



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 11, 2016

6:00 p.m. – Closed Session

6:30 p.m. – Public Session

Founders Hall, 1100 North Grand Avenue, Walnut, CA 91789

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

## AGENDA

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

## PUBLIC COMMUNICATION

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

### CLOSED SESSION (6:00 p.m.)

- **Public Employee Discipline/Dismissal/Release, per Government Code Section 54957** (regarding Employee Number ...0730)

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*The Board reserves the right to modify the order of business in the manner it deems appropriate. Closed session shall not extend past the designated time; but, should the business considered in closed session require additional time, the Board shall reserve time after the public meeting to continue discussion.*

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

### **MOMENT OF SILENCE**

Observe a moment of silence in memory of retired Drug and Alcohol Counseling Professor **Paul Sharpe**, on January 9, 2016. Paul joined the Mt. SAC family in August 1997, and he was a highly regarded professor and program director of the Alcohol and Drug Counseling Program for 17 years. He was dedicated to helping his students succeed - both at Mt. SAC and beyond. He was highly respected in the professional community, and he served for many years on the Board of Directors for the California Association of Alcohol & Drug Educators (CAADE). He served the College in a variety of roles, but he made the greatest impact on the campus through his work with the Faculty Association, where he served as a member of the negotiations team for over 10 years. He received Mt. SAC's Educator of Distinction award, as well. Paul also served as the Program Director for the American Recovery Center. For many years, he worked for facilities that provide counseling, detoxification/rehabilitation, and job development for a diverse population of people with substance abuse issues. In 2008, Paul received the local We Honor Our Own (WHO) award at the Community College Association's Spring Conference in Anaheim. He had a Bachelor's Degree from the College of Santa Fe and an M.S.W. from CSU San Bernardino. Paul will be missed by all who knew him.

### **REPORT ACTION TAKEN IN CLOSED SESSION**

#### **INTRODUCTIONS AND RECOGNITION**

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

Classified Employees (Newly Appointed)

- **LaToya Bass**, Administrative Specialist IV (Human Resources)
- **Neftali Correa**, Computer Facilities Assistant (Information Technology)
- **Nicole Herman**, ESL Instructional Support Assistant (ESL)
- **Nadine Hernandez**, Student Services Program Specialist II (EOPS/CARE)
- **Vincent Herrera**, Information Technology Support Technician (Information Technology)
- **David Montes**, Alternate Media Technician (DSP&S)
- **Joseph Perez**, ESL Instructional Support Assistant (ESL)

Management Employee (Newly Appointed)

- **Jenny Phu**, Assistant Director, Financial Aid (Financial Aid)

Classified Employee (Promoted)

- **Donald Lee**, Interim Lead Custodian (Custodial Services)
- **Ann Marie Marin**, Administrative Specialist III (Arts)

- **Recognition:**
  - Award a Certificate of Service to the following retiring employee:
    - **Sharon Spoto**, Administrative Specialist I (Technology and Health Division), 11 years of service
  - Award Certificates of Service to the following retiring faculty members, whose combined years of service total 241:
    - **Glenda R. Bro**, Professor (American Languages), 25 years of service
    - **Alina A. Hernandez**, Professor (Counselor-Counseling), 28 years of service
    - **Robert I. Ho**, Professor (Architecture, Industrial Design Engineering, and Manufacturing), 32 years of service
    - **Lynda S. Hoggan**, Professor (Biological Sciences), 20 years of service
    - **Richard I. McGowan**, Professor (Accounting and Management), 25 years of service
    - **Yukiko K. McPhail**, Professor (World Languages), 24 years of service
    - **Robert A. Perkins**, Professor (Architecture, Industrial Design Engineering, and Manufacturing), 15 years of service
    - **Thomas A. Visosky**, Professor (Agricultural Sciences), 36 years of service
    - **Christopher N. Walker**, Professor (Counselor, Disabled Student Programs and Services), 35 years of service
  - Congratulate the 2016 Educators of Distinction:
    - **Stacy Bacigalupi**, Psychology
    - **Lois Cole**, English, Literature, and Journalism
    - **Karyn Kakiba-Russell**, Biological Sciences
    - **Charles Newman**, Chemistry
    - **John Pellitteri**, ESL, Psychology
  - Alliance of Schools for Cooperative Insurance Programs (ASCIP) will present Mt. San Antonio Community College District with the Risk Management Pays Award along with a check for \$10,000 for its ongoing commitment to make the College a safer environment for students, staff, and the public. **Mike Gregoryk**, Vice President, Administrative Services, will accept the award on behalf of the College.
  - Mt. San Antonio College's Turf Team 208 finished in first place at the 12<sup>th</sup> Annual Student Challenge that took place at the Sports Turf Management Conference and Exhibition in Denver, Colorado. This represents their fifth National Championship along with a \$4,000 prize. Student members are **Ashley Simpkins**, **Lorenzo Villanueva**, **Gretchen Heimlich**, and **Sean McLaughlin**. Mt. San Antonio College's Turf Team 202, consisting of **Oscar Del Real**, **Raymond Martinez**, **Mark Nakatsui**, and **Alison Roeske**, finished in third place. Team coaches are Professors **Brian Scott** and **Chaz Perea**. This is the fourth consecutive year that Mt. SAC has featured a co-ed group of students with greater diversity than any of the other teams. Congratulations!

- The City of Los Angeles Department of Public Works has honored Mt. San Antonio College's Landscape Design student **Jacqueline Ford**. The three designs she submitted for the Los Angeles Median Design competition were all selected, and she was awarded \$2,500. Her designs are being implemented on approximately 20 medians in four different locations throughout Los Angeles. Additionally, her designs from a Landscape Design class have been chosen by the City of Yorba Linda and are soon to be installed. Jacqueline is seeking her Landscape Design Certificate at Mt. SAC with the assistance of faculty mentors **Brian Scott** and **Chaz Perea**. Congratulations!

## **APPROVAL OF MINUTES**

Approval of minutes of the regular meeting of April 13, 2016 (Pages 1 through 16).

## **PUBLIC COMMUNICATION**

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

## **REPORTS**

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

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

## **BOARD COMMUNICATION**

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

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

10. Informational Report

- Budget Report (May Revise), presented by Mike Gregoryk, Vice President, Administrative Services

## CONSENT CALENDAR

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

**Consideration of approval is requested for the following:**

### ADMINISTRATIVE SERVICES

1. Appropriation Transfers and Budget Revisions Summary (Pages 17 through 22);
2. Hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines (Pages 23 and 24);
3. Re-issue stale-dated warrants (Page 25);
4. Purchase supplies and equipment through other public agencies' competitively bid contracts for the 2016-17 fiscal year (Pages 26 and 27);
5. Purchase modular systems and freestanding furniture for the Library upper lobby area, English as a Second Language, American Sign Language, Brackett Field, Business computer classrooms, the Warehouse building, and the new Modular Building Plan Room (Pages 28 through 31);
6. Purchase audio-visual equipment for Welding classrooms in Building 69 (Pages 32 and 33):
  - Bid No. 3077 Purchase of Audio-Visual Equipment;
7. Agreements to provide professional design and consulting services with Ridge Landscape Architects for the Food Services Building; Hill Partnership (HPI Architects) for the Student Center; HMC Architects for the Physical Education Project Subsequent Environmental Impact Report; Psomas for site improvements adjacent to the Student Equity Center, Continuing Education Building 40 Upgrades, and the Student Services modular buildings utility design; and Pal id Studio for construction support (Pages 34 through 36);

8. Contract Amendment (Pages 37 and 38):
  - Contract Professional design and consulting services – added services - Temporary Space Building Infrastructure and Central Plant Connection – P2S Engineering, Inc. – Amendment No. 2;
9. Change Order for the Building 23 Renovation (Pages 39 and 40):
  - Contract Harik Construction, Inc. (General Contractor) – Change Order No. 3;
10. Proposed Gifts and Donations to the College:
  - John Pellitteri – Three boxes of miscellaneous DVDs (approximately 125), valued by donor at \$625, to be reviewed for inclusion in the Library's collection to be used to support student learning;
  - Judith Meyers-Abell – Textbooks in Psychology; Educational Psychology (11 paperbacks), Human Sexuality (five paperbacks and eight hardbacks), Child Lifespan and Adolescent Development (six paperbacks and 15 hardbacks, valued by donor at \$181, to be reviewed for inclusion in the Library's collection to be used to support student learning;
  - Lorraine Smith – Books (20 boxes), valued by donor at \$1,000, to be reviewed for inclusion in the Library's collection to be used to support student learning;
  - Kimberly Leimbach Neal – Staghorn Fern, valued by donor at \$500, to be used for nursery production in the Horticulture Department;

## **HUMAN RESOURCES**

11. Personnel Transactions (Pages 41 through 56);
12. New and/or Revised Classified Job Classification Descriptions (Pages 57 through 86);

## **INSTRUCTION**

13. School of Continuing Education additions and changes (Pages 87 through 89);
14. Advance payment for Radiologic Technology accreditation site visit (Page 90);
15. Sponsorship agreement with Health Career Connection, Inc. (Page 91);
16. 2017-18 Academic Calendar (Pages 92 and 93);
17. License renewal for the Lynda.com campus-wide license (Page 94);
18. License renewal for the Qualtrics campus-wide license (Page 95);
19. Contract agreement with Pacific Palms Hotel and Conference Center for the 2017 Hall of Fame dinner (Page 96);
20. New and modified courses and new and modified degrees and certificates effective with the 2016-17 academic year (Pages 97 and 98);

21. Mt. San Antonio College's 2016 Institutional Effectiveness Partnership Indicators (Pages 99 through 101);
22. Contract agreement with Nuventive for PlanningPoint and ActionPoint software (Pages 102 and 103);
23. Contract with Foundation for California Community Colleges for a California Acceleration Project Presentation (Page 104);

#### **PRESIDENT'S OFFICE**

24. Agreement with the law firm of Liebert Cassidy Whitmore to provide legal and consulting services to the College in regard to employment relations and education law including representation in labor negotiations and in administrative and court proceedings, as requested by the College. The term of the agreement is June 1, 2016, through May 31, 2017 (Pages 105 through 110);
25. Contract with Blackbaud to provide services to upload contact information into the College Foundation's donor database (Page 111);

#### **STUDENT SERVICES**

26. Contract with Betty Colonomos to provide training to the Sign Language Interpreters (Page 112);
27. Contract with Cal Poly Pomona Foundation, Inc. for the rental of the Kellogg West Conference Center and Lodge for the Multicultural Student Leadership Retreat (Page 113);
28. Contract with the Community College Equity Assessment Lab (Page 114);
29. Contract with Everson Consulting for Financial Aid Leadership Development Training (Page 115);
30. Memorandum of Understanding with Five Acres (Page 116);
31. Contract with Kellogg West Conference Center and Lodge for the Upward Bound Senior College-Bound Retreat (Page 117);
32. Contract with Lonnie Matthews for the Financial Literacy Spring Event (Page 118);
33. Hire Note Takers as Independent Contractors for the Disabled Student Programs and Services in order to acquire the expertise needed to accomplish College goals and to meet deadlines (Pages 119 and 120); and
34. Contract with the University of California Santa Barbara Campus Conference Services for the ACES 2016 Summer Residential Transfer Bridge Program (Page 121).

**Consideration of ratification is requested for the following:**

#### **INSTRUCTION**

35. Center of Excellence contract with Coast Community College District (Page 122); and
36. Acceptance of funds for Flight Safety Programs Grant (Page 123).

### **PUBLIC HEARING**

Resolution No. 15-09 – Adoption of Mt. SAC 2016 California Environmental Quality Act (CEQA) Thresholds of Significance (Pages 124 through 130).

### **ACTION ITEMS**

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

**Consideration of approval is requested for the following:**

1. Resolution No. 15-09 – Adoption of Mt. SAC 2016 California Environmental Quality Act (CEQA) Thresholds of Significance (Pages 124 through 130);
2. Classified Layoff Due to Lack of Work and/or Lack of Funds (Pages 131 through 133);
3. Finalization of Board Goals for 2016-17 (Page 134); and
4. Proposed revisions to Board Policy 6200 - Budget Preparation (Pages 135 through 137).

### **DISCUSSION ITEM**

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

1. Proposed revisions to Board Policy 6250 - Budget Management (Pages 138 and 139).

### **INFORMATION ITEM**

**No action will be taken on the item listed. It is being provided to the Board of Trustees for information only.**

1. Receive for information revisions to Administrative Procedure 6250 - Budget Management (Pages 140 through 143).



# ADJOURNMENT

## Future Board Meetings

June 22, 2016  
July 13, 2016  
August 17, 2016

## Upcoming Events

- May 6            **10<sup>th</sup> Annual Health Professions Conference**, 8:00 a.m.-6:30 p.m., Design Technology Center  
**Secret of the Cardboard Rocket**, 4:30 p.m., Planetarium  
**Star Tales**, 6:00 and 7:30 p.m., Planetarium  
**Jazz Band Spring Concert**, 7:30 p.m., Planetarium  
**Telescope Night**, 9:00 p.m., Planetarium
- May 7            **Farm Day**, 9:00 a.m., Farm Area  
**One World, One Sky: Big Bird's Adventure**, 4:30 p.m., Planetarium  
**Voyage of the Planets**, 6:00 and 7:30 p.m., Planetarium
- May 10-11      **Blood Drive**, 9:00 a.m.-7:00 p.m., Student Life Center
- May 11           **Registration begins for Summer Intersession Credit and Continuing Education Classes**  
**Arise: Annual Cultural Night**, 6:00-8:30 p.m., Design Technology Center  
**Board of Trustees Meeting**, 6:30 p.m., Founders Hall
- May 12           **Artist Reception**, 4:00-6:00 p.m., Art Gallery
- May 12-June 2   **68<sup>th</sup> Annual Student Art Exhibition**, Art Gallery Hours, Art Gallery
- May 13           **Employee Wellness Fair**, 11:00 a.m.-2:00 p.m., East of Building 4  
**Spring Wind Ensemble Concert**, 7:30 p.m., Clarke Theater
- May 14           **Dr. Deborah Boroch Science Discovery Day**, 8:00 a.m.-2:00 p.m.
- May 15           **Music Department Student Showcase**, 2:00 p.m., Recital Hall
- May 17           **Classified Employees Luncheon**, 11:30 a.m. – First Seating; 1:00 p.m. – Second Seating, Student Life Center
- May 20           **One World, One Sky: Big Bird's Adventure**, 4:30 p.m., Planetarium  
**Cosmic Comets**, 6:00 and 7:30 p.m., Planetarium  
**Spring Chamber Winds Concert**, 7:30 p.m., Planetarium
- May 20-22      **Spring Dance Concert**, 8:00 p.m. (May 22, 2:00 p.m.), Clarke Theater

## **Upcoming Events** (continued)

- May 21            **Secret of the Cardboard Rocket**, 4:30 p.m., Planetarium  
**Dynamic Earth**, 6:00 and 7:30 p.m., Planetarium
- May 22            **Wind Ensemble Faculty Recital**, 7:00 p.m., Feddersen Recital Hall
- May 25            **The Classys**, 8:30-11:00 a.m., Clarke Theater
- May 26            **Athletics Fair**, 11:00 a.m.-2:00 p.m., North of Building 6
- May 27-28        **Spring Choral Concert**, 7:30 p.m., Feddersen Recital Hall
- May 30            **Memorial Day – Campus Closed**
- June 1            **Arise: Milestones 2016**, 6:00-8:00 p.m., Founders Hall
- June 2-5         **Theater Production: Rabbit Hole**, June 2-4, 8:00 p.m.; June 5, 2:00 p.m.,  
Studio Theater
- June 3            **Secret of the Cardboard Rocket**, 4:30 p.m., Planetarium  
**Star Tales**, 6:00 and 7:30 p.m., Planetarium  
**Telescope Night**, 9:00 p.m., Building 60
- June 4            **One World, One Sky: Big Bird’s Adventure**, 4:30 p.m., Planetarium  
**Voyage of the Planets**, 6:00 and 7:30 p.m., Planetarium  
**Vocal Jazz Spring Concert**, 7:30 p.m., Clarke Theater
- June 6-10        **Final Exams**
- June 10          **Commencement Ceremony**, 6:30 p.m., Hilmer Lodge Stadium
- June 11          **Spring Semester Ends**

## **Upcoming Athletics Events**

- May 6-7          **Baseball Playoffs**, Time and Venue TBD
- May 7-8          **Softball Playoffs**, Time and Venue TBD
- May 13-15        **Baseball and Softball Playoffs**, Time and Venue TBD
- May 20-22        **Baseball Playoffs**, Time and Venue TBD

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

**BOARD OF TRUSTEES**

**BACKUP INFORMATION PACKET  
FOR  
REGULAR MEETING**

**May 11, 2016**





# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 13, 2016

### MINUTES

#### CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Hall at 6:00 p.m. on Wednesday, April 13, 2016. Trustees Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos, and Student Trustee Santos were present.

#### STAFF PRESENT

Bill Scroggins, President & CEO; Mike Gregoryk, Vice President, Administrative Services; Peter Parra, Interim Vice President, Human Resources; and Audrey Yamagata-Noji, Vice President, Student Services were present. Irene Malmgren, Vice President, Instruction, was absent, and Joumana McGowan, Executive Dean, Instruction, attended in her absence.

#### 1. PUBLIC COMMUNICATION REGARDING CLOSED SESSION

None.

#### 2. CLOSED SESSION

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

- **Title 5, California Code of Regulations, Sections 59328-59338: Appeal of Administrative Determination from Discrimination Complaint** (regarding Employee Number. ...4432)

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

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

### 3. PUBLIC SESSION

Note: The entire dialogue may be heard beginning at 00:00:00 on the attached meeting audio.

The meeting reconvened at 6:51 p.m., and the Pledge of Allegiance was led by Associated Students President Rene Jimenez.

### 4. MOMENT OF SILENCE

A moment of silence was observed in memory of Nursing faculty member **Dr. Lance Wilcher**, who passed away on March 16, 2016. Lance leaves behind his wife, Betty, and two daughters, Brittani and Athina. Lance received his Bachelor and Master of Science Degrees in Nursing from USC and his Doctorate of Nursing Practice from Western University. Lance worked with the Nursing Department since 2005 and was respected and loved by his colleagues, staff, and students. He served on multiple committees during his tenure including Academic Senate, and he was a past Department Chair and Assistant Director of Nursing. He also worked as a Nurse Practitioner in an emergency room, which kept him up to date in medicine. In addition to his work at Mt. San Antonio College, he was on the Board of Trustees at Citrus Valley Healthcare Partners. He was a talented instructor who demonstrated a passion for teaching and kept students engaged in learning. Lance will be greatly missed by his friends and colleagues on campus. Please join us as we send our thoughts and prayers to the family during this time of grief.

### 5. MOMENT OF SILENCE

A moment of silence was observed in memory of **William Huluhola Greathouse Fifita, Jr.**, a Mt. SAC football player, who tragically passed away on March 20, 2016 "Jr.," as he was lovingly called, was a young man of faith, who was an Eagle Scout and recently returned last fall from his two-year LDS (Latter Day Saints) missionary work in Guatemala. Through the help of a network of family and friends, he found his way to Mt. SAC and was eager to fulfill his athletic and academic goals. Many of those who met him all shared a common memory of this new member of the Mt. SAC family; his contagious and uplifting smile and the love for his family was expressed in the extra effort he gave during his team workouts.

### 6. REPORTING OUT OF ACTION TAKEN IN CLOSED SESSION

The Board will reconvene after the Public Session to continue discussion on the following:

- **Title 5, California Code of Regulations, Sections 59328-59338: Appeal of Administrative Determination from Discrimination Complaint** (regarding Employee Number. ...4432)

## 7. INTRODUCTIONS AND RECOGNITION

Note: The entire dialogue may be heard beginning at 00:04:07 on the attached meeting audio.

- The following newly appointed and promoted employees were introduced:

### Classified Employees (Newly Appointed)

- **Lorina Boon**, Administrative Specialist III (School of Continuing Education) (present)
- **Leonard Cardona**, Help Desk Support Technician (Information Technology) (present)
- **Patricia do Carmo**, Tutorial Services Specialist (The Writing Center) (present)
- **Christopher Haukom**, Parking Officer (Public Safety) (absent)
- **Roch Hickey**, Skilled Trade Crafts Worker (Facilities, Planning & Management) (absent)

### Management Employee (Newly Appointed)

- **Fernan Siocon**, Manager, Construction Projects (Facilities Planning and Management) (absent)

### Classified Employee (Promoted)

- **Craig Hobson**, Lead Printing Services (Information Technology) (absent)
- **Olga Castillo**, Public Safety Officer (Public Safety) (present)
- **Marina Alkasas**, Help Desk Technician (Information Technology) (present)
- The following retiring employees were recognized in their absence, and a Certificate of Service will be mailed to their homes:
  - **Nancy Gordien**, Human Resources Technician (Human Resources), 10 years of service
  - **Karen Saldana**, Director, Safety and Risk Management (Administrative Services), 11 years of service
- The Mt. SAC Women's Basketball Team was recognized for capturing the 2015-16 State Championship in Livermore, California, on March 13, 2016. The Mounties defeated the East Los Angeles Huskies by a score of 57-55, overcoming a 19-point first-half deficit! They were led by Freshman **Jonnae Vermillion**, who earned the Tournament MVP, along with Sophomore All-Tournament Selection, **Alize' Lofton**, who finished the game with 21 points and 10 rebounds; Freshman **Caira Benton**, Sophomore, **Tahniya Sweatt**, and Sophomore, **Gina Henderson**, who earned All-State 1st Team Honors, as well. The Championship capped off a 34-1 season and tied the State record with 7 overall titles by a college. Congratulations to Coach **Brian Crichlow**, his staff, and all of the student athletes for achieving this accomplishment!
- Student journalists from the student news and magazine publications were recognized for recently sweeping the 2016 California College Media Association Awards in February, taking home 14 top three awards against UCLA, USC Annenberg, Berkeley, and many other universities across California. Several first-place awards came in above UCLA and Berkeley, along with winning Best Magazine Website for Substance magazine. The awards were for newswriting, feature writing, editorial writing, photography, and design. The journalism program also just formed a partnership with the Washington Post, which will be building the student media a fully interactive website, set to launch in May. The only other

colleges offered this partnership is USC Annenberg, Stanford, and Yale. Congratulations to student editors **Talin Hakopyan**, **Albert Serna**, **Jen Sandy**, **Breanna Lopez**, and faculty advisor **Toni Albertson**!

The students were not able to attend due to a class project; therefore, they will be recognized at the May Board meeting.

## 8. APPROVAL OF MINUTES

Note: The entire dialogue may be heard beginning at 00:21:40 on the attached meeting audio.

It was moved by Trustee Baca, seconded by Trustee Hall, and passed to approve the minutes of the regular meeting of March 9, 2016.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

It was moved by Trustee Bader, seconded by Trustee Chen, and passed to approve the minutes of the special meeting of March 12, 2016.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

## 9. PUBLIC COMMUNICATION

Note: The entire dialogue may be heard beginning at 00:22:45 on the attached meeting audio.

- Karen Osorio spoke regarding Voter Registration Day at Mt. SAC.
- Layla Abou-Taleb spoke regarding Mt. SAC's evacuation on March 24 and its effect on the community.
- Fabian Pavon spoke regarding organizing for change.
- Brendan Beasley spoke regarding the support of gender and ethnic studies.
- Jennifer Gonzalez-Lara spoke regarding the support of gender and ethnic studies.
- Jonnatthan Ortez spoke regarding the recent Associated Students elections.
- Aneca Nuyda spoke regarding the recent Associated Students elections.
- Lucky Morales spoke regarding the recent Associated Students elections.
- Corey Case spoke regarding the recent Associated Students elections.
- Mekkeh Lavaki spoke regarding the support of gender and ethnic studies.
- Ana Bordallo spoke regarding the support of gender and ethnic studies.
- Brian Moon spoke regarding the recent Associated Students elections.

## 10. REPORTS

Note: The entire dialogue may be heard beginning at 00:42:11 on the attached meeting audio.

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

- **Rene Jimenez**, President, Associated Students
- **Dan Smith**, President, Academic Senate
- **John Lewallen**, President, Classified Senate (report distributed in Mr. Lewallen's absence)
- **Eric Kaljumagi**, President, Faculty Association
- **Bill Rawlings**, President, CSEA 262 (no written report)
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

## 11. BOARD COMMUNICATION

Note: The entire dialogue may be heard beginning at 01:26:27 on the attached meeting audio.

A. Trustee Chen Haggerty read the following reminder: "At this time, the Board of Trustees will report on matters related to attendance at conferences, professional affiliations, and community involvement directly related to their functions as Board members."

B. All Board members shared the following comments:

- They congratulated Nancy Gordien and Karen Saldana on their retirement.
- They welcomed and congratulated newly appointed and promoted employees Marina Alkasas, Lorina Boon, Leonard Cardona, Olga Castillo, Patricia do Carmo, Christopher Haukom, Roch Hickey, Craig Hobson, and Fernan Siocon.
- They congratulated the Women's Basketball Team for capturing the 2015-16 State Championship.
- They congratulated the student journalists who swept the 2016 California College Media Association Awards and look forward to recognizing them again next month.
- They congratulated Student Trustee Santos for being re-elected to the Board.
- They attended the Board Study Session on March 12.
- They attended the Annual Joint Board Dinner on March 29.
- They attended today's Mountie Café Ribbon-Cutting Ceremony.
- They expressed their condolences to the families of Dr. Lance Wilcher and Jr. Fifita, who both passed away suddenly and tragically.

C. Student Trustee Santos reported the following:

- She attended the CIE Southern California Awards.
- She attended the Inspiring Women of Mt. SAC luncheon.
- She'll be attending the CCLC Annual Conference.
- She said that students were very nervous when the bomb threat happened, and she wants to see improvement on future evacuation plans.
- She said that an ethnic studies program is important at Mt. SAC.



D. Trustee Chen reported the following:

- He reiterated the importance of an ethnic studies program at Mt. SAC.
- He attended a White House meeting on Community College Affordability, where Jill Biden spoke on the subject.
- He attended a legislative network reception at the Miller/Coors Brewery.
- He attended the Advancing Justice Annual Conference.
- He attended the swearing-in ceremony for Assembly Speaker Anthony Rendon.
- He attended the Chinese Institute of Engineers annual dinner.
- He participated in a press conference with Senate pro Tem Kevin de Leon on new Senate Bill 1050.
- He attended the Mayors' Summit at Pacific Palms.
- He attended the Jewish Federation's Community Engagement Council Forum on the Impact of the Rising Cost of Higher Education.
- He attended the victory celebration for newly elected Walnut City Councilmember Andrew Rodriguez.

E. Trustee Santos reported the following:

- She attended the Disabilities Athletics Fair.
- She attended an Autism event.
- She attended the Kepler fund-raiser dinner.
- She had a very nice Women's History month.
- She attended the Latina History Conference.
- She attended Senator Hernandez' Women of Achievement brunch.
- She attended the Inspiring Women of Mt. SAC luncheon.
- She attended the Cesar Chavez Day Annual Breakfast at Mt. SAC.
- She attended an L. A. County Supervisors' Cesar Chavez reception.
- She attended the Latino/Latina Roundtable Pilgrimage.

F. Trustee Bader reported the following:

- She attended the Cesar Chavez Day Annual Breakfast at Mt. SAC.
- She attended the Latino/Latina Roundtable Pilgrimage.
- She attended the Inspiring Women of Mt. SAC luncheon, where she was the keynote speaker.
- She attended the Power of Red dinner sponsored by the Pomona Valley Community Hospital Medical Center.
- She attended the Kepler fund-raiser dinner and thanked Gloria and Manual Baca for their efforts to make it such a success.
- She said that she's a member of the Foothill Philharmonic Committee, which supports the Los Angeles Philharmonic orchestra. She invited them to the Wassail performance and then to campus recently for a tour and luncheon. They also were able to sit in on rehearsals. She thanked Dean Sue Long and Foundation Director Bill Lambert for taking time out of their busy day to host this group.
- She thanked the students for reading tonight's Associated Students Resolutions.
- She congratulated the students who were recently elected.

G. Trustee Baca reported the following:

- He and President Scroggins traveled to Washington, DC to meet with the U.S. Department of Education to talk about Pell Grants.
- He thanked everyone for attending and supporting the Kepler fund-raiser.
- He will be attending the Mt. SAC Relays Opening at Cerritos College.
- He will be attending the Veterans' Memorial baseball game on April 23.
- He will be attending the CCLC Annual Conference, where he will be giving a presentation for the State Foundation.

H. Trustee Hidalgo reported the following:

- He attended the first annual Disabilities Athletics Fair.
- He attended the Kepler fund-raiser dinner.
- He thanked tonight's student speakers.

I. Trustee Hall reported the following:

- He mentioned how involved Student Trustee Santos is with Mt. SAC events, particularly riding in almost all of the parades in our District.
- He commended Joe Jennum and his staff for the numerous Mt. SAC athletics victories.
- He attended the Kepler fund-raiser dinner.
- He and Coach Doug Todd started and coordinated the Run Mt. SAC event, for which \$5.00 out of each entry fee will be going to the City of Hope, where he has been a patient for seven years.
- He attended the Chinese Institute of Engineers Annual Convention and STEM Awards Ceremony.
- He had breakfast with Rene Kouassi, a former Mt. SAC Associated Students President, who is now a budget analyst with the California Department of Finance.
- He mentioned that Brian Calle, a former Mt. SAC Student Trustee, is the Opinion Editor for the Orange County Register. He is also the President/Chairman of CalWatchdog.com.

J. Trustee Chen Haggerty reported the following:

- She attended the Chinese Institute of Engineers Annual Convention and STEM Awards Ceremony.
- She attended the Rowland Heights Community Coordinating Council meeting and thanked Community Relations Director Jill Dolan for always preparing Mt. SAC updates for her.

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

Note: The entire dialogue may be heard beginning at 02:03:30 on the attached meeting audio.

- He expressed his condolences to the families of Dr. Lance Wilcher and Jr. Fifita, who both passed away suddenly and tragically.
- He congratulated Nancy Gordien and Karen Saldana on their retirement.
- He welcomed and congratulated newly appointed and promoted employees Marina Alkasas, Lorina Boon, Leonard Cardona, Olga Castillo, Patricia do Carmo, Christopher Haukom, Roch Hickey, Craig Hobson, and Fernan Siocon.

- He congratulated the Women's Basketball Team for capturing the 2015-16 State Championship; and the student journalists who swept the 2016 California College Media Association Awards.
- He announced that there will be two Town Hall meetings held on May 18, one at 9:00 a.m. and one at 2:00 p.m., in the Design Technology Center. The subjects will be Accreditation, Public Safety Changes, the Governor's May Revise Update on the Budget, and the Pathways Project.

### **13. INFORMATIONAL REPORT**

Note: The entire dialogue may be heard beginning at 02:06:25 on the attached meeting audio.

Dr. Scroggins asked Dave Wilson, Director, Public Safety, to present an update on the Bomb Threat and Evacuation that took place on March 24, 2016. He talked about the events of the day, the debrief on campus afterwards, and lessons learned.

Discussion:

Trustee Santos had questions, and Mr. Wilson and Dr. Scroggins answered them.

Trustee Baca had questions, and Mr. Wilson answered them.

Trustee Chen had a question, and Mr. Wilson answered it.

Associated Students President Rene Jimenez had a question, and Mr. Wilson and Dr. Scroggins answered it.

Trustee Chen Haggerty had a question, and Mr. Wilson answered it.

Associated Students President Rene Jimenez had a question, and Mr. Wilson and Dr. Scroggins answered it.

Trustee Chen Haggerty had a question, and Mr. Wilson and Dr. Scroggins answered it.

Trustee Chen had a question, and Mr. Wilson and Dr. Scroggins answered it.

Trustee Bader had a question, and Mr. Wilson answered it.

### **14. INFORMATIONAL REPORT**

Note: The entire dialogue may be heard beginning at 02:47:00 on the attached meeting audio.

Dr. Scroggins asked Dave Wilson, Director, Public Safety and Marti Whitford, Director, Health Services, to present an update on the Title IX/Clery Act – Responding to Campus Sexual Violence Report.

Discussion:

Trustee Chen had questions, and Mr. Wilson answered them.

## 15. CONSENT CALENDAR

Note: The entire dialogue may be heard beginning at 02:58:30 on the attached meeting audio.

The following corrections were made to the Consent Calendar:

- On Page 60, Personnel Transactions, under CLASSIFIED EMPLOYMENT, Permanent New Hires, LaToya's last name is spelled "**Bass**."
- On Page 61, Personnel Transactions, under Permanent New Hires (continued), Ann Marie Marin, the Job FTE: should read, "**11 months**."
- On Page 65, Personnel Transactions, under MANAGEMENT EMPLOYMENT, Permanent New Hire, for Phu, Jenny, the Range/Step should read "M-**13**, Step 1" and the Salary should read "**\$110,592.00**."
- On Page 118, New and/or Revised Management Job Classification Descriptions, the bullet just prior to QUALIFICATIONS should read, "**Supports the Dean of Student Services and the advancement of the Student Life Office**."

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

### ADMINISTRATIVE SERVICES

1. This item was pulled and acted upon separately (see Paragraph No. 16).
2. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
3. Approval of the re-issuance of stale-dated warrants, as listed.
4. Approval of a two-year agreement renewal with Higher One, Inc. for student refund management services.
5. This item was pulled and acted upon separately (see Paragraph No. 17).
6. Approval of the purchase of modular furniture, seating, and ergonomic accessories for the Temporary Student Services Counseling Modularity project (Phase 1).
7. Approval of an agreement to lease two triple-wide modular buildings for temporary offices for the Student Services Counseling Annex for the following Bid.
  - Bid No. 3072 Agreement to Lease Two Triple Wide Modular Buildings for Temporary Offices for the Student Services Counseling Annex – Design Space Modular of Fontana, CA
8. Approval of a contract with Imerge Consulting, Inc. for consulting services to develop a records retention schedule.
9. Approval of a contract with OmniUpdate, Inc. for technical services, not to exceed \$750.
10. Approval of an agreement with NewCloud Networks for secure cloud storage space.

11. Approval of an agreement with AT&T Mobility Wireless for advance payment of Division of State Architect (DSA) inspection costs.
12. Approval of an agreement with T-Mobile Wireless for advance payment of Division of State Architect (DSA) inspection costs.
13. This item was pulled and acted upon separately (see Paragraph No. 18).
14. Approval of the following Contract Amendments:
  - Contract            Technical and functional support services since July 2006 for the implementation and maintenance of Banner and related software products – Strata Information Group (SIG).
  - Contract            Purchase of Mobile Television Production Trailer – Gerling and Associates - Amendment No. 1.
  - Contract            Physical Education Project Subsequent Environmental Impact Report – ASM Affiliates – Amendment No. 1.
  - Contract            Physical Education Project Subsequent Environmental Impact Report – Iteris - Amendment No. 2.
  - Contract            Former Campus Café Demolition – H2 Environmental Consulting Services, Inc. - Amendment No. 1.
  - Contract            Library Building Fire Alarm Replacement – P2S Engineering, Inc. - Amendment No. 1.
  - Contract            Aerial Survey and Topographic Map – Psomas - Amendment No. 1.
  - Contract            Temple Avenue/Bonita Drive Westbound Right Turn Lane Improvements – Psomas - Amendment No. 1.
15. Approval of the following Change Order for Campus Elevators Maintenance Service Agreement.
  - Contract            Schindler Elevator (Elevator Contractor) – Change Order No. 1.
16. Approval of the following Change Order for the Farm Retaining Wall.
  - Contract            E.C. Construction Co. (General Contractor) – Change Order No. 1.
17. Approval of the following Completion Notices:
  - Bid No. 2999        Demo Buildings 12A, 12B, and Tennis Court Restrooms, Resource Environmental, Inc. (Contractor)
  - Bid No. 3020        Sophia B. Clarke Theater Installation of Motorized Rigging Equipment, Polaris Lighting Associates, Inc. (Contractor)

18. Approval of the following Proposed Gifts and Donations to the College:

- Sunil and Chris Dissanayake – X-ray protective gloves, one pair, black in color, durable vinyl cover, valued by donor at \$150; X-ray radiation safety glasses with built-in protective side shields, brown-colored frame, made in Italy, valued by donor at \$100; and Wesco biological compound microscope, valued by donor at \$200, to be used as student learning resources the in Radiologic Technology and Microbiology Department.
- Thurber D. Proffitt – Ferguson 8” F7.5 Newtonian reflector telescope, valued by donor at \$450, to be used as a student learning resource in the Earth Science/Astronomy Department.
- David Corbin, Battalion Chief – City of Upland Fire Department – 1984 Spartan Van Pelt Fire Engine, valued by donor at \$5,000, to be used for mandated Fire Academy training.

### **HUMAN RESOURCES**

19. Approval of Personnel Transactions.
20. Approval of Human Resources Training and Development with Newleaf.
21. Approval of New and/or Revised Classified Job Classification Descriptions.
22. This item was pulled and acted upon separately (see Paragraph No. 19).

### **INSTRUCTION**

23. Approval of the School of Continuing Education Division additions and changes.
24. Approval of the School of Continuing Education Division 2016-17 Mt. SAC Regional Consortium for Adult Education.
25. Approval of an Agreement with Kellogg West Conference Center and Lodge for the Mt. San Antonio College Regional Consortium for Adult Basic Education.
26. Approval of the acceptance of funds for Technical Assistance Provider for Contract Education Grant Renewal and approval of purchases.
27. Approval of an Amendment with Children’s Hospital of Orange County for the Radiologic Technology Program.
28. Approval of advance payment to Papachino’s Grill & Greens for the Radiologic Technology Program Pinning Ceremony.
29. Approval of program fees for students in the Technology and Health Division.
30. This item was pulled and acted upon separately (see Paragraph No. 20).
31. Approval of costs associated with the Communication Department hosting of the American Readers’ Theater Association Tournament.

32. Approval of a modified course effective with the 2016-17 academic year.
33. Approval of an Agreement with Applied Learning Science through the Career Technical Education Enhancement Fund.

#### **PRESIDENT'S OFFICE**

34. Approval of a contract with AccuData for updating and refreshing contact information in the Donor and Alumni Databases.

#### **STUDENT SERVICES**

35. Approval to hire Note Takers as Independent Contractors for the Disabled Student Programs and Services in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
36. Approval of an agreement with Cal Poly Pomona Foundation, Inc. for the rental of the Kellogg House for the Financial Aid Department annual training day.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

#### **16. CONSENT ITEM #1 – APPROPRIATION TRANSFERS AND BUDGET REVISIONS SUMMARY**

Note: The entire dialogue may be heard beginning at 03:02:08 on the attached meeting audio.

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

Discussion:

- Trustee Chen asked questions, and Mr. Gregoryk and Ms. Royce answered them.
- Trustee Santos asked a question, and Dr. Scroggins, Mike Gregoryk, and Ms. Royce answered it.
- Trustee Bader made a comment.
- Dr. Scroggins made a comment.
- Trustee Chen asked a question, and Ms. Royce and Dr. Scroggins answered it.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**17. CONSENT ITEM #5 – EMERGENCY RESOLUTION NO. 15-08 – REPAIR CENTRAL PLANT CHILLER**

Note: The entire dialogue may be heard beginning at 03:14:56 on the attached meeting audio.

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

Discussion:

- Trustee Chen asked questions, and Mr. Gregoryk and Dr. Scroggins answered them.
- Trustee Hidalgo asked a question, and Mr. Gregoryk answered it.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**18. CONSENT ITEM #13 – AGREEMENTS TO PROVIDE PROFESSIONAL DESIGN AND CONSULTING SERVICES WITH PAL ID STUDIO FOR THE TECHNOLOGY CENTER – ROOM 106 IMPROVEMENTS AND MISCELLANEOUS INTERIOR IMPROVEMENT PROJECTS; STEVEN FADER ARCHITECTS FOR BOOKSTORE MECHANICAL, ELECTRICAL, AND PLUMBING UPGRADES; AUTOMATED CONTROL ENGINEERS FOR THE CENTRAL PLANT EXPANSION AND THERMAL ENERGY STORAGE TANK; ECOTYPE CONSULTING FOR THE BUSINESS AND COMPUTER TECHNOLOGY PROJECT; AND P2S ENGINEERING, INC. FOR THE STUDENT SERVICES TEMPORARY SPACE**

Note: The entire dialogue may be heard beginning at 03:17:13 on the attached meeting audio.

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

Discussion:

- Trustee Hall asked questions, and Mr. Gregoryk and Dr. Scroggins answered them.
- Trustee Santos asked a question, and Mr. Gregoryk and Dr. Scroggins answered it.
- Trustee Chen asked a question, and Mr. Gregoryk and Dr. Scroggins answered it.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**19. CONSENT ITEM #22 – NEW AND/OR REVISED MANAGEMENT JOB CLASSIFICATION DESCRIPTIONS**

Note: The entire dialogue may be heard beginning at 03:22:50 on the attached meeting audio.



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

Discussion:

- Trustee Hall asked questions, and Dr. Scroggins answered them.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**20. CONSENT ITEM #30 – ADVANCE PAYMENT TO SAN GABRIEL VALLEY NEWS GROUP FOR CAREER TECHNICAL EDUCATION MARKETING**

Note: The entire dialogue may be heard beginning at 03:27:26 on the attached meeting audio.

It was moved by Trustee Hidalgo and seconded by Trustee Hall to approve this item, as corrected.

Discussion:

- Trustee Hall mentioned that the Board approval date of July 8, 2016, in the BACKGROUND, should be July 8, 2015.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**21. ACTION ITEM #1 – BOARD POLICY 2015 – STUDENT MEMBER**

Note: The entire dialogue may be heard beginning at 03:30:00 on the attached meeting audio.

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

Discussion: Much discussion took place regarding the privilege of the student trustee to attend closed sessions, other than closed sessions on personnel or collective bargaining matters.

It was moved by Trustee Baca and seconded by Trustee Bader to make no changes to Board Policy 2015 – Student Member.

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo

No: Santos

Abstained: None

Absent: None

Student Trustee did not concur.

## 22. DISCUSSION ITEM #1 – FINALIZATION OF BOARD GOALS FOR 2016-17

Note: The entire dialogue may be heard beginning at 03:38:45 on the attached meeting audio.

The following corrections were made to the Discussion item:

- On Page 153, Finalization of Board Goals for 2016-17:
  - No. 2 should read, “**Improve relations with local communities, especially the City of Walnut.**”
  - No. 11 should read, “**Receive report on the viability of new programs including ethnic studies.**”

Discussion: Much discussion took place, and it was suggested that the following Board Goals for 2016-17 be brought back to the May Board meeting for action:

1. Evaluate facility needs, update the Facilities Master Plan, and include strategic approaches to secure State and Local approval.
2. Improve relations with local communities, especially the City of Walnut.
3. Support and expand community-based course offerings.
4. Complete the Bus Transportation Hub in partnership with Foothill Transit as part of the continuing effort to make Mt. SAC more accessible.
5. Issue a student climate survey to see what the students want and think is important.
6. Expand communication and advocacy with elected officials and leaders at the Local, State, and Federal levels.
7. Continue growth in enrollment, both to expand access for residents and to secure available state growth funds; utilize strategic marketing to accomplish this.
8. Increase the Board’s support for the Mt. SAC Foundation.
9. Celebrate the successful transition from five to seven Board members and continue to build positive relations among Board members.
10. Increase diversity among our faculty and staff.
11. Receive a report on the viability of new programs including social justice and ethnic studies.
12. *Dr. Scroggins will write a goal pertaining to fiscal efficiency and stability regarding contracting.*

## 23. CLOSED SESSION

The Board adjourned to Closed Session at 10:42 p.m. to discuss the following:

- **Title 5, California Code of Regulations, Sections 59328-59338: Appeal of Administrative Determination from Discrimination Complaint** (regarding Employee Number. ...4432)

## 24. PUBLIC SESSION

The public meeting reconvened at 10:48 p.m.

**25. REPORTING OF ACTION TAKEN IN CLOSED SESSION**

The Board unanimously voted to accept the findings and recommended decision of the President to uphold the Administrative Determination that there was no evidence that Employee No. ...4432 was retaliated against for engaging in a protected activity, and that there was no violation of Board Policy 3430 – Prohibition of Harassment by the District. The employee was present to state his case.

**26. ADJOURNMENT**

The meeting adjourned at 10:49 p.m.

WTS:dl

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>May 11, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Appropriation Transfers and Budget Revisions Summary</u>	

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

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

Funding Source

**APPROPRIATION TRANSFERS  
For the period 3/11/16 - 4/5/16**

**Unrestricted General Fund - 11 and 13**

From:

<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$ 82,102
7950	Unassigned Fund Balance	436,576
<b>Total</b>		<b>\$ 518,678</b>

To:

<u>Budget Classification</u>		<u>Amount</u>
1000	Academic Salaries	\$ 22,572
2000	Classified/Other Nonacademic Salaries	26,237
3000	Employee Benefits	22,314
5000	Other Operating Expenses/Services	97,229
6000	Capital Outlay	312,826
7000	Other Outgo	37,500
<b>Total</b>		<b>\$ 518,678</b>

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

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

**DATE:** May 11, 2016

**Restricted General Fund - 17**

From:

<u>Budget Classification</u>		<u>Amount</u>
1000	Academic Salaries	\$ 45,872
4000	Supplies/Materials	981
<b>Total</b>		<b>\$ 46,853</b>

To:

<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$ 22,141
3000	Employee Benefits	21,855
5000	Other Operating Expenses/Services	957
6000	Capital Outlay	1,900
<b>Total</b>		<b>\$ 46,853</b>

**Child Development Fund - 33**

From:

<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$ 2,000
<b>Total</b>		<b>\$ 2,000</b>

To:

<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$ 2,000
<b>Total</b>		<b>\$ 2,000</b>

**Capital Outlay Projects Fund - 41**

From:

<u>Budget Classification</u>		<u>Amount</u>
7950	Unassigned Fund Balance	\$ 58,643
<b>Total</b>		<b>\$ 58,643</b>

To:

<u>Budget Classification</u>		<u>Amount</u>
7000	Other Outgo	\$ 58,643
<b>Total</b>		<b>\$ 58,643</b>

**Bond Construction Fund No 2 - 45**

From:

<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$ 200
<b>Total</b>		<b>\$ 200</b>

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

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To:			
	<u>Budget Classification</u>		<u>Amount</u>
6000	Capital Outlay	\$	200
<b>Total</b>		<b>\$</b>	<b>200</b>

**Associated Students Trust Fund - 71**

From:			
	<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	61,000
<b>Total</b>		<b>\$</b>	<b>61,000</b>

To:			
	<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$	35,351
5000	Other Operating Expenses/Services		1,700
6000	Capital Outlay		23,949
<b>Total</b>		<b>\$</b>	<b>61,000</b>

**BUDGET REVISIONS**  
**For the period 3/11/16 - 4/5/16**

**Unrestricted General Fund - 13**

Revenue:			
	<u>Budget Classification</u>		<u>Amount</u>
819000	Medi-Cal Admin. Activities Program	\$	88,678
882000	Planetarium - Contributions		169
882000	Continuing Education Division Programs		1,000
882001	Agricultural Club Council		688
882001	Discovery Science Day		5,931
882002	Track and Field Program		6,807
883100	California Early Childhood Mentor Program		967
883900	Video Production		73,039
883900	Continuing Education Division Programs		600
884001	Music - Choral Program		702
884006	Athletic Operations		675
884007	Planetarium - Sales		5,726
884008	Music - Choral Program		605
884021	Athletics Program - Banquet		8,040
884022	Athletics Program - Entry Fees		350
884023	Championship Events		2,980
884024	Mountaineer Advertising		1,400

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

**DATE:** May 11, 2016

887500	Animal Sciences Field Trip Fees	\$	435
887700	Writing Center		985
887710	Paramedic Program		2,420
887730	Ceramics, Clay Fees		3,172
887730	Business, Color Copy/Fees		935
887730	Architecture/Design, Production Fees		1,210
887730	Arts, Materials Fees		130
887730	Photographics, Production Fees		3,300
887730	Commercial Art, Print Fees		85
887730	Arts, Print Making Fees		1,395
887730	Interior Design/Fashion, Print Fees		430
887730	First Aid and CPR Fees		1,254
887730	Industrial Design Technology, Production Fees		440
887750	Floral Design, Material Fees		3,500
887900	Expedited Transcript Fee		69,612
888107	Parking - Facility Rental		15,078
888107	Aquatics Program		5,399
888500	Bursar's Office, Duplicate ID Fees - Non-Credit Students		900
888500	Flight Training Program		28,100
888500	Music - Choral Program		8,030
888500	Music - Instrumental Program		14,034
888545	Air Conditioning, EPA Test Fees		891
888545	Welding Certification		100
888545	Nursing Kaplan Integrated Test Fees		12,474
889000	Printing Services		14,309
889000	Risk Management - Safety Credits		3,695
889000	3rd Party Insurance Claims		17,760
889004	Chemistry Program		1,172
889005	Track and Field Program		1,650
889005	Athletics Program		1,400
889005	Women's Basketball Program		900
889005	Championship Events		1,050
889005	Mt. SAC Speakers Program		240
898002	Athletics Program		37,500
<b>Total</b>		<b>\$</b>	<b>452,342</b>

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	18,409
3000	Employee Benefits		1,616
4000	Supplies/Materials		38,896

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

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5000	Other Operating Expenses/Services	\$	359,543
6000	Capital Outlay		33,878
<b>Total</b>		<b>\$</b>	<b>452,342</b>

**Restricted General Fund - 17**

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
812000	AANAPISI, Year 5 Augmentation	\$	176,590
862200	2015-16 EOPS Augmentation		3,256
862300	2015-16 Disabled Student Programs & Services		41,416
862902	2015-16 CARE Augmentation		2,630
862908	2015-16 Basic Skills		(13,321)
865900	Course Identification Program		192,035
<b>Total</b>		<b>\$</b>	<b>402,606</b>

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	43,872
2000	Classified/Other Nonacademic Salaries		88,117
3000	Employee Benefits		691
4000	Supplies/Materials		8,685
5000	Other Operating Expenses/Services		253,635
6000	Capital Outlay		1,720
7000	Other Outgo		5,886
<b>Total</b>		<b>\$</b>	<b>402,606</b>

**Child Development Fund - 33**

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
865900	2015-16 California State Preschool Program	\$	19,776
865900	2015-16 General Child Care and Development Programs		35,620
<b>Total</b>		<b>\$</b>	<b>55,396</b>

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	52,216
3000	Employee Benefits		3,180
<b>Total</b>		<b>\$</b>	<b>55,396</b>



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

**DATE:** May 11, 2016

**Farm Operations Fund - 34**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
898001 Farm Operations - Equipment	\$ 58,643
<b>Total</b>	<b>\$ 58,643</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 58,643
<b>Total</b>	<b>\$ 58,643</b>

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$518,678), Restricted General Fund (\$46,853), Child Development Fund (\$2,000), Capital Outlay Projects Fund (\$58,643), Bond Construction Fund No. 2 (\$200), and Associated Students Trust Fund (\$61,000) 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 (\$452,342), Restricted General Fund (\$402,606), Child Development Fund (\$55,396), and Farm Operations Fund (\$58,643) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

**DATE:** May 11, 2016

**CONSENT**

**SUBJECT:** Independent Contractors

**BACKGROUND**

Approval of Independent Contractors.

**ANALYSIS AND FISCAL IMPACT**

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

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Acuna, Fatima	Student Services- Student Life/ Associated Students	Keynote Speaker – Organizing for Change Inter-Club Council (ICC) Conference	5/20/16	\$500
Brown, David	Instruction – STEM Teacher Preparation Grant	Presenter – Summer Science Experience	7/13/16– 7/31/16	\$1,100
Calderon, Jose	Student Services- Student Life/ Associated Students	Keynote Speaker – Organizing for Change ICC Conference	5/20/16	\$500
Cervantes, Ebuite	Instruction – Music	Recording Engineer – Chamber Singers	5/11/16– 6/30/16	\$1,000
Cotran, Kristina	Instruction – STEM Teacher Preparation Grant	Presenter – Summer Science Experience	7/13/16– 7/31/16	\$400
Cruz, Cesar	Student Services- Student Life/ Associated Students	Keynote Speaker – Organizing for Change ICC Conference	5/20/16	\$500
Gregory, Steven	Instruction – Music	Accompanist – Frontline Ensemble performances and concerts	4/1/16– 6/30/16	\$1,500

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

**SUBJECT:** Independent Contractors**DATE:** May 11, 2016

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Lockhart, Heidi	Student Services – CalWORKS	Work Force Investment Board (WIB) work study program and APEX System (Revised)	5/1/16– 12/31/16 (revised dates)	\$25,000 Increase of \$24,700 to original request in April due to change in services to be provided and change in funding
McMillan, Bea	Instruction – LA84 Foundation Youth Days Grant	Make 80 bean bags for Track & Field events	5/12/16– 6/30/16	\$400
McSherry, Laura dba McSherry Consulting	Instruction – Center of Excellence	Editing and Proofreading Services – Research Projects	4/14/16– 6/30/16	\$2,500 Increase of \$1,000 to original request in April due to additional services to be provided
Nelson, Wayne	Instruction – Music	Judge – Spring Jazz Festival	5/7/16	\$425
Rivera, Rebecca	Instruction – Music	Performer – Piano and Cello Recital	4/16/16	\$200
Worsley, Margaret	Instruction – Music	Performer – Faculty Chamber Ensemble	5/22/16	\$300

**Funding Sources**

Unrestricted General Fund – Student Services – Student Life/Associated Students, Instruction – Music.

Restricted Fund – Student Services – CalWORKS, Instruction – STEM Teacher Preparation Grant, LA84 Foundation Youth Days Grant, Center of Excellence.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>May 11, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Re-issue 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
07141080	09/15/11	Sherif E. Ishak	\$77.00
07141966	09/15/11	Aaron P. Ramirez	\$108.00
07160545	12/12/11	Qiyang Ni	\$126.00
H0079229	03/12/13	Mario A. Gonzalez	\$142.00

**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: <u>Rosa M. Royce</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #3</u>

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>May 11, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Purchase Supplies and Equipment through Other Public Agencies'</u> <u>Competitively Bid Contracts for the 2016-17 Fiscal Year</u>	

**BACKGROUND**

The College seeks the Board’s approval to purchase supplies and equipment by means of existing public agency contracts that have been formally bid pursuant to California Public Contract Code Section 20652, as needed, which is in the College’s best interest for the fiscal year ending on June 30, 2017.

**ANALYSIS AND FISCAL IMPACT**

California Public Contract Code Section 20652 authorizes the Board of Trustees, without advertising for bids, to contract for the lease or purchase of materials, supplies, equipment, automobiles, tractors, and other personal property for Mt. San Antonio College through competitively bid contracts let by other public agencies (commonly known as piggy-back contracts).

An example of an existing public agency contract that the College currently utilizes is the California Multiple Award Schedule for the purchase of office and classroom furniture, standards for which were developed through a formal request for proposals process conducted by Mt. SAC staff. Additionally, the College utilizes the National Association of State Procurement Officials’ contract, formerly known as Western States Contracting Alliance, to purchase items from Hewlett Packard equipment such as network equipment, laptops, and desktop computers. Other examples of piggy-back contracts include, but are not limited to, the College Buys program offered by the Foundation for Community Colleges and the Los Angeles County Office of Education contracts.

Utilizing these contracts allows the College to purchase a wide range of supplies and equipment as needed from other formally bid contracts that permit other California school districts to piggy-back, resulting in the lowest price for the College. Some contracts allow for additional voluntary vendor-supplied discounts based on purchase volume, and the College would still be bid-protected. The Board’s approval to use any allowable existing contract will help leverage those additional vendor-supplied discounts, ensuring the College receives the lowest price on those purchases.

Prepared by:	<u>Teresa Patterson</u>	Reviewed by:	<u>Michael D. Gregoryk</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #4</u>

**SUBJECT:** Purchase Supplies and Equipment through Other Public Agencies'  
Competitively Bid Contracts for the 2016-17 Fiscal Year

**DATE:** May 11, 2016

Funding Sources

Unrestricted General Fund.  
Grant and other restricted funds.  
State and local bond funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the procurement of supplies and equipment by means of other existing public agency contracts pursuant to Public Contract Code Section 20652, and authorizes staff to make such procurements, as needed, which is in the College's best interest for the fiscal year ending on June 30, 2017.

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

**DATE:** May 11, 2016

**CONSENT**

**SUBJECT:** Purchase Modular Systems and Freestanding Furniture for the Library  
Upper Lobby, English as a Second Language, American Sign Language,  
Brackett Field, Business Computer Classrooms, the Warehouse  
Building, and the New Modular Building Plan Room

**BACKGROUND**

The projects listed below are currently underway, requiring the purchase and installation of new modular systems furniture, tables, chairs, specialty cabinets, storage units, filing systems, and modular wall systems.

- Facilities Planning and Management has accumulated an extensive archive of building project data, an as-built document library, a working drawing library used daily by the Maintenance and Operations Department, product samples, warranties, and operations and maintenance manuals. The new workroom and archive is crucial for Facilities Planning and Management to service the day-to-day needs of the campus. The plan room will include four offices, two staff workstations, and two student workstations. This procurement will include new modular office furniture systems, freestanding components, specialty cabinets for archive drawing storage, a high-density filing system, office seating, and ergonomic accessories.
- Additional storage racks and shelving are needed to provide increased capacity and more efficient utilization of pallets and storage boxes in the Warehouse. The boxes being stored contain critical materials and records maintained by the Fiscal Services and Bursar’s offices including documents currently stored in the Bookstore. This procurement will include the purchase and installation of shelving and pallet racks.
- The Instructional Support Program assists districts with their ever-growing need for instructional equipment, library materials, and technology on community college campuses due to aging equipment and inadequate funding. This procurement will provide new tables and seating for the Library upper lobby area, English as a Second Language (ESL) and American Sign Language classrooms, Business Division and faculty offices, and classrooms at Brackett Field.

Specifications for office furniture and the high-density filing systems are based on standards established from the Administrative Services Request for Proposals. Specifications for student furniture are based on standards established from the Design Technology Center Request for Proposals and through furniture presentations conducted from July to September 2015.

Prepared by: Teresa Patterson/Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #5

**SUBJECT:** Purchase Modular Systems and Freestanding Furniture for the Library  
Upper Lobby, English as a Second Language, American Sign Language,  
Brackett Field, Business Computer Classrooms, the Warehouse Building,  
and the New Modular Building Plan Room

**DATE:** May 11, 2016

### **ANALYSIS AND FISCAL IMPACT**

Cost proposals were submitted by the selected manufacturers for the purchase and installation of furniture per the below summary. During the furniture analysis process, the building end users, Facilities Planning and Management representatives, Information Technology representatives, and furniture consultant PAL id studio determined that the manufacturers, products, and dealers below meet both the functional requirements and budget.

<b>Facilities Planning and Management Document Resource Center (Plan Room)</b>	
<b>Company</b>	<b>Amount</b>
<b>Allsteel</b> – Modular office furniture systems (Administrative Services Building Request for Proposal – California Multiple Award Schedule - CMAS).	\$78,859.72
<b>Corporate Business Interiors</b> – Installation of modular furniture and purchase of ergonomic accessories (Administrative Services Building Request for Proposal).	\$23,890.65
<b>DIRTT Environmental Solutions</b> – Pre-manufactured modular wall systems (National Purchasing Partners Government Division).	\$33,626.50
<b>Corporate Business Interiors</b> - Purchase and installation of freestanding casework and tackable fabric to be installed within the modular wall frames.	\$17,879.02
<b>Easi File</b> – Large document storage files. Staff and Furniture Consultant evaluated various products and determined the Easi File system is the single source that best meets the College’s needs.	\$52,580.98
<b>Pivot Interiors, Inc.</b> – Specialty cabinets and seating (US Communities).	\$14,030.32
<b>Unisource Solutions</b> – High-density mobile shelving (Administrative Services Building Request for Proposal).	\$43,266.97
<b>Unisource Solutions</b> – Office task chairs (Administrative Services Building Request for Proposal - US Communities).	\$4,135.13
<b>ARC</b> – Ulrich fire-proof plan files. Staff and furniture consultant evaluated various products and determined the Ulrich file system to best meet the College’s needs. Competitive pricing was obtained with the lowest quote submitted by American Reprographics Company.	\$50,724.73
<b>Total</b>	<b>\$318,994.02</b>



**SUBJECT:** Purchase Modular Systems and Freestanding Furniture for the Library  
Upper Lobby, English as a Second Language, American Sign Language,  
Brackett Field, Business Computer Classrooms, the Warehouse Building,  
and the New Modular Building Plan Room

**DATE:** May 11, 2016

<b>Storage Racks and Shelving for Warehouse Building</b>	
<b>Company</b>	<b>Amount</b>
<b>Corporate Business Interiors</b> – High-density shelving and storage racks (Administrative Services Building Request for Proposal). Fifty percent deposit required upon issuance of purchase order.	\$45,304.25
<b>Total</b>	<b>\$45,304.25</b>

<b>Tables and Seating for the Library Upper Lobby, English as a Second Language, American Sign Language, Brackett Field, and Business Computer Classrooms</b>	
<b>Company</b>	<b>Amount</b>
<b>Allsteel</b> – Tables and chairs for Library Upper Lobby (CMAS).	\$10,697.41
<b>Corporate Business Interiors</b> – Receive, deliver, and install tables and chairs for Library Upper Lobby (Administrative Services Building Request for Proposal).	\$2,447.60
<b>Allsteel</b> - Student chairs for ESL classrooms (CMAS).	\$84,419.87
<b>Corporate Business Interiors</b> – Receive, deliver, and install chairs for ESL classrooms (Design Technology Center Request for Proposal).	\$14,359.09
<b>Exemplis</b> – Task chairs and instructor stools for American Sign Language and Business Computer classrooms (CMAS).	\$51,148.77
<b>Corporate Business Interiors</b> – Receive, deliver, and install tables, task chairs, and instructor stools for American Sign Language classrooms and Business Computer classrooms (Design Technology Center Request for Proposal).	\$12,554.75
<b>Pivot Interiors, Inc.</b> – Mobile magnetic boards for American Sign Language classroom (US Communities).	\$2,294.14
<b>Allsteel</b> – Mobile tables for American Sign Language classroom (CMAS).	\$7,537.75
<b>Workrite</b> – DSPS accessible tables for American Sign Language classroom (CMAS).	\$1,294.11
<b>KI</b> – Torsion Air task chairs for Brackett Field (CMAS).	\$2,528.38
<b>Allsteel</b> - Clarity task chairs for Brackett Field (CMAS).	\$2,841.20
<b>Haworth, Inc.</b> – Zody task chairs for Brackett Field (US Communities).	\$1,327.99
<b>Corporate Business Interiors</b> – Receive, deliver, and install task chairs for Brackett Field (Administrative Services Building Request For Proposal).	\$426.59
<b>Total</b>	<b>\$193,877.65</b>

**SUBJECT:** Purchase Modular Systems and Freestanding Furniture for the Library  
Upper Lobby, English as a Second Language, American Sign Language,  
Brackett Field, Business Computer Classrooms, the Warehouse Building,  
and the New Modular Building Plan Room

**DATE:** May 11, 2016

The costs for all projects include applicable sales tax and freight and are in line with the College's cost estimates for this project. The majority of manufacturers listed above have successfully provided quality products and services to the College in the past. Contract terms include:

- California Multiple Awards Schedule (CMAS)
- US Communities Government Purchasing Alliance
- Administrative Services Building Request for Proposal
- Design Technology Center Request for Proposal
- National Purchasing Partners Government Division

#### Funding Sources

Measure RR (Series A) Bond funds.  
Instructional Equipment Restricted funds.  
Unrestricted General Fund.

#### **RECOMMENDATION**

It is recommended that the Board of Trustees approves the purchase of modular systems and freestanding furniture for the Library Upper Lobby, English as a Second Language, American Sign Language, Brackett Field, Business Computer classrooms, the Warehouse building, and the new Modular Building Plan Room, as presented.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>May 11, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Purchase Audio-Visual Equipment (Bid No. 3077)</u>	

**BACKGROUND**

A project is currently underway to renovate and upgrade the Welding Classrooms (Building 69), which will require the acquisition of new audio-visual equipment. The design for these systems was reviewed by the Technical Services staff, and the College issued a request for bids for the acquisition of the necessary equipment.

**ANALYSIS AND FISCAL IMPACT**

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Thirteen bids were requested with six bids received and publicly opened on April 6, 2016.

In order to maximize the cost advantages of a competitive bid process, this equipment was divided into sections, to be awarded individually based on the type of equipment in each section. This allows a wider spectrum of qualified vendors to submit pricing on different sections of the bid, with an individual award being made on each section.

The following summary and recommendations are based on the lowest bid amount for each section:

Section	Company Name and Location	Total
1	Videotape Products Inc., Burbank, CA	\$1,595.41
2,3,5,8	Golden Star Technology, Cerritos, CA	\$79,179.13
4,9	Comp View, Inc., Beaverton, OR	\$12,470.95
10	Full Compass Systems, Madison, WI	\$67.20
6,7,11	Troxell, Redlands, CA	\$151.55

The total cost for this equipment is \$93,464.24 plus any applicable taxes.

**Funding Sources**

Measure RR Bond (Series A) funds.  
 Restricted funds - CTE Enhancement Fund Regional Share.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the award to purchase Audio-Visual Equipment (Bid No. 3077), as presented.

Prepared by: Teresa Patterson/William Eastham      Reviewed by: Michael D. Gregoryk  
 Recommended by: Bill Scroggins      Agenda Item: Consent #6

**SUBJECT:** Purchase Audio-Visual Equipment (Bid No. 3077)

**DATE:** May 11, 2016

**SUMMARY OF BIDS**  
**Bid No. 3077**  
**Purchase of Audio-Visual Equipment**

Section No./ Manufacturer	Product Description	VTP, Inc.	Golden Star Technology	Troxell	Full Compass	Comp View	Star Educational Systems
1. Cables to Go	Misc. Cables	<b>1,595.41</b>	1,854.49	2,097.99	No Bid	1,687.38	No Bid
2. Cable Wholesale	Extension Cord	No Bid	<b>122.97</b>	No Bid	No Bid	**29.80	No Bid
3. Da-Lite	Screens	No Bid	<b>6,475.08</b>	6,705.85	7,506.60	7,150.36	6,762.10
4. Epson	Projectors	9,742.00	10,125.40	13,638.18	11,881.57	<b>9,431.14</b>	12,608.82
5. Extron	Adaptors & Custom Systems	No Bid	<b>41,891.28</b>	No Bid	No Bid	42,294.26	No Bid
6. HOSA	Cable	No Bid	42.25	<b>16.75</b>	No Bid	28.05	No Bid
7. Liberty AV	Cable	No Bid	112.75	<b>87.75</b>	No Bid	113.40	No Bid
8. Marshall	Lecterns	No Bid	<b>30,689.80</b>	No Bid	No Bid	31,564.05	No Bid
9. Mid -Atlantic	Mounts & Outlets	3,410.00	3,341.52	3,621.97	**2,569.21	<b>3,039.81</b>	No Bid
10. Neutrik	Speaker	No Bid	88.00	81.96	<b>67.20</b>	83.48	No Bid
11. Tripp Lite	Display Port	No Bid	49.75	<b>47.05</b>	No Bid	50.50	No Bid

\*\*Items were missing and/or substitutions did not meet requirements.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>May 11, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Professional Design and Consulting Services</u>	

**BACKGROUND**

In order to complete the required facilities planning activities and to commence the design phase for construction and renovation projects, it is necessary to retain the services of qualified professionals.

**ANALYSIS AND FISCAL IMPACT**

The following contracts are presented for approval:

<b>#1</b>	<b>Consultant:</b>	Ridge Landscape Architects	
	<b>Project:</b>	Food Services Building	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional landscape architectural services to provide a schematic design for the area of the Fine Arts/Food Services courtyard and ancillary landscaped areas.	\$2,275.00	
	Reimbursable expenses, not to exceed:	\$200.00	
	Contract Amount:	\$2,475.00	

<b>#2</b>	<b>Consultant:</b>	Hill Partnership (HPI Architects)	
	<b>Project:</b>	Student Center	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional architectural services for the development of Phase 1 of the design for the new 30,000-square-foot Student Center building, to include programming and conceptual design.	\$240,000.00	
	Reimbursable expenses, not to exceed:	\$7,500.00	
	Contract Amount:	\$247,500.00	

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

**SUBJECT:** Professional Design and Consulting Services

**DATE:** May 11, 2016

<b>#3</b>	<b>Consultant:</b>	HMC Architects
	<b>Project:</b>	Physical Education Project Subsequent Environmental Impact Report
<b>Item</b>	<b>Description:</b>	<b>Amount</b>
	Professional architectural services to provide consulting support services related to the preparation of a Subsequent Environmental Impact Report (SEIR) on a time-and-materials basis. Scope includes: development of proposed land use plan, campus zoning diagram, existing campus plan, conceptual design concepts, preparation of exhibits, and other tasks required for the preparation of the SEIR. Not to exceed:	\$38,000.00
	Reimbursable expenses, not to exceed:	\$2,000.00
	Contract Amount:	\$40,000.00

<b>#4</b>	<b>Consultant:</b>	Psomas
	<b>Project:</b>	Site Improvements Adjacent to Student Equity Center
<b>Item</b>	<b>Description:</b>	<b>Amount</b>
	Professional services to provide a Qualified Storm Water Pollution Prevention Plan Practitioner to perform mandated inspections and reporting requirements for the site improvements adjacent to the new Student Equity Center. Time and materials, not to exceed:	\$35,000.00
	Reimbursable expenses, not to exceed:	\$2,000.00
	Contract Amount:	\$37,000.00

<b>#5</b>	<b>Consultant:</b>	Psomas
	<b>Project:</b>	Continuing Education Building 40 Upgrades
<b>Item</b>	<b>Description:</b>	<b>Amount</b>
	Professional engineering services to improve accessibility to Building 40 by installation of an accessible walkway and ramp system to replace the existing south entry walkway at the building.	\$13,500.00
	Contract Amount:	\$13,500.00

**SUBJECT:** Professional Design and Consulting Services

**DATE:** May 11, 2016

<b>#6</b>	<b>Consultant:</b>	Psomas
	<b>Project:</b>	Student Services Modular Buildings Utility Design
<b>Item</b>	<b>Description:</b>	<b>Amount</b>
	Professional engineering services for the design of the sewer and domestic water systems and the new Student Services modular buildings.	\$6,000.00
	Reimbursable expenses, not to exceed:	\$500.00
	Contract Amount:	\$6,500.00

<b>#7</b>	<b>Consultant:</b>	Pal id studio
	<b>Project:</b>	Construction Support
<b>Item</b>	<b>Description:</b>	<b>Amount</b>
	Professional interior design services to plan, design, specify, document, and oversee the installation of project renovations, systems furniture, and other furnishings necessary for the completion of a variety of miscellaneous small projects for Student Services. Time and materials, not to exceed:	\$40,000.00
	Reimbursable expenses, not to exceed:	\$2,000.00
	Contract Amount:	\$42,000.00

Funding Source

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>May 11, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Professional Design and Consulting Services – Added Services</u> <u>(Contract Amendment)</u>	

**BACKGROUND**

In order to complete the required facilities planning activities and to commence the design phase for construction and renovation projects, it is necessary to retain the services of qualified professionals.

**ANALYSIS AND FISCAL IMPACT**

The original construction schedule for renovations at the temporary space project included the restroom construction occurring concurrently with other building and infrastructure renovations. In order to meet the building usage schedules required, the restroom renovation portion of the project will be constructed on a separate timeline, requiring additional construction administration services by the engineering firm.

The following Contract Amendment is presented for approval:

<b>#1</b>	<b>Consultant:</b>	P2S Engineering, Inc.	<b>No.</b>	2
	<b>Project:</b>	Temporary Space Building Infrastructure and Central Plant Connection		
<b>Item</b>	<b>Description:</b>		<b>Amount</b>	
	Additional construction administration services due to the separate construction schedule for the restroom renovations.		\$15,500.00	
	Total		\$15,500.00	
	Original Contract Amount		\$62,500.00	
	Net Change by Previous Amendments		\$9,500.00	
	Net Sum Prior to This Amendment		\$72,000.00	
	Amount of Amendment No. 2		\$15,500.00	
	New Contract Sum		\$87,500.00	
	Total Project Budget		\$1,115,000.00	
	Percentage of Change to the Total Project Budget		1.39%	

Prepared by: Gary L. Nellesen                      Reviewed by: Michael D. Gregoryk  
Recommended by: Bill Scroggins                      Agenda Item: Consent #8



**SUBJECT:** Professional Design and Consulting Services – Added Services  
(Contract Amendment)

**DATE:** May 11, 2016

Funding Source

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

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

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

**DATE:** May 11, 2016

**CONSENT**

**SUBJECT:** Building 23 Renovation (Change Order)

**BACKGROUND**

The Building 23 Renovation project bid was approved by the Board of Trustees in March 2015 for the renovation of approximately 7,000 square feet of space. The renovation provides for the expansion of the Information Technology and Public Safety spaces into an area that was previously occupied by Facilities Planning & Management. The work consists of adding new offices and conference spaces, modifications to the plumbing; heating, ventilation, and air conditioning systems; and lighting.

**ANALYSIS AND FISCAL IMPACT**

During the renovation of the building, changes are necessary to provide the College with an operational and complete project and to provide additional items not included in the original contract. For this change order, the changes for each item below were caused by: Item 1) changes required to doors and hardware for the installation of access controls in the building; Items 2 and 3) owner-requested changes; and Item 4) changes to the fire alarm panel to integrate with the campus fire alarm system.

<b>Bid No.</b>	3009	<b>Contractor:</b>	Harik Construction, Inc. (General Contractor)	<b>CO No.</b>	3
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
1	Provide power to all exit doors and card readers required by installation of the access control system.		\$6,991.00	4 days	
2	Move outlets and patch walls as required for installation of modular wall systems and dishwasher.		\$1,472.00	2 days	
3	Changes to the Public Safety area including demolition and framing.		\$49,229.00	30 days	
4	Install new card in fire alarm panel.		\$1,232.00	2 days	
	Total		\$58,924.00	38 days	
	Original Contract Amount			\$499,000.00	
	Net Change by Previous Change Orders			\$106,922.00	
	Net Sum Prior to This Change Order			\$605,922.00	
	Amount of Change Order No. 3			\$58,924.00	
	New Contract Sum			\$664,846.00	
Percentage of Change to Contract, to Date				33.24%	

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #9

**SUBJECT:** Building 23 Renovation (Change Order)

**DATE:** May 11, 2016

<b>Bldg. 23 Renovations</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Harik Construction, Inc.</b>
Contract Amount		\$499,000.00		
C. O. No. 1	December 2015	\$61,573.00	12.34%	Relocate doors and add skylights; approve acoustics; revise drywall due to door hardware modifications; and texture existing and new walls.
C. O. No. 2	March 2016	\$45,349.00	21.43%	Revisions to doors and hardware for installation of access control system; exit signs and receptacles; seismic improvements to suspended ceiling; and modifications due to addition of appliances.

Funding Source

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

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

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

**DATE:** May 11, 2016

**CONSENT**

**SUBJECT** Personnel Transactions

**CLASSIFIED EMPLOYMENT**

**Permanent New Hires**

Name: Garcia, Yvette  
 Position: Administrative Specialist III  
 Department: School of Continuing Education  
 Range/Step: A-81, Step 1  
 Job FTE: 1.00/12 months  
 Effective: 5/12/16  
 New: Yes  
 Salary: \$4,108.46/month

Name: Maguire, Suzanne  
 Position: Library Technician  
 Department: Library & Learning Resources  
 Range/Step: A-71, Step 1  
 Job FTE: 0.475/10 months  
 Effective: TBD  
 New: No  
 Salary: \$1,766.68/month

Name: Pham, Teresa  
 Position: Student Services Program Specialist  
 Department: Financial Aid, Scholarships and Veterans  
 Range/Step: A-79, Step 3  
 Job FTE: 1.00/12 months  
 Effective: 6/7/16  
 New: Yes  
 Salary: \$4,440.32/month

Name: Tran, David  
 Position: Business Analyst  
 Department: Financial Aid  
 Range/Step: A-120, Step 4  
 Job FTE: 1.00/12 months  
 Effective: 5/12/16  
 New: Yes  
 Salary: \$7,011.03/month

Prepared by: Human Resources Staff

Reviewed by: Peter Parra

Recommended by: Bill Scroggins

Agenda Item: Consent #11

**SUBJECT:** Personnel Transactions**DATE:** May 11, 2016**Promotions**

Name: Soni, Sabeena  
 Position: Administrative Specialist III New: Yes  
 Department: School of Continuing Education  
 Range/Step: A-81, Step 6 + L15 Salary: \$5,698.42/month  
 Job FTE: 1.00/12 months  
 Effective: 5/12/16  
 Remarks: Formerly Administrative Specialist II

Name: Valdez, Maria  
 Position: Administrative Specialist IV New: No  
 Department: Natural Sciences Division  
 Range/Step: A-88, Step 2 Salary: \$4,625.08/month  
 Job FTE: 1.00/12 months  
 Effective: 5/12/16  
 Remarks: Formerly Administrative Specialist III

**Changes of Assignment**

Name: Barragan, Ralph  
 Position: Driver New: No  
 Department: DSP&S  
 Range/Step: A-45, Step 6 Salary: \$3,664.80/month  
 Job FTE: 1.00/12 months  
 Effective: 7/1/16  
 Remarks: Formerly 0.475 Job FTE

Name: Marin, Irma  
 Position: Administrative Specialist III New: No  
 Department: Library & Learning Resources Division  
 Range/Step: A-81, Step 2 Salary: \$4,313.88/month  
 Job FTE: 1.00/11 months  
 Effective: 5/12/16  
 Remarks: Formerly Student Services

Name: Mulvihill, Mary Ann  
 Position: Administrative Specialist II New: No  
 Department: Business  
 Range/Step: A-75, Step 6 Salary: \$4,856.33/month  
 Job FTE: 1.00/11 months  
 Effective: 6/1/16  
 Remarks: Correction - previously reported as 12 months

**SUBJECT:** Personnel Transactions

**DATE:** May 11, 2016

**Temporary Change of Assignment**

Name: Quintero, Catalina  
 Position: Learning Lab Assistant  
 Department: Learning Assistance Center  
 Range/Step: A-72, Step 1 Salary: \$2,347.83/month  
 Job FTE: 0.625  
 Effective: 5/12/16  
 End Date: 6/8/16  
 Remarks: Formerly 0.475 job FTE

**Resignation**

Julia Villalobos, Administrative Specialist I (Adult Basic Education), effective 5/31/16

**Retirement**

Sharon Spoto, Administrative Specialist I (Technology and Health Division), effective 6/9/16

**CONFIDENTIAL EMPLOYMENT**

**Promotions**

Name: Romo, Lisa  
 Position: Human Resources Specialist New: Yes  
 Department: Human Resources  
 Range/Step: C-69, Step 5 + L10 Salary: \$6,228.63/month  
 Job FTE: 1.00/12 months  
 Effective: 5/12/16  
 Remarks: Formerly Human Resources Technician

Name: Uiagalelei, Nerissa  
 Position: Human Resources Specialist New: Yes  
 Department: Human Resources  
 Range/Step: C-69, Step 5 Salary: \$6,018.00/month  
 Job FTE: 1.00/12 months  
 Effective: 5/31/16  
 Remarks: Formerly Human Resources Technician

**Leave of Absence without Pay and Benefits**

Nerissa Uiagalelei, Human Resources Technician (Human Resources) effective 3/15/16-5/29/16

**SUBJECT:** Personnel Transactions**DATE:** May 11, 2016**ACADEMIC EMPLOYMENT****Permanent New Hires**

**Name:** Bazikyan, Ivet  
**Position:** Professor, Child Development **New:** No  
**Department:** Child Development  
**Range/Step:** I-1 **Salary:** \$63,906.00/annual  
**Job FTE:** 1.00/10 months  
**Effective:** 8/29/16

**Name:** Carey-Oliver, Ali  
**Position:** Professor, Kinesiology & Women's Volleyball Head Coach **New:** No  
**Department:** Kinesiology, Athletics & Dance  
**Range/Step:** I-1 **Salary:** \$63,906.00/annual  
**Job FTE:** 1.00/10 months  
**Effective:** TBD

**Name:** Case, Marissa  
**Position:** Professor, Mathematics **New:** Yes  
**Department:** Mathematics and Computer Science  
**Range/Step:** I-1 **Salary:** \$63,906.00/annual  
**Job FTE:** 1.00/10 months  
**Effective:** TBD

**Name:** Morales, Lisa  
**Position:** Professor, Mathematics **New:** No  
**Department:** Mathematics and Computer Science  
**Range/Step:** I-1 **Salary:** \$63,906.00/annual  
**Job FTE:** 1.00/10 months  
**Effective:** TBD

**Name:** Piluso, Robert  
**Position:** Professor, English **New:** No  
**Department:** English, Literature, and Journalism  
**Range/Step:** I-1 **Salary:** \$63,906.00/annual  
**Job FTE:** 1.00/10 months  
**Effective:** TBD

**Name:** Powell, Sierra  
**Position:** Professor, Political Science **New:** No  
**Department:** Geography and Political Science  
**Range/Step:** I-1 **Salary:** \$63,906.00/annual  
**Job FTE:** 1.00/10 months  
**Effective:** TBD

**SUBJECT:** Personnel Transactions

**DATE:** May 11, 2016

**Permanent New Hires**

Name: Rivera, David  
 Position: Professor, Kinesiology and Wrestling Head Coach    New: No  
 Department: Kinesiology, Athletics, and Dance  
 Range/Step: I-1    Salary: \$63,906.00/annual  
 Job FTE: 1.00/10 months  
 Effective: TBD

Name: Rivera, Kelly  
 Position: Professor, Political Science    New: No  
 Department: Geography and Political Science  
 Range/Step: I-1    Salary: \$63,906.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/29/16

Name: Weidner, Ned  
 Position: Professor, English    New: No  
 Department: English, Literature, and Journalism  
 Range/Step: I-1    Salary: \$63,906.00/annual  
 Job FTE: 1.00/10 months  
 Effective: TBD

**Initial Salary Placement Adjustments**

Name: Doonan, Shelley  
 Position: Professor, Hospitality & Restaurant Management  
 Department: Consumer & Design Technologies  
 Column/Step: II-9    Salary: \$91,045.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/24/15  
 Remarks: Initially placed on Column I, Step 9; Contract language change

Name: Flameno, Bernadette  
 Position: Professor, Counseling  
 Department: Counseling  
 Column/Step: III-9    Salary: \$106,275.00/annual  
 Job FTE: 1.00/12 months  
 Effective: 4/1/16  
 Remarks: Initially placed on Column I, Step 1



**SUBJECT:** Personnel Transactions**DATE:** May 11, 2016**Initial Salary Placement Adjustments** (continued)

Name: Mestas, Sara  
 Position: Professor, Counseling  
 Department: Counseling  
 Column/Step: I-2 Salary: \$73,702.00/annual  
 Job FTE: 1.00/12 months  
 Effective: 4/4/16  
 Remarks: Initially placed on Column I, Step 1

**Faculty Intern**

<u>Name</u>	<u>Department</u>	<u>Mentor</u>	<u>Semester</u>
James Campbell	Manufacturing Technology	Stephen James	Spring 2016

**Professional Growth Increment - 2015-16**

\$3,420.00/annual for faculty after serving six semester units of coursework or equivalent:

<u>NAME</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE</u>
Julie Laverty	Communication	4/1/16

**Retirements**

Glenda Bro, Professor, American Language (American Language) effective 6/11/16  
 Lynda Hoggan, Professor, Biological Sciences (Biological Sciences) effective 6/30/16  
 Christopher Walker, Professor, DSP&S (DSP&S) effective 6/15/16

**MANAGEMENT EMPLOYMENT****Permanent New Hire**

Name: Salinas, Romelia  
 Position: Associate Dean, Library & Learning Resources New: Yes  
 Department: Library & Learning Resources  
 Range/Step: M-19, Step 2 Salary: \$143,340.00/annual  
 Job FTE: 1.00/12 months  
 Effective: 5/16/16

**SUBJECT:** Personnel Transactions

**DATE:** May 11, 2016

### **Renewal of Management Contracts - 7/1/16-6/30/18**

- Fawaz Al-Malood, Associate Dean, Business (Business)
- Madelyn Arballo, Dean, School of Continuing Education (School of Continuing Education)
- Liza Becker, Associate Dean, Continuing Education Programs & Services (School of Continuing Education)
- Melonee Cruse, Manager, Environmental Safety and Emergency Services (Administrative Services)
- Jennifer Galbraith, Dean, Business (Business)
- Mark Lowentrou, Associate Dean, Arts (Arts)
- Carol Minning, Manager, Construction Projects (Administrative Services)
- Mauro Pena-Leon, Director, Career and Transfer Services, Counseling (Student Services)
- Sarah Plesetz, Associate Dean, Technology & Health (Technology & Health)
- Lori Sanchez, Director, Center of Excellence (Business)
- Donald Sciore, Associate Dean, Instruction (Instruction)
- Andrea Sims, Director, Student Life (Student Services)
- Robert Wren, Deputy Chief, Public Safety (Administrative Services)

### **Renewal of Temporary Special Project Manager Contracts - 7/1/16-6/30/17**

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

### **TEMPORARY EMPLOYMENT**

#### **Professional Expert Salary Schedule**

New rate and title effective 4/14/16  
Fiscal Services Consultant \$97.32/hour

New rate and title effective 5/12/16  
Interim Risk Manager \$66.52/hour

#### **Substitute Employees**

<u>Name</u>	<u>Title</u>	<u>Rationale</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Bloom, Danielle	Administrative Specialist I	Absence	Continuing Education	21.03	04/01/16-06/30/16
Clark, Hiroshi	Lab. Technician	Vacancy	Comm. & Enter. Arts	23.24	03/01/16-06/30/16
Munar, David	Custodian	Vacancy	Custodial Services	17.42	04/01/16-06/30/16
Ryan, Maureen	Human Resources Tech.	Vacancy	Human Resources	25.85	04/26/16-06/30/16
Vaquera, Patsy	Administrative Specialist III	Vacancy	Arts Division	23.70	03/07/16-06/30/16
Vaquera, Patsy	Administrative Specialist I	Vacancy	Human Resources	21.03	04/15/16-06/30/16

**SUBJECT:** Personnel Transactions**DATE:** May 11, 2016**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	12.00	06/13/16-06/30/16
Aleman, Savannah	Secretarial Aide	Adult Basic Education	12.00	06/06/16-06/30/16
Alvarado, Gilbert	Student Intern	Counseling	15.00	05/12/16-06/30/16
Astorga-Aguilar, Bernice	Secretarial Aide	Adult Basic Education	12.00	06/06/16-06/30/16
Avila, Xochitl	Secretarial Aide	Adult Basic Education	12.00	06/13/16-06/30/16
Barajas Lara, Karina	Secretarial Aide	Adult Basic Education	12.00	06/06/16-06/30/16
Barrios, Blanca	Secretarial Aide	Adult Basic Education	12.00	06/13/16-06/30/16
Bermudez, Loraine	Secretarial Aide	Adult Basic Education	12.00	04/01/16-06/30/16
Bernhard, Taylor	Secretarial Aide	Adult Basic Education	12.00	05/31/16-06/30/16
Blount, Sharyn	Learning Assistant	Learning Assistance Ctr.	13.00	04/04/16-06/30/16
Brow, Laura	Study Skills Assistant III	Tutorial Services	12.50	02/22/16-06/30/16
Cazares, Jennifer	Activity Aide	Continuing Education	10.00	06/01/16-06/30/16
Cervantes, Angelica	Activity Aide	Continuing Education	10.00	06/01/16-06/30/16
Chawla, Rajni	Student Intern	Child Development Ctr.	15.00	04/13/16-06/30/16
Concepcion, Kristian	Secretarial Aide	Adult Basic Education	12.00	05/31/16-06/30/16
Contreras, Teresa	Educ. Advising Aide	Counseling	17.25	02/22/16-06/30/16
Corona-Ramirez, Desiree	Student Intern	DSP&S	15.00	06/01/16-06/30/16
Cuevas-Arella, Arabelle	Student Intern	Counseling	15.00	02/22/16-06/30/16
Curtiss, Esther	Secretarial Aide	Adult Basic Education	12.00	05/31/16-06/30/16
Davis, Melissa	Secretarial Aide	Adult Basic Education	12.00	06/13/16-06/30/16
Escandon, Christina	Program Aid	STEM	20.00	04/11/16-06/30/16
Escobar, Josue	Secretarial Aide	Adult Basic Education	12.00	06/13/16-06/30/16
Estrada, Alejandra	Student Intern	Counseling	15.00	01/01/16-06/30/16
Fierro, Juliana	Secretarial Aide	Adult Basic Education	12.00	06/13/16-06/30/16
Figueroa, Alexandria	Activity Aide	Continuing Education	10.00	06/01/16-06/30/16
Freeman, Deloyce	Learning Assistant	Learning Assistance Ctr.	13.00	04/08/16-06/30/16
Galindo, Emestina	Secretarial Aide	Adult Basic Education	12.00	06/06/16-06/30/16
Garcia, Elsie	Secretarial Aide	Adult Basic Education	12.00	06/06/16-06/30/16
Garcia-Hernandez, Jonathan	Activity Aide	Continuing Education	10.00	06/01/16-06/30/16
Genelli, Emily	Activity Aide	Continuing Education	10.00	06/01/16-06/30/16
Gonzalez, Susanne	Instructional Aide	Child Development Ctr.	10.00	03/21/16-06/30/16
Granados, Veronica	Secretarial Aide	Adult Basic Education	12.00	06/03/16-06/30/16
Gutierrez, Elizabeth	Secretarial Aide	Adult Basic Education	12.00	05/31/16-06/30/16
Hebert, Carmencita	Secretarial Aide	Adult Basic Education	12.00	06/13/16-06/30/16
Hebert, Sarah	Activity Aide	Continuing Education	10.00	06/01/16-06/30/16
Heniem, Wael	Study Skills Assistant III	Learning Assistance Ctr.	12.50	05/01/16-06/30/16
Hernandez, Genesis	Office Assistant	Financial Aid	12.00	02/22/16-06/18/16
Hernandez, Sandra	Study Skills Assistant III	The Writing Center	12.50	02/22/16-06/30/16
Ibarra, Crystal	Educ. Advising Aide	ACES	17.25	02/22/16-06/30/16
Jimenez, Steven Michael	Study Skills Assistant II	Continuing Education	11.50	06/01/16-06/30/16
Ko, James	Tutor II	Tutorial Services	10.75	04/14/16-06/30/16
Lagunes, Irene	Secretarial Aide	Adult Basic Education	12.00	06/03/16-06/30/16
Lewis, Christina	Activity Aide	Continuing Education	10.00	06/01/16-06/30/16
Lorenzetti, Michael	Instructional Aide	Child Development Ctr.	10.00	04/12/16-06/30/16
Martinez, Fernando	Secretarial Aide	Adult Basic Education	12.00	05/31/16-06/30/16

**SUBJECT:** Personnel Transactions**DATE:** May 11, 2016**Hourly Non-Academic Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
McIntyre, Dominique	Activity Aide	Continuing Education	10.00	06/01/16-06/30/16
Morales, Brenda	Secretarial Aide	Adult Basic Education	12.00	05/12/16-06/30/16
Robles, Connie	Activity Aide	Continuing Education	10.00	06/01/16-06/30/16
Robles, Guadalupe	Activity Aide	Continuing Education	10.00	06/01/16-06/30/16
Ruiz, Maria	Secretarial Aide	Adult Basic Education	12.00	05/31/16-06/30/16
Santana, Rachel	Secretarial Aide	Adult Basic Education	12.00	06/13/16-06/30/16
Torres, Irma	Secretarial Aide	Adult Basic Education	12.00	06/06/16-06/30/16
Washington, Joshua	Secretarial Aide	Adult Basic Education	12.00	06/13/16-06/30/16
Wei, Carolyn	Instructional Aide	Child Development Ctr.	10.00	04/04/16-06/30/16
Zahn, Lauren	Secretarial Aide	Adult Basic Education	12.00	04/01/16-06/30/16
Zayas, Samantha	Tutor III	Tutorial Services	11.50	03/10/16-06/30/16

**Professional Expert Employees-New Assignments**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Bowers, Stanley	Program Supervisor I	Adult Basic Education	12.50	05/31/16-06/30/16
Duetta, Langevin	Interim Risk Manager	Administrative Services	66.52	05/23/16-06/30/16
Lewis, Kinsasha	Program Supervisor I	Adult Basic Education	12.50	06/06/16-06/30/16
Lohman, Shay	Project Program Aide	Adult Basic Education	20.00	05/23/16-06/30/16
Medina, Raymond	Program Supervisor I	Adult Basic Education	12.50	06/13/16-06/30/16
Romero, Robert	Program Supervisor I	Adult Basic Education	12.50	06/06/16-06/30/16
Wilson, Douglass	Program Supervisor I	Adult Basic Education	12.50	06/03/16-06/30/16

**Professional Expert Employees-Extended Assignments**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Alvarez, Vanessa	CDC Teacher II	Child Development Ctr.	11.25	03/01/16-06/30/16
Barragan, Secily	Tutorial Specialist I	The Writing Center	17.00	02/22/16-06/30/16
Cardona, Fernando	Lecture-Fire Tech.	Public Safety	37.50	04/19/16-06/30/16
Castellanos, Veronika	Tutorial Specialist I	EOPS/CARE	17.00	02/22/16-06/30/16
Castro, Candice	Teaching Aide	Adult Basic Education	13.50	04/20/16-06/30/16
Chitjian, Janice	Technical Expert II	Continuing Education	45.00	04/05/16-06/30/16
Chow, Robert	Not-For-Credit Inst. II	TRIO/Upward Bound	45.00	03/01/16-06/30/16
Collins, Gregory	Project Coordinator	Adult Basic Education	35.00	04/01/16-06/30/16
Cortez, David	Tutorial Specialist I	Tutorial Services	17.00	03/01/16-06/30/16
Davis, Gerald	Lecture-Fire Tech.	Kinesiology, Ath. & Dance	37.50	04/01/16-06/30/16
De Pala, John	Technical Expert I	Nursing	35.00	03/21/16-06/30/16
DeLira, Rebecca	CDC Teacher II	Child Development Ctr.	11.25	03/23/16-06/30/16
Doyle, Katelyn	Game Day Personnel	Kinesiology, Ath. & Dance	10.00	03/01/16-06/30/16
Drahonovsky, Doris	Technical Expert II	Nursing	45.00	04/01/16-06/30/16
English, William	Sports Publicist	Kinesiology, Ath. & Dance	16.00	04/01/16-06/30/16
Garcia, Stephen	Fiscal Svcs. Consult.	Fiscal Services	97.32	04/14/16-06/30/16
Jolson, Jacinta	Web Designer Specialist I	Business Division	16.00	02/22/16-06/30/16
Kaeni, Nafiseh	Project Specialist	Facilities, Plan. & Mgmt.	25.00	04/11/16-06/30/16
Liu, Lu	Project Coordinator	Research & IE	35.00	04/01/16-06/30/16

**SUBJECT:** Personnel Transactions**DATE:** May 11, 2016**Professional Expert Employees-Extended Assignments** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Liwonde, Wendy	Interpreter II	Continuing Education	30.00	03/01/16-06/30/16
Mahler, Ryan	Interpreter II	Sign Language	30.00	03/01/16-06/30/16
O'Neill, Audrey	Athletic Injury Spec. II	Kinesiology, Ath. & Dance	26.00	04/01/16-06/30/16
Ortega, Sonia	Tutorial Specialist IV	The Writing Center	23.25	03/15/16-06/30/16
Perez, Vincent	Event Supervisor I	Tech Services	11.75	03/01/16-06/30/16
Prehn, Gerhard	Not-For-Credit Inst. II	TRIO/Upward Bound	45.00	03/01/16-06/30/16
Ramirez, Cindy	Tutorial Specialist I	The Writing Center	17.00	02/22/16-06/30/16
Rudometkin, Jeffrey	Lecture-Fire Tech.	Public Safety	37.50	03/11/16-06/30/16
Sandoval, Daisy	Medical Assistant	Health Services	15.00	04/01/16-06/30/16
Sema, Albert	Teaching Aide	Journalism Dept	13.50	02/22/16-06/30/16
Serrano, Giovanna	Event Supervisor I	Tech Services	11.75	03/01/16-06/30/16
Shanahan, Maggie	Aquatics Assistant III	Adult Basic Education	12.00	04/01/16-06/30/16
Sherrard, John	Game Day Personnel	Kinesiology, Ath. & Dance	10.00	03/01/16-06/30/16
Tawney, James	Lecture-Fire Tech.	Public Safety	37.50	03/28/16-06/30/16
Tolliver, Samuel	Instr. Simulator Inst.	Aeronautics	30.00	04/19/16-06/30/16
Toy, Jacqueline	Technical Expert II	Nursing	45.00	03/28/16-06/30/16
Valencia, Susana	Program Supervisor II	Adult Basic Education	16.75	03/21/16-06/30/16
Walper, Sydney	Program Aide	STEM Center	20.00	02/22/16-06/30/16
Zhou, Cong	Teaching Aide	ESL	13.50	03/01/16-06/30/16

**Student Employees**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Abdelnour, Shady	Student Assistant II	Technology & Health	10.75	03/29/16-06/30/16
Abedin, Sumaia	Student Assistant I	The Writing Ctr.	10.00	02/25/16-06/30/16
Acuna, Sean	Student Assistant IV	Student Health Ctr.	12.25	02/22/16-06/30/16
Adelman, Chelsea	Student Assistant II	Earth Sci. & Astron.	10.75	03/16/16-06/30/16
Ah Hee, Timothy	Student Assistant IV	Student Services	12.25	03/21/16-06/30/16
Almanza, Crystal	Student Assistant III	Adult Basic Education	11.50	04/11/16-06/30/16
Altamirano, Mayra	Student Assistant I	Agriculture	10.00	02/22/16-06/30/16
Alzaga, Angelika	Student Assistant III	DSP&S	11.50	03/11/16-06/30/16
Amaya, Alexandra	Student Assistant I	Agriculture	10.00	02/22/16-06/30/16
Aneke, Eric	Student Assistant III	The Writing Ctr.	11.50	02/22/16-06/30/16
Armstead, Deanna	Student Assistant III	Foundation Office	11.50	02/22/16-06/30/16
Arviza, Irma	Student Assistant V	Agriculture	13.00	02/22/16-06/30/16
Ascencio, Juan	Student Assistant IV	Agriculture	12.25	02/22/16-06/30/16
Ashouri, Hassib	Student Assistant I	ESL	10.00	02/22/16-06/30/16
Ativalu, Abigail	Student Assistant IV	Arise	12.25	02/22/16-06/30/16
August, Ayanna	Student Assistant III	American Sign Lang.	11.50	03/01/16-06/30/16
Ayala, Whitney	Student Assistant V	STEM Center	13.00	02/22/16-06/30/16
Barajas, Alex	Student Assistant IV	Bridge Program	12.25	02/22/16-06/30/16
Barcenas, Jesus	Student Assistant IV	Bridge Program	12.25	02/22/16-06/30/16
Baydou, Nawal	Student Assistant IV	Tutorial Services	12.25	02/22/16-06/30/16
Baydoun, Rola	Student Assistant II	Technology & Health	10.75	03/11/16-06/30/16
Beauzille, Annabelle	Student Assistant III	Learning Assistant Ctr.	11.50	03/01/16-06/30/16

**SUBJECT:** Personnel Transactions**DATE:** May 11, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Bera, Usha	Student Assistant V	Continuing Education	13.00	06/01/16-06/12/16
Bokelman, Cheyanne	Student Assistant III	Agriculture	11.50	03/16/16-06/30/16
Bordallo, Ana	Student Assistant IV	Arise	12.25	02/22/16-06/12/16
Brelle, Brittany	Student Assistant II	Theater & Perf. Arts	10.75	05/08/16-06/30/16
Burleson, Travis	Student Assistant IV	Agriculture	12.25	02/22/16-06/30/16
Calderon, Nathalie	Student Assistant II	DSP&S	10.75	02/22/16-06/30/16
Cao, Jiaqi	Student Assistant I	ESL	10.00	04/04/16-06/30/16
Carpenter, Jenna	Student Assistant I	Biological Sciences	10.00	03/01/16-06/30/16
Carter, Demetre	Student Assistant III	Student Life Center	11.50	03/07/16-06/30/16
Causapin, Anika	Student Assistant II	Hospitality Management	10.75	03/23/16-06/30/16
Ceralde, Junnica	Student Assistant IV	Arise	12.25	02/22/16-06/12/16
Chapman, Travis	Student Assistant I	Biological Sciences	10.00	03/01/16-06/30/16
Chavez, Alexandria	Student Assistant II	The Writing Ctr.	10.75	03/01/16-06/30/16
Chawla, Rajni	Student Assistant V	Child Development Ctr.	13.00	02/22/16-04/13/16
Chen, Howard	Student Assistant V	DSP&S	13.00	04/15/16-06/10/16
Choe, Gyuhyun	Student Assistant III	Tutorial Services	11.50	02/22/16-06/30/16
Choi, Francisco	Student Assistant I	ESL	10.00	04/04/16-06/30/16
Choi, Taehwam	Student Assistant II	Agriculture	10.75	02/22/16-06/30/16
Cisneros, Denise	Student Assistant I	ESL	10.00	02/22/16-06/30/16
Cobian, Abraham	Student Assistant II	Public Safety	10.75	02/22/16-06/30/16
Corcuera, Raul	Student Assistant III	Agriculture	11.50	02/22/16-06/30/16
Cortez, Danny	Student Assistant II	Public Safety	10.75	02/22/16-06/30/16
Cote, Chris	Student Assistant III	Natural Sciences	11.50	02/22/16-06/30/16
Cruz, Kaitlynn	Student Assistant V	DSP&S	13.00	02/22/16-06/10/16
Curtis, Monica	Student Assistant III	Sociology, Philosophy	11.50	03/01/16-06/30/16
De Anda, Laura	Student Assistant IV	Bridge Program	12.25	02/22/16-06/30/16
Del Real, Javier	Student Assistant V	Tutorial Services	13.00	02/22/16-06/30/16
Denver, Dayna	Student Assistant III	Tutorial Services	11.50	02/22/16-06/30/16
Devine, Kenneth	Student Assistant IV	Career Services	12.25	02/22/16-06/30/16
Diaz, Brenda	Student Assistant I	Continuing Education	10.00	06/01/16-06/30/16
Du, Hao	Student Assistant III	Tutorial Services	11.50	02/22/16-06/30/16
Dulay, Valerie	Student Assistant I	ESL	10.00	02/22/16-06/30/16
Duran, Jacqueline	Student Assistant I	The Writing Ctr.	10.00	03/11/16-06/30/16
Engle, Shantel	Student Assistant I	Natural Sciences	10.00	02/22/16-06/30/16
Enriquez, Joey	Student Assistant III	STEM Center	11.50	03/01/16-06/30/16
Escobedo, Xavier Andres	Student Assistant II	Tutorial Services	10.75	04/01/16-06/30/16
Espinoza, Eliana	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Estrada, Jr., Javier	Student Assistant II	Adult Basic Education	10.75	03/10/16-06/30/16
Faamafoe, Manumalotaumafili	Student Assistant III	Foundation Office	11.50	02/22/16-06/30/16
Farg, Sandy	Student Assistant II	Tutorial Services	10.75	02/22/16-06/30/16
Farooqui, Salman	Student Assistant IV	Tutorial Services	12.25	02/22/16-06/30/16
Farrar, Brooke	Student Assistant II	Tutorial Services	10.75	02/22/16-06/30/16
Fernandez, Jonathan	Student Assistant III	Tutorial Services	11.50	02/22/16-06/30/16
Fernandez, Rudolph	Student Assistant II	Agriculture	10.75	02/22/16-06/30/16
Figuroa, Mario	Student Assistant V	Tutorial Services	13.00	02/22/16-06/30/16

**SUBJECT:** Personnel Transactions**DATE:** May 11, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Finau, Sateki	Student Assistant IV	Arise	12.25	03/01/16-06/30/16
Fiske, Jessica	Student Assistant V	Aeronautics	13.00	03/09/16-06/30/16
Flores, Anthony	Student Assistant III	Technical Svcs.	11.50	03/28/16-06/30/16
Flores, Luis	Student Assistant IV	Tutorial Services	12.25	02/22/16-06/30/16
Franco, Guillermo	Student Assistant III	Financial Aid	11.50	03/16/16-06/18/16
Frazier, Amanda	Student Assistant III	Child Development Ctr.	11.50	02/22/16-06/30/16
Freman, Kenny	Student Assistant III	Student Health Ctr.	11.50	02/22/16-06/30/16
Fuentes, Jacqueline	Student Assistant III	Child Development Ctr.	11.50	03/01/16-06/30/16
Fuentes, Lesley	Student Assistant I	ESL	10.00	02/22/16-06/30/16
Galvan-Cruz, Maria	Student Assistant I	Child Development Ctr.	10.00	03/21/16-06/30/16
Garay, Javier	Student Assistant II	Tutorial Services	10.75	02/22/16-06/30/16
Garcia, Marilyn	Student Assistant I	Continuing Education	10.00	06/01/16-06/30/16
Garcia, Raul	Student Assistant II	Public Safety	10.75	02/22/16-06/30/16
Garcia-Castorena, Athziri	Student Assistant IV	Bridge Program	12.25	02/22/16-06/30/16
Garica, Terumi	Student Assistant III	Architecture	11.50	03/21/16-06/30/16
Gause, Kelsie	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Ghaly, Alfred	Student Assistant II	Tutorial Services	10.75	02/22/16-06/30/16
Giannotti, Julia	Student Assistant III	Agriculture	11.50	02/22/16-06/30/16
Gimbi, Trevor	Student Assistant I	Kinesiology, Ath. & Dance	10.00	03/01/16-06/10/16
Gonzalez, Christian	Student Assistant III	Tutorial Services	11.50	02/22/16-06/30/16
Gonzalez-Hernandez, Jahaira	Student Assistant I	DSP&S	10.00	04/19/16-06/30/16
Grajeda, Jeffrey	Student Assistant IV	Bridge Program	12.25	02/22/16-06/30/16
Gramajo-Zepeda, Willy	Student Assistant III	Adult Basic Education	11.50	02/22/16-06/30/16
Greenspon, Rita	Student Assistant I	Earth Sci. & Astron.	10.00	02/22/16-06/30/16
Gudvangen, Kyle	Student Assistant I	Earth Sci. & Astron.	10.00	02/22/16-06/30/16
Guerra, Eduardo	Student Assistant II	Tutorial Services	10.75	02/22/16-06/30/16
Guledew, Martin	Student Assistant V	Business	13.00	03/14/16-06/30/16
Gyras, Bola	Student Assistant II	Tutorial Services	10.75	02/22/16-06/30/16
Ha, Grace	Student Assistant III	Engineering	11.50	04/11/16-06/30/16
Haffner, Elizabeth	Student Assistant III	Agriculture	11.50	03/14/16-06/30/16
Hakopyan, Talin	Student Assistant II	English, Lit. & Journ.	10.75	02/22/16-06/30/16
Han, Sung Woo	Student Assistant III	Adult Basic Education	11.50	03/07/16-06/30/16
Harris, Christopher	Student Assistant III	Architecture	11.50	04/11/16-06/30/16
Hasenbein, John	Student Assistant IV	Tutorial Services	12.25	02/22/16-06/30/16
Hernandez, Lidia	Student Assistant IV	Bridge Program	12.25	02/22/16-06/30/16
Hernandez, Sarah	Student Assistant III	Tutorial Services	11.50	02/22/16-06/30/16
Hillman, Michael	Student Assistant I	Earth Sci. & Astron.	10.00	02/22/16-06/30/16
Hinrichs, Kelly	Student Assistant IV	Tutorial Services	12.25	02/22/16-06/30/16
Hunter, Trent	Student Assistant III	Kinesiology, Ath. & Dance	11.50	02/22/16-06/30/16
Hurtado, Martin	Student Assistant IV	Bridge Program	12.25	02/22/16-06/30/16
Huynh, Tin	Student Assistant IV	EOPS/CARE	12.25	03/01/16-06/17/16
Irigoyen, Andres	Student Assistant I	Biological Sciences	10.00	02/23/16-06/30/16
Iskander, Miriam	Student Assistant II	Tutorial Services	10.75	02/22/16-06/30/16
Jett, Dakota	Student Assistant III	Tutorial Services	11.50	02/22/16-06/30/16
Jimenez, Adriana	Student Assistant V	Health Careers Res. Ctr.	13.00	04/25/16-06/30/16

**SUBJECT:** Personnel Transactions**DATE:** May 11, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Jimenez, Amanda	Student Assistant I	Child Development Ctr.	10.00	03/28/16-06/30/16
Jimenez, Carlos	Student Assistant III	Adult Basic Education	11.50	02/22/16-06/30/16
Johnson, Sharonn	Student Assistant III	Adult Basic Education	11.50	02/22/16-06/30/16
Kennison, Alexa	Student Assistant III	Health Center	11.50	02/22/16-06/30/16
Ko, Leonard	Student Assistant I	Biological Sciences	10.00	02/22/16-06/30/16
Krause, Sean	Student Assistant I	Earth Sci. & Astron.	10.00	02/22/16-06/30/16
Krishnan, Srividya	Student Assistant III	Agriculture	11.50	03/07/16-06/30/16
Landeros, Miguel	Student Assistant IV	Tutorial Services	12.25	02/22/16-06/30/16
Lara, Victoria	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Lau, Brian	Student Assistant II	Hospitality Management	10.75	03/23/16-06/30/16
Lau, Yuen Ching	Student Assistant I	Child Development Ctr.	10.00	03/28/16-06/30/16
Le, Khan	Student Assistant III	Information Tech.	11.50	02/22/16-06/30/16
Lee, Hoe Kyung	Student Assistant II	Tutorial Services	10.75	02/22/16-06/30/16
Lee, Tao Yang Noel	Student Assistant V	Comm. Entert. Arts	13.00	04/01/16-06/30/16
Li, Qixian	Student Assistant II	Tutorial Services	10.75	02/22/16-06/30/16
Lim, Noah	Student Assistant III	Tutorial Services	11.50	03/10/16-06/30/16
Lin, Betty	Student Assistant V	Information Tech.	13.00	03/07/16-06/30/16
Lindsay, Gregory	Student Assistant II	Biological Sciences	10.75	03/01/16-06/30/16
Lopez, Bianca	Student Assistant III	Agriculture	11.50	02/22/16-06/30/16
Lopez, Michelle	Student Assistant II	Public Safety	10.75	02/22/16-06/30/16
Lopez-Ibarra, Maria	Student Assistant I	Child Development Ctr.	10.00	03/16/16-06/30/16
Loualhati, Kirk	Student Assistant III	Mental Health	11.50	03/16/16-06/30/16
Lu, Alice	Student Assistant V	Tutorial Services	13.00	02/22/16-06/30/16
Luc, Khoi	Student Assistant IV	EOPS/CARE	12.25	03/01/16-06/17/16
Lujanmonreal, Marco	Student Assistant II	Tutorial Services	10.75	02/22/16-06/30/16
Luna Tovar, Linett	Student Assistant I	The Writing Ctr.	10.00	03/18/16-06/30/16
Maciel, Arthur	Student Assistant III	Tutorial Services	11.50	02/22/16-06/30/16
Manahan, Justinne	Student Assistant I	Biological Sciences	10.00	02/22/16-06/30/16
Manahan, Justinne	Student Assistant V	Tutorial Services	13.00	03/14/16-06/30/16
Martinez, Adriana	Student Assistant II	Public Safety	10.75	02/22/16-06/30/16
Martinez, Antonio	Student Assistant I	ESL	10.00	02/28/16-06/30/16
Matavao, Ruth	Student Assistant IV	Arise	12.25	02/22/16-06/12/16
McFadden, Ashley	Student Assistant II	Hospitality Management	10.75	03/01/16-06/30/16
McHaskell, Danielle	Student Assistant III	Tutorial Services	11.50	02/22/16-06/30/16
Medina-Espinoza, Evann	Student Assistant I	Earth Sci. & Astron.	10.00	02/22/16-06/30/16
Mendez, Ronald	Student Assistant III	Technical Svcs.	11.50	03/28/16-06/30/16
Mendoza, Alejandra	Student Assistant I	Agriculture	10.00	02/22/16-06/30/16
Mesko, Abby	Student Assistant IV	EOPS/CARE	12.25	03/21/16-06/17/16
Mier, Milton	Student Assistant III	Radio Broadcast	11.50	03/23/16-06/30/16
Mohamed, Mirvat	Student Assistant I	Earth Sci. & Astron.	10.00	02/22/16-06/30/16
Mojica, Jovany	Student Assistant III	Tutorial Services	11.50	02/22/16-06/30/16
Moncrief, Christopher	Student Assistant III	Agriculture	11.50	03/17/16-06/30/16
Moore, Mariko	Student Assistant II	Adult Basic Education	10.75	03/21/16-06/30/16
Morales, Michelle	Student Assistant III	Learning Assistant Ctr.	11.50	03/01/16-06/30/16
Moreno, David	Student Assistant V	Nutrition	13.00	03/14/16-06/30/16



**SUBJECT:** Personnel Transactions**DATE:** May 11, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Moreno, Sabella	Student Assistant I	The Writing Ctr.	10.00	03/01/16-06/30/16
Morkos, Chrishna	Student Assistant IV	Tutorial Services	12.25	02/22/16-06/30/16
Nadua, Dexter	Student Assistant V	Comm. Entert. Arts	13.00	04/01/16-06/12/16
Nakata, David	Student Assistant IV	Fine Arts	12.25	03/01/16-06/17/16
Nakatsui, Mark	Student Assistant III	Agriculture	11.50	02/22/16-06/30/16
Nassan, Nawar	Student Assistant I	ESL	10.00	02/22/16-06/30/16
Ng, Fiona Wai Na Ng	Student Assistant V	Comm. Entert. Arts	13.00	04/01/16-06/12/16
Ng, Stefanie	Student Assistant IV	TRIO/Upward Bound	12.25	03/01/16-06/30/16
Ngo, Kiet	Student Assistant IV	EOPS/CARE	12.25	03/01/16-06/17/16
Nguyen, Tam	Student Assistant III	Tutorial Services	11.50	02/22/16-06/30/16
Nguyen, Tam	Student Assistant II	Technology & Health	10.75	03/11/16-06/30/16
Ochoa, Orlando	Student Assistant IV	Agriculture	12.25	02/22/16-06/30/16
Owusu-Bour, Courtney	Student Assistant III	Adult Basic Education	11.50	04/11/16-06/30/16
Palmer, Michael	Student Assistant IV	Tutorial Services	12.25	02/22/16-06/30/16
Pan, Chi	Student Assistant IV	Arise	12.25	03/01/16-06/30/16
Pantoja, Eric	Student Assistant V	Tutorial Services	13.00	02/22/16-06/30/16
Park, Su Jin	Student Assistant IV	EOPS/CARE	12.25	03/04/16-06/17/16
Pela, Cruz, Vanessa	Student Assistant III	Tutorial Services	11.50	02/22/16-06/30/16
Perez, David	Student Assistant V	Music	13.00	03/01/16-06/12/16
Perez, Ramon	Student Assistant V	Aeronautics	13.00	03/08/16-06/30/16
Pole'o, Alvin	Student Assistant III	Kinesiology, Ath. & Dance	11.50	03/23/16-06/30/16
Porter, Charles	Student Assistant III	Agriculture	11.50	03/23/16-06/30/16
Powers, Tara	Student Assistant III	Agriculture	11.50	02/22/16-06/30/16
Quach, Luong	Student Assistant II	Math. & Comp. Sci.	10.75	03/18/16-06/30/16
Quinones, Juan	Student Assistant I	Earth Sci. & Astron.	10.00	02/22/16-06/30/16
Ramirez Ruelas, Wendy	Student Assistant I	Child Development Ctr.	10.00	04/04/16-06/30/16
Ramirez, Marco	Student Assistant III	Architecture	11.50	03/08/16-06/30/16
Ramos, Leslie	Student Assistant I	The Writing Ctr.	10.00	03/11/16-06/30/16
Rante, Marianne	Student Assistant V	Educational Aid	13.00	04/18/16-06/12/16
Ravel, Michelle	Student Assistant I	Natural Sciences	10.00	02/22/16-06/30/16
Razo, Elizabeth	Student Assistant I	Agriculture	10.00	02/22/16-06/30/16
Reyna, Marvin	Student Assistant III	Tutorial Services	11.50	02/22/16-06/30/16
Rodriguez, Marco	Student Assistant IV	Fine Arts	12.25	03/01/16-06/17/16
Rouein Tan, Mehdi	Student Assistant II	Tutorial Services	10.75	02/22/16-06/30/16
Salazar-Bredin, Theresa	Student Assistant III	Agriculture	11.50	02/22/16-06/30/16
Salzar, Theresa	Student Assistant I	Agriculture	10.00	02/22/16-06/30/16
Sanchez, Xochitl	Student Assistant II	DSP&S	10.75	03/14/16-06/30/16
Sandoval, Maria	Student Assistant I	Earth Sci. & Astron.	10.00	02/22/16-06/30/16
Scott, Lindsey	Student Assistant I	Agriculture	10.00	02/22/16-06/30/16
Segovia, Emmilio	Student Assistant III	Tutorial Services	11.50	02/22/16-06/30/16
Seumalo, Kataferu	Student Assistant IV	Public Safety	12.25	02/22/16-06/30/16
Seumalo, Kataferu	Student Assistant III	Learning Lab	11.50	04/04/16-06/30/16
Shamsi, Ali	Student Assistant IV	EOPS/CARE	12.25	03/01/16-06/17/16
Shamsi, Wajeeha	Student Assistant IV	EOPS/CARE	12.25	03/01/16-06/17/16
Sierra, Justin	Student Assistant III	Continuing Education	11.50	06/01/16-06/30/16

**SUBJECT:** Personnel Transactions**DATE:** May 11, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Sifuentes, Sergio	Student Assistant V	Educational Aid	13.00	04/13/16-06/12/16
Sitanilei, Sateki	Student Assistant III	Information Tech.	11.50	02/22/16-06/30/16
Siufanua, KJ	Student Assistant IV	Public Safety	12.25	03/21/16-06/17/16
Soemardy, Ebryanto	Student Assistant II	Tutorial Services	10.75	04/01/16-06/30/16
Sohail, Mohammad	Student Assistant III	Tutorial Services	11.50	02/22/16-06/30/16
Soliai, Nathan	Student Assistant III	Student Life Center	11.50	02/22/16-06/30/16
Sommers, Rhys	Student Assistant III	Tutorial Services	11.50	02/22/16-06/30/16
Stegner, Lisa	Student Assistant V	The Writing Ctr.	13.00	02/22/16-06/30/16
Stolpp, Natalie	Student Assistant III	Respiratory Therapy	11.50	03/02/16-06/30/16
Straub, Patrick	Student Assistant III	Architecture	11.50	03/16/16-06/30/16
Tabuena, Vincent	Student Assistant II	Biological Sciences	10.75	02/22/16-06/30/16
Tabuena, Vincent	Student Assistant III	Tutorial Services	11.50	02/22/16-06/30/16
Tadrous, Monika	Student Assistant III	Tutorial Services	11.50	02/22/16-06/30/16
Tafao, Kaleb	Student Assistant III	Student Life Center	11.50	02/22/16-06/30/16
Tai, Dian	Student Assistant V	Aeronautics	13.00	03/14/16-06/30/16
Tamaivena, Sitiveni	Student Assistant IV	Public Safety	12.25	02/22/16-06/30/16
Te, Vinthai Lee	Student Assistant III	Physics, Engineering	11.50	02/22/16-06/30/16
Terriquez, Yadira	Student Assistant IV	TRIO/Upward Bound	12.25	03/14/16-06/30/16
Than, Kim	Student Assistant V	Tutorial Services	13.00	02/22/16-06/30/16
Thomas, Oliana	Student Assistant III	DSP&S	11.50	03/25/16-06/30/16
Torres, Alejandro	Student Assistant IV	Financial Aid	12.25	02/22/16-06/18/16
Torres, Matthew	Student Assistant III	Student Life Center	11.50	02/22/16-06/30/16
Tran, Peter	Student Assistant III	Tutorial Services	11.50	02/22/16-06/30/16
Tran, Vu	Student Assistant III	Tutorial Services	11.50	02/22/16-06/30/16
Trivedi, Ruchi	Student Assistant IV	Adult Basic Education	12.25	03/14/16-06/30/16
Trujillo, Veronica	Student Assistant V	Aeronautics	13.00	03/14/16-06/30/16
Uiagalelei, Merosa	Student Assistant III	Financial Aid	11.50	02/22/16-06/30/16
Valdes, Jose	Student Assistant I	Agriculture	10.00	02/22/16-06/30/16
Valle, Roxanne	Student Assistant V	Television	13.00	03/08/16-06/12/16
Valle-Lara, Jesus	Student Assistant III	Chemistry	11.50	03/02/16-06/30/16
Van, Gordon	Student Assistant V	STEM Center	13.00	02/22/16-06/12/16
Van, Osmond	Student Assistant II	Tutorial Services	10.75	02/22/16-06/30/16
Van, Osmond	Student Assistant III	Continuing Education	11.50	04/11/16-06/30/16
Vaquerano, Carolina	Student Assistant II	Tutorial Services	10.75	02/22/16-06/30/16
Vidauri, Perla	Student Assistant V	STEM Center	13.00	02/22/16-06/12/16
Vidauri, Perla	Student Assistant III	Tutorial Services	11.50	02/22/16-06/30/16
Vides, Christina	Student Assistant I	Earth Sci. & Astron.	10.00	02/22/16-06/30/16
Villa, Abigail	Student Assistant III	Learning Resource Ctr.	11.50	03/01/16-06/30/16
Villeda, Ingris	Student Assistant I	Fiscal Services	10.00	06/11/16-06/30/16
Villegas, Amanda	Student Assistant V	Technology & Health	13.00	04/01/16-06/30/16
Villescas, Anisa	Student Assistant I	Child Development Ctr.	10.00	02/22/16-06/30/16
Vincent, Kameron	Student Assistant III	The Writing Ctr.	11.50	02/22/16-06/30/16
Viste, Xavier	Student Assistant III	Tutorial Services	11.50	02/22/16-06/30/16
Vossburg, Mercedes	Student Assistant II	English, Lit. & Journ.	10.75	02/22/16-06/30/16
Wilkerson, D'Andre	Student Assistant IV	Public Safety	12.25	02/22/16-06/30/16

**SUBJECT:** Personnel Transactions**DATE:** May 11, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Williams, Joseph	Student Assistant IV	Public Safety	12.25	02/22/16-06/30/16
Wittenberg, Erin	Student Assistant II	ESL	10.75	02/22/16-06/30/16
Wolde, Dagnachew	Student Assistant IV	Tutorial Services	12.25	02/22/16-06/30/16
Wong, Martin	Student Assistant V	Adult Basic Education	13.00	02/22/16-06/12/16
Woolvett, Mackenzie	Student Assistant III	Architecture	11.50	03/07/16-06/30/16
Wu, Chen Guang	Student Assistant V	STEM Center	13.00	02/22/16-06/12/16
Yen, Tiffany	Student Assistant V	STEM Center	13.00	02/22/16-06/12/16
Yeung, Chun Him	Student Assistant II	Tutorial Services	10.75	02/22/16-06/30/16
Yoo, Diana	Student Assistant I	The Writing Ctr.	10.00	03/29/16-06/30/16
Yu, Jessica	Student Assistant I	Biological Sciences	10.00	02/27/16-06/30/16
Zaw, Pyae	Student Assistant II	Math. & Comp. Sci.	10.75	03/18/16-06/30/16
Zendejaa, Trinidad	Student Assistant III	Agriculture	11.50	02/22/16-06/30/16
Zhang, Juefan	Student Assistant II	Tutorial Services	10.75	04/01/16-06/30/16

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>May 11, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>New and/or Revised Classified Job Classification Descriptions</u>	

**BACKGROUND**

To reflect the current needs of the College, the following Classified job classification descriptions are being submitted for additions and/or modifications:

- Coordinator, Education for Older Adults;
- Coordinator, Health and Fitness;
- Early Childhood Development Specialist I;
- Early Childhood Development Specialist II;
- Master Carpenter/Stage Manager; and
- Master Electrician.

**ANALYSIS AND FISCAL IMPACT**

These job classification descriptions are being brought forward for Board approval in accordance with Education Code § 88009 and 88010.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the New and/or Revised Classified Job Classification Descriptions.

Prepared by: Peter Parra

Recommended by: Bill Scroggins

Agenda Item: Consent #12

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**COORDINATOR, EDUCATION FOR OLDER ADULTS – FLSA: NON-EXEMPT – A-112**

**DEFINITION**

Under general supervision, plans, organizes, and coordinates the development and implementation of all programs and services of the Education for Older Adult (EOA) Program; researches and gathers various program data and develops reports; provides highly complex and responsible support to the Dean, School of Continuing Education in areas of expertise.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director, Education for Older Adults and Adults with Disabilities (EOA/AWD). Exercises direct and general supervision over professional, instructional, technical, and administrative support staff.

**CLASS CHARACTERISTICS**

This is a coordinator classification responsible for planning, organizing, and coordinating the Education for Older Adult Program, services, and activities. Incumbents at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Dean, School of Continuing Education in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other departments. This class is distinguished from the Dean, School of Continuing Education in that the latter oversees the programming and administration of the District's entire continuing education division.

**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Plans, organizes, and coordinates the daily functions, operations, and activities of the Education for Older Adult (EOA) Program.
- Provides direction, training, orientation, and guidance to assigned staff; prepares weekly and daily schedules of EOA classes; provides input and documentation for performance evaluations; assists in the recruitment and selection of staff and provides recommendations.
- Assists in establishing schedules and methods for providing program, services, and activities; recommends improvements or modifications; assists in developing and implementing procedures and policies.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the program; makes recommendations to the Director of EOA/AWD regarding appropriate services, facilities and resources; recommends and administers policies and procedures.

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- Participates in the development, implementation, and monitoring of the program budget and plans.
- Develops and practices methods to continually improve efficiency and effectiveness of assigned programs; assesses and monitors schedules and enrollment data and communicates with community partners where off-site classes are held; identifies opportunities for improvement and makes recommendations to the Director, EOA/AWD.
- Prepares and submits course schedules each semester.
- Assists in the development of curriculum, assessment, and identification of new and revised courses.
- Coordinates and works with faculty in developing Student Learning Outcomes (SLO) for the program; monitors class enrollment and attendance reporting; coordinates and prepares PIE for the program.
- Advocates for the Education for Older Adult Program through state and local organizations and publications.
- Compiles and analyzes data and makes recommendations for the program; prepares comprehensive technical records and reports.
- Plans, organizes, and implements program events and meetings, including student advisory group meetings and faculty orientations.
- Attends and participates in professional group meetings and various committees and advisory groups; stays abreast of new trends and innovations in the field of older adult education programs and other services as they relate to the area of assignment.
- Advises, provides guidance, and prepares and delivers presentations on issues pertaining to the Older Adult Program.
- Maintains and directs the maintenance of working and official program files and program website.
- Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Dean, School of Continuing Education.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles and practices of providing technical and functional direction and training to assigned staff.

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- Budget development, administrative practices, and program coordination practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of developing, implementing, and evaluating older adult education program.
- Theories, principles, and practices of gerontology and the application to working with older adults.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

**Skills and Abilities to:**

- Plan, schedule, assign, and oversee activities of assigned personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Prepare and administer budgets; allocate limited resources in a cost effective manner.
- Work effectively with faculty to support an instruction and learning environment.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer older adult education programs, projects, events, and administrative activities.
- Effectively represent the District and the department in meetings with various educational, businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.

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- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in sociology, social work, gerontology, education, or a related field and five (5) years increasingly responsible experience in working with an older adult education program within an academic setting, including three (3) years of program coordination experience.

### **Licenses and Certifications:**

- The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meetings sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.



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**ENVIRONMENTAL ELEMENTS**

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

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## **COORDINATOR, HEALTH AND FITNESS – FLSA: NON-EXEMPT – A-112**

### **DEFINITION**

Under general direction, plans, schedules, assigns, and reviews the work of support staff and supervises and coordinates the operations of the exercise facilities; performs various fitness assessments and develops safe and effective exercise programs.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Dean, Kinesiology, Athletics, and Dance. Exercises technical and functional direction over and provides training to assigned staff.

### **CLASS CHARACTERISTICS**

This is a coordinator classification responsible for planning, organizing, and coordinating fitness and exercise programs, services, and activities. Incumbents at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. Successful performance of the work requires an extensive background in health and fitness programs and functions, as well as, the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Dean, Kinesiology, Athletics, and Dance in that the latter oversees the entire division, programming, and administration of the District's college athletic programs.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Plans, organizes, and coordinates exercise and fitness programs, services, and activities; establishes schedules and methods for providing program, services, and activities; recommends improvements or modifications; assists in developing and implementing procedures and policies.
- Provides training, orientation, guidance, and supervision to assigned staff; prepares weekly and daily schedules; reviews and controls quality of work.
- Reviews and submits to division office, monthly time sheets for Payroll.
- Monitors operations, programs, and projects of the division exercise facilities; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Determines and recommends staffing needs for assigned activities and programs; monitors income generated from fitness testing and class fees; monitors inventory of equipment and supplies; coordinates maintenance and repair of equipment.
- Answers questions and provides information to the participants; investigates complaints; recommends corrective actions to resolve issues.

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- Oversees the day-to-day operations, administration, and services of the facilities, including collecting fitness testing and class fees, maintaining participant database, creating and printing participant I.D. cards, and updating and maintaining the center's website.
- Conducts various fitness tests and assessments; develops safe and effective exercise programs.
- Develops and prepares brochures, flyers, newsletters, and other marketing materials.
- Instructs exercise classes, as needed.
- Participates in health fairs and other outreach activities.
- Coordinates and schedules various fitness support services for local municipalities, including performing fitness testing, developing and presenting a lecture series, and creating newsletters and other documents as needed.
- Coordinates Employee Wellness Program and related functions.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns.
- Establishes and maintains effective customer service for center patrons.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles and practices of providing technical and functional direction and training to assigned staff.
- Procedures for planning, implementing, and maintaining a variety of exercise and fitness activities and programs.
- Principles and practices of exercise and fitness program development, implementation, review, and evaluation.
- Basic principles and practices of budget program development, administration, and accountability.
- Exercise and fitness assessment and prescription methods, practices, and programs.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to the program area(s) and facilities to which assigned.
- Exercise and fitness center site management.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Methods and techniques of public speaking.
- Basic first aid and Cardiopulmonary Resuscitation (CPR).
- Principles and procedures of record keeping, cash handling, and report preparation.

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- Business arithmetic techniques.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

**Skills and Abilities to:**

- Plan, schedule, assign, and oversee activities of assigned personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Plan, oversee, coordinate, review, and evaluate exercise and fitness program operations and activities.
- Plan and prepare health and fitness activity schedules, staffing schedules, reports, and other related program materials.
- Understand the organization and operation of exercise and fitness programs and facilities necessary to assume assigned responsibilities.
- Perform basic first aid and Cardiopulmonary Resuscitation (CPR).
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Make effective presentations before groups.
- Establish and maintain a variety of manual and computerized files, record keeping, and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

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- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Graduation from a regionally accredited four-year college or university with major coursework in kinesiology, physical education, exercise science, or a related field, and three (3) years of experience working in an exercise or fitness center environment, including two (2) years of lead or supervisory experience.

**Licenses and Certifications:**

- The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.
- Possession of, and ability to maintain, a valid certification from National Strength and Conditioning Association – Certified Strength and Conditioning Specialist and/or American College of Sports Medicine – Health Fitness Instructor.
- Possession of, and ability to maintain, a valid Cardiopulmonary Resuscitation (CPR) certification.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office and exercise facility setting and use standard office and/or exercise equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to conduct fitness assessments, demonstrate exercise activities, and instruct exercise and fitness classes. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment and exercise equipment. Incumbents in this classification frequently bend, stoop, kneel, reach, climb to participate in exercise and fitness activities; and push and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects typically weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment.

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**ENVIRONMENTAL ELEMENTS**

Incumbents work in typical office and exercise/fitness center and are exposed to loud noise levels, controlled temperatures, dust, fumes, and allergens, and hazardous/moving equipment and machinery. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR are required to wear appropriate attire. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

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## **EARLY CHILDHOOD DEVELOPMENT SPECIALIST I – FLSA: NON-EXEMPT – A-79**

### **DEFINITION**

Under general supervision, provides instruction, activities, and care for infants, toddlers, and preschoolers to promote all developmental domains, including social, emotional, physical, cognitive, and language development; works collaboratively with parents to identify each child's abilities, learning styles, and individual needs and develops appropriate curriculum/education plans; oversees and directs student workers and laboratory students; ensures compliance with relevant health, safety, permitting, and licensing laws and guidelines.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director and Assistant Director, Child Development Center. Exercises technical and functional direction over and provides training to student workers and laboratory students.

### **CLASS CHARACTERISTICS**

This is the first level class in the Early Childhood Development Specialist class series. This position plans, organizes, and implements a variety of instructional activities to enhance early childhood development and learning, Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Early Childhood Development Specialist II in that the latter performs more specialized administrative and childcare support duties and act as the administrative designee in the absence of the Director and Assistant Director, Child Development Center.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Plans, organizes, establishes classroom policies, procedures and provides instruction, activities, and care for infants, toddlers, and preschoolers to promote all developmental domains, including social, emotional, physical, cognitive, and language development; models, promotes, and establishes relationships with the children based on mutual trust, consistency, and respect.
- Prepares bottles and serves meals for children in accordance with United States Department of Agriculture (USDA) Child Care Food Program and licensing requirements.
- Observes, assesses, and documents each child by administering the Desired Results Developmental profile.
- Complies with relevant health, safety, accreditation standards, permitting, and licensing laws and guidelines; maintains and updates all records required by Federal, State, and local regulatory agencies.

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- Conducts parent intake interviews upon initial enrollment, reviews parent handbook guidelines, and gathers information on children's needs; conducts parent orientation meetings to review program policies and procedures; conducts biannual parent-teacher conferences to review assessment results.
- Provides referral information to parents for appropriate community resources, health, and public assistance agencies as needed; provides guidance to parents and families on methods of developmental learning practices, including positive reinforcement strategies.
- Assists with administering Infant/Toddler Environment Rating Scale (ITERS) and/or Early Childhood Environment Rating Scale (ECERS) to assess classroom environment biannually; completes plan of action for ITERS and/or ECERS for individual classroom which is included in State reports.
- Prepares and maintains documentation for National Association for the Education of Young Children (NAEYC) accreditation and the State Credit Monitoring Review (CMR).
- Provides technical and functional direction to assigned student workers and laboratory students; gives work assignments; reviews and controls quality of work; trains student workers and laboratory students in work principles, practices, methods, policies, procedures, and applicable Federal, State, and local laws, rules, and regulations.
- Communicates and interacts with parents, staff, and the public to answer questions, address concerns, and provides requested information.
- Creates charts, documents, and displays to reflect the learning experiences of the children.
- Maintains a neat, clean, and orderly classroom environment to promote a safe and healthy environment for children and staff.
- Handles medical emergencies and injuries; provides pediatric first aid and/or adult and child and infant cardiopulmonary resuscitation; contacts police, fire, and emergency medical services as required.
- Maintains accurate and detailed records and child portfolios, verifies accuracy of information, researches discrepancies, and records information.
- Plans, organizes, and participates in assigned special events, as necessary.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.
- Models appropriate practices for lab students and assigned staff.

## **QUALIFICATIONS**

### **Knowledge of:**

- Procedures for planning and implementing child development and age-appropriate educational programs and activities for infants, toddlers, and/or preschoolers.
- Concepts of nutrition, health and safety, and children's social, emotional, physical, cognitive, and language development.
- Basic principles of supervision and training.



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- Safety principles and practices, including basic pediatric first aid and adult and/or child and infant cardiopulmonary resuscitation (CPR) methods.
- Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
- Modern office practices, methods, and computer equipment and applications.
- Record keeping principles and procedures.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups
- Reporting procedures for suspected Child Abuse, laws and regulations covering such abuse.

**Skills and Abilities to:**

- Plan and coordinate child development program operations and activities.
- Plan and prepare education plans, activity schedules for children, reports, and other related program materials.
- Oversee activities of assigned student workers and lab students.
- Train student workers and lab students in proper and safe work procedures.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, local and District policies, procedures, and regulations.
- Handle medical emergencies and injuries in a calm and effective manner, including providing pediatric first aid/CPR/AED.
- Compose and prepare basic reports, correspondence, and other written materials independently or from brief instructions.
- Make accurate mathematical and basic statistical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

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Equivalent to an Associate's degree from a regionally accredited college with coursework in early childhood education, child development, or a related field and three (3) years of teaching experience, with children zero (0) to five (5) years of age.

**OR**

Equivalent to a Bachelor's degree from a regionally accredited college with coursework in early childhood education, child development, or a related field and one (1) year of teaching experience, with children zero (0) to five (5) years of age.

**Licenses, Certifications and Requirements:**

- Possession of, or ability to obtain, valid Pediatric First Aid/CPR/AED Certificate.
- Possession of a current Child Development Teacher Permit from the California Commission on Teacher Credentialing.
- Current immunization against influenza, pertussis, and measles/mumps/rubella.

**PHYSICAL DEMANDS**

Must possess mobility to work in a classroom setting, use standard classroom equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Must possess the physical stamina to bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in instructional and care activities; and push and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials, objects, and children, typically weighing up to 50 pounds.

**ENVIRONMENTAL ELEMENTS**

Incumbents primarily work in a classroom with exposure to moderate to high noise levels and controlled temperature conditions. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR or when tending to children's hygiene. Employees may interact with upset staff, students, and/or the public in interpreting and enforcing departmental policies and procedures. Exposure to contagious childhood diseases.

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**EARLY CHILDHOOD DEVELOPMENT SPECIALIST II – FLSA: NON-EXEMPT – A-88**

**DEFINITION**

Under general supervision, performs advanced technical and responsible support to the Assistant Director, Child Development Center; provides instruction, activities, and care for infants, toddlers, and preschoolers to promote all developmental domains, including social, emotional, physical, cognitive, and language development; works collaboratively with parents to identify each child's abilities, learning styles, and individual needs and develops appropriate curriculum/education plan; supervises student workers and laboratory students; ensures compliance with relevant health, safety, permitting, and licensing laws and guidelines.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Assistant Director and Director, Child Development Center. Exercises technical and functional direction over and provides training to student workers and laboratory students.

**CLASS CHARACTERISTICS**

This is the second level class in the Early Childhood Development Specialist class series. This classification supports the work of management staff by conducting occasional administrative support activities, as well as planning, organizing, and implementing a variety of instructional activities to enhance early childhood development and learning. Incumbents at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. This class is distinguished from the Early Childhood Development Specialist I in that incumbents perform more specialized administrative and child care support duties and may occasionally be required to serve as the administrative designee. It is further distinguished from the Assistant Director, Child Development Center in that the latter assists the Director in managing all functions of the Center.

**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Provides technical and functional direction to assigned student workers and laboratory students; gives work assignments and reviews and controls quality of work to student workers and laboratory students; trains student workers and models appropriate practice for laboratory students in work principles, practices, methods, policies, procedures, and applicable Federal, State, and local laws, rules, and regulations.
- Performs technical and responsible support to the Assistant Director and Director, Child Development Center, including preparing staff development workshops for student workers and maintaining the substitute list.

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- Perform some administrative functions and act as the Administrative Designee during Assistant Director and Director's absence, Child Development Center in his/her absence.
- Plans, organizes, and provides instruction, activities, and care for infants, toddlers, and preschoolers to promote all developmental domains, including social, emotional, physical, cognitive, and language development; models, promotes, and establishes relationships with the children based on mutual trust, consistency, and respect.
- Serves meals and prepare bottles in accordance with United States Department of Agriculture (USDA) Child Care Food Program and licensing requirements.
- Observes, assesses, and documents each child by administering the Desired Results Developmental profile.
- Complies with relevant health, safety, accreditation standards, licensing laws and guidelines related to classroom instruction and supervision of children; maintains and updates all records required by Federal, State, and local regulatory agencies.
- Conducts parent intake interviews upon initial enrollment, reviews parent handbook guidelines, and gathers information on children's needs; conducts parent orientation meetings to review program policies and procedures; conducts biannual parent-teacher conferences to review assessment results.
- Provides referral information from Program Administration to parents for appropriate community resources, health, and public assistance agencies as needed; provides guidance to parents and families on methods of developmental learning practices, including positive reinforcement strategies.
- Assists with administering Infant/Toddler Environment Rating Scale (ITERS) and Early Childhood Environment Rating Scale (ECERS) to assess classroom environment biannually; completes plan of action for ITERS and ECERS and includes in State reports.
- Prepares and maintains documentation for National Association for the Education of Young Children (NAEYC) accreditation and the State Credit Monitoring Review (CMR).
- Communicates and interacts with parents, staff, and the public to answer questions, address concerns, and provides requested information.
- Creates charts, documents, and displays to reflect the learning experiences of the children.
- Maintains a neat, clean, and orderly classroom environment to promote a safe and healthy environment for children and staff.
- Handles medical emergencies and injuries; provides first aid and/or adult and child cardiopulmonary resuscitation; contacts police, fire, and emergency medical services as required.
- Maintains accurate and detailed children's educational files, records, and student portfolios, verifies accuracy of information, researches discrepancies, and records information.
- Plans, organizes, and participates in assigned special events.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

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## **QUALIFICATIONS**

### **Knowledge of:**

- Procedures for planning and implementing child development and age-appropriate educational programs and activities for infants, toddlers, and preschoolers.
- Concepts of nutrition, health and safety, and children's social, emotional, physical, cognitive, and language development.
- Basic principles and practices of providing technical and functional direction and training to assigned staff.
- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
- Modern office practices, methods, and computer equipment and applications.
- Record keeping principles and procedures.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

### **Skills and Abilities to:**

- Plan and coordinate child development program operations and activities.
- Plan and prepare education plans, child activity schedules, reports, and other related program materials.
- Oversee activities of assigned student workers and lab students.
- Inspect the work of Child Development Center staff and volunteers and maintain established quality control standards.
- Train Child Development Center staff and volunteers in proper and safe work procedures, as needed.
- Identify and implement effective course of action to complete assigned work.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, local and District policies, procedures, and regulations.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation.
- Compose and prepare basic reports, correspondence, and other written materials independently or from brief instructions.
- Make accurate mathematical and basic statistical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software applications programs.

**SUBJECT:** New and/or Revised Classified Job Classification Descriptions

**DATE:** May 11, 2016

- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to an Associate's degree from a regionally accredited college with coursework in early childhood education, child development, or a related field and five (5) years of teaching experience, preferably with children zero (0) to five (5) years of age.

**OR**

Equivalent to a Bachelor's degree from a regionally accredited college with coursework in early childhood education, child development, or a related field and three (3) years of teaching experience, with children zero (0) to five (5) years of age.

**Licenses, Certifications & Requirements:**

- Possession of, or ability to obtain, valid Pediatric First Aid/CPR/AED Certificate.
- Possession of a current Child Development Teacher Permit from the California Commission on Teacher Credentialing.
- Current immunization against influenza, pertussis, and measles/mumps/rubella.

**PHYSICAL DEMANDS**

Must possess mobility to work in a classroom setting, use standard classroom equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Must possess the physical stamina to bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in instructional and care activities; and push and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials, objects, and children, typically weighing 50 pounds.

**SUBJECT:** New and/or Revised Classified Job Classification Descriptions

**DATE:** May 11, 2016

**ENVIRONMENTAL ELEMENTS**

Incumbents primarily work in a classroom with exposure to moderate to high noise levels and controlled temperature conditions. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR or when tending to children's hygiene. Incumbents may interact with upset staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

**SUBJECT:** New and/or Revised Classified Job Classification Descriptions

**DATE:** May 11, 2016

## **MASTER CARPENTER – FLSA: NON-EXEMPT – A-108**

### **DEFINITION**

Under general supervision, plans, organizes, coordinates, and provides oversight for the technical theater support operations at the Performing Arts Center and for other on- and off-campus special events; coordinates technical theater support operations, including audio, lighting, and stage carpentry and stage management; performs preventative maintenance and repair of equipment and facilities; coordinates assigned activities with other departments, divisions, clients, and community groups; provides technical and specialized assistance to the Director, Technical Services.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director, Technical Services. Exercises technical and functional direction over and provides training to part-time technical support staff and student workers.

### **CLASS CHARACTERISTICS**

This classification has coordination and/or day-to-day operational responsibilities. Incumbents are responsible for overseeing, coordinating, and participating in technical theater support operations to ensure that the Performing Arts Center technical theater services and activities, as well as, other on- and off-campus special events are safe and effective and provide the highest level of customer satisfaction for public use. Responsibilities include inspecting, planning, scheduling, and directing technical theater operations and services in a timely manner, and performing a wide variety of tasks in the operations and activities of the Performing Arts Center. This class is distinguished from the Director, Technical Services in that the latter oversees the entire department, including programming and administration of the Performing Arts Center and has ultimate responsibility for organizing, assigning, supervising, and reviewing the work of all staff involved in its operations.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Assists clients and user groups in the load-in, assembly, and striking of sets, scenery, costume racks, shipping cases, and other materials.
- Assists clients and user groups with stage scenery during shows; executes scene changes; sets hand props; places set pieces; sets appropriate weights and operates the counterweight rigging and hemp spot lines for raising and lowering drops, curtains, or scenery.
- Supervises and assists with set and stage construction and management.



**SUBJECT:** New and/or Revised Classified Job Classification Descriptions

**DATE:** May 11, 2016

- Oversees, coordinates, and participates in the day-to-day operations of the technical theater support at the Performing Arts Center and for other on-campus special events; determines set, design, equipment, lighting, and sound needs for productions; plans and supervises use of stage lights, scenery, audio, and other equipment.
- Plans, schedules, prioritizes, and assigns technical theater support work; communicates status of activities and services to appropriate personnel, working cooperatively to schedule activities and services in accordance with established and special operational priorities; participates in performing the most complex and specialized technical theater support work; troubleshoots advanced technical systems throughout the Technical Services Department, including lighting, audio, video, and data systems and protocols.
- Provides technical and functional direction to assigned technical theater support staff; assists in the recruitment and selection of staff and provides recommendations; trains employees in work methods, use of equipment and systems, and relevant safety precautions; prepares weekly and daily schedules; reviews, controls, and evaluates quality of work of assigned staff.
- Develops and reviews plans and procedures to ensure safety of audiences, theater production participants, and student workers; inspects equipment and facilities for safety.
- Acts as house technical representative to clients, community groups, departments, and others concerning questions, problems, concerns, and activities in the provision of technical theater operations and services; gives tours to potential renters; collects payments from renters; orients facility renters to technical characteristics and other areas of facility operations; obtains general show requirements at inception.
- Operates and maintains a variety of technical equipment, including stage lighting and control systems, audio reinforcement systems, projection equipment, stage rigging and counterweight systems, stage draperies, and scenery.
- Schedules the use of performing arts facilities and maintains the production calendar.
- Attends technical rehearsals in order to oversee and assist in the technical aspects of the show.
- Assists with the preparation and control of production budgets; estimates costs of supplies and materials; obtains quotes from vendors; orders supplies and materials for projects and activities; maintains records of purchase orders; acts as a liaison with vendors; coordinates insurance requirements for rented equipment; assists in developing budget figures for specified areas; monitors expenditures.
- Monitors and evaluates the effectiveness of the technical theater operations, activities, and community events and recommends improvements or modifications.
- Assists customers in person and over the telephone; responds to complaints and requests for information; interprets and applies regulations, policies, procedures, systems, rules, and precedents in response to inquiries, concerns, and complaints from public to ensure an expedient and satisfactory resolution.
- Monitors use of the Performing Arts Center by user groups to ensure a safe environment; assists in enforcing established rules of facility use and participant conduct.
- Coordinates the activities of the Theater technical staff with Box Office and Front of House staff.

**SUBJECT:** New and/or Revised Classified Job Classification Descriptions

**DATE:** May 11, 2016

- Schedules and performs preventative maintenance of tools, equipment, and facilities needed for successful stage productions, as well as, other functions and programs under technical services, such as carpentry tools, painting equipment, control panels, sound equipment, lighting facilities, remote video production equipment, public address system, intercommunication system, temporary scenery walls, special curtains, and props.
- Coordinates with maintenance personnel or contractors providing janitorial, facilities, landscape, HVAC, and other related maintenance services.
- Designs, builds, and fabricates items for use in the Performing Arts Center and the Technical Services Department.
- Provides technical design, installation, support, and maintenance for technical services to other spaces serviced by the department such as the Planetarium, Stadium, Design Technology Center, Student Services, and Founders Hall.
- Stays abreast of new trends and innovations in the technical theater operations and services; researches emerging products and enhancements and their applicability to District needs; makes recommendations considering budget, installation, training, and operational perspectives.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Advanced fundamentals of theater, especially directing stagecraft and stage operation, including lighting, sound, rigging, and set construction.
- Stage-set design, floor plans, elevations, and set construction and fabrication.
- Principles, practices, methods, techniques, procedures, and service delivery needs related to technical theater operations and services.
- Operation and maintenance of technical equipment, including stage lighting, and control systems, audio reinforcement systems, projection equipment, stage rigging and counterweight system, stage draperies, and scenery.
- Occupational hazards and safety equipment and practices related to the work such as pertinent fire regulations and other safety codes.
- Basic principles of employee supervision and training.
- Applicable Federal, State, and local laws, regulations, codes, and guidelines related to the program area and facilities to which assigned.
- Basic principles and practices of program administration, including basic budgeting, and purchasing.
- Principles and practices of basic public relations techniques.
- Principles and procedures of recordkeeping and report preparation.
- Business arithmetic and basic statistical techniques.
- Proper storage and care of equipment and tools.

**SUBJECT:** New and/or Revised Classified Job Classification Descriptions

**DATE:** May 11, 2016

- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, arithmetic, and computer applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and faculty and other staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

**Skills and Abilities to:**

- Plan, oversee, coordinate, review, and evaluate technical theater operations and activities.
- Plan, schedule, assign, and oversee activities of assigned staff.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Plan and prepare technical theater activity schedules, staffing schedules, reports, and other related program materials.
- Operate a variety of technical theater equipment in safe and effective manner.
- Perform skilled stage carpentry, scenic design, lighting design, and/or audio design.
- Evaluate the need for preventative and corrective maintenance on a wide variety of facility systems and equipment.
- Read and understand contracts, technical riders, advance sheets, light plots, set drawings, and ground plans.
- Analyze and evaluate production needs and work with production groups in the development of technical requirements.
- Understand the organization and operation of a theater necessary to assume assigned responsibilities.
- Interpret, apply, and explain applicable Federal, State, and local policies, procedures, laws, and regulations.
- Observe safe work methods and makes appropriate use of related safety equipment as required.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Make accurate business arithmetic and statistical computations.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Operate modern office equipment including computer equipment and software.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**SUBJECT:** New and/or Revised Classified Job Classification Descriptions

**DATE:** May 11, 2016

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to an Associate's degree from a regionally accredited college in drama, stagecraft, or a related field, and five (5) years of progressively responsible experience in a technical theater production environment with specialized skills in either lighting, sound, and/or stage craft or operation.

### **Licenses and Certifications:**

- The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

Depending on assignment may be required to possess:

- OSHA Forklift Operator certification
- OSHA Scissor Lift Operator certificate

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office and/or theater facility setting and use standard office and/or theater equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate theater equipment, as well as objects, tools, or controls. Incumbents in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in theater activities; work at heights requiring the use of fall protection equipment, and push and pull drawers open and closed to retrieve equipment and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects, typically weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Incumbents work in a theatrical environment and are occasionally exposed to high noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and heights, sometimes requiring the use of fall protection equipment. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**SUBJECT:** New and/or Revised Classified Job Classification Descriptions

**DATE:** May 11, 2016

**MASTER ELECTRICIAN – FLSA: NON-EXEMPT – A-108**

**DEFINITION**

Under general supervision, plans, organizes, coordinates, and provides oversight for the technical theater support operations at the Performing Arts Center and for other on- and off-campus special events; coordinates technical theater support operations, including audio, lighting, and stage carpentry and stage management; performs preventative maintenance and repair of equipment and facilities; coordinates assigned activities with other departments, divisions, clients, and community groups; provides technical and specialized assistance to the Director, Technical Services.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director, Technical Services. Exercises technical and functional direction over and provides training to part-time technical support staff and student workers.

**CLASS CHARACTERISTICS**

This classification has coordination and/or day-to-day operational responsibilities. Incumbents are responsible for overseeing, coordinating, and participating in technical theater support operations to ensure that the Performing Arts Center technical theater services and activities, as well as, other on- and off-campus special events are safe and effective and provide the highest level of customer satisfaction for public use. Responsibilities include inspecting, planning, scheduling, and directing technical theater operations and services in a timely manner, and performing a wide variety of tasks in the operations and activities of the Performing Arts Center. This class is distinguished from the Director, Technical Services in that the latter oversees the entire department, including programming and administration of the Performing Arts Center and has ultimate responsibility for organizing, assigning, supervising, and reviewing the work of all staff involved in its operations.

**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Assists clients and user groups with the execution of theatrical lighting, including hanging, circuiting, gelling, focusing, and patching.
- Oversees and participates in programming and operating computer-based lighting console to set and run light cues.
- Designs lighting plots for the performance spaces; meets with users, conceptualizes cues, rehearses, finalizes, and executes during performance.
- Oversees, coordinates, and participates in the day-to-day operations of the technical theater support at the Performing Arts Center and for other on-campus special events; determines set, design, equipment, lighting, and sound needs for productions; plans and supervises use of stage lights, scenery, audio, and other equipment.

**SUBJECT:** New and/or Revised Classified Job Classification Descriptions

**DATE:** May 11, 2016

- Plans, schedules, prioritizes, and assigns technical theater support work; communicates status of activities and services to appropriate personnel, working cooperatively to schedule activities and services in accordance with established and special operational priorities; participates in performing the most complex and specialized technical theater support work; troubleshoots advanced technical systems throughout the Technical Services Department, including lighting, audio, video, and data systems and protocols.
- Provides technical and functional direction to assigned technical theater support staff; assists in the recruitment and selection of staff and provides recommendations; trains employees in work methods, use of equipment and systems, and relevant safety precautions; prepares weekly and daily schedules; reviews, controls, and evaluates quality of work for assigned staff.
- Develops and reviews plans and procedures to ensure safety of audiences, theater production participants, and student workers; inspects equipment and facilities for safety.
- Acts as house technical representative to clients, community groups, departments, and others concerning questions, problems, concerns, and activities in the provision of technical theater operations and services; gives tours to potential renters; orients facility renters to technical characteristics and other areas of facility operations; obtains general show requirements at inception.
- Operates and maintains a variety of technical equipment, including stage lighting and control systems, audio reinforcement systems, projection equipment, stage rigging and counterweight systems, stage draperies, and scenery.
- Schedules the use of performing arts facilities and maintains the production calendar.
- Attends technical rehearsals in order to oversee and assist in the technical aspects of the show.
- Assists with the preparation and control of production budgets; estimates costs of supplies and materials; obtains quotes from vendors; orders supplies and materials for projects and activities; maintains records of purchase orders; acts as a liaison with vendors; coordinates insurance requirements for rented equipment; assists in developing budget figures for specified areas; monitors expenditures.
- Monitors and evaluates the effectiveness of the technical theater operations, activities, and community events and recommends improvements or modifications.
- Assists customers in person and over the telephone; responds to complaints and requests for information; interprets and applies regulations, policies, procedures, systems, rules, and precedents in response to inquiries, concerns, and complaints from public to ensure an expedient and satisfactory resolution.
- Monitors use of the Performing Arts Center by user groups to ensure a safe environment; assists in enforcing established rules of facility use and participant conduct.
- Coordinates the activities of the Theater technical staff with Box Office and Front of House staff.
- Schedules and performs preventative maintenance of tools, equipment, and facilities needed for successful stage productions, as well as, other functions and programs under technical services, such as carpentry tools, painting equipment, control panels, sound equipment, lighting facilities, remote video production equipment, public address system, intercommunication system, temporary scenery walls, special curtains, and props.

**SUBJECT:** New and/or Revised Classified Job Classification Descriptions

**DATE:** May 11, 2016

- Designs, builds, and fabricates items for use in the Performing Arts Center and Technical Services Department.
- Provides technical design, installation, support, and maintenance for technical services to other spaces serviced by the department such as the Planetarium, Stadium, Design Technology Center, Student Services, and Founders Hall.
- Stays abreast of new trends and innovations in the technical theater operations and services; researches emerging products and enhancements and their applicability to District needs; makes recommendations considering budget, installation, training, and operational perspectives.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Theatrical lighting theory and practice related to temporary and installed high current theatrical lighting systems.
- Complex computerized lighting consoles, Ethernet distribution of control signals and conventional automated and LED types of lighting fixtures.
- Safe power distribution theories and practices relating to the theatrical and entertainment lighting field.
- Lighting design for varying types of productions and events with an emphasis on dance.
- Advanced fundamentals of theater, especially directing stagecraft and stage operation, including lighting, sound, rigging, and set construction.
- Stage-set design, floor plans, elevations, and set construction and fabrication.
- Principles, practices, methods, techniques, procedures, and service delivery needs related to technical theater operations and services.
- Operation and maintenance of technical equipment, including stage lighting, and control systems, audio reinforcement systems, projection equipment, stage rigging and counterweight system, stage draperies, and scenery.
- Occupational hazards and safety equipment and practices related to the work such as pertinent fire regulations and other safety codes.
- Basic principles of employee supervision and training.
- Applicable Federal, State, and local laws, regulations, codes, and guidelines related to the program area and facilities to which assigned.
- Basic principles and practices of program administration, including basic budgeting, and purchasing.
- Principles and practices of basic public relations techniques.
- Principles and procedures of recordkeeping and report preparation.
- Business arithmetic and basic statistical techniques.
- Proper storage and care of equipment and tools.

**SUBJECT:** New and/or Revised Classified Job Classification Descriptions

**DATE:** May 11, 2016

- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, arithmetic, and computer applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and faculty and other staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

**Skills and Abilities to:**

- Plan, oversee, coordinate, review, and evaluate technical theater operations and activities.
- Plan, schedule, assign, and oversee activities of assigned staff.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Plan and prepare technical theater activity schedules, staffing schedules, reports, and other related program materials.
- Operate a variety of technical theater equipment in safe and effective manner.
- Perform skilled stage carpentry, scenic design, lighting design, and/or audio design.
- Evaluate the need for preventative and corrective maintenance on a wide variety of facility systems and equipment.
- Read and understand contracts, technical riders, advance sheets, light plots, set drawings, and ground plans.
- Understand the organization and operation of a theater necessary to assume assigned responsibilities.
- Interpret, apply, and explain applicable Federal, State, and local policies, procedures, laws, and regulations.
- Observe safe work methods and makes appropriate use of related safety equipment as required.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Make accurate business arithmetic and statistical computations.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Operate modern office equipment including computer equipment and software.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.



**SUBJECT:** New and/or Revised Classified Job Classification Descriptions

**DATE:** May 11, 2016

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to an Associate's degree from a regionally accredited college in drama, stagecraft, or a related field, and five (5) years of progressively responsible experience in a technical theater production environment with specialized skills in either lighting, sound, and/or stage craft or operation.

**Licenses and Certifications:**

- The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

Depending on assignment may be required to possess:

- OSHA Forklift Operator certification
- OSHA Scissor Lift Operator certificate

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office and/or theater facility setting and use standard office and/or theater equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate theater equipment, as well as objects, tools, or controls. Incumbents in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in theater activities; work at heights requiring the use of fall protection equipment, and push and pull drawers open and closed to retrieve equipment and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects, typically weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Incumbents work in a theatrical environment and are occasionally exposed to high noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and heights, sometimes requiring the use of fall protection equipment. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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

**DATE:** May 11, 2016 **CONSENT**

**SUBJECT:** School of Continuing Education Additions and Changes

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

1. Community Services: Additional Offerings

<b>Course Title/Program</b>	<b>Presenter</b>	<b>Payment</b>	<b>Fee</b>
College for Kids Summer Program: College for Kids Classes	Fuentes, Mauricio	10 or more students \$30/hour	All Classes Sessions I & II: \$154/class
	Ha, Grace		
	Hy, Linda	9 or fewer students \$20/hour	
	Jimenez, Steven-Michael		
	Lopez, Shirley		
	Madrigal, Yahaira		
	Manus, Karen		
	Monges, Debra Key		
	Ortiz, Calixto		
	Pasa, Paul		
	Pena, Kathleen		
	Proctor, Michael "Andy"		
	Rivera, Edith Janet		
Segovia, Marina			
Tat-Chung, Kathy			
Underwood, Eric			
Valdez, Crystal			
Van Der Heide, Julie			
	<u>Program Coordinator</u> Cazares, Guadalupe	\$2,800	
	Hinojosa, Mauricio	\$15/hour	
Swim Programs for Summer: Group and Private Lessons	<u>Coordinator</u> Ruh, Mark	\$4,000	Group: \$50-\$60
	<u>Supervisor</u> Rieben, Mike	\$6,500	Private: \$75-\$85

**SUBJECT:** School of Continuing Education Additions and Changes**DATE:** May 11, 2016

<b>Course Title/Program</b>	<b>Presenter</b>	<b>Payment</b>	<b>Fee</b>
Applied Science Camp	Pasa, Paul Proctor, Michael "Andy"	10 or more students \$30/hour  9 or fewer students \$20/hour	\$90

2. Contract Changes

<b>Course Title/Program</b>	<b>Instructors</b>	<b>Payment</b>
<u>Contract #16-0254</u> State of California Employment Training Panel (ETP)	Calhoon, Tom Douglas, Belinda Madrigal, Lisa Potts, Jim Quintana, Yolanda Valdez, Crystal  Leadership Build, LLC	80 hours each at \$60 per hour  80 hours at \$70 per hour
<u>Contract #1617-001</u> All Americas, Inc. 1951 Olympus Avenue Hacienda Heights, California 91745	Additional Instructor: Underwood, Eric  Program/Activities Coordinator: Hinojosa, Mauricio	\$50 per hour  \$15 per hour

3. Contract Education Development Programs

<b>Agency (Description of Services)</b>	<b>Expenses</b>	<b>Fee</b>
Joe Klocko Subject Matter Expert 22211 Palomino Way Santa Clarita, California 91321-1124  "DWM Statewide Implementation Plan for Contract Education"  Thursday, May 12, 2016 Chabot-Las Positas Community College District 7600 Dublin Boulevard, Dublin, California 94568	Travel and Expenses not to exceed \$600	

**SUBJECT:** School of Continuing Education Additions and Changes

**DATE:** May 11, 2016

<b>Agency (Description of Services)</b>	<b>Expenses</b>	<b>Fee</b>
McNellis & Associates Patrick McNellis, President 715 15 <sup>th</sup> Avenue Beaver Falls, Pennsylvania 15010  Strategic Planning Part One: Community College ETP Collaborative  May 12, 2016-July 31, 2016	Travel and Expenses not to exceed \$5,000	
Jonae Pistoresi 1252 Billie Court Merced, California 95340  Raley's 8391 Folsom Boulevard Sacramento, California 95826  Customer Service Academy/ Generational Diversity Train-the-Trainer	Services and related travel expenses Not to exceed \$6,250  Services Not to exceed \$1,000	Customer Service Academy Fee: \$200/person
June 15-17, 2016 Los Rios Community College District Workforce & Economic Development 1400 Ethan Way, Room 150 Sacramento, California 95825		Generational Diversity Fee: \$100/person

Funding Sources

Community Services - Student Registration Fees.  
Contract Education Development Programs – Technical Assistance Provider (TAP) Grant Funds.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>May 11, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Radiologic Technology Accreditation Site Visit</u>	

**BACKGROUND**

Mt. San Antonio College’s Radiologic Technology Program has an accreditation site visit every eight years by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The JRCERT is the only agency recognized by the United States Department of Education and the Council for Higher Education Accreditation for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. As part of the accreditation process, we are required to make hotel and transportation arrangements for two site inspectors: Joe Garza and Jaime Selph. The next site visit is scheduled for May 12-13, 2016.

**ANALYSIS AND FISCAL IMPACT**

Costs for the accreditation site visit will include advance payment of hotel accommodations and transportation to and from the airport and from hotel to college. Meals will also require funding. The costs associated will not exceed \$2,000.

**Funding Source**

Unrestricted General Fund (\$2,000).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Radiologic Technology Program accreditation costs related to the site visit, as presented.

Prepared by: Jemma Blake-Judd Reviewed by: Irene M. Malmgren  
Recommended by: Bill Scroggins Agenda Item: Consent #14

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

**DATE:** May 11, 2016

**CONSENT**

**SUBJECT:** Sponsorship Agreement with Health Career Connection, Inc.

**BACKGROUND**

Convergence has partnered with Health Career Connection, Inc. (HCC), a national non-profit organization that has coordinated a comprehensive paid summer internship program since 2008. As a member of Convergence, Mt. San Antonio College, with the support from the College President and the Vice President of Instruction, has agreed to sponsor a Health Career Connection intern. The partnership with HCC will support two goals/priorities of Convergence—developing a “homegrown workforce” and increasing diversity.

**ANALYSIS AND FISCAL IMPACT**

The sponsorship agreement shall be effective May 16, 2016, through September 23, 2016.

**Funding Source**

Unrestricted General Fund (\$6,900).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the sponsorship agreement with Health Career Connection, Inc., as presented.

Prepared by: Jemma Blake-Judd

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #15

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

**DATE:** May 11, 2016

**CONSENT**

**SUBJECT:** 2017-18 Academic Calendar

**BACKGROUND**

The proposed academic calendar for 2017-18 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 2017 Semester is scheduled from August 28 to December 17, 2017, and the Spring 2018 Semester is scheduled from February 26 to June 17, 2018. Flex Days are scheduled on August 25, 2017, and February 23, 2018.
2. The Winter Intersession will run from January 8 to February 17, 2018. Summer Intersession will run from June 21 to August 1, 2018.
3. The calendar recommendation for 2017-18 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 2017-18 Academic Calendar with the understanding that any additional holidays are subject to the negotiations process.

Prepared by: Jennifer Galbraith

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #16

**SUBJECT:** 2017-18 Academic Calendar

**DATE:** May 11, 2016

**Mt. San Antonio College  
ACADEMIC CALENDAR 2017-18**

<b>Fall Semester - 2017</b>		
<u>Date</u>	<u>Day</u>	<u>Description</u>
August 25	Friday	Flex Day
August 28	Monday	Fall Semester Begins
September 4	Monday	Holiday – Labor Day
November 10	Friday	Holiday – Veterans Day
November 24	Thursday	Holiday – Thanksgiving Day
December 11-17	Monday-Sunday	Final Examinations
December 17	Sunday	Fall Semester Ends

December 25	Monday	Holiday – Christmas
January 1	Monday	Holiday – New Year's Day

<b>Winter Intersession - 2018</b>		
<u>Date</u>	<u>Day</u>	<u>Description</u>
January 8	Monday	Winter Intersession Begins
January 15	Monday	Holiday – Martin Luther King, Jr. Day
February 16	Friday	Holiday – Lincoln Day
February 17	Saturday	Winter Intersession Ends

February 19	Monday	Holiday – Washington Day
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<b>Spring Semester - 2018</b>		
<u>Date</u>	<u>Day</u>	<u>Description</u>
February 23	Friday	Flex Day
February 26	Monday	Spring Semester Begins
March 30	Friday	Holiday - Cesar Chavez Day
May 28	Monday	Holiday – Memorial Day
June 11-17	Monday–Sunday	Final Examinations
June 17	Sunday	Commencement
June 17	Sunday	Spring Semester Ends

<b>Summer Intersession - 2017</b>		
<u>Date</u>	<u>Day</u>	<u>Description</u>
June 21	Thursday	Summer Intersession Begins
July 4	Wednesday	Holiday – Independence Day
August 1	Wednesday	Summer Intersession Ends



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

**DATE:** May 11, 2016

**CONSENT**

**SUBJECT:** License Renewal: Lynda.com Campus-Wide License

**BACKGROUND**

Mt. San Antonio College's Professional & Organizational Development Department has collaborated with numerous groups and key stakeholders on campus including the Professional Development Council, Faculty Professional Development Committee, Classified Professional Development Committee, and the Information Technology Department to identify Lynda.com as the top choice for just-in-time training. During the 2015-16 academic year, 427 Mt. SAC employees utilized this professional development tool to complete over 750 hours of online coursework, on over 700 different topics. The campus-wide license is a valuable professional development resource, providing the College's employees personalized access to specialized training.

**ANALYSIS AND FISCAL IMPACT**

Authorization is requested to renew the campus-wide license with Lynda.com. The cost of a campus-wide license is \$15,000. This renewal will cover the period of June 9, 2016, through June 8, 2017, at a cost not to exceed \$15,000, which reflects no change to the previous contract.

**Funding Source**

Faculty Professional Development (\$15,000) funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the license renewal with Lynda.com, as presented.

Prepared by: Lianne Greenlee

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #17

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>May 11, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>License Renewal: Qualtrics Campus-Wide License</u>	

**BACKGROUND**

Mt. San Antonio College’s Professional & Organizational Development Department has a current contract with Qualtrics, which will expire on June 14, 2016. Qualtrics is a web-based survey tool used to conduct survey research, evaluations, and other data collection activities. Approximately 79 Mt. SAC faculty, staff, and students utilized this survey tool to create over 150 surveys during the 2015-16 academic year, with primary use by Research and Institutional Effectiveness, Information Technology, Student Services, and Professional & Organizational Development departments. This is an ADA-compliant software tool that also includes training and support, translation tools in multiple languages, survey mailer components, a branded login, and special reporting tools, etc.

**ANALYSIS AND FISCAL IMPACT**

Authorization is requested to renew the campus-wide license with Qualtrics. This renewal will cover the period of June 15, 2016, through June 14, 2017, at a cost not to exceed \$5,000, , which reflects no change to the previous contract.

Funding Source

Unrestricted General Fund (\$5,000).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the license renewal with Qualtrics, as presented.

Prepared by:	<u>Lianne Greenlee</u>	Reviewed by:	<u>Irene M. Malmgren</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #18</u>

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>May 11, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Contract with Pacific Palms Hotel and Conference Center</u>	

**BACKGROUND**

The Kinesiology, Athletics, and Dance Division will be hosting an Athletics Hall of Fame dinner at Pacific Palms Hotel and Conference Center on February 11, 2017. The College will be inducting six new members into the Mt. SAC Athletics Hall of Fame. This will be the seventh class, joining the 57 inductees from the previous six events. Mt. SAC has countless athletes, coaches, and supporters who have a place of honor within this group and should be recognized as a contributor to the success of Mt. SAC Athletics and to others. The six inductees are all worthy of this award.

**ANALYSIS AND FISCAL IMPACT**

The Athletics Hall of Fame event will be funded through the athletics program income-generating account, sponsorships, and from individuals attending. The event will be at a cost of \$65-\$75 per person, with a current attendance cap of 250; however, the ability to add more is optional. Pacific Palms will provide the meal and facility at the cost named above. Authorization is requested to enter into a contract with Pacific Palms Hotel and Conference Center for facilities and equipment rental, audio-visual needs, and catering, not to exceed \$25,000. Authorization is also requested to make an advance payment (deposit) in the amount of \$3,000.

**Funding Source**

Athletics Program Revenue-Generating Account, Sponsorship and Dinner Guests (\$25,000).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the agreement with Pacific Palms Hotel and Conference Center and authorizes advance payment, as presented.

Prepared by:	<u>Joe Jennum</u>	Reviewed by:	<u>Irene M. Malmgren</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #19</u>

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

**DATE:** May 11, 2016

**CONSENT**

**SUBJECT:** New and Modified Courses and New and Modified Degrees and  
Certificates Effective with the 2016-17 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.

<u>New Course</u>	<u>Course Title</u>
ADJU 9	Introduction to Homeland Security
AERO 254	Aircraft Dispatcher Operations
CISP 53	iOS Programming
CISP 53L	iOS Programming Laboratory
CISP 54	Programming for Android Devices
CISP 54L	Android Programming Laboratory
ENGR 6	Introduction to Engineering Programming Concepts and Methodologies

<u>Modified Course</u>	<u>Course Title</u>
CISP 10	Principles of Object-Oriented Design

**New Certificates**

Android Programming  
FAA Aircraft Dispatcher  
iOS Programming

**Modified Certificate**

Administration of Justice

**Modified Degree**

Administration of Justice AS

Prepared by: Joumana McGowan

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #20

**SUBJECT:** New and Modified Courses and New and Modified Degrees and Certificates  
Effective with the 2016-17 Academic Year

**DATE:** May 11, 2016

### **ANALYSIS AND FISCAL IMPACT**

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

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

#### **Funding Source**

Not Applicable.

### **RECOMMENDATION**

It is recommended that the Board of Trustees approves the curriculum additions and changes effective with the 2016-17 academic year, as presented.

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

**DATE:** May 11, 2016

**CONSENT**

**SUBJECT:** Mt. San Antonio College's 2016 Institutional Effectiveness Partnership Indicators

**BACKGROUND**

The Institutional Effectiveness Partnership Initiative (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 per SB 852 and SB 860, making Technical Assistance Teams (now called Partnership Resource Teams) and implementation grants available to colleges interested in receiving assistance and providing professional development opportunities. As a result, each college is required to adopt a framework of some of the indicators by June 15, 2016, and colleges will set goals for indicators from the four areas of the indicators:

- A. District Fiscal Viability
- B. District Programmatic Compliance with State and Federal Guidelines
- C. College Student Performance and Outcomes
- D. College Accreditation Status
- E. College Fiscal Viability
- F. College Choice

The specific indicators for each framework are noted below along with Mt. San Antonio College's IEPI Goals. How the College came to recommend these goals is outlined in the Analysis Section.

A. District Fiscal Viability

1. **Fund Balance** (ending Unrestricted General Fund balance as a percentage of total expenditures). **Goal: Short (10.3%) and Long (10.3%);**
2. Salary and Benefits (salaries and benefits as a percentage of Unrestricted General Fund expenditures, excluding other outgoing expenditures);
3. Annual Operating Excess/(Deficiency) (net increase or decrease in Unrestricted General Fund balance); and
4. Cash Balance (Unrestricted and Restricted General Fund cash balance, excluding investments).

B. District Programmatic Compliance with State and Federal Guidelines

5. **Audit Findings** (Modified opinion, material weaknesses, or significant deficiencies as identified in an annual independent audited financial statement). **Goal: Unmodified (best audit finding possible);**

Prepared by: Barbara McNeice-Stallard

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #21

**SUBJECT:** Mt. San Antonio College's 2016 Institutional Effectiveness Partnership Indicators

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**DATE:** May 11, 2016

6. **Audit Findings – State Compliance** (Modified opinion, material weaknesses, or significant deficiencies as identified in an annual independent audited financial statement). **Goal: Unmodified (best audit finding possible);** and
7. **Audit Findings – Federal Award/Compliance State Compliance** (Modified opinion, material weaknesses, or significant deficiencies as identified in an annual independent audited financial statement). **Goal: Unmodified (best audit finding possible).**

C. College Student Performance and Outcomes

8. **Completion Rate (Prepared)** (percentage of degree, certificate and/or transfer-seeking students starting first time in 2008-09 tracked for six years through 2013-14 who completed a degree, certificate, or transfer-related outcomes);
9. Completion Rate (Unprepared). **Goal: Short (43.6%) and Long (43.6%);**
10. Completion Rate (Overall);
11. Remedial Rate (Math) (percentage of credit students tracked for six years who started below transfer level in mathematics and completed a college-level transfer course in the same discipline);
12. Remedial Rate (English) (percentage of credit students tracked for six years who started below transfer level in English and completed a college-level transfer course in the same discipline);
13. Remedial Rate [Credit ESL (American Language)] (percentage of credit students tracked for six years who started below transfer level in American Language and completed a college-level transfer course in the same discipline);
14. Career Technical Education Rate (percentage of students tracked for six years who started first time and completed more than eight units in courses classified as career technical education in a single discipline and completed a degree, certificate, or transferred);
15. **Successful course completion** (percentage of students who earn a grade of "C" or better or "credit" in Fall). **Goal: Short (67.9%) and Long (69.2%);**
16. Completion of degrees (number of associate degrees completed);
17. Completion of certificates (number of Chancellor's Office-approved certificates completed); and
18. Transfers to four-year (number of students who transfer to a four-year institution including CSU, UC, or private and out-of-state universities).

D. College Accreditation Status

19. **Accreditation Status Goal: Fully Accredited, Reaffirmed (highest possible).**

E. College Fiscal Viability

20. Full-Time-Equivalent Students (annual number of full-time equivalent students).

**SUBJECT:** Mt. San Antonio College's 2016 Institutional Effectiveness Partnership Indicators

**DATE:** May 11, 2016

F. College Choice

21. **College Choice** (the College also created a Goal for optional Indicator #9, Completion Rates for Unprepared Students. The College has current and ongoing programs that align well with indicator.) **Goal: See #9;** and
22. College Choice (self-identify an indicator related to any topic).

**ANALYSIS AND FISCAL IMPACT**

The College used a shared governance approach in deciding what its Goals should be for the indicators required to report upon by June 2016. The approach included the Institutional Effectiveness Committee (IEC) sending representatives to the Chancellor's Office trainings, reviewing the history of IEPs, understanding the requirements for the College, and determining how other indicators might already help (e.g., Institution-Set Standards required by Accrediting Commission for Community and Junior Colleges and Western Association of Schools and Colleges. Based on this information, IEC recommended to President's Advisory Council the College's Goals for indicator #s 1, 5, 6, 7, 8, 9, 15, 19, and 21.

Although Mt SAC demonstrates success in these indicators, it is essential for the College to review the findings on an ongoing basis to determine the programs and services that are currently offered that advance students' outcomes and what new programs and services could be offered in the future.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves Mt. San Antonio College's 2016 Institutional Effectiveness Partner Initiative indicators and goals, as presented.



<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>May 11, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Contract with Nuventive - PlanningPoint/ActionPoint</u>	

**BACKGROUND**

Mt. San Antonio College has been a long-time user of Nuventive’s TracDat solution to manage assessment of student learning outcomes. With the 2015-16 roll out of TracDat Version 5, the user experience and functionality have been extensively revised and improved. Mt. SAC’s Outcomes Committee has been promoting this latest transition to our campus users and receiving very positive reaction and experiences.

Many years ago, the College used TracDat to also manage its program review process. In the past year, the Institutional Effectiveness Committee has taken a close look at Mt. SAC’s program review process (PIE) and redesigned the process to better meet the needs of the College from the point of accreditation to the concept of long-term planning and analysis at the unit, manager, and vice president levels.

To sustain the positive trends of program planning and analysis, authorization is requested to enter into a contract with Nuventive. This will allow us to move the planning process from its current Adobe pdf document-based repository back into the new TracDat 5 database designed to mimic the utility of our latest form and process including an intuitive web-based interface, and supported through server technology.

Through this agreement, Nuventive will take the lead, working collaboratively with Information Technology, in the responsibility for the outcomes and program review data environment, processes, and system maintenance.

**ANALYSIS AND FISCAL IMPACT**

Mt. SAC has licensed Nuventive’s TracDat Software since 2006 for the purpose of recording and reporting outcomes assessment. Nuventive has developed new functionality for the software that will integrate TracDat with Microsoft SharePoint, and adding PlanningPoint and ActionPoint. This will provide additional functionality for integrating program review into the TracDat system including access to planning reports and data-driven analysis.

Prepared by: <u>Don Sciore</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #22</u>

**SUBJECT:** Contract with Nuventive-PlanningPoint/ActionPoint

**DATE:** April 18, 2016

This contract will subscribe to Nuventive's Managed Services for TracDat and ActionPoint (currently, Mt. SAC does not contract Managed Services for TracDat). Because the Managed Services contract will entitle Mt. SAC to ongoing support and configuration changes for the systems deployed, this will lower the cost and shorten the timeline of the implementation, as it means Nuventive consultants can just work to implement the design, rather than having to train Mt. SAC TracDat administrators on how to do it.

Impact to the College will be a one-time cost of \$65,900 with annual fees of \$18,632.

Funding Source

Unrestricted General Fund (\$84,532).

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>May 11, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Contract with Foundation for California Community Colleges for California Acceleration Project Presentation</u>	

**BACKGROUND**

The English Department currently offers classes in the Pathways to Transfer Program and has experienced obstacles related to course acceleration. They are exploring additional options for acceleration. "The California Acceleration Project," which operates under the auspices of the Foundation for California Community Colleges, is a statewide nonprofit organization. The California Acceleration Project (CAP) is an initiative that works to substantially increase the proportion of community college students who complete transfer requirements in math and English and to decrease equity gaps on this critical momentum point to degree completion. Authorization is requested to enter into a contract with CAP to provide a workshop on accelerated English and other high-leverage strategies that increase completion for transfer-level English class.

**ANALYSIS AND FISCAL IMPACT**

The cost of services is \$2,500 and includes planning, the workshop, and all travel arrangements for the presenter.

Funding Source

Basic Skills 2015-16 Restricted Fund (\$2,500).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with the Foundation for California Community Colleges, as presented.

Prepared by: _____	Donald Sciore	Reviewed by: _____	Irene M. Malmgren
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #23

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

**DATE:** May 11, 2016

**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, 2016, through May 31, 2017. The agreement shall be terminable by either party upon 30 days' written notice.

The range of hourly rates for attorney time is \$200-\$320 and \$75-\$160 for time of paraprofessional staff. For both 2014-15 and 2015-16 years, the range of hourly rates for attorney time was \$190-\$295 and \$75-\$150 for time of paraprofessional staff.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the agreement with Liebert Cassidy Whitmore for the period June 1, 2016, through May 31, 2017.

**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 Two Hundred to Three Hundred Twenty Dollars (\$200.00 - \$320.00), One Hundred Ninety-Five Dollars (\$195.00) for time of Labor Relations/HR Consultant and from Seventy-Five to One Hundred Sixty Dollars (\$75.00 - \$160.00) 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, 2016, through May 31, 2017, 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	\$320.00
Of Counsel	\$295.00
Associates	\$200.00 - \$275.00
Labor Relations/HR Consultant	\$195.00
Paraprofessionals & Litigation Support	\$75.00 - \$160.00

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 11, 2016

**CONSENT**

**SUBJECT:** Contract with Blackbaud to Provide Services to Upload Contact  
Information in the Foundation's Donor Database

**BACKGROUND**

Blackbaud is the vendor for Raiser's Edge, which is the Mt. San Antonio College Foundation's donor database. A data cleanse of 150,000 records is currently being done, and we seek to contract with Blackbaud to upload that information into the database.

**ANALYSIS AND FISCAL IMPACT**

The cost for this project is \$6,000 and includes the cost of uploading home address, phone number, and e-mail information into the current database.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: William R. Lambert

Recommended by: Bill Scroggins

Agenda Item: Consent #25

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>May 11, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Contract with Betty Colonomos to Provide Training to the Sign Language Interpreters</u>	

**BACKGROUND**

The Deaf and Hard-of-Hearing (DHH) Services Department is requesting authorization to have Betty Colonomos provide a specialized training called Foundations 1 to the Sign Language Interpreters on June 3-5, 2016. The Foundations 1 training model, which most interpreters follow, was developed by Betty Colonomos. The training will ensure that Sign Language Interpreters have a strong understanding of the model which requires the ability to analyze their work and provide feedback to their peers. Completion of this training will assist the Sign Language Interpreters to support each other with their on-going skill development.

**ANALYSIS AND FISCAL IMPACT**

The total amount of the contract is not to exceed \$4,500 for 15 hours of training, travel, lodging, and meals.

**Funding Source**

Restricted General Fund – Disabled Student Programs and Services.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with Betty Colonomos to provide training to the Sign Language Interpreters.

Prepared by: Don Potter Reviewed by: Audrey Yamagata-Noji  
Recommended by: Bill Scroggins Agenda Item: Consent #26

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

**DATE:** May 11, 2016

**CONSENT**

**SUBJECT:** Contract with Cal Poly Pomona Foundation Inc. for the Rental of the  
Kellogg West Conference Center and Lodge for the Multicultural  
Student Leadership Retreat

**BACKGROUND**

The Student Life Department will host a Student Equity-funded Multicultural Leadership Retreat for students from November 18–20, 2016, for low-income, first-generation college students, and foster youth students. This experiential learning activity is designed to enhance self-efficacy, create a sense of belonging, and improve students' course success and retention. Training will also cover educational planning, diverse learning strategies and styles, and the impact of the affective domain on learning.

**ANALYSIS AND FISCAL IMPACT**

The training is to be held at the Kellogg West Conference Center and Lodge on the campus of Cal Poly Pomona. Approximately 50 students and 10 staff will attend. The contract with the Cal Poly Pomona Foundation, Inc. will include room use, two nights' lodging and all meals. The total amount of the contract will not exceed \$15,400.

**Funding Source**

Restricted General Fund – Student Equity.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with Cal Poly Pomona Foundation, Inc. for the rental of the Kellogg West Conference Center and Lodge for the Multicultural Student Leadership Retreat.

Prepared by: Andi Fejeran Sims

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #27

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

**DATE:** May 11, 2016

**CONSENT**

**SUBJECT:** Contract with the Community College Equity Assessment Lab

**BACKGROUND**

Conducting further research to better understand the needs of our students is an integral part of the College's Student Equity Plan. Authorization is requested to contract with the Community College Equity Assessment Lab (CCEAL) to administer the Community College Success Measure (CCSM) student survey. Organized by the Minority Male Community College Collaborative (M2C3), the survey focuses on campus climate issues and provides disaggregated results by race/ethnicity and gender. The deliverables are:

- a comprehensive report that identifies areas of disproportionate impact;
- survey results are disaggregated by race/ethnicity and gender; and
- based on the results, recommendations for practice are offered.

**ANALYSIS AND FISCAL IMPACT**

The Student Equity Committee and the Vice President of Student Services discussed the work of M2C3 and found it to be aligned well with the College's current and future perspectives on equity. The CCSM student survey will be administered during the Spring 2016 semester to students in classes that are not participating in other college-wide surveys. The terms of the contract include the following: random sampling, providing survey packages per classroom, shipping of materials, analysis of findings, and an electronic report out in a format useful for equity conversations. Funding will not exceed \$18,597 for a single-year implementation.

**Funding Source**

Restricted General Fund – Student Equity.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with the Community College Equity Assessment Lab.

Prepared by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #28

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

**DATE:** May 11, 2016

**CONSENT**

**SUBJECT:** Contract with Everson Consulting for Financial Aid Leadership  
Development Training

**BACKGROUND**

The Financial Aid Department is requesting authorization to provide leadership development training to its staff. Terry Everson, of Everson Consulting, has a Leadership Development Model that has a focus on people change leadership building out strategic, tactical, and operational models. He is a recognized customer service consultant in the higher education industry, working with noted institutions like UCLA, USC, and Yale and has conducted leadership sessions at the annual California Association of Student Financial Aid Administrators (CASFAA) conference.

The one-day training will be held on June 13, 2016. In order to maintain services to students, the training will be conducted in two four-hour sessions to allow for all staff and managers to participate. Training will focus on two tracks: Developing Excellent Customer Service and Enhancing Communication Skills.

**ANALYSIS AND FISCAL IMPACT**

The cost for two four-hour sessions is \$2,000. Travel and hotel costs are estimated not to exceed \$1,000. The total amount of the contract is not to exceed \$3,000.

**Funding Source**

Restricted General Fund – Board Financial Assistance Program.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with Everson Consulting for Financial Aid Leadership Development Training.

Prepared by: Chau Dao

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #29

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

**DATE:** May 11, 2016

**CONSENT**

**SUBJECT:** Memorandum of Understanding with Five Acres

**BACKGROUND**

Five Acres is one of the few social service agencies in Southern California providing mental health services to Disabled Student Programs and Services (DSP&S), Deaf and Hard-of-Hearing (DHH) individuals and their families who are Medi-Cal members. Currently, Mt. San Antonio College (Mt. SAC) serves about 150 DHH students. About 50% of the DHH students at Mt. SAC are on academic probation. Ten percent of DHH students struggle with serious mental health issues, yet only 1%-2% receive mental health treatments.

DSP&S is seeking approval of a Memorandum of Understanding (MOU) with Five Acres to broaden mental health services offered to DHH students through Student Health Services by establishing an agreement with Five Acres to offer free confidential personal counseling and access to broader mental health services including off-campus psychological testing and psychiatric evaluation and treatments.

**ANALYSIS AND FISCAL IMPACT**

The MOU will remain in effect until terminated by either party with a 30-day written notice.

**Funding Source**

No fiscal impact on the College budget or the DSP&S and Student Health Services budgets.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Memorandum of Understanding with Five Acres, as presented.

Prepared by: Marquerite Whitford/Grace Hanson

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #30

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

**DATE:** May 11, 2016

**CONSENT**

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

**BACKGROUND**

The Mt. San Antonio College Upward Bound Program is requesting authorization of a contract with Kellogg West Conference Center and Lodge for its upcoming Senior College-Bound Retreat to be held June 8-9, 2016, 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 2016 college enrollment.

**ANALYSIS AND FISCAL IMPACT**

The contract covers lodging, food, and use of facilities. The Senior College-Bound Retreat will host nine students and three staff. The total amount of the contract is not to exceed \$3,000.

**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: Francisco Dorame

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #31



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

**DATE:** May 11, 2016

**CONSENT**

**SUBJECT:** Contract with Lonnie Matthews for the Financial Literacy Spring Event

**BACKGROUND**

Since 2013, Financial Literacy programming has been made available for Mt. SAC students in a collaborative effort by the ACES (TRiO program) and Financial Aid. The focus of the presentations are to help students become more informed about managing their money including their financial aid awards. The Financial Literacy Committee wishes to contract with Lonnie Matthews to provide the keynote presentation for this year's 2016 Financial Literacy event, "Keep Calm and Get \$mart."

Lonnie Matthews will conduct a one-hour workshop entitled "Life's Too Short to Be BROKE!" covering the following financial topics:

- Back to the Basics
- Put Your Money Where Your Values Are
- What's a Credit Score and Why Should I Care?
- Resist Overspending

**ANALYSIS AND FISCAL IMPACT**

The cost for the presentation is \$1,000, with travel and hotel costs not to exceed \$750. The total amount of the contract is not to exceed \$1,750.

**Funding Source**

Restricted General Fund – Board Financial Assistance Program.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with Lonnie Matthews for the Financial Literacy Spring event.

Prepared by: Chau Dao

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #32

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

**DATE:** May 11, 2016

**CONSENT**

**SUBJECT:** Independent Contractors: Note Takers for the Disabled Student  
Programs and Services

**BACKGROUND**

Approval of Note Takers as Independent Contractors for the Disabled Student Programs and Services (DSP&S) for the Spring 2016 semester.

**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:

<b>Provider</b>	<b>Amount Not to Exceed</b>
Aguilar, Jennifer	\$96
Aguilar, Michael	\$96
Arciniega, Salina	\$96
Begum, Ismat	\$96
Bolding, Rodney	\$96
Cedeno, Miguel	\$288
Chi, Marilyn	\$96
Escalera Vazquez, Reyes	\$96
Fernandez, Sara	\$96
Gonzalez, Lauren	\$96
Johnson, Kayla	\$96
Luviano, Suzelle	\$96
Mangandi Angel, Susana	\$96

<b>Provider</b>	<b>Amount Not to Exceed</b>
Mardis, Nancy	\$96
Martinez, Leo	\$96
McConaughy, Leia	\$96
McElroy, Stephanie	\$96
Mendez Torres, Melisa	\$96
Menendez, Andy	\$96
Meza, Ellery	\$96
Natividad, Amy	\$96
Sosa, Yvette	\$192
Tamura, Ariana	\$96
Taylor, Crystal	\$96
Taylor-Shahzad, Keenat	\$96
Velasquez, Maria	\$96

Prepared by: Grace Hanson

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #33

**SUBJECT:** Independent Contractors: Note Takers for the Disabled Student Programs  
and Services

**DATE:** May 11, 2016

Funding Source

Restricted General Fund – Disabled Student Programs and Services.

**RECOMMENDATION**

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

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

**DATE:** May 11, 2016

**CONSENT**

**SUBJECT:** Contract with the University of California Santa Barbara Campus  
Conference Services for the ACES 2016 Summer Residential Transfer  
Bridge Program

**BACKGROUND**

The Mt. San Antonio College ACES (TRiO) Program is requesting authorization of a contract with the University of California Santa Barbara Campus Conference Services for its upcoming ACES 2016 Summer Residential Transfer Bridge Program to be held July 24-29, 2016. The primary goal of Transfer Bridge is to provide students from ACES (TRiO), Arise, Aspire, Bridge, Dream, and REACH programs to complete a transferrable science course while experiencing a university campus in residence. Students will participate in hands-on activities that enhance their classroom experience including transfer experiences designed to prepare them for the Fall 2016 transfer admission process.

**ANALYSIS AND FISCAL IMPACT**

The ACES 2016 Summer Residential Transfer Bridge Program will host 60 students and 10 staff. The total amount of the contract is not to exceed \$27,407 for lodging, food, and use of facilities.

**Funding Source**

Restricted General Fund – ACES (TRiO) Grant and Student Equity.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with the University of California Santa Barbara Campus Conference Services for the ACES 2016 Summer Residential Transfer Bridge Program.

Prepared by: Francisco Dorame/Diana Felix

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #34

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>May 11, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Center of Excellence Contract with Coast Community College District</u>	

**BACKGROUND**

The Center of Excellence (COE) for Labor Market Research is funded by the California Community Colleges Chancellor’s Office, Division of Workforce and Economic Development, to conduct workforce research in Los Angeles and Orange Counties. In partnership with business and industry, the COE researches, analyzes, and presents regional labor market information to community colleges.

**ANALYSIS AND FISCAL IMPACT**

Mt. SAC’s COE will be contracting with Coast Community College District to develop, analyze, and disseminate results from assessment surveys of career managers and staff at nine Orange County community colleges for the purpose of understanding available student services, internship opportunities and challenges, and the potential for developing internship opportunities for students and strengthening internship programs at community colleges. COE will also provide a written summary report of the survey findings. COE will also conduct a summary presentation at the regional SB 1070 meeting. The effective date of this contract is April 20 through June 30, 2016. Coast Community College District will reimburse Mt. SAC a sum not to exceed \$5,000.

**Funding Source**

Coast Community College District.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratifies the Center of Excellence’s service agreement with Coast Community College District, as presented.

Prepared by: Lori Sanchez/Jennifer Galbraith Reviewed by: Irene M. Malmgren  
Recommended by: Bill Scroggins Agenda Item: Consent #35

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

**DATE:** May 11, 2016

**CONSENT**

**SUBJECT:** Flight Safety Programs Grant: Acceptance of Funds

**BACKGROUND**

Mt. San Antonio College received an award notification for a Flight Safety Programs Grant, funded by the California Community Foundation. The funding is to be used to support the flight safety programs at the College.

**ANALYSIS AND FISCAL IMPACT**

Funding for the grant award is \$46,211. The period of performance is June 25, 2015, through June 30, 2016.

The California Community Foundation has authorized the use of funds for any expenses related to flight safety programs at the College.

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

**Funding Source**

California Community Foundation.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratifies the acceptance of the Flight Safety Programs Grant funds, as presented.

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #36

<b>BOARD OF TRUSTEES</b>	
<b>MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>May 11, 2016</u>	<b>PUBLIC HEARING/ACTION</b>
<b>SUBJECT:</b> <u>Resolution 15-09 – Adoption of Mt. SAC 2016 California Environmental Quality Act (CEQA) Thresholds of Significance</u>	

**BACKGROUND**

The California Environmental Quality Act (CEQA) requires a Lead Agency to determine the significance of all environmental impacts (California Public Resources Code Section 21082.2; CEQA Guidelines §15064). CEQA thresholds of significance define the standard by which environmental impacts of future projects are normally determined significant or not significant. As defined in CEQA Guidelines §15064.7, a CEQA “threshold of significance is an identifiable quantitative, qualitative, or performance level of a particular environmental effect.” The exceedance of the adopted effect will normally be a significant environmental impact and within the adopted effect will normally be a less than significant effect.

CEQA Guidelines §15064.7(a) states, "Each public agency is encouraged to develop and publish thresholds of significance that the agency uses in the determination of the significance of environmental effects." Subsection (b) states further, "Thresholds of significance to be adopted for general use as part of the lead agency’s environmental review process must be adopted by ordinance, resolution, rule or regulation, and developed through a public review process and be supported by substantial evidence."

Mt. San Antonio Community College District staff and its environmental consultants have prepared the proposed Mt. SAC 2016 CEQA Thresholds of Significance, which are listed in Table 10.1 in the revised memorandum from Sid Lindmark, AICP, to Gary Nellesen, Director of Facilities Planning & Management, dated April 28, 2016. The written evidence supporting the proposed Mt. SAC Threshold of Significance includes the memorandum and appendices.

On February 25, 2016, the College published in the Inland Valley Daily Bulletin and the San Gabriel Valley Tribune the notice of intent of the Board of Trustees to make findings and adopt the Mt. SAC 2016 CEQA Thresholds of Significance at the April 13, 2016, Board meeting. The notice of intent was filed with the Los Angeles County Clerk on February 26, 2016, and responsible and concerned agencies were directly mailed copies of the proposed Mt. SAC 2016 CEQA Thresholds of Significance. On February 29, 2016, the proposed Mt. SAC Thresholds of Significance with appendices were posted on the College’s website. The materials remain available for public review on the College’s website at: <http://www.mtsac.edu/construction/reports-and-publications/environmental-impact-reports.html>. On April 1, 2016, the College received comments to the proposed Mt. SAC 2016 CEQA Thresholds of Significance from the City of Walnut and United Walnut Taxpayers.

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

**SUBJECT:** Resolution 15.09 – Adoption of Mt. SAC 2016 California Environmental Quality Act (CEQA) Thresholds of Significance

**DATE:** May 11, 2016

On April 8, 2016, the College directly emailed a revised notice of intent to all the responsible and concerned agencies and interested parties and posted the revised notice on the College's website. The April 8, 2016, revised notice states that the comment period related to the proposed Mt. SAC 2016 CEQA Thresholds of Significance closed on April 1, 2016, but comments will be considered at the May 11, 2016, Board meeting. On April 20, 2016, the College published in the Inland Valley Daily Bulletin and the San Gabriel Valley Tribune the revised notice of intent of the Board to make findings and adopt the Mt. SAC 2016 CEQA Thresholds of Significance at the May 11, 2016, Board meeting.

Mt. San Antonio Community College District staff and its environmental consultants recommend that the proposed Mt. SAC 2016 CEQA Thresholds of Significance, as set forth in Table 10.1, be revised and amended as follows:

- 1) Change the effective date from April 15, 2016, to May 11, 2016.
- 2) Omit the following two proposed thresholds of significance for Aesthetics:

~~“New exterior building lighting for site-specific projects<sup>2</sup> shall not exceed 2.0 foot-candles as measured at the nearest off-campus residential property line, unless such lighting is essential for safety or security at doors and building entries;”~~

~~“New site-specific parking lot lighting near off-site sensitive receptors (i.e. residential uses) shall not exceed 2.0 foot-candles as measured at the nearest residential property line;”~~

- 3) Revise the following proposed threshold of significance for Aesthetics:

~~“Compliance with IES's Sports and Recreational Area Lighting (IES RP-6-15) standards for site-specific athletics facilities;”~~

to read:

“Compliance with IES's Sports and Recreational Area Lighting (IES RP-6-15) standards for site-specific athletics facilities (excluding the Stadium, Flex, and Practice Fields);”

- 4) Revise the following proposed threshold of significance for Aesthetics:

~~“New lighting standards in Parking Lot M and Lot W immediately adjacent to sensitive biological habitat areas (i.e., Wildlife Sanctuary/Open Space Zone) shall not exceed 0.2 foot-candles at five (5) feet outside of the parking lot boundary. The same standard applies to any development near the Reservoir Hill XC Course;”~~

to read:

“New permanent lighting standards in Parking Lot M and Lot W immediately adjacent to sensitive biological habitat areas (i.e., Wildlife Sanctuary/Open Space Zone) shall not exceed 0.2 foot-candles at five (5) feet outside of the parking lot boundary.”



**SUBJECT:** Resolution 15.09 – Adoption of Mt. SAC 2016 California Environmental Quality Act (CEQA) Thresholds of Significance

**DATE:** May 11, 2016

5) Revise the following CEQA Procedure for Noise:

“MM-5a: All construction and general maintenance activities, except in emergencies or unusual circumstances, shall be limited to the hours of 7 a.m. to 7 p.m. Monday-Saturday, excluding federal holidays. Staging areas for construction shall be located away from existing off-site residences. All construction equipment shall use properly operating mufflers. These requirements shall be included in construction contracts and implemented. Facilities Planning & Management shall monitor compliance. (See 2012 FMP MMP).”

to read:

“MM-5a: All construction activities, except in emergencies or unusual circumstances, shall be limited to the hours of 7 a.m. to 7 p.m. Monday-Saturday, excluding federal holidays. Staging areas for construction shall be located away from existing off-site residences. All construction equipment shall use properly operating mufflers. These requirements shall be included in construction contracts and implemented. Facilities Planning & Management shall monitor compliance. (Revised from 2012 FMP MMP).”

## **ANALYSIS AND FISCAL IMPACT**

When the College acts as Lead Agency, having clearly established thresholds of significance, promote predictability and consistency over time and across reviewers in the environmental review process, can bolster the defensibility of significance determinations in the College’s environmental documents and can focus the analysis on impacts expected to be significant rather than impacts that are simply controversial.

Adopting the proposed Mt. SAC 2016 CEQA Thresholds of Significance has no fiscal impact.

## **RECOMMENDATION**

It is recommended that the Board of Trustees: (1) open a public hearing and receive comments on the following: (i) the recommended revised and amended Mt. SAC 2016 CEQA Thresholds of Significance and supporting evidence; (ii) the findings to be made under CEQA Guidelines Sections 15022 and 15064.7; (2) close the public hearing; and (3) move the item forward for approval and adoption of the attached Resolution No. 15-09 at the May 11, 2016, regular meeting of the Board, adopting the revised and amended Mt. SAC 2016 CEQA Thresholds of Significance.

**SUBJECT:** Resolution 15.09 – Adoption of Mt. SAC 2016 California Environmental Quality Act (CEQA) Thresholds of Significance

**DATE:** May 11, 2016

## RESOLUTION NO. 15-09

### MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT 2016 CEQA Thresholds of Significance

**WHEREAS**, the California Environmental Quality Act (CEQA) requires a Lead Agency to determine the significance of all environmental impacts and CEQA thresholds of significance define the standard by which environmental impacts of future projects are normally determined significant or not significant; and

**WHEREAS**, CEQA Guidelines §15064.7(a) states, "Each public agency is encouraged to develop and publish thresholds of significance that the agency uses in the determination of the significance of environmental effects" and such thresholds of significance are "to be adopted for general use as part of the lead agency's environmental review process [...] by ordinance, resolution, rule, or regulation, and developed through a public review process and be supported by substantial evidence"; and

**WHEREAS**, when Mt. San Antonio Community College District acts as Lead Agency under CEQA, having clearly established thresholds of significance, promote predictability and consistency over time and across reviewers in the environmental review process, can bolster the defensibility of significance determinations in the College's environmental documents, and can focus the analysis on impacts expected to be significant rather than impacts that are simply controversial; and

**WHEREAS**, College staff and its environmental consultants have prepared and developed the proposed Mt. SAC 2016 CEQA Thresholds of Significance, which are listed in Table 10.1 in the revised memorandum from Sid Lindmark, AICP, to Gary Nellesen, Director of Facilities & Management, dated April 28, 2016; and

**WHEREAS**, the College submitted a Notice of Intent to make findings and adopt the Mt. SAC 2016 CEQA Thresholds of Significance to the Los Angeles County Clerk on February 26, 2016; placed legal notices concerning the findings and adoption of the Mt. SAC 2016 CEQA Thresholds of Significance in the Inland Valley Daily Bulletin and the San Gabriel Valley Tribune for publication on February 25, 2016, and April 20, 2016, posted the legal notices and the Mt. SAC 2016 CEQA Thresholds and supporting evidence on the College's website; and forwarded the Mt. SAC 2016 CEQA Thresholds and supporting evidence to responsible and concerned agencies; and

**WHEREAS**, a public hearing concerning the College's intent to make findings and adopt the Mt. SAC 2016 CEQA Thresholds of Significance, as revised and amended, was duly noticed and held on May 11, 2016, at which time any interested parties were afforded an opportunity to be heard in addition to the public review and comment period referenced in the legal notices; and

**WHEREAS**, as part of the process for the Board to review evidence and make the findings to adopt the proposed revised and amended Mt. SAC 2016 CEQA Thresholds of Significance, the Board has been presented with and reviewed the Agenda report prepared by College personnel for the proposed revised and amended Mt. SAC 2016 CEQA Thresholds of Significance;

**SUBJECT:** Resolution 15.09 – Adoption of Mt. SAC 2016 California Environmental Quality Act (CEQA) Thresholds of Significance

**DATE:** May 11, 2016

**NOW THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Mt. San Antonio Community College District hereby finds, determines, declares, and resolves as follows:

**Section 1.** Recitals. The Board hereby finds and determines that all the above recitals are true and correct.

**Section 2.** Notice of Public Hearing. This resolution is adopted following a public hearing at a regularly scheduled meeting of the Board.

**Section 3.** Adoption of Findings.

- 3.1 The Board finds that it has independently reviewed and considered the Mt. SAC 2016 CEQA Thresholds of Significance, as revised and amended, including the Memorandum and Appendices identified in the Memorandum consisting of the CEQA Thresholds and Procedures for Noise (Report #15-116), Greve & Associates, LLC, December 6, 2015, and CEQA Thresholds and Procedures for Air Quality (Report #15-116A), Greve & Associates, LLC, December 7, 2015, and finds that the Mt. SAC 2016 CEQA Thresholds of Significance comply with CEQA Guidelines Sections 15022 and 15064.7.
- 3.2. The Board further finds that the Mt. SAC 2016 CEQA Thresholds of Significance, as revised and amended, reflect the independent judgment of the Board as Lead Agency.
- 3.3 The Board further finds it has independently reviewed and considered the written evidence and the comments timely received prior to and at the Public Hearing and has considered such evidence and comments in its deliberations concerning the adoption of the Mt. SAC 2016 CEQA Thresholds of Significance, as revised and amended.
- 3.4. Based on the above findings, the Board further finds in its independent judgment and analysis that there is no substantial evidence that the Mt. SAC 2016 CEQA Thresholds of Significance, as revised and amended, will have a significant effect on the environment.

**Section 4.** Adoption of Mt. SAC 2016 CEQA Thresholds of Significance. Based on the findings set forth above in Section 3 and the lengthy public review process, the Board finds the Mt. SAC 2016 CEQA Thresholds of Significance, as amended and revised and attached hereto as Exhibit A, are supported by substantial evidence and hereby approves and adopts the Mt. SAC 2016 CEQA Thresholds of Significance, as amended and revised, as the College's thresholds of significance under CEQA for the Environmental Topic and Impact identified therein.

**SUBJECT:** Resolution 15.09 – Adoption of Mt. SAC 2016 California Environmental Quality Act (CEQA) Thresholds of Significance

**DATE:** May 11, 2016

**Section 5.** Authority to Take All Actions Necessary. The College President or his designee is authorized to do all things that are necessary to give effect to and comply with the terms and intent of this Resolution.

**Section 6.** Effect. This Resolution shall take effect immediately upon its passage.

**PASSED and ADOPTED** this 11<sup>st</sup> day of May 2016 by the Board of Trustees of the Mt. San Antonio Community College District of the County of Los Angeles, State of California, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

This is to certify that this is a true and correct copy of the resolution as adopted and approved at a regular meeting of the Board of Trustees of the Mt. San Antonio Community College District.

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

**SUBJECT:** Resolution 15.09 – Adoption of Mt. SAC 2016 California Environmental  
Quality Act (CEQA) Thresholds of Significance

**DATE:** May 11, 2016

Exhibit A

Mt. SAC 2016 CEQA Thresholds of Significance

(copies will be provided at the Board meeting)

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>May 11, 2016</u>	<b>ACTION</b>
<b>SUBJECT:</b>	<u>Classified Layoff Due to Lack of Work and/or Lack of Funds</u>	

**BACKGROUND**

Due to a lack of funds and/or lack of work, the Mt. San Antonio Community College District is eliminating the position of Child Development Workforce Initiative Specialist. In accordance with California Education Code § 88014, the College Board of Trustees is required to consider approving the following resolution authorizing the layoff of one classified position.

**ANALYSIS AND FISCAL IMPACT**

With the expiration of the grant-funded position, the District will no longer be receiving funding for this position, which is approximately \$85,542 per fiscal year.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Classified Layoff Resolution.

Prepared by: Peter Parra

Recommended by: Bill Scroggins

Agenda Item: Action #2

**SUBJECT:** Classified Layoff Due to Lack of Work and/or Lack of Funds

**DATE:** May 11, 2016

**BEFORE THE BOARD OF TRUSTEES  
OF THE MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT**

**RESOLUTION  
AUTHORIZING LAYOFF  
DUE TO EXPIRATION OF GRANT-FUNDED PROGRAM,  
LACK OF WORK, AND/OR LACK OF FUNDS  
IMPLEMENTING EDUCATION CODE SECTION 88017**

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**WHEREAS**, due to the expiration of a grant-funded program, lack of work, and/or lack of funds, for the 2016-17 school year, the Governing Board of the Mt. San Antonio Community College District has determined that it will be necessary to lay off the following position pursuant to the provisions of Education Code Sections 88014, 88017, 88117, and 88127.

- Child Development Workforce Initiative Specialist, 1.00 FTE, 12-month term

**NOW THEREFORE, BE IT RESOLVED** that, as of July 11, 2016, the above-mentioned classified position of the Mt. San Antonio Community College District shall be discontinued to the extent described herein; and

**BE IT FURTHER RESOLVED** that the number of classified employees shall be reduced by layoff as specified above pursuant to Education Code Section 88127;

**BE IT FURTHER RESOLVED** that the President/CEO or his designee is authorized and directed to give notice of layoff to all affected classified employees not later than 60 days prior to the effective date of the layoff as set forth above, pursuant to Education Code Section 88017;

**BE IT FURTHER RESOLVED** that said layoff shall become effective July 11, 2016;

**BE IT FURTHER RESOLVED** that the classified employee laid off pursuant to this resolution shall be eligible for re-employment pursuant to Education Code Section 88127;

**PASSED AND ADOPTED** this 11<sup>th</sup> day of May 2016 by the Governing Board of the Mt. San Antonio Community College District of Walnut, California, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

**SUBJECT:** Classified Layoff Due to Lack of Work and/or Lack of Funds

**DATE:** May 11, 2016

\_\_\_\_\_  
President, Board of Trustees

\_\_\_\_\_  
Secretary, Board of Trustees



<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>May 11, 2016</u>	<b>ACTION</b>
<b>SUBJECT:</b>	<u>Finalization of Board Goals for 2016-17</u>	

**BACKGROUND**

It is the responsibility of the Board of Trustees to annually set goals. Following are suggestions as discussed at the Board Study Session on March 12, 2016:

1. Evaluate facility needs, update the Facilities Master Plan, and include strategic approaches to secure state and local approval.
2. Improve relations with local communities, especially the City of Walnut.
3. Support and expand community-based course offerings.
4. Complete the Bus Transportation Hub in partnership with Foothill Transit as part of the continuing effort to make Mt. SAC more accessible.
5. Issue a student climate survey to see what the students want and think is important.
6. Expand communication and advocacy with elected officials and leaders at the local, state, and federal levels.
7. Continue growth in enrollment, both to expand access for residents and to secure available state growth funds; utilize strategic marketing to accomplish this.
8. Increase the Board's support for the Mt. SAC Foundation.
9. Celebrate the successful transition from five to seven Board members and continue to build positive relations among Board members.
10. Increase diversity among our faculty and staff.
11. Receive a report on the viability of new programs including social justice and ethnic studies.
12. Monitor the fiscal efficiency and stability of contracted services, particularly those related to facilities and construction.

**ANALYSIS AND FISCAL IMPACT**

Not applicable.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Board Goals for 2016-17, as presented.

Recommended by: Bill Scroggins Agenda Item: Action #3

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

**DATE:** May 11, 2016

**ACTION**

**SUBJECT:** Proposed Changes to Board Policy 6200 – Budget Preparation

**BACKGROUND**

Mt. San Antonio College (Mt. SAC) is updating the College's Board Policies and proposes the following changes to Board Policy 6200 – Budget Preparation.

**ANALYSIS AND FISCAL IMPACT**

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

Board Policy 6200 has gone through the governance process of the College and was approved by President's Advisory Council and President's Cabinet.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves proposed changes to Board Policy 6200 – Budget Preparation.

Prepared by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Action #4

**SUBJECT:** Proposed Changes to Board Policy 6200 – Budget Preparation

**DATE:** May 11, 2016

## **Chapter 6 – Business and Fiscal Affairs**

### **BP 6200 Budget Preparation**

**References:**

Education Code Section 70902(b)(5); Title 5 Sections 58300 et seq.; **BP 6250**

Each year, the CEO shall present to the Board of Trustees a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with State law and regulations and provide adequate time for appropriate review.

Budget development shall meet the following criteria:

The General Fund Budget shall support the College's Mission, Master Plan, Educational Plan, goals, and priorities. It shall also support existing educational programs and services;

The annual budget shall be developed in sufficient detail to give a clear indication of the major items of revenues and expenditures including the College's goals, plans, and purposes for expenditures;

Assumptions upon which the budget is based are presented to the Board of Trustees for review;

On or before the first day of July each year, the Board of Trustees shall adopt a tentative budget;

The College shall make the proposed budget available for public inspection at least three days prior to the public hearing, at which any resident in the district may appear and object to the proposed budget or any item in the budget;

The Board of Trustees shall hold a public hearing on the proposed budget for the ensuing fiscal year, in a College facility or some other place conveniently accessible to the residents of the District;

On or before the 15<sup>th</sup> day of September, the Board of Trustees shall adopt a final budget;

Changes in the assumptions upon which the budget was based shall be reported to the Board of Trustees in a timely manner;

Budget projections address long-term goals and commitments;

Annual fiscal year revenue and expenditure estimates shall be developed conservatively with the goal of projecting a balanced budget with preference for adopting a surplus, that is, an excess of revenue over expenditures;

**SUBJECT:** Proposed Changes to Board Policy 6200 – Budget Preparation

**DATE:** May 11, 2016

Recognizing that expenditures fluctuate and that income is not fully ascertained until the following fiscal year, it is the College's goal to manage this dynamic process to assure that actual **total expenditures do not exceed** total income for the year exceeds total expenditures;

~~To assure ongoing fiscal health and stability, every effort shall be made to maintain the total Unrestricted General Fund Balance at not less than 10% of expenditures. If the General Fund Balance becomes less than 10%, the College will present a plan within 120 days to restore the deficit or shortage within two fiscal years.~~

~~In times of fiscal uncertainty, the Board of Trustees may, by resolution, waive the clause in this policy of maintaining a ten percent Unrestricted General Fund Balance. Upon recommendation of the College President/CEO, reserves may be utilized to the extent necessary down to a level of five percent of the expenditures of the Unrestricted General Fund. The reduced Unrestricted General Fund Balance must remain at a level no lower than five percent. It is intended that this exception be considered temporary in nature and restoration as stated in the above bulleted clause be implemented;~~

~~If revenues exceed expenditures in any given fiscal year, the College may allocate surplus funds to institutional priorities as determined through the annual planning and budgeting process. Restoration of reserves to the ten percent level, as stated in the above bulleted clause, shall be given priority; and~~

**Prior to adoption of the annual budget, if estimated revenues exceed estimated expenditures, the College may allocate surplus funds to institutional priorities as determined through the annual planning and budgeting process; and**

Adoption of the final budget by the Board of Trustees acknowledges the College's Mission, goals, plans, and priorities. Budget adoption by the Board of Trustees constitutes legal authority for the receipt and disbursement of funds and the implementation of the budget.

Approved: July 28, 2004

Reviewed: May 6, 2014

Reviewed: December 16, 2014

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>May 11, 2016</u>	<b>DISCUSSION</b>
<b>SUBJECT:</b> <u>Proposed Changes to Board Policy 6250 – Budget Management</u>	

**BACKGROUND**

Mt. San Antonio College (Mt. SAC) is updating the College’s Board Policies and proposes the following changes to Board Policy 6250 – Budget Management.

**ANALYSIS AND FISCAL IMPACT**

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

Board Policy 6250 has gone through the governance process of the College and was approved by President’s Advisory Council and President’s Cabinet.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees receives for discussion Board Policy 6250 – Budget Management.

Prepared by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Discussion #1

**SUBJECT:** Proposed Changes to Board Policy 6250 – Budget Management

**DATE:** May 11, 2016

## Chapter 6 – Business and Fiscal Affairs

### BP 6250 Budget Management

#### References:

Title 5 Sections 58307 and 58308; **BP 6200**

The budget shall be managed in accordance with Title 5 and the California Community College Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

Revenues accruing to the College in excess of amounts budgeted shall be added to the College's reserve for contingencies. They are available for appropriation only upon a ~~resolution~~**approval** of the Board of Trustees that sets forth the need according to major budget classifications in accordance with applicable law.

Board of Trustees approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board of Trustees. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board of Trustees.

**To ensure ongoing fiscal health and stability, the District shall maintain the total Unrestricted General Fund Balance (reserves) at not less than 10% of total expenditures. Upon recommendation of the College President/CEO, the Board of Trustees may, by resolution, waive this requirement and permit reserves to be reduced to not less than 5%. If the reserves become less than 10%, the College will present a plan within 120 days to restore the reserves within two fiscal years.**

Approved: July 28, 2004

Reviewed: May 6, 2014

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

**DATE:** May 11, 2016

**INFORMATION**

**SUBJECT:** Changes to Administrative Procedure 6250 – Budget Management

**BACKGROUND**

Mt. San Antonio College (Mt. SAC) is updating the College's Administrative Procedures and proposes the following changes to Administrative Procedure 6250 – Budget Management.

**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 6250 has gone through the governance process of the College and was approved by President's Advisory Council and President's Cabinet.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees receives as information Administrative Procedure 6250 – Budget Management.

Prepared by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Information #1

**SUBJECT:** Changes to Administrative Procedure 6250 – Budget Management

**DATE:** May 11, 2016

## Chapter 6 - Business and Fiscal Affairs

### AP 6250 Budget Management

**References:**

Title 5 Sections 58307 and 58308

Title 5 requires that budget management conforms to the following minimum standards:

- Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the academic year, except as specifically authorized by the Board of Trustees;
- Transfers may be made from the reserve for contingencies to any expenditure classification by written resolution of the Board of Trustees and must be approved by a two-thirds vote of the members of the Board of Trustees;
- Transfers may be made between expenditure classifications by ~~written resolution~~ **approval** of the Board of Trustees and may be approved by a majority of the members of the Board of Trustees; and
- Excess funds must be added to the general reserve of the College and are not available for appropriation except by ~~resolution~~ **approval** of the Board of Trustees setting forth the need according to major classification.

#### Appropriation Transfer Procedures

- A. General Information: It is recognized that from time to time that, after the adoption of the annual budget, the reallocation of certain funds within the budget may become necessary or desirable for efficient operation of the College. Every attempt should be made to hold such transfers to a minimum through good advance planning during budget preparation.
- B. Procedures: Whenever a reallocation of funds within the budget is made, it is extremely important that proper procedures are followed to meet legal requirements and maintain proper budgetary controls. The following procedures are designed to meet these objectives and to clarify and standardize the method of requesting and implementing appropriation transfers within the budget:
1. The budget control officer requesting the transfer should obtain a ~~copy of~~ "Request for Appropriation Transfer" form from Fiscal Services. This request must be submitted prior to the use of the funds (purchase requisition, travel and conference expense, mileage expense, timesheets, revolving cash reimbursement, etc.).



**SUBJECT:** Changes to Administrative Procedure 6250 – Budget Management

**DATE:** May 11, 2016

2. Complete the form, as per specified instructions.
3. The form should include a signature of the “requestor” and should include approval signatures as follows:
  - a. Transfers made between expenditure classifications **less than \$5,000** ~~up to \$1,000~~ should be approved by the appropriate manager. Transfers made between expenditure classifications **greater than or equal to** ~~over \$1,000~~ **\$5,000** must be approved by the vice president of the area or the College President/CEO.
  - b. Transfers from regular salary accounts (accounts used to charge permanent employees), regardless of the amount, must be approved by the College President/CEO or vice president of the area requesting the transfer and the chief fiscal officer or designee.
  - c. Transfers from the Faculty Hourly Accounts (Unrestricted General Fund), regardless of the amount, must be approved by the chief instructional officer and the chief fiscal officer.
  - d. All transfers from the Fund Balance (Reserves), Unrestricted General Fund must be approved by the Vice President of Administrative Services and the chief fiscal officer.**
4. After the form is completed with the appropriate approvals, the request should be ~~forwarded~~ **routed** to the Fiscal Services Department.
5. The Fiscal Services Department will submit the “Request for Appropriation Transfer” to the Board of Trustees as pursuant to the California Code of Regulations, Title 5 Section 58307.

#### Budget Revision Procedures

- A. General Information: The College is continuously looking for opportunities to increase its revenues, obtaining categorical programs (grants, entitlements, donations, and other financial assistance) and contracts. This is an ongoing process throughout the year; therefore, there is a need to recognize the receipt of these funds after the adoption of the final budget.
- B. Procedures: When a written notification (award letter, contract, agreement, etc.) is received regarding a change (increase or decrease) of funding, it is extremely important that proper procedures are followed to meet legal requirements and maintain proper budgetary controls. The following procedures are designed to meet these objectives and standardize the method of requesting and implementing budget revisions within the budget:

**SUBJECT:** Changes to Administrative Procedure 6250 – Budget Management

**DATE:** May 11, 2016

1. The Program Manager should obtain a ~~copy of the~~ “Request for Budget Revision” form from the Fiscal Services Department. This request must be submitted prior to the use of the funds (purchase requisition, travel and conference expense, mileage expense, timesheets, revolving cash reimbursement, etc.).
2. The Fiscal Services Department will assign an appropriate account number for all new programs, as needed.
3. Complete the form, as per specified instructions.
4. ~~The form should include a signature of the “requestor” and must be approved by the appropriate manager and Vice President of the area or the College President/CEO.~~
- 4. The form should include a signature of the “requestor” and shall ~~should~~ include approval signatures as follows:**
  - a. Budget Revisions less than \$5,000 should be approved by the appropriate manager. Budget Revisions equal to or over \$5,000 must be approved by the College President/CEO or the vice president of the area requesting the budget revision and the chief fiscal officer.**
  - b. Budget Revisions that include regular salary accounts (accounts used to charge permanent employees), regardless of the amount, must be approved by the College President/CEO or the vice president of the area requesting the transfer and the chief fiscal officer or designee.**
  - c. All Budget Revisions that increase or decrease the Fund Balance (Reserves), Unrestricted General Fund must be approved by the Vice President of Administrative Services and the chief fiscal officer.**
5. After the form is completed with the appropriate approvals, the request should be ~~forwarded~~ **routed** to the Fiscal Services Department.
6. The Fiscal Services Department will submit the “Request for Budget Revision” to the Board of Trustees as pursuant to the California Code of Regulations, Title 5 Section 58308.

Revised: October 21, 2015