u>	<u>Service/Agreement</u>	<u>Dates</u>	<u>Amount</u>
Adele, David	Music	Perform at Faculty Recital	5/17/15	\$46.73/hr. Not to exceed \$125
Arterburn, Pamela	Student Services / Assessment Ctr.	Faculty AWE Readers	7/1/15 – 6/30/16	Not to exceed \$50.07/hr.
Boehner-Staylor, Maya	Student Services / Assessment Ctr.	Faculty AWE Readers	7/1/15 – 6/30/16	Not to exceed \$48.36/hr.
Cahueque, David	Music	Perform at Faculty Recital	5/17/15	\$48.36/hr. Not to exceed \$125
Domingues, Cameron	Music	Perform at Faculty Recital	5/17/15	\$50.07/hr. Not to exceed \$125
Dougherty, Michelle	Student Services / Assessment Ctr.	Faculty AWE Readers	7/1/15 – 6/30/16	Not to exceed \$48.36/hr.
Ezell, Sun	Student Services / Assessment Ctr.	Faculty AWE Readers	7/1/15 – 6/30/16	Not to exceed \$50.07/hr.
Fabiero, Karin	Music	Perform at Faculty Recital	5/17/15	\$43.62/hr. Not to exceed \$125
Hallsted, Christopher	Student Services / Assessment Ctr.	Faculty AWE Readers	7/1/15 – 6/30/16	Not to exceed \$46.73/hr.
Hancock, Joy	Student Services / Assessment Ctr.	Faculty AWE Readers	7/1/15 – 6/30/16	Not to exceed \$46.73/hr.
Hill-Enriquez, Evelyn	Student Services / Assessment Ctr.	Faculty AWE Readers	7/1/15 – 6/30/16	Not to exceed \$45.15/hr.
Kelly, Donna	Student Services / Assessment Ctr.	Faculty AWE Readers	7/1/15 – 6/30/16	Not to exceed \$50.07/hr.
Key-Ketter, Leah	Student Services / Assessment Ctr.	Faculty AWE Readers	7/1/15 – 6/30/16	Not to exceed \$48.36/hr.
Klassen, Masako	Music	Perform at Faculty Recital	5/17/15	\$50.07/hr. Not to exceed \$125
Kordich, Jason	Student Services / Assessment Ctr.	Faculty AWE Readers	7/1/15 – 6/30/16	Not to exceed \$46.73/hr.
LoPiccolo, Joseph	Music	Perform at Faculty Recital	5/17/15	\$48.36/hr. Not to exceed \$125
Lynch-Thompson, Candace	Student Services / Assessment Ctr.	Faculty AWE Readers	7/1/15 – 6/30/16	Not to exceed \$46.73/hr.
Mahpar, Steven	Music	Perform at Faculty Recital	5/17/15	\$42.16/hr. Not to exceed \$125

SUBJECT: Personnel Transactions**DATE:** May 27, 2015**Additional Assignments** (continued)

<u>Provider</u>	<u>Area/Department</u>	<u>Service/Agreement</u>	<u>Dates</u>	<u>Amount</u>
Massey, Christine	Music	Perform at Faculty Recital	5/17/15	\$42.16/hr. Not to exceed \$125
Mezaki, Barbara	Student Services / Assessment Ctr.	Faculty AWE Readers	7/1/15 – 6/30/16	Not to exceed \$50.07/hr.
McFaul, Jason	Student Services / Assessment Ctr.	Faculty AWE Readers	7/1/15 – 6/30/16	Not to exceed \$50.07/hr.
Mullane, Douglas	Student Services / Assessment Ctr.	Faculty AWE Readers	7/1/15 – 6/30/16	Not to exceed \$46.73/hr.
Muniz, Edgar	Student Services / Assessment Ctr.	Faculty AWE Readers	7/1/15 – 6/30/16	Not to exceed \$48.36/hr.
Nazzal, Jane	Student Services / Assessment Ctr.	Faculty AWE Readers	7/1/15 – 6/30/16	Not to exceed \$45.15/hr.
Nemeth, Stanley	Student Services / Assessment Ctr.	Faculty AWE Readers	7/1/15 – 6/30/16	Not to exceed \$50.07/hr.
Rowley, Dianne	Student Services / Assessment Ctr.	Faculty AWE Readers	7/1/15 – 6/30/16	Not to exceed \$50.07/hr.
Straw, Ellen	Student Services / Assessment Ctr.	Faculty AWE Readers	7/1/15 – 6/30/16	Not to exceed \$46.73/hr.
Whalen, Margaret	Student Services / Assessment Ctr.	Faculty AWE Readers	7/1/15 – 6/30/16	Not to exceed \$46.73/hr.
Wheeler, Daniel	Student Services / Assessment Ctr.	Faculty AWE Readers	7/1/15 – 6/30/16	Not to exceed \$46.73/hr.
Worsley, Margaret	Music	Perform at Faculty Recital	5/17/15	\$45.15/hr. Not to exceed \$125

MANAGEMENT EMPLOYMENT**Permanent New Hire**

Name: Lowentrou, Mark
 Position: Associate Dean, Arts
 Department: Arts
 Range/Step: M-19, Step 1
 Job FTE: 1.00/12 months
 Effective: TBD

New: Yes
 Salary: \$134,112.00/annual

SUBJECT: Personnel Transactions

DATE: May 27, 2015

Promotions

Name: Galbraith, Jennifer
 Position: Dean, Business New: No
 Department: Business
 Range/Step: M-21, Step 2 Salary: \$146,136.00/annual
 Job FTE: 1.00/12 months
 Effective: 5/28/15
 Remarks: Formerly Associate Dean, Business

Name: Sciore, Donald
 Position: Associate Dean, Instruction New: Yes
 Department: Instruction
 Range/Step: M-19, Step 2 Salary: \$136,488.00/annual
 Job FTE: 1.00/12 months
 Effective: 5/28/15
 Remarks: Formerly Interim Associate Dean, Arts

Reclassifications

Name: Cantu, Monica
 Position: Director, Fiscal Services New: Yes
 Department: Fiscal Services
 Range/Step: M-17, Step 2 Salary: \$126,900.00/annual
 Job FTE: 1.00/12 months
 Effective: 5/28/15
 Remarks: Permanent reclassification to align with current job functions and duties;
 formerly Director, Budget and Financial Programs, M-15

Name: Patterson, Teresa
 Position: Director, Purchasing New: Yes
 Department: Fiscal Services
 Range/Step: M-15, Step 1 + L20 Salary: \$129,145.00/annual
 Job FTE: 1.00/12 months
 Effective: 7/1/14
 Remarks: Position re-classed at March 25, 2015 BOT meeting, previously, M-12

Renewal of Management Contracts 7/1/15–6/30/17

Guadalupe Hernandez, Assistant Director, Child Development (Child Development Center)
 Karelyn Hoover, Associate Dean, Natural Sciences (Natural Sciences)
 Stefyn Mikaela Klein, Senior Facilities Planner (Facilities Planning and Management)
 Uyen Mai, Director, Marketing and Public Affairs (Marketing and Communications)
 Joumana McGowan, Executive Dean, Instruction (Instruction)

SUBJECT: Personnel Transactions

DATE: May 27, 2015

Renewal of Management Contracts 7/1/15–6/30/17 (continued)

Maryann Tolano-Leveque, Director, Honors Program (Humanities and Social Sciences)
William Wilson, Chief, Public Safety (Public Safety)

Renewal of Temporary Special Project Manager Contract 7/1/15–6/30/16

Annette Limon, Special Projects Manager (Contract Training)
Sandra Sisco, Special Projects Director (Continuing Education)

TEMPORARY EMPLOYMENT

Substitute Employees

<u>Name</u>	<u>Title</u>	<u>Rationale</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Billier, Valerie	Secretary	Absence	Event Services	22.57	04/13/15-04/22/15
Miranda, Raul	Tech., Perform. Arts Op.	Absence	Technical Services	29.53	02/02/15-06/30/15
Redding, Renee	Admin. Secretary	Absence	Library & Learning Res.	24.19	05/04/15-05/15/15
Yao, Ran	Benefits Specialist	Vacancy	Human Resources	24.19	05/15/15-06/30/15

Hourly Non-Academic Employees

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Abilez, Rosalie	Secretarial Aide	Adult Basic Education	11.88	06/15/15-06/30/15
Aguirre, Pearl	Secretarial Aide	Adult Basic Education	11.88	06/08/15-06/30/15
Aleman, Cayla	Secretarial Aide	Adult Basic Education	11.88	06/08/15-06/30/15
Angulo, Karina	Instructional Aide	Child Development Ctr.	9.00	04/28/15-06/30/15
Astorga-Aguilar, Bernice	Secretarial Aide	Adult Basic Education	11.88	06/01/15-06/30/15
Avila, Xochitl	Secretarial Aide	Adult Basic Education	11.88	06/15/15-06/30/15
Baez, Sylvia	Secretarial Aide	Adult Basic Education	11.88	06/15/15-06/30/15
Barrios, Blanca Estella	Secretarial Aide	Adult Basic Education	11.88	06/15/15-06/30/15
Beard, Brenda	Secretarial Aide	Adult Basic Education	11.88	05/28/15-06/30/15
Bishay, Marco	Learning Assistant	Learning Assistance Ctr.	13.00	05/28/15-06/30/15
Blaunt, Shanyng	Learning Assistant	Learning Assistance Ctr.	13.00	05/28/15-06/30/15
Castaneda, Rebecca	Instructional Aide	Child Development Ctr.	9.00	04/01/15-06/30/15
Castro, Michelle	Secretarial Aide	Adult Basic Education	11.88	06/08/15-06/30/15
Cervantes, Alethea	Activity Aide	Continuing Education	9.00	06/01/15-06/30/15
Cervantes, Angelica	Activity Aide	Continuing Education	9.00	06/01/15-06/30/15
Chang, Abigail	Instructional Aide	Child Development Ctr.	9.00	02/23/15-06/30/15
Corado, Fergie	Administrative Aide	EOPS/CARE	12.76	04/27/15-06/30/15
Davis, Melissa	Secretarial Aide	Adult Basic Education	11.88	06/15/15-06/30/15
Davis, Syon	Learning Assistant	Learning Assistance Ctr.	13.00	05/28/15-06/30/15
Dzib, Eric	Clerical Typist I	Adult Basic Education	9.55	06/01/15-06/30/15
Estrada, Alejandra	Student Intern	Counseling	15.00	05/28/15-06/30/15
Figueroa, Alexandria	Activity Aide	Continuing Education	9.00	06/01/15-06/30/15
Freeman, Deloyce	Learning Assistant	Learning Assistant Ctr.	13.00	05/28/15-06/30/15
Galindo, Ernestina	Secretarial Aide	Adult Basic Education	11.88	06/01/15-06/30/15

SUBJECT: Personnel Transactions**DATE:** May 27, 2015**Hourly Non-Academic Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Garcia, Elsie	Secretarial Aide	Adult Basic Education	11.88	06/08/15-06/30/15
Garcia, Irene	Secretarial Aide	Adult Basic Education	11.88	06/08/15-06/30/15
Godinez, Martha	Secretarial Aide	Adult Basic Education	11.88	06/15/15-06/30/15
Hartnett, Catherine	Human Resources Aide	Human Resources	16.24	05/28/15-06/30/15
Hebert, Carmencita	Secretarial Aide	Adult Basic Education	11.88	06/15/15-06/30/15
Hebert, Sarah	Activity Aide	Continuing Education	9.00	06/01/15-06/30/15
Huizar-Gonzalez, Clemencia	Secretarial Aide	Adult Basic Education	11.88	06/15/15-06/30/15
Jackson, Victoria	Learning Assistant	Learning Assistance Ctr.	13.00	05/28/15-06/30/15
Jimenez, Steven-Michael	Activity Aide	Continuing Education	9.00	06/01/15-06/30/15
Kaufman, Jade	Model	Fine Arts	25.00	05/14/15-06/30/15
Khan, Anabella	Secretarial Aide	Adult Basic Education	11.88	05/26/15-06/30/15
Martinez, Rosemary	Secretarial Aide	Adult Basic Education	11.88	06/08/15-06/30/15
Maya, Maria De Montse	Clerical Typist I	Study Abroad	9.55	03/02/15-06/30/15
Molla, Meklit	Student Intern	Counseling	15.00	05/28/15-06/30/15
Moreno Hag, Blanca	Account Aide III	Child Development Ctr.	12.12	04/02/15-06/30/15
Perez, Shirely	Instructional Aide	Child Development Ctr.	9.00	04/15/15-06/30/15
Pichardo, Nancy	Activity Aide	Continuing Education	9.00	06/01/15-06/30/15
Ramirez, Edgar	Sr. Tool Keeper Aide	Aircraft Maintenance	13.66	03/26/15-06/30/15
Redding, Renee	Library Aide III	Library & Learning Res.	12.48	06/02/15-06/10/15
Reef, Nolan	Sr. Tool Keeper Aide	Aircraft Maintenance	13.66	05/27/15-06/30/15
Rivera, Emily	Instructional Aide	Child Development Ctr.	9.00	04/12/15-06/30/15
Rodriguez, Shannon	Secretarial Aide	Adult Basic Education	11.88	05/26/15-06/30/15
Ruiz, Maria	Secretarial Aide	Adult Basic Education	11.88	05/26/15-06/30/15
Santana, Rachel	Secretarial Aide	Adult Basic Education	11.88	06/15/15-06/30/15
Sinopoli, Deborah	Secretarial Aide	Adult Basic Education	11.88	06/08/15-06/30/15
Siongco, Manuel Alphonso	Sr. Tool Keeper Aide	Aircraft Maintenance	13.66	05/28/15-06/30/15
Steagall, Terry	Study Skills Assist. III	The Writing Center	12.48	03/12/15-06/30/15
Torres, Irma	Secretarial Aide	Adult Basic Education	11.88	06/08/15-06/30/15
Vazquez-Celaya, Sandra	Tutor IV	Human Resources	11.75	04/22/15-06/30/15
Vetti, Susan	Secretarial Aide	Adult Basic Education	11.88	06/08/15-06/30/15

Professional Expert Employees – New Assignments

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Bera, Usha	Program Supervisor I	Continuing Education	12.48	06/01/15-06/30/15
Callen, Cathy	Program Supervisor I	Adult Basic Education	12.48	06/08/15-06/30/15
Flores, Roberto	Program Supervisor I	Adult Basic Education	12.48	06/08/15-06/30/15
Jimenez, Steven-Michael	Program Supervisor I	Continuing Education	12.48	06/01/15-06/30/15
Lewis, Kinsusha	Program Supervisor I	Adult Basic Education	12.48	06/01/15-06/30/15
Medina, Raymond	Program Supervisor I	Adult Basic Education	12.48	06/08/15-06/30/15
Romero, Robert	Program Supervisor I	Adult Basic Education	12.48	06/01/15-06/30/15

SUBJECT: Personnel Transactions**DATE:** May 27, 2015**Professional Expert Employees – Extended Assignments**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Abrams, Kristina	Project/Program Aid	Business-Paralegal	19.76	03/10/15-06/30/15
Alirez, Janell	Paramedic Specialist	Medical Services	27.00	03/23/15-06/30/15
Baldacci, Denise	Paramedic Specialist	Medical Services	27.00	03/09/15-06/30/15
Bastidas, Stefany	CDC Associate III	Child Development Ctr.	10.00	03/31/15-06/30/15
Brambila, Frank	Paramedic Specialist	Medical Services	27.00	03/24/15-06/30/15
Briley, Faithe	Project Expert/Spec.	Continuing Education	25.00	04/17/15-06/30/15
Brown, Christy	Project Expert/Spec.	Respiratory Therapy	25.00	03/12/15-06/30/15
Conte, Kelly	Project/Program Aide	Continuing Education	19.76	04/13/15-06/30/15
Cordero, Juan	Technical Expert I	Nursing	35.00	03/01/15-06/30/15
Dia, Michael	Athletic Injury Spec. I	Kinesiology, Ath. & Dance	22.00	03/01/15-06/30/15
Dingillo, Noelle	Technical Expert I	Technology and Health	35.00	12/04/14-06/30/15
Dominico, Shane	Game Day Personnel	Kinesiology, Ath. & Dance	10.00	04/01/15-06/13/15
Easter, Chao	Lecturer	Fire Technology	37.26	04/20/15-06/30/15
Fernandez, Michael	Program Supervisor II	Technical Services	16.64	04/30/15-06/30/15
Fritsch Davison, Lindsey	Technical Expert I	Nursing	35.00	04/02/15-06/30/15
Gateley, Sean	Athletic Injury Spec. II	Kinesiology, Ath. & Dance	26.00	04/01/15-06/30/15
Gomez, Isaac	Paramedic Specialist	Medical Services	27.00	03/19/15-06/30/15
Griffitts, Marcy	Injury Specialist I	Kinesiology, Ath. & Dance	22.00	03/01/15-06/30/15
Henkins, kathryn	Project Expert/Spec.	Business	25.00	04/09/15-06/30/15
Jaime, Joseph	Athletic Injury Spec. II	Kinesiology, Ath. & Dance	26.00	04/18/15-06/30/15
Jimenez, Raul	Event Supervisor II	Technical Services	13.75	04/25/15-06/30/15
Lee, Woo Jung	Project Coordinator	Research and Inst. Effect.	35.00	05/14/15-06/30/15
Llanos, Jennifer	Exercise Trainer Asst. II	Kinesiology, Ath. & Dance	10.00	04/24/15-06/30/15
Lyons, Casey	Interpreter II	DSP&S	30.00	02/28/15-06/30/15
Mclvor, Maliwan	Project Expert/Spec.	Respiratory Therapy	25.00	04/08/15-06/30/15
Mendivil, Ana	Instrument Sim. Instr.	Continuing Education	30.00	04/15/15-06/30/15
Noboa, Christian	Paramedic Specialist	Medical Services	27.00	01/05/15-06/30/15
Ozon, Daniel	Technical Expert I	Kinesiology, Ath. & Dance	35.00	01/01/15-06/30/15
Rey, Rebecca	Master Class Teacher	Kinesiology, Ath. & Dance	25.00	03/01/15-06/30/15
Roldan, Cesar	Athletic Injury Spec. II	Kinesiology, Ath. & Dance	26.00	03/16/15-06/30/15
Schons, Tim	Paramedic Specialist	Medical Services	27.00	03/17/15-06/30/15
Sierra, Michelle	Game Day Personnel	Kinesiology, Ath. & Dance	10.00	04/01/15-06/13/15
Silva, Joey	Paramedic Specialist	Medical Services	27.00	03/31/15-06/30/15
Torres, Marcel	Program Supervisor II	Technical Services	16.64	02/24/15-06/30/15
Trujillo, Ky	Paramedic Specialist	Medical Services	27.00	03/24/15-06/30/15
Wilson, Kelly	Athletic Injury Spec. II	Kinesiology, Ath. & Dance	26.00	04/01/15-06/30/15
Ybarra, Albert	Vision Mixer	Technical Services	50.00	03/26/15-06/30/15

Student Employees

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Aguirre, Eric	Student Assistant I	Kinesiology, Ath. & Dance	9.00	02/23/15-06/15/15
Aldana, Carlos	Student Assistant IV	Tutorial Sercives	11.25	03/01/15-06/30/15
Altree, Jacob	Student Assistant I	Kinesiology, Ath. & Dance	9.00	02/23/15-06/15/15
Alvarez, Raelyn	Student Assistant IV	Child Development Ctr.	11.25	02/23/15-06/30/15

SUBJECT: Personnel Transactions**DATE:** May 27, 2015**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Arvizu, Carla	Student Assistant I	Bursar's Office	9.00	02/23/15-03/31/15
Ascencio, Juan	Student Assistant III	Agricultural Sciences	10.50	02/23/15-06/30/15
Avila, John	Student Assistant II	Respiratory	9.75	03/09/15-06/12/15
Avina Horta, Angelica	Student Assistant I	Counseling	9.00	05/01/15-06/19/15
Aziz, Kamran	Student Assistant I	Bursar's Office	9.00	02/23/15-03/31/15
Bahena, Karen	Student Assistant II	Bridge Program	9.75	04/17/15-06/30/15
Balles, Mary	Student Assistant I	Child Development Ctr.	9.00	04/07/15-06/30/15
Banks, Lisette	Student Assistant I	Child Development Ctr.	9.00	04/05/15-06/30/15
Barajas, Alex	Student Assistant II	Bridge Program	9.75	04/17/15-06/30/15
Barratt, Brian	Student Assistant V	Teacher Prep. Institute	12.50	02/23/15-03/30/15
Bustamante, Jasmine	Student Assistant I	Kinesiology, Ath. & Dance	9.00	04/01/15-06/13/15
Castaneda, Glenda	Student Assistant II	Bridge Program	9.75	04/17/15-06/30/15
Chavarin, Stephanie	Student Assistant III	Tutorial Services	10.50	02/23/15-06/30/15
Chavez, Alexandra	Student Assistant I	The Writing Center	9.00	03/25/15-06/30/15
Chenet, Kevin	Student Assistant III	Bridge Program	10.50	04/17/15-06/30/15
Chhem, Melissa	Student Assistant I	Kinesiology, Ath. & Dance	9.00	02/23/15-06/13/15
Clancy, Aaron	Student Assistant I	Kinesiology, Ath. & Dance	9.00	02/23/15-06/15/15
Clancy, Kyle	Student Assistant I	Kinesiology, Ath. & Dance	9.00	02/23/15-06/15/15
Cobb, Raymond	Student Assistant I	Aspire	9.00	04/27/15-06/22/15
Costa, Sirena	Student Assistant V	Teacher Prep. Institute	12.50	02/23/15-06/30/15
Coulter, Brody	Student Assistant I	Kinesiology, Ath. & Dance	9.00	02/23/15-06/15/15
Dashiell, Donnell	Student Assistant V	Teacher Prep. Institute	12.50	02/23/15-06/30/15
Dashiell, Raymone	Student Assistant I	Continuing Education	9.00	06/01/15-06/30/15
De Anda, Laura	Student Assistant II	Bridge Program	9.75	04/17/15-06/30/15
De Haro, Adrian	Student Assistant III	Agricultural Sciences	10.50	02/22/15-06/30/15
De La Cruz, Charles	Student Assistant I	Kinesiology, Ath. & Dance	9.00	02/23/15-06/30/15
Dinh, Ann	Student Assistant I	Child Development Ctr.	9.00	04/02/15-06/30/15
Dominguez, Nicholas	Student Assistant I	Kinesiology, Ath. & Dance	9.00	02/23/15-06/15/15
Elliott, Victoria	Student Assistant V	Teacher Prep. Institute	12.50	02/23/15-06/30/15
Feiteira, Tyler	Student Assistant I	Kinesiology, Ath. & Dance	9.00	02/23/15-06/30/15
Finau, Sateki	Student Assistant II	Arise Program	9.75	02/20/15-06/20/15
Flores, Luis	Student Assistant III	Tutorial Services	10.50	02/23/15-06/30/15
Frenila, Bianca	Student Assistant I	Child Development Ctr.	9.00	04/02/15-06/30/15
Gabriel, Unique	Student Assistant II	Assessment & Matric.	9.75	05/01/15-06/30/15
Gallegos, Lucelia	Student Assistant III	Fashion Merch. & Design	10.50	04/01/15-06/30/15
Galvan, Elizabeth	Student Assistant I	Child Development Ctr.	9.00	04/01/15-06/30/15
Garcia Castorena, Athziri	Student Assistant II	Bridge Program	9.75	04/17/15-06/30/15
Garcia Hernandez, Jonathan	Student Assistant I	Continuing Education	9.00	06/01/15-06/30/15
Gonzales, Ashely	Student Assistant I	Child Development Ctr.	9.00	04/01/15-06/30/15
Gonzalez, Stephanie	Student Assistant II	Bridge Program	9.75	04/17/15-06/30/15
Grajeda, Jeffrey	Student Assistant II	Bridge Program	9.75	04/17/15-06/30/15
Gregoryk, Jason	Student Assistant V	Energy Services	12.50	02/28/15-06/30/15
Hernandez, Lizbel	Student Assistant I	Child Development Ctr.	9.00	04/01/15-06/30/15
Hernandez, Sarah	Student Assistant III	Tutorial Services	10.50	02/23/15-06/30/15
Hickman, Travon	Student Assistant I	Kinesiology, Ath. & Dance	9.00	02/23/15-06/15/15

SUBJECT: Personnel Transactions**DATE:** May 27, 2015**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Hillman, Michael	Student Assistant II	Natural Sciences	9.75	04/28/15-06/30/15
Horita, Amanda	Student Assistant I	Child Development Ctr.	9.00	04/01/15-06/30/15
Hurtado, Martin	Student Assistant II	Bridge Program	9.75	04/17/15-06/30/15
Jaime, Jason	Student Assistant I	CalWORKs	9.00	03/01/15-06/30/15
Jayasekera, Jehan	Student Assistant III	Adult Basic Education	10.50	03/18/15-06/30/15
Jorge, Brenda	Student Assistant I	Child Development Ctr.	9.00	04/30/15-06/30/15
Jose, Beatrix	Student Assistant I	Bursar's Office	9.00	02/23/15-03/31/15
Juarez-Uglade, Alejandro	Student Assistant II	Bridge Program	9.78	04/17/15-06/30/15
Khalil, Dalia	Student Assistant IV	Adult Basic Education	11.25	05/04/15-06/30/15
Krolik, Hannah	Student Assistant I	Kinesiology, Ath. & Dance	9.00	04/01/15-06/13/15
Landeros, Luis	Student Assistant I	Continuing Education	9.00	06/01/15-06/30/15
Lara, Marvin	Student Assistant I	EOPS/CARE/CalWORKs	9.00	03/16/15-06/19/15
Lawson, Joseph	Student Assistant I	Kinesiology, Ath. & Dance	9.00	02/23/15-06/15/15
Lindsey, Gregory	Student Assistant II	Biological Sciences	9.75	03/31/15-06/12/15
Lopez, Gabriela	Student Assistant III	Business Division	10.50	03/11/15-06/30/15
Lopez, Laura	Student Assistant V	Teacher Prep. Institute	12.50	02/23/15-06/30/15
Lopez, Pheriba	Student Assistant III	The Writing Center	10.50	02/23/15-06/30/15
Lorenzetti, Michael	Student Assistant I	Child Development Ctr.	9.00	04/02/15-06/30/15
Lucero, Daniela	Student Assistant III	Consumer Sci. & Design	10.50	03/18/15-06/30/15
Lujanmonreal, Marco	Student Assistant II	Counseling	9.75	04/20/15-06/19/15
Lutgen, Sydney	Student Assistant III	Continuing Education	10.50	04/21/15-06/30/15
Maeda, Joseph	Student Assistant III	Architecture	10.50	04/21/15-06/30/15
Maldonado, Audrey	Student Assistant I	Kinesiology, Aquatics	9.00	04/01/15-06/13/15
Marroquin, Meliza	Student Assistant II	Bridge Program	9.75	04/17/15-06/30/15
Martinez Luna, David	Student Assistant III	Bridge Program	10.50	04/17/15-06/30/15
Martinez, Elaine	Student Assistant II	DSP&S	9.75	05/01/15-06/30/15
Martinez, Mario	Student Assistant III	Adult Basic Education	10.50	04/29/15-06/30/15
McLellan, Jeanne	Student Assistant III	Consumer Sci. & Design	10.50	03/26/15-06/30/15
Medeiros, Bryan	Student Assistant I	Kinesiology, Ath. & Dance	9.00	02/23/15-06/13/15
Medina-Espinoza, Erann	Student Assistant I	Horticultural Sciences	9.00	02/23/15-06/30/15
Medina-Espinoza, Erann	Student Assistant I	Biological Sciences	9.00	04/01/15-06/30/15
Mercado, Deirdre	Student Assistant I	Kinesiology, Ath. & Dance	9.00	02/23/15-06/30/15
Monges, Vincent	Student Assistant I	Study Abroad	9.00	02/23/15-06/30/15
Montes, Daisy	Student Assistant II	Assessment & Matric.	9.75	05/05/15-06/30/15
Morales, Brenda	Student Assistant III	Adult Basic Education	10.50	04/29/15-06/30/15
Morales, Ryan	Student Assistant I	Kinesiology, Ath. & Dance	9.00	02/23/15-06/15/15
Moreno, David	Student Assistant III	Continuing Education	10.50	06/01/15-06/30/15
Nguyen, Carolyn	Student Assistant I	Kinesiology, Ath. & Dance	9.00	01/01/15-02/22/15
Nguyen, Carolyn	Student Assistant I	Kinesiology, Ath. & Dance	9.00	02/23/15-06/30/15
Nguyen, Khoa	Student Assistant I	Kinesiology, Ath. & Dance	9.00	02/23/15-06/15/15
Ochoa, Melissa	Student Assistant I	Child Development Ctr.	9.00	04/22/15-06/30/15
Ochotorena, Martin	Student Assistant I	Counseling	9.00	04/09/15-06/19/15
Paez, Julian	Student Assistant I	Counseling	9.00	04/20/15-06/19/15
Pantoja, Eric	Student Assistant V	Tutorial Services	12.50	04/01/15-06/30/15
Paris, Jemaa	Student Assistant III	Learning Assistance Ctr.	10.50	04/13/15-06/30/15

SUBJECT: Personnel Transactions**DATE:** May 27, 2015**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Pavon, Fabian	Student Assistant III	Bridge Program	10.50	04/17/15-06/30/15
Payan, Alejandro	Student Assistant I	Bursar's Office	9.00	02/23/15-03/31/15
Pena, Kelly	Student Assistant III	Bridge Program	10.50	04/17/15-06/30/15
Perez, David	Student Assistant V	Music and Arts	12.50	03/16/15-06/30/15
Perez, Jonathan	Student Assistant I	Kinesiology, Ath. & Dance	9.00	02/23/15-06/12/15
Prohoroff, Michael	Student Assistant I	Welding	9.00	04/13/15-06/30/15
Quezada, Melissa	Student Assistant I	Child Development Ctr.	9.00	04/01/15-06/30/15
Quinones, Juan	Student Assistant I	Earth Science and Astro	9.00	04/28/15-06/30/15
Quintero, Bryan	Student Assistant I	Biological Sciences	9.00	02/23/15-06/21/15
Raigoza, Dalya	Student Assistant I	Counseling	9.00	04/20/15-06/19/15
Ramirez, Laura	Student Assistant I	Child Development Ctr.	9.00	04/02/15-06/30/15
Ramirez, Rocio	Student Assistant II	DSP&S	9.75	04/06/15-06/30/15
Rawson, Ernie	Student Assistant I	Kinesiology, Aquatics	9.00	04/01/15-06/13/15
Razo, Meagan	Student Assistant I	Biological Sciences	9.00	03/13/15-06/30/15
Redinger, Haley	Student Assistant I	Earth Science and Astro.	9.00	02/23/15-06/14/15
Reeff, Nolan	Student Assistant III	Interior Design	10.50	04/13/15-06/30/15
Rettig, Oswaldo	Student Assistant III	Tutorial Services	10.50	03/02/15-06/30/15
Reyes, Maribel	Student Assistant IV	Arise Program	11.25	03/11/15-06/12/15
Ricarte, Felix	Student Assistant III	Bridge Program	10.50	04/17/15-06/30/15
Rivas, Cindy	Student Assistant IV	The Writing Center	11.25	02/23/15-06/30/15
Rivera, Karla	Student Assistant III	Consumer Sci. & Design	10.50	03/19/15-06/30/15
Robles, Mitchell	Student Assistant III	Technical Services	10.50	03/16/15-06/30/15
Rodriguez, Emilia	Student Assistant II	Bridge Program	9.75	04/17/15-06/30/15
Rodriguez, Marco	Student Assistant IV	Fine Arts	11.25	02/23/15-06/30/15
Roeske, Alison	Student Assistant V	The Writing Center	12.50	02/23/15-06/30/15
Rojero, Cynthia	Student Assistant III	DSP&S	10.50	02/23/15-06/30/15
Romero, Alexandria	Student Assistant II	Tutorial Services	9.75	03/02/15-06/30/15
Rose, Jasmine	Student Assistant I	Continuing Education	9.00	06/01/15-06/30/15
Ross-Tupper, Aimee	Student Assistant III	Industrial Design Eng.	10.50	05/11/15-06/30/15
Rqante, Marianne	Student Assistant II	Tutorial Services	9.75	03/12/15-06/30/15
Rubio, Amanda	Student Assistant II	Tutorial Services	9.75	03/02/15-06/30/15
Ruiz, Isaac	Student Assistant II	Tutorial Services	9.75	03/02/15-06/30/15
Salgado, Jazmin	Student Assistant I	Biological Sciences	9.00	03/18/15-06/30/15
Samai, Jendi	Student Assistant III	The Writing Center	10.50	02/23/15-06/30/15
Samai, Jendi	Student Assistant III	Tutorial Services	10.50	03/02/15-06/30/15
Sauceda, Jessica	Student Assistant II	Tutorial Services	9.75	05/04/15-06/30/15
Schaupp, Matthew	Student Assistant II	Tutorial Services	9.75	03/05/15-06/30/15
Serna, Albert	Student Assistant V	Journalism	12.50	02/23/15-06/30/15
Sharma, Amrita	Student Assistant I	Biological Sciences	9.00	02/23/15-06/10/15
Singleton, Leandra	Student Assistant III	Agricultural Sciences	10.50	03/09/15-06/30/15
Siongco, Manuel Alphonso	Student Assistant V	Manufacturing	12.50	03/31/15-06/21/15
Siongco, Meryl	Student Assistant IV	Arise Program	11.25	03/02/15-06/12/15
Stegner, Lisa	Student Assistant V	The Writing Center	12.50	02/23/15-06/30/15
Stringer, Sommer	Student Assistant I	Kinesiology	9.00	04/01/15-06/13/15
Summers, Andrew	Student Assistant V	Elect. & Comp. Tech.	12.50	03/09/15-06/21/15

SUBJECT: Personnel Transactions**DATE:** May 27, 2015**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Ta'amilo, Sapule	Student Assistant I	Counseling	9.00	04/30/15-06/19/15
Tapia, Nicholas	Student Assistant III	Interior Design	10.50	05/04/15-06/30/15
Te, Vinthai	Student Assistant I	Continuing Education	9.00	06/01/15-06/30/15
Thomas, Thomas	Student Assistant I	Continuing Education	9.00	06/01/15-06/30/15
Tran, Dannis	Student Assistant III	Adult Basic Education	10.50	03/17/15-06/30/15
Vaca, John	Student Assistant III	Student Services	10.50	04/20/15-06/30/15
Valle, Roxanne	Student Assistant II	Radio/Television	9.75	04/27/15-06/30/15
Van Winkle, Rachel	Student Assistant III	Fashion Merchandising	10.50	04/01/15-06/30/15
Vigneault, Tyler	Student Assistant I	Kinesiology, Ath. & Dance	9.00	02/23/15-06/15/15
Wallace, Dewayne	Student Assistant II	Counseling	9.75	05/01/15-06/19/15
White, Gregory	Student Assistant I	Kinesiology, Ath. & Dance	9.00	02/23/15-06/15/15
Williams, Travis	Student Assistant V	Student Health Svcs.	12.50	03/26/15-06/30/15
Wilson, Ariana	Student Assistant III	Kinesiology, Ath. & Dance	10.50	02/23/15-06/13/15
Wilson, Ariana	Student Assistant III	Kinesiology, Ath. & Dance	10.50	10/01/14-02/22/15
Wise, McKenna	Student Assistant I	Kinesiology, Ath. & Dance	9.00	04/01/15-06/13/15
Yousef, Hakeern	Student Assistant I	The Writing Center	9.00	03/25/15-06/30/15
Yuan, Bennett	Student Assistant I	Kinesiology, Ath. & Dance	9.00	02/23/15-06/13/15
Zhou, Jialiang	Student Assistant II	Tutorial Services	9.75	02/23/15-06/30/15

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

DATE: May 27, 2015

CONSENT

SUBJECT: Contract for Title IX, Campus SaVe Act, SB 967, and Child Abuse Neglect Reporting Act (CANRA) Training - CampusClarity, a Service of LawRoom

BACKGROUND

The 2013 re-authorization of the Violence Against Women Act (VAWA) included important implications for colleges and universities known as the Campus Sexual Violence Elimination (SaVe) Act. New requirements cover prevention education and training for all newly hired staff, faculty, managers, incoming students, and existing students. These programs are required to be offered and updated annually. Implementing this comprehensive training program is consistent with the College's goal of increasing training and resources for managers and staff to assist in early identification and resolution of conflicts and disputes including EEO-related matters. Additionally, the College will have access to an extensive library of additional training topics at no additional cost. Examples include: mandatory Child Abuse Neglect Reporting Act (CANRA) training, Bullying in the Workplace, Bloodborne Pathogens, and sanction courses for students. This automated training and education program and its associated learning management system will provide the College with the ability to provide mandatory training and track individual completion.

Human Resources identified CampusClarity, a service of LawRoom as a company that provides training and education programs for students, faculty, and staff as required under Title IX, Campus SaVe Act, and SB 967, Child Abuse Neglect Reporting Act (CANRA).

ANALYSIS AND FISCAL IMPACT

The cost of providing this agreement is \$35,000 per year, for a three-year site license which grants unlimited access to the entire training and education library.

Funding Source

Unrestricted General Fund

RECOMMENDATION

It is recommended that the Board of Trustees approves the award of a contract for Title IX, Campus Save Act, SB 967, and Child Abuse Neglect Reporting Act (CANRA) Training with CampusClarity, a service of LawRoom.

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #27

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 27, 2015</u>	CONSENT
SUBJECT:	<u>Implementation of Step 6 for Management Employees - Effective July 1, 2014</u>	

BACKGROUND

On August 13, 2014, the Board of Trustees approved the addition of a Step 6 to the salary schedule for management employees as a 2% increase from the current top step, Step 5, on the salary schedule. This item includes language that this change will be retroactive to July 1, 2014, if the Reclassification Study is completed before the end of fiscal year 2014-15. All proposed classification changes were brought to the Board for approval in its March 25, 2015, meeting as either information items or action items. Although a portion of the final approval of the recommendations of the study are pending the final review of CSEA, Chapter 262, all Management, Supervisory, Confidential, and CSEA, Chapter 651 positions have been approved by the Board. All CSEA, Chapter 262 employees, who were formerly in temporary out-of-class assignments pending Board approval of the Reclassification Study, will be placed on the June Board Agenda as permanent reclassifications into the most recently Board-approved classification and salary range. As such, the study has been completed and the District is in the final stages of implementing the results which will be effective retroactive to July 1, 2014, for all those receiving Board approval.

*Note: Consistent with District practices, Management Employees includes Executive Management.

ANALYSIS AND FISCAL IMPACT

The cost of providing this agreement is \$117,047.00.

Funding Source

Unrestricted and Restricted General Funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the implementation of Step 6 for management employees effective July 1, 2014.

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #28

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

DATE: May 27, 2015

CONSENT

SUBJECT: Lynda.com Campus License Agreement

BACKGROUND

Professional and Organizational Development (POD) has collaborated with numerous groups and key stakeholders on campus including Professional Development Council (PDC), Faculty Professional Development Committee (FPDC), Classified Professional Development Committee (CPDC), and the Information Technology department to identify Lynda.com as the top choice for just-in-time training. Lynda.com offers over 3,000 online courses designed for Microsoft Office, Excel, Word, PowerPoint, AutoCAD, Photoshop, Adobe Acrobat/Reader, and more. Lynda.com has the business skills and professional development courses focused on leadership, communication, management, and more. In addition, there is an entire section dedicated to education and training tools for faculty. POD does not have the staff to properly disseminate, track, and monitor 10 licenses; however, the campus-wide license includes a learning management system that can assist the POD department in properly tracking the progress of all Mt. SAC employees that utilize this resource.

ANALYSIS AND FISCAL IMPACT

The cost of a campus-wide license is \$15,000.00.

Funding Source

Unrestricted General Fund, Faculty Professional Development, and Professional and Organizational Development.

RECOMMENDATION

It is recommended that the Board of Trustees approves the use of the Lynda.com campus license.

Prepared by: Stacey Gutierrez

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #29

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 27, 2015</u>	CONSENT
SUBJECT:	<u>Two-Day Management Retreat at UCLA Lake Arrowhead Conference Center</u>	

BACKGROUND

As a result of the meet-and-confer process with the District and Management Employees, an agreement was reached for the District to host a two-day retreat, as it has been over five years since a management retreat was held. The retreat will focus on strategic and operation planning essentials to the job, brainstorming, team-building, and engagement. The retreat will be held at the UCLA Lake Arrowhead Conference Center on June 18-19, 2015.

ANALYSIS AND FISCAL IMPACT

UCLA Lake Arrowhead Conference Center requires a deposit in the amount of \$10,125, which includes lodging for an estimated 45 guests. Additional costs include, but will not exceed: team-building activities - \$8,500; speaker fees and travel costs - \$5,000; food expenses - \$7,000; and supplies - \$1,000; for a total cost not to exceed \$31,625.00.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the two-day Management Retreat at the UCLA Lake Arrowhead Conference Center on June 18-19, 2015.

Prepared by: _____	Stacey Gutierrez	Reviewed by: _____	James P. Czaja
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #30

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

DATE: May 27, 2015

CONSENT

SUBJECT: 2016-17 Academic Calendar

BACKGROUND

The proposed academic calendar for 2016-17 has been reviewed by the Faculty Association, per the Collective Bargaining Agreement, and approved by President's Cabinet.

ANALYSIS AND FISCAL IMPACT

1. The Fall 2016 Semester is scheduled from August 29 to December 16, 2016, and the Spring 2017 Semester is scheduled from February 27 to June 16, 2017. Flex Days are scheduled on August 26, 2016, and February 24, 2017.
2. The Winter Intersession will run from January 9 to February 16, 2017. The Summer Intersession will run from June 22 to August 2, 2017.
3. The calendar recommendation for 2016-17 meets all legal requirements including mandated holidays and minimum days of instruction.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the proposed Academic Calendar for 2016-17 with the understanding that any additional holidays are subject to the negotiations process.

Prepared by: Laura Martinez

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #31

SUBJECT: 2016-17 Academic Calendar**DATE:** May 27, 2015

**Mt. San Antonio College
ACADEMIC CALENDAR 2016-17**

Fall Semester - 2016

<u>Date</u>	<u>Day</u>	<u>Description</u>
August 26	Friday	Flex Day
August 29	Monday	Fall Semester Begins
September 5	Monday	Holiday – Labor Day
November 11	Friday	Holiday – Veterans Day
November 24	Thursday	Holiday – Thanksgiving Day
December 12-18	Monday-Sunday	Final Examinations
December 18	Sunday	Fall Semester Ends
December 26	Monday	Holiday – Christmas
January 2	Monday	Holiday – New Year's Day

Winter Intersession - 2017

<u>Date</u>	<u>Day</u>	<u>Description</u>
January 9	Monday	Winter Intersession Begins
January 16	Monday	Holiday – Martin Luther King, Jr. Day
February 17	Friday	Holiday – Lincoln Day
February 19	Sunday	Winter Intersession Ends
February 20	Monday	Holiday – Washington Day

Spring Semester - 2016

<u>Date</u>	<u>Day</u>	<u>Description</u>
February 24	Monday	Flex Day
February 27	Monday	Spring Semester Begins
March 31	Friday	Tentative Holiday - Cesar Chavez Day
May 29	Monday	Holiday – Memorial Day
June 12-18	Monday–Sunday	Final Examinations
June 16	Friday	Commencement
June 18	Sunday	Spring Semester Ends

Summer Intersession - 2017

<u>Date</u>	<u>Day</u>	<u>Description</u>
June 22	Thursday	Summer Intersession Begins
July 4	Tuesday	Holiday – Independence Day
August 2	Wednesday	Summer Intersession Ends

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

DATE: May 27, 2015

CONSENT

SUBJECT: 2015 Institutional Effectiveness Partnership Initiative Indicators

BACKGROUND

Institutional Effectiveness Partnership Initiative Indicators (IEPI) is a collaborative effort to help advance the institutional effectiveness of California community colleges. It is administered by the California Community Colleges Chancellor's Office with a contract awarded to the Santa Clarita Community College District for their services. Major components of the initiative include development of the statewide indicators establishing Partnership Resource Teams and providing professional development opportunities. Each college is required to adopt four indicators by June 2015: A) Student Performance and Outcomes; B) Accreditation Status; C) Fiscal Viability; and D) State and Federal Programmatic Compliance, and verify their next accreditation site visit date.

The specific indicators for each area are noted below along with Mt. San Antonio College's recommended Goals.

A. Student Performance and Outcomes

4. Successful course completion: Percentage of students who earn a grade of "C" or better or "credit" in 2013-14. Goal: 70.3%.

B. Accreditation Status

8. Accreditation Status Goal: Fully Accredited, Reaffirmed.
9. Date of next visit report out: Spring 2017.

C & D. Fiscal Viability & State/Federal Programmatic Compliance

13. Fund Balance: Ending unrestricted general fund balance as a percentage of total expenditures (based on 2014-15 Adopted Ending Balance). Goal: 10.28%.
15. Audit Findings (Modified Opinion, material weaknesses, or significant deficiencies as identified in an annual independent audited financial statement). Goal: Unmodified.

Prepared by: Barbara McNeice-Stallard

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #32

SUBJECT: Institutional Effectiveness Partnership Initiative (IEPI) Indicators

DATE: May 27, 2015

ANALYSIS AND FISCAL IMPACT

The College used a shared governance approach to set its Goals for the four IEPI Indicators. After attending training and engaging in discussions, the Institutional Effectiveness Committee recommended to President's Advisory Council the College's Goals for Indicators 4, 8, 13, and 15 and affirmed the College's next accreditation visit date, Spring 2017 (Indicator 9).

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the four 2015 IEPI Indicator and College-set goals, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 27, 2015</u>	CONSENT
SUBJECT:	<u>Contract With Mount Saint Mary's University to Offer a Baccalaureate Degree Program in Nursing</u>	

BACKGROUND

The Technology and Health Division would like authorization to enter into a contract with Mount Saint Mary's University (MSMU) to provide a Baccalaureate Degree Program in Nursing. The Division will provide a classroom and office space to conduct the program. This program will be offered to students who have completed Mt. SAC's Nursing AS Degree Program.

ANALYSIS AND FISCAL IMPACT

MSMU will pay Mt. SAC \$2,200 annually for the use of one classroom on weeknights.

This agreement shall be effective August 1, 2015-July 31, 2018.

Funding Source

Fees will be paid in advance by MSMU, as billed by Mt. SAC, in January and July.

RECOMMENDATION

It is recommended that the Board of Trustees approves this contract with Mount Saint Mary's University, as presented.

Prepared by: <u>Jemma Blake-Judd</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #33</u>

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 27, 2015</u>	CONSENT
SUBJECT:	<u>Continuing Education Division Additions and Changes</u>	

BACKGROUND

The Continuing Education Division presents a wide variety of programs and courses each semester. Note: Community Services materials fees are paid directly to the instructor.

ANALYSIS AND FISCAL IMPACT

1. Community Services: Additional Offerings

Course Title/Program	Presenter	Payment	Fee
Comedy Improv	Chandler, June	40%	\$67

2. Community Services - Program Changes

Course Title/Program	From	To
<u>Community Health Programs</u> <ul style="list-style-type: none"> • Advanced Cardiac Life Support • Advanced Cardiac Life Support Renewal • Pediatric Advanced Life Support • Pediatric Advanced Life Support Renewal 	Additional Instructor	Moden, Lisa - 40%
College for Kids Summer Program	Additional Instructors	Estes, Anika Macias, Ivan
Open Fitness Swim	Additional Instructors	Benningson, Rebecca Patrick, Amy

3. Workforce Training Center - Program Changes

Course Title/Program	Expenses
Jonae Pistoresi June 1-3, 2015 Catering Vendor: Taher, Incorporated - Fresh Seasons Cafe 6500 Soquel Drive, Building 900 Aptos, CA 95003	Additional Expenses Catering – \$2,200 (The event was originally Board approved on April 15, 2015.)

Prepared by: Donna Burns Reviewed by: Irene M. Malmgren
 Recommended by: Bill Scroggins Agenda Item: Consent #34

SUBJECT: Continuing Education Division Additions and Changes

DATE: May 27, 2015

4. Contract Changes

Agency (Description of Services)	From	To
Contract #1516-001 All Americas, Incorporated	Additional Instructors	Macias, Ivan Madrigal, Yahaira Monges, Debra Warner, Benjamin Wigglesworth, Ruth
Contract #ET14-0324 State of California Employment Training Panel (ETP)		Leadership Build, LLC Additional 18 hours @ \$60/hour

5. Contract Correction

Agency (Description of Services)	From	To
Contract #ET14-0324 State of California Employment Training Panel (ETP) (Original Approval March 11, 2015)	20 hours @ \$50/hour	20 hours @ \$60/hour

Funding Sources

Community Services - Student Registration Fees.
 Contract Changes - Contracting Agency.
 Contract Correction - Contracting Agency.
 Contract Renewals - Student Registration Fees.
 Contract Extension - Restricted Funds.
 Workforce Training - Contracting Agency.

RECOMMENDATION

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

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

DATE: May 27, 2015

CONSENT

SUBJECT: Hospitality Management Program Contract Approval with OUTFRONT
Media

BACKGROUND

Hospitality and Restaurant Management has been identified as having the highest labor market demand in our sector. The District is supporting this growth by doubling the number of full-time faculty and providing triple the square footage dedicated to the program in the new building. This will give us the capacity to serve four times more students than we currently enroll.

To ensure that students and our community are aware of this expanded resource, the Hospitality and Restaurant Management Program has worked with the Marketing & Communication Department to develop a taillight bus display (billboards) advertising campaign promoting the Hospitality Management and Culinary Arts Programs. The taillight bus displays will be designed by the College’s Marketing & Communication Department in collaboration with the design team at OUTFRONT Media. Authorization is requested to enter into a contract with OUTFRONT Media for these services.

ANALYSIS AND FISCAL IMPACT

The cost of the contract is \$50,000. The contract will be valid from June 29, 2015, to September 20, 2015.

Grant funds will be used for this project. There will be no cost to the District.

Funding Source

Categorical one-time CTE Enhancement Fund.

RECOMMENDATION

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

Prepared by: Jennifer Galbraith

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #35

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

DATE: May 27, 2015

CONSENT

SUBJECT: Agreement with Evans & Sutherland Computer Corporation for Digistar 5 Upgrade for the Mt. San Antonio College/Randall Planetarium

BACKGROUND

The Natural Sciences Division requests authorization to enter into a contract with Evans & Sutherland Computer Corporation for a Digistar 5 Upgrade for the Randall Planetarium. The Planetarium is used frequently for College classes, interdepartmental special projects, and astronomy outreach programs to local schools and the community. Currently, over 10,000 people visit the Planetarium annually; many of these visitors are coming to Mt. SAC for the first time. Part of the Planetarium's maintenance requires keeping the equipment and software up to date. To that end, it is desired to upgrade the Planetarium's digital projection equipment and software from Digistar 4 to Digistar 5. This new equipment will grant the Planetarium several new capabilities that will be useful for classroom and astronomy outreach purposes.

ANALYSIS AND FISCAL IMPACT

The cost of the contract is \$62,540. Authorization is additionally requested to make an advance payment (deposit) in the amount of \$31,270. The remaining amount of \$31,270 will be paid after the installation date of August 3, 2015.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Evans & Sutherland Computer Corporation and advance payment, as presented.

Prepared by: Karelyn Hoover

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #36

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

DATE: May 27, 2015

CONSENT

SUBJECT: New and Modified Courses and Modified Degrees and Certificates
Effective With the 2015-16 Academic Year

BACKGROUND

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

New Course

ANTH 4

KINI 33B

R-TV 29

Course Title

Archaeology

Kickboxing Intermediate

Introduction to Audio Production for Film and Television

Modified Courses

ANIM 175

BUSC 1A

BUSC 1AH

ID 99

KINI 33A

MFG 150

MFG 155

MFG 180

R-TV 04

R-TV 07

Course Title

Digital Animation

Principles of Economics – Macroeconomics

Principles of Economics – Macroeconomics – Honors

Special Projects in Interior Design

Kickboxing Beginning

Manual Machining 1

Manual Machining II

Computer-Aided Machining 1

Broadcast News Field Reporting

Beginning Commercial Voice-Overs

Modified Certificates

Animation – Game & Interactive Multimedia Design II

Animation – Tradigital Level II

Television Crew

Modified Degree

Animation AS

Prepared by: Joumana McGowan

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #37

SUBJECT: New and Modified Courses and Modified Degrees and Certificates Effective
With the 2015-16 Academic Year

DATE: May 27, 2015

ANALYSIS AND FISCAL IMPACT

New and modified courses, as well as modified degrees, were developed and approved by their respective department committees 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 with the 2015-16 academic year, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 27, 2015</u>	CONSENT
SUBJECT:	<u>Assessment, Remediation, and Retention for Associate Degree Nursing Programs Grant: Acceptance of Funds</u>	

BACKGROUND

Mt. San Antonio College received an award notification for an Assessment, Remediation, and Retention for Associate Degree Nursing (ADN) Programs Grant, funded by the California Community Colleges Chancellor’s Office. The purpose of the grant is to:

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

ANALYSIS AND FISCAL IMPACT

The grant award is \$68,400. The period of performance is July 1, 2015, through June 30, 2016.

The funding agency has approved the expenditure of grant funds to support the following: instructional and non-instructional salaries; employee benefits; instructional and non-instructional supplies and materials; travel and professional development; and indirect costs.

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

Funding Source

California Community Colleges Chancellor’s Office.

RECOMMENDATION

It is recommended that the Board of Trustees approves the acceptance of the Assessment, Remediation, and Retention for ADN Programs Grant funds, as presented.

Prepared by: _____	Adrienne J. Price	Reviewed by: _____	Irene M. Malmgren
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #38

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

DATE: May 27, 2015

CONSENT

SUBJECT: Course Identification Program Grant: Acceptance of Funds

BACKGROUND

Mt. San Antonio College received an award notification for the Course Identification Program (C-ID) Grant, funded by the California Community Colleges Chancellor's Office. The purpose of the grant is to continue to provide for a course identification numbering system to maximize the effective and efficient transfer of students within and among California's higher education segments and expand activities to include curriculum that supports a variety of new initiatives including the Associate Degrees for Transfer Program, transfer-level Career Technical Education curriculum, California Community College (CCC) to CCC lateral transfer including basic skills, and continual review of the top 20 transfer majors.

ANALYSIS AND FISCAL IMPACT

The grant award is \$150,000. The period of performance is June 1, 2015, through October 31, 2015. The grant may be renewed annually, dependent on satisfactory performance and availability of funds. The projected grant award is \$5,000,000 over a period from June 1, 2015, through June 30, 2019.

The funding agency has approved the expenditure of grant funds to support the following: instructional and non-instructional salaries; employee benefits; instructional and non-instructional supplies and materials; travel; contracted services; and indirect costs.

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

Funding Source

California Community Colleges Chancellor's Office.

RECOMMENDATION

It is recommended that the Board of Trustees approves the acceptance of the C-ID Program Grant funds, as presented.

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #39

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 27, 2015</u>	CONSENT
SUBJECT:	<u>Career Technical Education Enhancement Fund: Acceptance of Funds and Approval of Purchases</u>	

BACKGROUND

Mt. San Antonio College received notification of an augmentation to a sub-grant titled “CTE Enhancement Fund,” funded by the California Community Colleges Chancellor’s Office and passed through Rancho Santiago Community College District. The grant currently involves the following programs: Cybersecurity and Computer Network Security; Hospitality Management; and Manufacturing Technology.

This augmentation will create a Community College HVAC (heating, ventilating, and air conditioning) Collaborative. The focus of the initial phase of the HVAC Collaborative is the creation of a virtual cohort across a broad spectrum of HVAC credit and non-credit programs, and preparing a pipeline of employment-ready environmental control sustainability technicians and professionals with industry-recognized credentials and a desire for lifelong learning and career advancement. The HVAC Collaborative includes Mt. San Antonio College (lead), Citrus College, San Bernardino Valley College, El Camino College, College of the Desert, Los Angeles Trade Technical College, and Cypress College.

ANALYSIS AND FISCAL IMPACT

This augmentation is \$685,065. Total funding is now \$1,319,841. The performance period for the sub-grant has also been extended and is now January 1, 2015, through October 31, 2016.

The funding agency has approved the expenditure of grant funds to support the following: instructional salaries, non-instructional salaries; employee benefits; instructional and non-instructional supplies and materials; marketing; consultants; catering; promotional materials; conference and travel; sub-awards to partner colleges; software; furniture; and equipment.

As part of the grant activities, authorization is requested to: (a) purchase food and/or catering services for industry advisory committees, ‘lunch and learn’ events, professional development workshops, and other grant events; (b) purchase promotional supplies and materials as part of the grant’s marketing strategy; and (c) reimburse non-Mt. SAC employees for travel costs associated with participating in grant-sponsored events.

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

Funding Source

Prepared by: _____	Adrienne J. Price	Reviewed by: _____	Irene M. Malmgren
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #40

SUBJECT: Career Technical Education Enhancement Fund: Acceptance of Funds and Approval of Purchases

DATE: May 27, 2015

California Community Colleges Chancellor's Office through Rancho Santiago Community College District.

RECOMMENDATION

It is recommended that the Board of Trustees approves the acceptance of the CTE Enhancement Fund Grant funds and approves the purchases, as presented.

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

DATE: May 27, 2015

CONSENT

SUBJECT: Enrollment Growth for Associate Degree Nursing Programs Grant:
Acceptance of Funds

BACKGROUND

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

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

ANALYSIS AND FISCAL IMPACT

The grant award is \$160,937. The period of performance is July 1, 2015, through June 30, 2016.

The funding agency has approved the expenditure of grant funds to support the following: instructional and non-instructional salaries; employee benefits; instructional and non-instructional supplies and materials; travel and professional development; equipment; and indirect costs.

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

Funding Source

California Community Colleges Chancellor's Office.

RECOMMENDATION

It is recommended that the Board of Trustees approves the acceptance of the Enrollment Growth for ADN Programs Grant funds, as presented.

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #41

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

DATE: May 27, 2015

CONSENT

SUBJECT: Song-Brown Registered Nurse Capitation Grant: Acceptance of Funds
and Approval of Purchases

BACKGROUND

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

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

ANALYSIS AND FISCAL IMPACT

The grant award is \$160,000. The period of performance is July 1, 2015, through August 15, 2017.

The funding agency has approved the expenditure of grant funds, "...for any purpose which the educational institution judges will most effectively advance the education of nursing students, but may not be expended for any purpose specifically prohibited by State law, by these contract criteria, or by the contract with the nursing education institution." The College has planned expenditures in the following categories: instructional and non-instructional salaries; employee benefits; instructional, non-instructional, and promotional supplies and materials; travel and professional development; food supplies and catering; contracted services; equipment; and indirect costs.

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

Funding Source

California Office of Statewide Health Planning and Development.

RECOMMENDATION

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

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #42

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

DATE: May 27, 2015

CONSENT

SUBJECT: Song-Brown Registered Nurse Special Programs Grant: Acceptance of Funds and Approval of Purchases

BACKGROUND

Mt. San Antonio College received an award notification for the Song-Brown Registered Nurse (RN) Special Programs Grant, funded by the California Office of Statewide Health Planning and Development. The purpose of the grant is to enhance the abilities of new graduate RNs who have experienced difficulty securing RN employment. The program is a collaboration with partner clinical facilities in the provision of classroom, laboratory, and clinical experiences to improve graduate RNs' competence, professional skills, marketability, and employability.

ANALYSIS AND FISCAL IMPACT

The grant award is \$116,517. The period of performance is July 1, 2015, through August 15, 2017.

The funding agency has approved the expenditure of grant funds, "...for any purpose which the educational institution judges will most effectively advance the education of nursing students, but may not be expended for any purpose specifically prohibited by State law, by these contract criteria, or by the contract with the nursing education institution." The College has planned expenditures in the following categories: instructional and non-instructional salaries; employee benefits; instructional and non-instructional supplies and materials; travel and professional development; contracted services; equipment; and indirect costs.

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

Funding Source

California Office of Statewide Health Planning and Development.

RECOMMENDATION

It is recommended that the Board of Trustees approves the acceptance of the Song-Brown RN Special Programs Grant funds, as presented.

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #43

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

DATE: May 27, 2015

CONSENT

SUBJECT: Agreement with Liebert Cassidy Whitmore

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

The term of the agreement is from June 1, 2015, through May 31, 2016. The agreement shall be terminable by either party upon 30 days' written notice.

The range of hourly rates for attorney time is from \$190-\$295 and from \$75-\$150 for time of paraprofessional staff, which reflects no change from last year's rates.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Liebert Cassidy Whitmore for the period June 1, 2015, through May 31, 2016.

AGREEMENT FOR SPECIAL SERVICES

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

1. Conditions

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

2. Attorney’s Services

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

3. Fees, Costs, Expenses

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

The current range of hourly rates for Attorney time is from One Hundred Ninety to Two Hundred Ninety-Five Dollars (\$190.00 - \$295.00), and from Seventy-Five to One Hundred Fifty Dollars (\$75.00 - \$150.00) for time of paraprofessional and litigation support staff. Attorney reviews its hourly rates on an annual basis and, if appropriate, adjusts them effective July 1. Attorney will provide the College with written notification of any adjustment in the range of rates. Attorneys, paraprofessional and litigation support staff bill their time in minimum units of one-tenth of an hour.

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

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

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

4. Arbitration of Professional Liability or Other Claims

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

If a dispute arises between College and Attorney over any other aspect of the attorney-client relationship, including, without limitation, a claim for breach of professional duty, that dispute will also be resolved by arbitration. It is understood that any dispute as to any alleged breach of professional duty (that is, as to whether any legal

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

5. File Retention

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

6. Assignment

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

7. Independent Contractor

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

8. Authority

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

9. Term

This Agreement is effective June 1, 2015, through May 31, 2016, and may be modified by mutual agreement of the parties. This agreement shall be terminable by either party upon thirty (30) days written notice.

LIEBERT CASSIDY WHITMORE,
A Professional Corporation

MT. SAN ANTONIO COLLEGE

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

I. PUBLIC AGENCY FEE SCHEDULE

Hourly Rates (As of Agreement Effective Date)

Partners	\$295.00
Of Counsel	\$275.00
Associates	\$190.00 - \$255.00
Paraprofessionals & Litigation Support	\$75.00 - \$150.00

II. COST SCHEDULE

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

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

DATE: May 27, 2015

CONSENT

SUBJECT: Contract with Kellogg West Conference Center and Lodge for the
Upward Bound Senior College-Bound Retreat

BACKGROUND

Mt. San Antonio College Upward Bound Program is requesting approval of a contract with Kellogg West Conference Center and Lodge for its upcoming Senior College-Bound Retreat to be held May 29-31, 2015, at Cal Poly Pomona. The retreat is part of the approved grant activities and is designed to address the project goal to enhance students' personal and leadership development as they matriculate from secondary to post-secondary education. Students will explore cultural identity (values, practices, strengths, and challenges), participate in student development activities (personal motivation, communication, and personal goal-setting), and plan for their Fall 2015 college enrollment.

ANALYSIS AND FISCAL IMPACT

The contract covers lodging, food, and use of facilities. The Senior College-Bound Retreat will host 18 students and three staff. The total amount of the contract is not to exceed \$5,100. The final payment is due May 29, 2015.

Funding Source

U.S. Department of Education, Upward Bound Grant.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Kellogg West Conference Center and Lodge for the Upward Bound Senior College-Bound Retreat.

Prepared by: Zolita Fisher

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #45

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

DATE: May 27, 2015

ACTION

SUBJECT: Student Parking Fees

BACKGROUND

Mt. San Antonio College's student parking permit fees are \$40.00 for the Spring and Fall Semesters, and \$20.00 for Winter and Summer Intersessions. Parking permits for students who receive a Board of Governors' (BOG) Fee Waiver are \$20.00 per semester and intersession. The College is dedicated to student safety on campus including providing a safe environment for student parking. The student parking fee is restricted to expenditures for the safety, construction, operation, and maintenance of student parking facilities which includes paving and parking enforcement. These funds are used to maintain the 'blue light' safety phones, slurry sealing, and striping student parking lots.

The Public Safety Department/Parking Services is requesting approval to increase parking fees. The revenue will be used to eliminate the \$3.50 fee students pay for processing an online parking permit purchase and to maintain student parking services as costs have continued to increase each year. The last student parking fee increase was approved in 2010.

A limited survey of parking fees at educational institutions in the surrounding area produced the following results:

Institution	Fee
Chaffey College	Fall/Spring = \$50.00 Fall/Spring BOG = \$30.00 Intersession = \$25.00 Daily Parking Rate = \$4.00
Citrus College	Fall/Spring = \$52.00 Fall/Spring BOG = \$30.00 Intersession = \$26.00 Daily Parking Rate = \$5.00
Pasadena City College	Fall/Spring = \$64.00* Fall/Spring BOG = \$30.00 Intersession = \$20.00 Daily Parking Rate = \$2.00

*Received exemption to Education Code.

Prepared by: W. David Wilson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Action #1

SUBJECT: Student Parking Fees

DATE: May 27, 2015

ANALYSIS AND FISCAL IMPACT

Senate Bill 774 (Hancock) was signed by the Governor on September 6, 2011, and amended California Education Code Section 76360. SB 774 gives districts greater flexibility to adjust parking fees to meet local needs while maintaining affordability for students. The bill allows for the following parking permit fees:

- Up to \$50.00 per semester and \$25.00 per intersession for parking services;
- Increases the amount students on a BOG fee waiver may pay for parking by specifying that students who receive these waivers shall be exempt from parking fees that exceed \$30.00 per semester; and
- Allows colleges to increase the parking permit fee by the same percentage increase as the Implicit Price Deflator for State and Local Government Purchases of Goods and Services annually, up to the next whole dollar.

By this action, the Board will authorize the College, as appropriate, to charge the maximum fee permitted by Education Code 76360. By authorizing the College in the future to charge the maximum allowable fee authorized by Education Code, the parking fee change can be done prior to registration and not inconvenience students with small outstanding account balances that could occur if registration is open before an increase of the fee is implemented.

It should be noted that students will no longer be charged a \$3.50 processing fee for online parking permit purchases and, although students on a BOG fee waiver can be charged up to \$30.00 for parking, the College is recommending a fee of only \$25.00. If approved, effective Fall 2015, parking fees will be as follows:

<u>Permit Type</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
Fall/Spring Semester – Regular Permit	\$40.00	\$50.00
Fall/Spring Semester – BOG Permit	\$20.00	\$25.00
Winter/Summer Intersession – Regular Permit	\$20.00	\$25.00
Daily Parking Rate	\$3.00	\$4.00
Replacement Fee Fall/Spring Semester	\$25.00	\$30.00
Replacement Fee Winter/Summer Intersession	\$12.00	\$15.00
Online Parking Permit Fee	\$3.50	\$0

Funding Source

Restricted General Fund - Parking Services.

RECOMMENDATION

It is recommended that the Board of Trustees approves parking fees, as permitted by Education Code Section 76360.

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

DATE: May 27, 2015

ACTION

SUBJECT: Classification and Compensation Study Descriptions for CSEA,
Chapter 262-Represented Employees

BACKGROUND

The District performed a classification and compensation study of the position classification descriptions and range placement of all Classified, Confidential, Supervisory, and Management employees.

ANALYSIS AND FISCAL IMPACT

As a result of the classification and compensation study, the position classifications are for employees in CSEA, Chapter 262-represented positions. The position classification descriptions provided are accessible for viewing at <http://www.mtsac.edu/about/jobs>.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the recommended classification position descriptions and corresponding salary and range placement for CSEA, Chapter 262-represented employees. The District and CSEA, Chapter 262 are continuing to develop position classification descriptions and salary range placements through a collaborative process. Remaining position classification descriptions and range placement will be brought to the Board for action at a future Board meeting.

Prepared by: Suzi Hayward

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Action #2

SUBJECT: Classification and Compensation Study Descriptions for CSEA, Chapter 262-
Represented Employees

DATE: May 27, 2015

**Position Classification Descriptions
CSEA, Chapter 262**

Current Title	Current Salary Range	Recommended Title	Proposed Salary Range
IT Specialist - Academic Applications and Portal Content	124	Academic Applications Systems Specialist	124
Admissions & Records Clerk III	81	Admissions and Records Specialist III	81
Supervisor, Older Adult Program	112	Coordinator, Adult Basic Education	112
Test Administration Assistant	77	Coordinator, Assessment Center	95
DSP&S Computer Technician	88	Coordinator, Assistive Technology	95
Coordinator, Budget and Accounting	105	Coordinator, Budget and Accounting	105
Computer Services Coordinator	114	Coordinator, Computer Services	114
Coordinator, English as Second Language	112	Coordinator, English as Second Language	112
Senior Graphic Designer	114	Coordinator, Graphic Design	124
Help Desk Coordinator	88	Coordinator, Help Desk	88
Supervisor, High School Program	112	Coordinator, High School Program	112
Supervisor, Language Learning Center	112	Coordinator, Language Learning Center	112
Performing Arts Services Coordinator	88	Coordinator, Patron Services	88
Payroll Coordinator	105	Coordinator, Payroll	105
Tutorial Services	88	Coordinator, Writing Services	95
Educational Research Assessment Analyst	107	Educational Research Assessment Analyst	107
Laboratory Technician II - Biological Sciences	86	Laboratory Technician II - Biological Sciences	86
NEW		Laboratory Technician II - Chemistry	86
NEW		Systems Analyst/Programmer ¹	124

¹New job description approved outside the Classification and Compensation study. Job description was reviewed and agreed upon, by the District and CSEA, Chapter 262, on May 7, 2015.

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

DATE: May 27, 2015

ACTION

SUBJECT: Classification and Compensation Study: Range Placement for CSEA,
Chapter 262-Represented Employees

BACKGROUND

The District performed a classification and compensation study of the position classification descriptions and range placement of all Classified, Confidential, Supervisory, and Management employees.

ANALYSIS AND FISCAL IMPACT

As a result of the classification and compensation study, the following range placements for employees in CSEA, Chapter 262-represented positions are recommended. The cost of the Reclassification for all the employees impacted by the classification and compensation study is \$465,639, and are recommended for implementation effective July 1, 2014.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the recommended classification and compensation study range placement for CSEA, Chapter 262-represented employees.

Prepared by: Lorraine Jones/Rich Lee

Reviewed by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Action #3

SUBJECT: Classification and Compensation Study: Range Placement for CSEA,
Chapter 262-Represented Employees

DATE: May 27, 2015

Range Placement for CSEA, Chapter 262

Name	Description	Title	Effective Date	Range	Step	Longevity	Shift Diff.	% FTE	Months	Monthly Salary
Bernard, Steven A.	Previous Assignment	Lab Tech-Chemistry	07/01/14	79	6			100	12.00	4,894.54
Bernard, Steven A.	New Assignment	Laboratory Technician II - Chemistry	07/01/14	86	6			100	12.00	5,247.60
Blean, Nicole M.	Previous Assignment	Tutorial Services Specialist	07/01/14	88	6			100	12.00	5,353.09
Blean, Nicole M.	Temporary Out of Unit Assignment	Supervisor, Tutorial Services	07/01/14	5	2			100	12.00	5,786.00
Blean, Nicole M.	New Assignment	Coordinator, Writing Center	07/01/14	95	6			100	12.00	5,739.25
Dzib, Diana Elayne	Previous Title	Supervisor, High School Prog	07/01/14	112	6			100	12.00	6,797.00
Dzib, Diana Elayne	Previous Title	Supervisor, High School Prog	10/01/14	112	6	L10		100	12.00	7,034.90
Dzib, Diana Elayne	New Title	Coordinator, High School Program	07/01/14	112	6			100	12.00	6,797.00
Dzib, Diana Elayne	New Title	Coordinator, High School Program	10/01/14	112	6	L10		100	12.00	7,034.90
Grier, Jacquelyn D.	Previous Title	Help Desk Coordinator	07/01/14	98	6	L10		100	12.00	6,120.11
Grier, Jacquelyn D.	New Title	Coordinator, Help Desk	07/01/14	98	6	L10		100	12.00	6,120.11
Jackson, Marjes	Previous Title	Admiss and Records Clerk III	07/01/14	81	6			100	12.00	4,992.90
Jackson, Marjes	Previous Title	Admiss and Records Clerk III	09/01/14	81	6	L10		100	12.00	5,167.65
Jackson, Marjes	New Title	Admissions and Records Specialist III	07/01/14	81	6			100	12.00	4,992.90
Jackson, Marjes	New Title	Admissions and Records Specialist III	09/01/14	81	6	L10		100	12.00	5,167.65
Jara De Araya, Ana I.	Previous Title	Lab Tech II, Bio Sci	07/01/14	86	6	L10		100	12.00	5,431.27
Jara De Araya, Ana I.	New Title	Laboratory Technician II - Biology	07/01/14	86	6	L10		100	12.00	5,431.27
Lee, Donna M.	Previous Title	Lab Tech II, Bio Sci	07/01/14	86	6	L15		100	12.00	5,703.09
Lee, Donna M.	New Title	Laboratory Technician II - Biology	07/01/14	86	6	L15		100	12.00	5,703.09
Lewallen, John Michael	Previous Assignment	Senior Graphic Designer	07/01/14	114	6	L10		100	12.00	7,176.29

SUBJECT: Classification and Compensation Study: Range Placement for CSEA,
Chapter 262-Represented Employees

DATE: May 27, 2015

Name	Description	Title	Effective Date	Range	Step	Longevity	Shift Diff.	% FTE	Months	Monthly Salary
Lewallen, John Michael	New Assignment	Coordinator, Graphic Design	07/01/14	124	5	L10		100	12.00	7,549.59
Lopez, Tatiana C.	Previous Assignment	Lab Tech-Chemistry	07/01/14	79	6	L10		100	12.00	5,065.85
Lopez, Tatiana C.	New Assignment	Laboratory Technician II - Chemistry	07/01/14	86	6	L10		100	12.00	5,431.27
Marion, Jeremy R.	Previous Title	Lab Tech II, Bio Sci	01/15/15	86	1		3%	47.5	12.00	2,011.62
Marion, Jeremy R.	New Title	Laboratory Technician II - Biology	01/15/15	86	1		3%	47.5	12.00	2,011.62
Martinez, Nicomedes O.	Previous Assignment	Test Administration Assistant	07/01/14	77	6	L15		100	12.00	5,214.58
Martinez, Nicomedes O.	New Assignment	Coordinator, Assessment Center	07/01/14	95	4	L15		100	12.00	5,657.51
Morales, Kate E.	Previous Title	Computer Services Coordinator	07/01/14	114	6	L10		100	12.00	7,176.29
Morales, Kate E.	New Title	Coordinator, Computer Services	07/01/14	114	6	L10		100	12.00	7,176.29
Nguyen, Rick	Previous Title	Info Tech Spec Acad App&Portal	07/01/14	124	5	L10		100	12.00	7,549.59
Nguyen, Rick	Previous Title	Info Tech Spec Acad App&Portal	11/01/14	124	5	L15		100	12.00	7,927.43
Nguyen, Rick	New Title	Academic Applications Systems Specialist	07/01/14	124	5	L10		100	12.00	7,549.59
Nguyen, Rick	New Title	Academic Applications Systems Specialist	11/01/14	124	5	L15		100	12.00	7,927.43
Pride, Angelena M.	Previous Assignment	Vocational Outreach Spclst	07/01/14	105	6	L15		100	12.00	6,889.98
Pride, Angelena M.	New Assignment	Coordinator, Adult Basic Education	07/01/14	112	6	L15		100	12.00	7,386.98
Puentes, Dalia M.	Previous Title	Performing Arts Svcs Coord	07/01/14	88	3			100	12.00	4,624.20
Puentes, Dalia M.	New Title	Coordinator, Patron Services	07/01/14	88	3			100	12.00	4,624.20
Velarde-Jang, Naomi	Previous Title	Lab Tech II, Bio Sci	07/01/14	86	6		3%	100	12.00	5,405.03
Velarde-Jang, Naomi	New Title	Laboratory Technician II - Biology	07/01/14	86	6		3%	100	12.00	5,405.03
Wang, Rebecca P.	Previous Title	Admiss and Records Clerk III	07/01/14	81	6			100	12.00	4,992.90

SUBJECT: Classification and Compensation Study: Range Placement for CSEA,
Chapter 262-Represented Employees

DATE: May 27, 2015

Name	Description	Title	Effective Date	Range	Step	Longevity	Shift Differential	% FTE	Months	Monthly Salary
Wang, Rebecca P.	Previous Title	Admiss and Records Clerk III	10/01/14	81	6	L10		100	12.00	5,167.65
Wang, Rebecca P.	New Title	Admissions and Records Specialist III	07/01/14	81	6			100	12.00	4,992.90
Wang, Rebecca P.	New Title	Admissions and Records Specialist III	10/01/14	81	6	L10		100	12.00	5,167.65
Zaragoza, Yvonne	Previous Title	Admiss and Records Clerk III	07/01/14	81	6			100	12.00	4,992.90
Zaragoza, Yvonne	New Title	Admissions and Records Specialist III	07/01/14	81	6			100	12.00	4,992.90

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

DATE: May 27, 2015

ACTION

SUBJECT: Funding Plan of Other Post-Employment Benefits Other than Pensions
(OPEB) and Change of the Financial Presentation

BACKGROUND

On March 19, 2014, the Budget Committee formally recommended the discontinuation of the College's current practices of: 1) making no annual contributions to the OPEB Trust; and 2) paying the retirees' health premiums from the interest earned on the OPEB Trust. As a result, the College implemented a plan for the 2014-15 fiscal year which consisted of funding a \$2,500,000 payment towards the annual contribution to the OPEB Trust from the Unrestricted General Fund on a one-time basis, and continue paying the health premiums from the interest earned on the OPEB Trust.

ANALYSIS AND FISCAL IMPACT

Effective with the 2015-16 fiscal year, the College is asking for authorization to implement the following plan as it was recommended by the Budget Committee and approved by President's Cabinet in May 2015:

- The College will continue the funding of \$2,500,000 towards the annual contribution to the OPEB Trust on an ongoing basis from the Unrestricted General Fund.
- The College will pay the retirees' health premiums from the interest earned on the OPEB Trust.
- If the interest earned from the OPEB Trust does not cover the annual cost of the health premiums in any given fiscal year, the difference will be covered by the Unrestricted General Fund.
- The College will change the financial presentation of the OPEB annual contribution and health premiums to reflect the \$2,500,000 as an ongoing expenditure budget, and the difference as a one-time expenditure budget with the corresponding one-time budget savings.

The following are some very important reasons to consider this recommendation:

- Decrease the accumulating OPEB liability, which is estimated to be \$24,378,207, as of June 30, 2016.
- Increased liabilities in the audited financial statements may have an adverse effect on bond ratings as they reduce the net assets of the College.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Action #4

SUBJECT: Funding Plan of Other Post-Employment Benefits Other than Pensions
(OPEB) and Change of the Financial Presentation

DATE: May 27, 2015

- GASB 45 standards, which require public agencies to account for retiree health benefits, like pensions, apply to accrual basis financial statements.
- Accreditation reviews now include making sure there is an 'Institutional Plan for Funding the Liability.'
- Accurately reflect the structural ongoing deficit of the College. A large portion of the structural deficit is the cost of the OPEB annual contribution and the retirees' health premiums. Including these budget expenditures as ongoing and subtracting them as a one-time savings distorts the ongoing structural deficit. Only the portion actually committed for payment will be shown in the ongoing section of the College financial reports.

Funding Sources

College OPEB Trust and Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the funding plan of OPEB and the change of the financial presentation, as presented.

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

DATE: May 27, 2015

INFORMATION

SUBJECT: Revisions to Administrative Procedure 3560 – Alcoholic Beverages

BACKGROUND

Mt. San Antonio College (Mt. SAC) is updating the College's Administrative Procedures and proposes the following changes to Administrative Procedure 3560 – Alcoholic Beverages.

ANALYSIS AND FISCAL IMPACT

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

The revisions include modifying language to include recent changes regarding alcoholic beverages and the circumstances that would permit their use on campus.

There is no fiscal impact to the College to revise AP 3560.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives revisions to Administrative Procedure 3560 – Alcoholic Beverages.

Prepared by: William Eastham

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Information #1

SUBJECT: Revisions to Administrative Procedure 3560 – Alcoholic Beverages

DATE: May 27, 2015

Chapter 3 - General Institution

AP 3560 Alcoholic Beverages

References:

Business and Professions Code Sections 24045.4, 24045.6, and 25608; **34 Code of Federal Regulations Part 668.46(b)**

The possession, sale, consumption, or furnishing of alcoholic beverages is controlled by the California Department of Alcohol and Beverage Control. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. It is unlawful to sell, furnish, or provide alcoholic beverages to a person under the age of 21. The possession of alcoholic beverages by anyone under 21 years of age in a public place or a place open to the public is illegal.

The campus has been designated “drug free,” and only under certain circumstances is the consumption of alcoholic beverages permitted. The possession, sale, or the furnishing of alcoholic beverages on campus is governed by California state law and this procedure. Such laws are strictly enforced by the Director of Public Safety. Violators are subject to disciplinary action, criminal prosecution, fine, and imprisonment. It is also a violation of this procedure for anyone to consume or possess alcoholic beverages in any public or private area of campus without prior District approval. Organizations or groups violating alcohol or substance procedures or laws may be subject to sanctions by the District, as set forth in Board Policy, Student Code of Conduct, Code of Ethics, and/or other applicable policies.

Alcoholic beverages are **only** permitted on campus if **under one of the following conditions:**

- The alcoholic beverage is **beer or wine acquired, possessed, used, sold, or consumed only** for use in connection with a course of instruction, **sponsored dinner, or meal demonstration given as part of a culinary arts program at a community the college campus,** and the instructor **or individual** has been authorized to **acquire, possess, use, sell, or consume** use it **the beer or wine** by the department chair **division Dean** and the Chief Instructional Officer or his/her designee.
- ~~The alcoholic beverage is for use during a non-College event at the Sophia B. Clarke Performing Center leased to a nonprofit public benefit corporation that has obtained a one-day license through the State Department of Alcoholic Beverage Control. No alcoholic beverages are to be issued or sold to minors.~~
- ~~The alcoholic beverage is for use during a fundraiser held to benefit the College by the Mt. San Antonio College Foundation, a nonprofit corporation that has obtained a liquor license~~

SUBJECT: Revisions to Administrative Procedure 3560 – Alcoholic Beverages

DATE: May 27, 2015

~~from Alcohol Beverage Control.~~**The alcoholic beverages are acquired, possessed, or used during fund-raisers at the College stadium or other facility. Such fund-raisers must benefit a non-profit corporation. Use of alcoholic beverages at these events requires the approval of the Vice President of Administrative Services, receipt of the appropriate licenses issued by the California Department of Alcohol and Beverage Control, and proof of adequate liquor liability insurance issued to the sponsoring corporation. Alcoholic beverages may not be served under this provision at football games or other athletic contests sponsored by the College or any public community college.**

- **The alcoholic beverages are possessed, consumed, or sold at special events consisting of festivals, shows, private parties, concerts, theatrical productions, and other events held on campus for which the principal attendees are members of the general public or invited guests and not students of the College. Use of alcoholic beverages at these events requires the approval of the Vice President of Administrative Services, receipt of the appropriate licenses issued by the California Department of Alcohol and Beverage Control, and proof of adequate liquor liability insurance issued to the sponsoring corporation. Alcoholic beverages may not be served under this provision at football games or other athletic contests sponsored by the College or any public community college.**

~~No alcoholic beverage may be acquired, possessed, or used at an athletic contest sponsored by the College.~~

Revised: March 25, 2015

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

DATE: May 27, 2015

INFORMATION

SUBJECT: Administrative Procedure 7400 – Conference and Travel (NEW)

BACKGROUND

The following Administrative Procedure is being presented as an Information Item to the Board:

- AP 7400 – Conference and Travel

ANALYSIS AND FISCAL IMPACT

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

This Administrative Procedure includes language describing the authorization to attend, travel and conference expenses allowed and not allowed, the work day, travel for the convenience of the employee, reimbursement, and missing original itemized receipts.

There is no fiscal impact to the College.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives revisions to Administrative Procedure 7400 – Conference and Travel.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Information #2

SUBJECT: Administrative Procedure 7400 – Conference and Travel (NEW)

DATE: May 27, 2015

Chapter 7 – Human Resources

AP 7400 Conference and Travel

Reference:

Education Code Section 87032; Missing Itemized Receipt Affidavit

When funding is available, the College encourages members of the faculty, administration, classified staff, and governing board to participate in off-campus conferences, meetings, and similar activities which will enhance the programs of the College.

Authorization to Attend

All travel and conference requests must have prior approval of at least ten (10) working days by the appropriate vice president or manager on the College-approved Travel and Conference Request form. Approval by the President/CEO, or designated Vice President, is required for out-of-state/country travel. A Travel and Conference Request form is required, even if there is no cost to the College or costs are paid or reimbursed by a third party.

Authorization to approve travel and conference requests, within budget, has been delegated by the Board of Trustees to the President/CEO or designee. The President will provide quarterly reports to the Board of Trustees on all professional travel and conference.

Travel and Conference Expenses Allowed

Reimbursable transportation expenses include all necessary official travel on railroads, airlines, buses, private vehicles, and other usual means of conveyance. All claims for reimbursement must be supported by original itemized ticket stubs, original itemized receipts, or e-mail receipts provided by the commercial carrier.

- The expense of traveling by commercial carrier will be allowed on the basis of actual cost. All employees will be expected to use the most economical mode of transportation where practical and in the best interest of the College.
- When attending a conference to which the employee has traveled by common carrier, the employee may rent an automobile for local transportation. The cost of the car rental shall be the most economical available. Employees should not add the additional insurance coverage offered by car rental agency. Collision and liability are covered by the College's insurance carrier.

SUBJECT: Administrative Procedure 7400 – Conference and Travel (NEW)

DATE: May 27, 2015

- Reimbursement for travel by private vehicle shall not exceed the lowest comparable commercial airfare. Other transportation-related expenses, which are directly associated with the conference or meeting attendance and are reasonably incurred, shall be reimbursed. Allowable expenses include fees such as: parking, toll, ferries, buses, taxis, and subways. All transportation-related expenses claimed shall be authenticated by original itemized receipts.
- Mileage reimbursement for business travel shall be at the prevailing IRS standard rate. Mileage shall be calculated as the distance from the employee's regular work location to his/her off-campus business destination and return to the regular work location.
- If the employee does not both leave and return to his/her regular work location, the total miles driven less the regular work commute miles shall be reimbursed.
- Mileage to and from an airport or train station in excess of the regular commute miles shall be reimbursed.
- If two or more employees share a personal vehicle, only one employee shall be reimbursed for mileage expense.
- An employee using his/her personal vehicle on authorized College business is required to have personal automobile insurance; and it shall be primary and the College's coverage is secondary. Traffic and/or parking citations received while driving on College business are the responsibility of the employee driving the vehicle.

Registration fees charged in connection with approved attendance at conferences are allowable at actual cost.

- The registration expense will be reimbursed to the employee, if verified by an original registration receipt.
- Given adequate notice, the registration fee may be paid directly to the vendor by submitting a Request for Payment/Reimbursement and a copy of the official conference application form.

Actual lodging cost, not to exceed charges at the single occupancy rate, shall be allowed. An original itemized receipt for lodging expense must be submitted with the reimbursement claim to be allowable. A credit card receipt is not acceptable.

- If lodging is shared with another employee, each will be reimbursed only for his/her share of the charges.

SUBJECT: Administrative Procedure 7400 – Conference and Travel (NEW)

DATE: May 27, 2015

- When an employee shares lodging facilities with a non-college employee (i.e., spouse, children, etc.), reimbursement to the employee is limited to the single occupancy rate. All reimbursement claims for such instances must show the rate for single occupancy.
- Normally, lodging expenses are reimbursed for the actual dates of the approved conference. The night before and/or the night the conference ends may be reimbursed to accommodate travel arrangements. Any special circumstances that may occur that require a longer stay must be substantiated by a written statement.
- Given adequate notice, the lodging/hotel costs may be paid directly to the vendor by submitting a Request for Payment/Reimbursement and an original invoice from the hotel. Pre-payment of hotel costs require approval by the appropriate Vice President.

Reimbursement will be made for actual, necessary, and reasonable meal expenses. Requested reimbursement above \$30.00 per day requires submittal of itemized receipts.

- When the cost of meals is included in the registration fee, separate reimbursement for the covered meals is not allowed.
- Reimbursement for alcoholic beverages is never allowed.

Miscellaneous travel expenses necessary to the transaction of official College business are reimbursable to the employee when reasonably incurred and evidenced by submission of valid itemized receipts.

- Allowable expenses incurred in conducting College business are: minor office supplies, postage, reproduction costs, telephone, and electronic communication expenses.

Travel and Conference Expenses Not Allowed

Certain travel expenses are considered personal expenses and not essential to College business. Such non-reimbursable expenditures include: entertainment expenses, movies, leisure tours or personal side trips, personal telephone calls, traffic or parking citations (except for those related to malfunctioning equipment on College owned/leased vehicles), individual membership dues or fees, and alcoholic beverages.

Work Day

Employees authorized to attend a conference/meeting will continue to receive regular pay during the conference/meeting. Overtime pay and compensation is not authorized for travel over and above the normal work day or days.

SUBJECT: Administrative Procedure 7400 – Conference and Travel (NEW)

DATE: May 27, 2015

Travel for Convenience of Employee

No reimbursement for lodging or subsistence shall be paid to an employee for travel to a destination for his/her own convenience in advance of the necessary time of arrival, or if he/she remains at the destination following a meeting/conference.

Reimbursement

Reimbursement claims must be submitted to the employee's immediate manager within 30 calendar days of incurring the expense. All reimbursement claims require approval by the employee's immediate manager.

Missing Original Itemized Receipts:

In the event that employees are unable to provide original itemized receipts, the "Missing Itemized Receipt Affidavit" form must be completed. The use of this form, in lieu of receipts, should be rare and should only be used after every reasonable attempt to obtain an original or replacement receipt has been made.

The affidavit should include the description of the expense incurred, justification of the expense, reason for missing the receipt, and detailed description of steps taken to obtain an original itemized receipt or replacement receipt. In addition, an alternative proof of payment must be submitted (e.g. copy of credit card statement, front and back copy of cancelled check, packing slip with price list from vendor, copy of vendor invoice, etc.).

The affidavit must include claimant signature and must be approved by the immediate manager, President/Vice President of the area, and Associate Vice President, Fiscal Services or designee.

Once all approvals have been obtained and proof of expense has been substantiated, the reimbursement will be processed.

Approved: March 25, 2015

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

DATE: May 27, 2015

INFORMATION

SUBJECT: Revisions to Administrative Procedure 3260 – Institutional Review Board

BACKGROUND

Mt. San Antonio College (Mt. SAC) is updating the College's Administrative Procedures and proposes the following changes to Administrative Procedure 3260 – Institutional Review Board.

ANALYSIS AND FISCAL IMPACT

The goal is to continue to review and update Mt. SAC procedures to ensure the needs of the College and its programs are being met.

Administrative Procedure 3260 has gone through the governance process of the College and was approved by President's Advisory Council, President's Cabinet, and the Academic Senate.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives changes to Administrative Procedure 3260 – Institutional Review Board.

Prepared by: Barbara McNeice-Stallard

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Information #3

SUBJECT: Revisions to Administrative Procedure 3260 – Institutional Review Board

DATE: May 27, 2015

Chapter 3 - General Institution

AP 3260 Institutional Review Board

References:

Code of Federal Regulations (CFR), Department of Health and Human Services (DHHS), Office of Human Research Protections (OHRP), National Science Foundation (NSF); Title 45 part 46; Title 45 part 690; 45CFR part 690 §.107; 45CRF46.102.

The College conducts research on its students and employees through its normal day-to-day operations. External researchers also ask to conduct research at the College. In order to protect students, employees, and the community, the College has a district-level Institutional Review Board (IRB).

The IRB for Human Subjects Research at Mt. San Antonio Community College has responsibility to oversee procedures for carrying out the College's commitment to protect human subjects in research. **In addition to serving as an active resource regarding research ethics, the Institutional Review Board (IRB) also guides the College's research ethics, progress, and processes.** The role of the IRB is to review proposed research projects that involve the use of human subjects; ensure that the individuals involved in the project are treated ethically; ensure that all subjects are provided with substantial information about the study, and consent to be a subject in the study; **and are debriefed as necessary;** and that all private information will be handled with confidentiality. The IRB is authorized to review, approve, require modifications in, or disapprove research activities conducted by or through the College using human subjects. The IRB does not assume the role of evaluating the soundness of the proposed research study, the merits of the research design, nor the potential contribution of the research to the scholarly literature. Rather, the IRB is charged with evaluating each project's compliance with ethical standards in regard to issues such as informed consent, confidentiality, any risk to the participants, and evaluating the alignment of the study with the College's Mission. **To safeguard the well-being of human subjects, meet (federal) guidelines, and protect the College, the IRB is entrusted with the coordination of training for faculty, staff, management, and external researchers to keep them apprised of the most updated research ethics standards, policies, and procedures.**

The IRB adheres to the federal regulations of protecting human subjects. The IRB is an ethics committee composed of at least five individuals who serve as advocates for human subjects involved in research and who have varying expertise and diversity including at least one individual from the community and one nonscientist as outlined in regulations (45CFR part 690 §.107).

~~Characteristics of the members include those whose training, background, and occupation would incline them to view scientific activities from the standpoint of someone within a~~

SUBJECT: Revisions to Administrative Procedure 3260 – Institutional Review Board

DATE: May 27, 2015

behavioral or biomedical research discipline should be considered a scientist, while members whose training, background, and occupation would incline them to view research activities from a standpoint outside of any biomedical or behavioral scientific discipline should be considered a nonscientist. Committee members should possess not only broad specific competence sufficient to comprehend the nature of the research, but also other competencies necessary for judgments as to acceptability of the research in terms of Mt. San Antonio College's mission, regulations, relevant law, ethical standards, and standards of professional practice. In addition, the IRB must have members with sufficient knowledge of the specific scientific discipline(s) relevant to the educational research that it reviews. External or internal consultants may be used to review proposals for which additional expertise is needed. The gender and ethnic makeup of the members should be taken into consideration, and there should be a member with knowledge of disabled student issues and regulations. There is to be one member from the community. Due to federal regulations set forth regarding the preferred expertise and training of committee members, members will be recommended by the District as well as the Academic Senate for appointment with the number of faculty appointed to be at least five. CSEA may appoint one nonscientist to the IRB. **Each IRB member shall have an alternate* to ensure that vacancies can be filled quickly and efficiently when the need arises. Given the extensive training requirements for IRB membership, trained alternates for each IRB member are needed so not to disrupt the work of the IRB when a vacancy does occur.**

***tentative: needs PAC approval**

Initial Review

The initial review requires the IRB **Co-Chairs** to review all petitions for research projects and evaluate them relative to the criteria set forth by the committee. The projects could be categorized into one of the following: (1) exempt from review; (2) requires an expedited review; or (2) requires a full board review by the IRB.

Exempt

Under the auspices of the IRB, the IRB **Co-Chairs** will review **Exempt Protocol Summary Forms-the Mt. SAC IRB Application Form** eligible for exempt or expedited review if there is no or minimal risk. The types of research generally exempt from IRB approval requirements include normal educational practices such as work undertaken as a part of a course; educational tests when the subjects are not identified; and surveys or interviews in which the subjects volunteer and are not personally identified. Under federal regulations, certain types of research are exempt from federal policy unless the appropriate federal agency heads have determined otherwise; see:

<http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.htm>] as indicated below:

1. Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education

SUBJECT: Revisions to Administrative Procedure 3260 – Institutional Review Board

DATE: May 27, 2015

instructional strategies; or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior, unless: (i) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.
3. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under paragraph (b)(2) of this section, if: (i) the human subjects are elected or appointed public officials or candidates for public office; or (ii) federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.
4. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.
5. Research and demonstration projects which are conducted by or subject to the approval of department or agency heads and which are designed to study, evaluate, or otherwise examine: (i) Public benefit or service programs; (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs.
6. Taste and food quality evaluation and consumer acceptance studies: (i) if wholesome foods without additives are consumed; or (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration, or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

The IRB **Co-Chairs**, not the investigator, shall make the recommendation as to whether a project is or is not exempt. The IRB determines if a study is exempt and reports on all approved exemptions to the **President's Advisory Council (PAC) Vice President, Instruction**.

SUBJECT: Revisions to Administrative Procedure 3260 – Institutional Review Board

DATE: May 27, 2015

Expedited Review

Under federal regulations, certain types of research qualify for an 'expedited' review (see <http://www.hhs.gov/ohrp/humansubjects/guidance/expedited98.htm>). These are activities that: (1) present no more than minimal risk to human subjects; and (2) involve only procedures specified in federal regulations. The activities listed should not be deemed to be of minimal risk simply because they are included on this list. Inclusion on the list merely means that the activity is eligible for review through the expedited review procedure when the specific circumstances of the proposed research involve no more than minimal risk to human subjects.

The list of categories of research that may be reviewed by the IRB through an expedited review is as follows:

1. Clinical studies of drugs and medical devices.
2. Collection of blood samples by finger stick, heel stick, ear stick, or venipuncture.
3. Prospective collection of biological specimens (e.g., hair and nail clippings) for research purposes by noninvasive means.
4. Collection of data through noninvasive procedures (not involving general anesthesia or sedation) routinely employed in clinical practice, excluding procedures involving x-rays or microwaves. Where medical devices are employed, they must be cleared/approved for marketing. (Studies intended to evaluate the safety and effectiveness of the medical device are not generally eligible for expedited review including studies of cleared medical devices for new indications.)
5. Research involving materials (data, documents, records, or specimens) that have been collected or will be collected solely for non-research purposes (such as medical treatment or diagnosis).
6. Collection of data from voice, video, digital, or image recordings made for research purposes.
7. Research on individual or group characteristics or behavior (including, but not limited to, research on perception, cognition, motivation, identity, language, communication, cultural beliefs or practices, and social behavior) or research employing survey, interview, oral history, focus group, program evaluation, human factors evaluation, or quality assurance methodologies. (Note: Some research in this category may be exempt from federal regulations for the protection of human subjects. This listing refers only to research that is not exempt.)

SUBJECT: Revisions to Administrative Procedure 3260 – Institutional Review Board

DATE: May 27, 2015

8. Continuing review of research previously approved by the convened IRB as follows:
 - a. where (i) the research is permanently closed to the enrollment of new subjects; (ii) all subjects have completed all research-related interventions; and (iii) the research remains active only for long-term follow-up of subjects; or
 - b. where no subjects have been enrolled and no additional risks have been identified; or
 - c. where the remaining research activities are limited to data analysis.
9. Continuing review of research not conducted under an investigational new drug application or investigational device exemption where the above categories two (2.) through eight (8.) do not apply but the IRB has determined and documented at a convened meeting that the research involves no greater than minimal risk and no additional risks have been identified.

The IRB **Co-Chairs** may recommend a protocol to the IRB for expedited review, for expedited review pending recommended changes/clarifications, or for review by the full Board. The IRB **Co-Chairs** cannot “disapprove” of a protocol but may table action pending further information/clarification. The IRB **Co-Chairs** will inform the Principal Investigator (PI) of its actions. Any disagreement between the PI and the IRB **Co-Chairs** must be resolved by the full IRB. The PI may request a Full Board Review of any denied research request. The IRB authorizes **the Co-Chairs to approve an** expedited review research projects at the College and reports on all approved requests to the **President’s Advisory Council (PAC) Vice President, Instruction. The IRB shall provide an informational report to the President’s Advisory Council quarterly.**

Full Board Review

If there is considered to be significant risk to the participants of the study, that is inherent in the study, then it requires a petition to the IRB for full Board review. Mt. San Antonio College discourages research requests of this nature. **The PI must be available to discuss the protocol and/or consent forms at the discretion of the IRB. The protocols and procedures will be available on the IRB website.** Studies in this category may be considered by the IRB only if they are clearly in alignment with the mission of the College. **No research activities may proceed on Full Board Review studies without the advance consent of the President’s Advisory Council (PAC). The PI must receive formal approval from the IRB, as well as sign appropriate paperwork with the Research and Institutional Effectiveness Department, before engaging in any research activity on campus. The IRB authorizes expedited review research projects at the College and reports on all approved requests to the Vice President, Instruction.**

SUBJECT: Revisions to Administrative Procedure 3260 – Institutional Review Board

DATE: May 27, 2015

Meetings and Approvals

The IRB will meet ~~four times a year (twice in fall and twice in spring)~~ **monthly during the Fall and Spring semesters.** The **Co-Chairs** of the IRB will make **recommendations decisions and inform** ~~to~~ the IRB regarding studies that are exempt or expedited, but the IRB shall make the final decision on ~~these studies as well as those~~ research studies requiring full Board review.

If and when deemed appropriate, the IRB can choose to share the results of a particular study in conjunction with the PI. All studies approved by the IRB shall be noted on the College's website. Results of selected studies will also be available as warranted.

The ~~specific~~ IRB webpage will **also** contain all documents needed by both the IRB and researchers.

Blanket Approval

Each Fall Semester, the IRB will work with the District to create and review a blanket IRB for its exempt and/or expedited activities **under the Research and Institutional Effectiveness Department.** ~~The IRB will work with the Academic Senate to align with the research activities connected with curricular activities.~~

Approved: August 22, 2012

Revised: March 25, 2015

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

DATE: May 27, 2015

INFORMATION

SUBJECT: Revisions to Administration Procedure 4255 – Dismissal and Reinstatement

BACKGROUND

Mt. San Antonio College (Mt. SAC) is updating the College's Administrative Procedures and proposes the following changes to Administrative Procedure 4255 – Dismissal and Reinstatement ~~Re-Admission~~.

ANALYSIS AND FISCAL IMPACT

The goal is to continue to review and update Mt. SAC procedures to ensure the needs of the College and its programs are being met.

Administrative Procedure 4255 has gone through the governance process of the College and was approved by President's Advisory Council, President's Cabinet, the Academic Mutual Agreement Council, the Academic Senate, and the Student Preparation and Success Council.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives changes to Administrative Procedure 4255 – Dismissal and Reinstatement ~~Re-Admission~~.

Recommended by: Bill Scroggins Reviewed by: Irene M. Malmgren
Agenda Item: Information #4

SUBJECT: Revisions to Administration Procedure 4255 – Dismissal and Reinstatement

DATE: May 27, 2015

Chapter 4 – Academic Affairs

AP 4255 Dismissal and Reinstatement Re-admission

References: Title 5 Sections 55033 and 55034 55756

~~Notification of Dismissal:~~ At the end of the third consecutive semester on which the student is on academic or progress probation, a notice shall be sent to the student informing him/her that he/she is subject to dismissal.

Standards for Dismissal

~~A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 1.75 2.0 [Section 55033(c)(1) permits the District to establish a minimum cumulative grade point average higher than 1.75] in all units attempted in each of three consecutive semesters [Section 55033(c)(3) permits the District to establish a minimum of fewer than three consecutive semesters]. A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of “W,” “I,” “NC,” and “NP” are recorded in at least three consecutive semesters (five consecutive quarters) reaches or exceeds fifty percent (50%). [Section 55033(c)(2) permits the District to establish a minimum percentage of units of less than fifty percent (50%).]~~

Dismissal

A student who is subject to dismissal will not be allowed to enroll in the subsequent semester primary term, unless the student is successful in appealing the dismissal.

Notification

~~The letter notifying~~ Notification to the student that he/she is subject to dismissal will cover, at a minimum, reference to this procedures, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.

Appeal of Dismissal

The student has the right to appeal a proposed dismissal action if the student feels that facts exist that warrant an exception to the dismissal action. The student must file the written petition of appeal A student who is to be dismissed may appeal the dismissal action by filing a petition with the Counseling Department within four weeks after the dismissal notification letter was mailed. If the student fails to file a written petition by the stated deadline within the [time limit], the student waives all future rights to appeal the

SUBJECT: Revisions to Administration Procedure 4255 – Dismissal and Reinstatement

DATE: May 27, 2015

dismissal action. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. Petitions will be reviewed by the Counseling Department Dismissal Appeals Committee.

The student will be continued on probation until the Counseling Department decides on the student's appeal.

The decision of the Counseling Department Dismissal Appeals Committee will be communicated to the student in writing by the Counseling Department. The Counseling Department Dismissal Appeals Committee will notify the student of its action within one week of stated deadline *[time limit]* of receipt of the student's appeal. The student may appeal the decision of the Counseling Department Dismissal Appeals Committee in writing to the President or designee within 10 business *[time limit]* working days of the date of notification of the decision of the Appeals Committee. The decision of the President or designee is final.

If the dismissal appeal is granted approved, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation, shall be required to participate in a prescribed counseling intervention and complete a contract, which shall include the number of units in which he/she shall enroll.

The student shall remain on a probationary, appeal status and on contract until clearance of probation. Failure to comply with terms and conditions of contract may result in a subsequent dismissal.

Fall Dismissals

Special circumstances exist for dismissals after the Fall semester due to the fact that students traditionally enroll before Fall grades are available. Subject to dismissal letters will be sent no later than *[month]* informing students that:

- If they are enrolled in the Spring semester, they will be permitted to continue on probation. Dismissal status will be re-evaluated at the end of the Spring semester.
- If they are not enrolled in the Spring semester, they have the right to appeal dismissal in accordance with the appeal process.

Procedure for Fall Dismissal Appeals

Appeals for students subject to dismissal as a result of the Fall grades must be filed following notification during the Spring semester. The following conditions apply:

SUBJECT: Revisions to Administration Procedure 4255 – Dismissal and Reinstatement

DATE: May 27, 2015

- Students who are enrolled in the Spring semester will not be required to file an appeal, but will be allowed to continue on probation and have their dismissal status re-evaluated at the end of the Spring semester.
- Students who have not enrolled in the Spring semester will be dismissed unless an appeal is granted in accordance with procedures set above.

Standards for Evaluating Appeals

Dismissal appeals may be granted under the following circumstances:

- If the dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student. Verification should be submitted with the appeal.
- The student enrolls in a corrective program designed to assist him/her in improving academic skills, such as obtaining academic counseling, and/or limiting course load.
- When there is evidence of significant improvement in academic achievement.

Reinstatement~~Re-admission~~ After Dismissal

A student desiring to re-enroll after dismissal must file a petition for reinstatement with the Counseling Department Dismissal Appeals Committee. This may only be requested after the student has been dismissed for a minimum of ~~one primary term~~ two consecutive semesters.

In considering whether or not students may be re-admitted reinstated after a dismissal, the following criteria should be considered:

- Documented extenuating circumstances (~~considered during appeal~~).
- Marked improvement between the semesters on which ~~disqualification~~ dismissal was based.
- Semesters on which ~~disqualification~~ dismissal was based were atypical of past academic performance.
- Formal or informal educational experiences since completion of semesters on which ~~disqualification~~ dismissal was based.
- Improved GPA, as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

The reinstated student shall be required to participate in a prescribed counseling intervention and complete a contract for reinstatement, which shall include, but not be limited to the number of units in which he/she shall enroll. The contract will reflect the maximum number of units permitted based on the aforementioned criteria and assessment of the counselor.

SUBJECT: Revisions to Administration Procedure 4255 – Dismissal and Reinstatement

DATE: May 27, 2015

A reinstated student shall remain on a probationary **conditional**, reinstated status until **he/she returns to good standing** clearance of probation. A reinstated student shall also remain on contract until **he/she returns to good standing** clearance of probation. Failure to comply with terms and conditions of reinstatement contract may result in a subsequent dismissal.

Revised: January 14, 2015