



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 22, 2016

4:30 p.m. – Closed Session

5:00 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 (4:30 p.m.)

- **Conference with Labor Negotiators Jennifer Galbraith, Dean, Business Division; Mike Gregoryk, Vice President, Administrative Services; and Bill Scroggins, President & CEO, per California Government Code Section 54957.6.**
Faculty Association; CSEA, Chapter 262; and CSEA, Chapter 651

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 (5:00 p.m. Flag Salute)

MOMENT OF SILENCE

Observe a moment of silence in memory of retired Horticulture Professor **David Lannom**, who passed away on May 12, 2016, at the age of 70. Dave retired in 2006, after 22 years of service as a Horticulture Professor. While he officially retired in 2006, he never actually left the campus. He worked part-time and even volunteered in the Horticulture unit many years after his official retirement. During his years at the College, Mr. Lannom served as the Agriculture Department Chair and the Horticulture Farm Manager. He taught classes ranging from landscape design to integrated pest management to trees and shrubs. He was honored with the Mt. SAC Faculty Member of the Year award, the Cal Poly Pomona Alumnus of the Year award, the Excellence in Horticulture Education award, and he was named the Southern California Horticultural Society's 2013 HOTY (Horticulturist of the Year). He was also chosen as the Mt. SAC Alumnus of the Year Commencement Speaker in 2015. In his spare time, Mr. Lannom was a model train buff. Dave will be missed by all who knew and loved him, and there weren't many who didn't know and love him!

REPORT ACTION TAKEN IN CLOSED SESSION

INTRODUCTIONS AND RECOGNITION

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

Classified Employees (Newly Appointed)

- **Yvette Garcia**, Administrative Specialist III (School of Continuing Education)
- **Teresa Pham**, Student Services Program Specialist II (Financial Aid, Scholarships and Veterans)
- **David Tran**, Business Analyst (Financial Aid)

Management Employee (Newly Appointed)

- **Romelia Salinas**, Associate Dean, Library & Learning Resources (Library & Learning Resources)

Classified Employees (Promoted)

- **Sabeena Soni**, Administrative Specialist III (School of Continuing Education)
- **Maria Valdez**, Administrative Specialist IV (Natural Sciences Division)

Confidential Employee (Promoted)

- **Lisa Romo**, Human Resources Specialist (Human Resources)
- **Nerissa Uiagalelei**, Human Resources Specialist (Human Resources)

- **Recognition:**

- Award a Certificate of Service to the following retiring employees:
 - **Pamela Childs**, Procurement Specialist (Purchasing) (17 years of service)
 - **Sally Fenton**, Administrative Secretary (Instruction) (8 years of service)
 - **Teresita Hood**, Administrative Specialist III (Technology and Health) (18 years of service)
 - **Jill Miller**, Administrative Specialist III (Administrative Services) (6 years of service)
 - **Randy Smith**, Laboratory Technician-Photography (Arts) (41 years of service)
 - **Ana Tafoya-Diaz**, CalWORKs/Care Program Specialist (EOPS) (29 years of service)
- Honors student **Kristin Ho** has been awarded the Jack Kent Cooke Foundation Undergraduate Transfer Scholarship worth up to \$40,000 a year to complete a bachelor's degree at a four-year college or university. She is one of only 75 students in the country to receive this prestigious scholarship from a nationwide pool of over 2,000 applicants. Selection is based on academic achievement as shown by grades, leadership skills, awards, extraordinary service to others, and perseverance in the face of adversity. The Cooke Foundation Undergraduate Transfer Scholarship is the largest private scholarship in the nation for students transferring from two-year community colleges to four-year institutions that award bachelor's degrees. Cooke Scholarships fund the costs of attending college not covered by other financial aid, plus academic advising, stipends for internships, and study abroad. In addition, after earning a bachelor's degree, each Cooke Scholar will be eligible for a scholarship for graduate school worth up to \$50,000 a year for up to four years. Kristin's plans are to transfer to Mt. Holyoke University this fall and to study art history and design. Kristin has been an active student in the Honors Program, was instrumental in founding the College's Roosevelt Institute student organization, and has inspired student leaders to organize a TedEx@MtSac chapter in an effort to bring more inspiration to campus. She has also been an active student at large through Associated Students serving as an A.S. Delegate in representing student voices at the Policy and Advocacy Conference for the Faculty Association of California Community Colleges. Lastly, she has influenced and supported A.S. Sustainability initiatives across campus emphasizing her commitment to our campus community. Congratulations to Kristin for being selected for this prestigious honor!
- Honors students **Jacqueline Yu** and **Hung Pham** were two of 93 community college students who were named to this year's Phi Theta Kappa All California Community College First Academic Team. Only 31 of these 93 students were chosen for the first team, with 31 chosen for the second team, and 31 for the third team. This is an exceptional honor that reflects exemplary academic and leadership accomplishments for both students. Congratulations!
- The Mt. SAC Forensics team has been highly successful this year. During the Winter Intersession, the team took top honors in the Community College Division, winning First Place at the "Close to the Coast" and "Winter at the Beach" tournaments. The team collectively won 34 awards at the two tournaments combined. The team also excelled at the recent California Community College Forensics Association's annual State Championship tournament, where it won 26 total awards including four state titles. Mt. SAC earned Second Place in the state. The team ended their championship season with a successful showing at the 2016 Phi Rho Pi National Tournament in Costa Mesa, CA, finishing with an overall gold medal (second place), a gold medal in overall individual events team sweepstakes, and an overall bronze in debate.

APPROVAL OF MINUTES

Approval of minutes of the regular meeting of May 11, 2016 (Pages 1 through 14).

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
 - 2016-17 Tentative Budget Report, presented by Rosa Royce, Associate Vice President, Fiscal Services

CONSENT CALENDAR

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

Consideration of approval is requested for the following:

ADMINISTRATIVE SERVICES

1. Appropriation Transfers and Budget Revisions Summary (Pages 15 through 22);
2. Hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines (Pages 23 through 25);
3. Tentative Budget for the 2016-17 Fiscal Year (Pages 26 through 28);
4. Re-issue stale-dated warrant (Page 29);
5. Quarterly Financial Status Report for the period ending March 31, 2016 (Pages 30 through 32);
6. Quarterly Investment Report for the quarter ending March 31, 2016 (Page 33);
7. Resolution No. 15-10 - Temporary Inter-fund Cash Borrowing (Pages 34 and 35);
8. Resolution No 15-11 - Authorization to Establish Section 115 Mt. San Antonio College STRS/PERS Pension Trust (Pages 36 through 52);
9. Renewal of agreement with American Fidelity Administrative Services, LLC for Affordable Care Act Employee Tracking and Employer Reporting Services (Pages 53 and 54);
10. Annual Investment Policy Statement. (Pages 55 through 61);
11. Declassification and destruction of records, as listed (Page 62);
12. Contract with CardTronics USA, Inc. to provide ATMs on campus (Pages 63 and 64);
13. Cell site lease amendment with Verizon Wireless (Page 65);
14. Purchase used television production equipment from Bexel TSS Global Broadcast Solutions, a division of the Vitec Group, P.L.C. (Pages 66 and 67);
15. Contract with Capital Protection to provide crowd management services (Page 68);

16. Award of Bid No. 3079 to Courtney, Inc. of Irvine, CA (Page 69):
 - Bid No. 3079 Re-Roofing Project: Public Safety, Information Technology Division, and Facilities Warehouse;
17. Contract with Alertus Technologies, LLC for consulting services related to the implementation of a campus-wide emergency notification system (Page 70);
18. Contract with Hyland for consulting services to implement the Part Match process (Page 71);
19. Contract with Sirius Computer Solutions, Inc. for technical services that are not covered under a maintenance agreement for the 2016-17 Fiscal Year (Page 72);
20. Contract with IBM for technical services that are not covered under an IBM maintenance agreement for the 2016-17 Fiscal Year (Page 73);
21. Contract with Ellucian for Banner and Oracle maintenance and purchase of Ellucian Mobile license and implementation services (Pages 74 and 75);
22. Agreement with Iron Mountain for off-site data storage for the period July 1, 2016, through June 30, 2017, with an option to renew for four additional years (Page 76);
23. Agreement with Hughes Network Systems, LLC for satellite service at Brackett Field for 24 months (Page 77);
24. Agreement with Network Innovations US Inc. for satellite airtime for the Emergency Operations Center satellite phone (Page 78);
25. Renewal of aviation liability insurance with Falcon Insurance Agency of California, Inc. (Pages 79 and 80);
26. Renewal of fine arts insurance coverage with Huntington T. Block Insurance Agency, Inc. (Page 81);
27. Renewal of student accident and athletic insurance coverage with Student Insurance Company (Pages 82 and 83);
28. Renewal of the General Liability and Property Coverage with ASCIP for the period July 1, 2016, through July 1, 2017 (Pages 84 and 85);
29. Contract with Tilden-Coil Constructors, Inc. for Athletics Modular - pre-construction, project general conditions, and construction management services (Page 86);
30. Lease/Leaseback Construction - Final Reconciliation and Notice of Completion - Student Success Center (Pages 87 and 88);

31. Agreements to provide professional design and consulting services with P2S Engineering, Inc. for the Art Center Wood Shop, Replace Electrical - Farm, and the Technology Building Classroom Renovation; HMC Architects for Design Technology Interior Improvements; Greve & Associates, LLC for West Parcel Solar; Campbell Anderson & Associates, Inc. for cost consulting services' and Gala Systems for Gala Stage List annual maintenance agreement (Pages 89 and 90);
32. Contract Amendments (Pages 91 through 94):
 - Contract Professional design and consulting services – added services - Temporary Classroom Building Systems Upgrade – Hill Partnership, Inc. – Amendment No. 1;
 - Contract Professional design and consulting services - added services - The Equity Center - Psomas - Amendment No. 3;
 - Contract Professional design and consulting services - added services - Document Storage Modular - PAL id Studio - Amendment No. 1;
 - Contract Professional design and consulting services - added services - West Parcel Solar Project - Helix Environmental Planning - Amendment No. 1;
 - Contract Professional design and consulting services - added services - Athletics Complex - Psomas - Amendment No. 1;
 - Contract Professional design and consulting services - added services - Athletics Complex - HMC Architects - Amendment No. 3;
33. Change Order for the Energy Services Contract - Demand Response Program (Pages 95 and 96):
 - Contract MelRok, LLC (General Contractor) – Change Order No. 1;
34. Change Order for the Thermal Energy System and Chiller Cooling Tower project (Pages 97 and 98):
 - Contract Tilden-Coil Constructors, Inc. (General Contractor) – Change Order No. 1;
35. Change Order for Building 23 Renovation (Pages 99 and 100):
 - Contract Harik Construction, Inc. (General Contractor) – Change Order No. 4;
36. Change Order for the Professional and Organizational Development offices at the Library building (Page 101):
 - Contract GDL Best Contractors Inc. (Utility Contractor) – Change Order No. 3;
37. Completion Notices:
 - Bid No. 3013 Air Conditioning Replacement, Los Angeles Air Conditioning Inc. (Contractor);
 - Bid No. 3053 Re-Roofing Project - Building 28A Lower Roof, Courtney, Inc. (Contractor); and

38. Proposed Gifts and Donations to the College:
 - John Pellitteri – Miscellaneous books (900), valued by donor at \$2,700 (\$3 each), to be reviewed for inclusion in the Library's collection to be used to support student learning.

HUMAN RESOURCES

39. Personnel Transactions (Pages 102 through 125);
40. New and/or Revised Classified Job Classification Descriptions (Pages 126 through 130);
41. New and/or Revised Management Job Classification Descriptions (Pages 131 through 136);
42. Contract for Employee Assistance for Education with the Los Angeles County Office of Education (Page 137);
43. Contract for Fair Employment Housing Act/Americans with Disabilities Act Reasonable Accommodations with Shaw HR Consulting (Page 138);
44. Contract for Investigative Services with Norman A. Traub Associates (Pages 139 and 140); and
45. Contract for Investigative Services with The Titan Group (Page 141).

INSTRUCTION

46. Community Services Program/Offerings for the 2016-17 Academic Year (Pages 142 through 150);
47. School of Continuing Education Additions and Changes (Pages 151 through 153);
48. Memorandum of Understanding with Los Angeles County Workforce Development Board (Page 154 and 155);
49. Child Development Center Acceptance of 2016-17 Funds (Page 156);
50. Child Development Center Contract Amendments 2015-16 (Page 157);
51. Center of Excellence 2015-16 Extension and 2016-17 Grant Renewal (Page 158);
52. Purchase CourseLeaf Curriculum Module from LeepFrog Technologies, Inc. (Page 159);
53. Modified Courses Effective with the 2017-18 Academic Year (Page 160);
54. Amendment to 2015-16 Athletic Special Events Expenditures and Contracts (Page 161);
55. Basic Skills and Student Outcomes Transformation Program Grant Acceptance of Funds (Pages 162 and 163);
56. Acceptance of Funds for Assessment, Remediation, and Retention for Associate Degree Nursing Programs Grant (Page 164);

57. Child Development Workforce Initiative Grant Acceptance of Funds (Page 165); and
58. Acceptance of Funds and Approval of Contract for Enrollment Growth for Associate Degree Nursing Programs (Page 166 and 167).

STUDENT SERVICES

59. Contract with Island Packers for the ACES 2016 Summer Residential Transfer Bridge Program (Page 168);
60. Contract with California State University Channel Islands Campus Recreation for the ACES 2016 Summer Residential Transfer Bridge Program (Page 169); and
61. 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 (Page 170).

Consideration of ratification is requested for the following:

INSTRUCTION

62. Contract Agreement with University of California at Los Angeles, Higher Education Research Institute for 2015-16 and Authorization for the 2016-17 Freshman Survey (Pages 171 and 172).

ACTION ITEM

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. Proposed revisions to Board Policy 6250 - Budget Management (Pages 173 and 174).

DISCUSSION ITEMS

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

1. Administrative Policy 6750 - Traffic and Parking Regulations (Pages 175 through 181).
2. Cleary Compliance Assessment draft report from Margolis Healy (Pages 182 through 184).

ADJOURNMENT

Future Board Meetings

July 13, 2016
August 17, 2016
September 14, 2016

Upcoming Events

- June 17 **One World, One Sky: Big Bird's Adventure**, 4:30 p.m., Planetarium
 Cosmic Comets, 6:00 and 7:30 p.m., Planetarium
- June 18 **Secret of the Cardboard Rocket**, 4:30 p.m., Planetarium
 Dynamic Earth, 6:00 and 7:30 p.m., Planetarium
- June 20 **2016 Summer Intercession Begins**
- June 22 **Blood Drive**, 9:00 a.m.-7:00 p.m., Student Life Center (Building 9C)
 Board of Trustees Meeting, 6:30 p.m., Founders Hall
- July 4 **Independence Day Holiday – Campus Closed**
- July 13 **Registration begins for 2016 Fall Credit and Continuing Education Classes**
- July 31 **2016 Summer Intersession Ends**

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**

June 22, 2016





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 11, 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, May 11, 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; Irene Malmgren, Vice President, Instruction; and Audrey Yamagata-Noji, Vice President, Student Services were present.

1. PUBLIC COMMUNICATION REGARDING CLOSED SESSION

None.

2. CLOSED SESSION

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

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

3. PUBLIC SESSION

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

The meeting reconvened at 6:32 p.m., and the Pledge of Allegiance was led by Professor Richard McGowan.

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

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

4. **MOMENT OF SILENCE**

Note: The entire dialogue may be heard beginning at 00:00:10 on the attached meeting audio.

A moment of silence was observed in memory of retired Drug and Alcohol Counseling Professor **Paul Sharpe**, who passed away 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.

5. **REPORTING OUT OF ACTION TAKEN IN CLOSED SESSION**

Note: The entire dialogue may be heard beginning at 00:03:42 on the attached meeting audio.

The Board unanimously voted to accept the findings and recommended decision of the President to discipline Employee No. ...0730.

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

Noes: None

Abstained: None

Absent: None

6. **INTRODUCTIONS AND RECOGNITION**

Note: The entire dialogue may be heard beginning at 00:04:06 on the attached meeting audio.

- The following newly appointed and promoted employees were introduced:

Classified Employees (Newly Appointed)

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

Management Employee (Newly Appointed)

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

Classified Employees (Promoted)

- **Donald Lee**, Interim Lead Custodian (Custodial Services) (present)
- **Ann Marie Marin**, Administrative Specialist III (Arts) (present)
- A Certificate of Service was presented to the following retiring employee:
 - **Sharon Spoto**, Administrative Specialist I (Technology and Health Division), 11 years of service (present)
- Certificates of Service were presented to the following retiring faculty members, whose combined years of service total 267:
 - **Glenda R. Bro**, Professor (American Languages), 25 years of service (present)
 - **Wanda Fulbright-Dennis**, (Professor-Counseling), 26 years of service (present)
 - **Alina A. Hernandez**, Professor (Counselor-Counseling), 28 years of service (present)
 - **Robert I. Ho**, Professor (Architecture, Industrial Design Engineering, and Manufacturing), 32 years of service (present)
 - **Lynda S. Hoggan**, Professor (Biological Sciences), 20 years of service (present)
 - **Richard I. McGowan**, Professor (Accounting and Management), 25 years of service (present)
 - **Yukiko K. McPhail**, Professor (World Languages), 24 years of service (present)
 - **Robert S. Perkins**, Professor (Architecture, Industrial Design Engineering, and Manufacturing), 15 years of service (present)
 - **Thomas A. Visosky**, Professor (Agricultural Sciences), 36 years of service (present)
 - **Christopher N. Walker**, Professor (Counselor, Disabled Student Programs and Services), 35 years of service (present)
- The 2016 Educators of Distinction were recognized:
 - **Stacy Bacigalupi**, Psychology (present)
 - **Lois Cole**, English, Literature, and Journalism (absent)
 - **Karyn Kakiba-Russell**, Biological Sciences (absent)
 - **Charles Newman**, Chemistry (present)
 - **John Pellitteri**, ESL, Psychology (present)
- **Fritz Heirich**, CEO of Alliance of Schools for Cooperative Insurance Programs (ASCIP), presented 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, accepted the award on behalf of the College.
- Mt. San Antonio College's Turf Team 208 finished in first place at the 12th 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 were **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 were 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 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!

7. APPROVAL OF MINUTES

Note: The entire dialogue may be heard beginning at 00:49:17 on the attached meeting audio.

It was moved by Trustee Baca, seconded by Trustee Bader, and passed to approve the minutes of the regular meeting of April 13, 2016.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

8. PUBLIC COMMUNICATION

Note: The entire dialogue may be heard beginning at 00:49:53 on the attached meeting audio.

- Students Margareth Widjaja, Yingai Ni, Soralephyben Bunthon, Jin Uh, and Mishiva Yoana spoke about their concerns with the health insurance premiums and lack of options for International Students.
- Pavon Juarez spoke about the Organizing for Change event.

9. REPORTS

Note: The entire dialogue may be heard beginning at 01:10:46 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
- **Eric Kaljumagi**, President, Faculty Association
- **Sandra Bollier**, Vice President, CSEA 262 (no written report)
- **Justin Ott**, President, CSEA 651 (no report)
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

10. BOARD COMMUNICATION

Note: The entire dialogue may be heard beginning at 01:51:00 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 welcomed and congratulated newly appointed and promoted employees LaToya Bass, Neftali Correa, Nicole Herman, Nadine Hernandez, Vincent Herrera, Donald Lee, Ann Marie Marin, David Montes, Joseph Perez, and Jenny Phu.
 - They congratulated Glenda Bro, Alina Hernandez, Robert Ho, Lynda Hoggan, Richard McGowan, Yukiko McPhail, Robert Perkins, Sharon Spoto, Thomas Visosky, and Christopher Walker on their retirement.
 - They congratulated Stacy Bacigalupi, Lois Cole, Karyn Kakiba-Russell, Charles Newlan, and John Pellitteri for being named the 2016 Educators of Distinction.
 - They congratulated Risk Management, the Turf Team, and Landscape Design student Jacqueline Ford for their awards.
- C. Trustee Hall reported the following:
- He commented on the passing of Paul Sharpe and suggested that, at commencement time, a place be provided on the commencement program to list individuals that were lost during the previous year.
 - He recognized Phi Rho Pi Forensics Team.
 - He attended the San Gabriel Valley Civic Alliance Sector Awards event.
 - He attended the San Dimas Arts Festival Awards dinner.
 - He attended the Hacienda Heights Kiwanis Club Rib Fest event.
 - He and Associated Students President Rene Jimenez attended the Auxiliary Services Board meeting.
 - He attended the Citizens Oversight Committee meeting.
 - He talked about the year-end sports events and how well Mt. SAC's teams are doing.
- D. Trustee Hidalgo reported the following:
- He was interviewed on television by Brad Pomerantz regarding Mt. SAC's partnerships with the University of La Verne and Mt. Saint Mary's College.
 - He attended the Mt. SAC Relays.
 - He attended the San Gabriel Valley Educational Scholarship dinner.
- E. Trustee Baca reported the following:
- He attended the Cardenas family event.
 - He thanked Coach Kevin Smith for his work with the Baseball Team.
 - He attended the Citizens Oversight Committee meeting.
 - He attended the Mt. SAC Relays.
 - He attended the San Gabriel Valley Educational Scholarship dinner.
 - He's looking forward to attending the Mt. SAC Foundation Annual Golf Tournament.

F. Trustee Bader reported the following:

- She would like to see the median landscape on Temple Avenue upgraded in order to have a beautiful entry on to the Mt. SAC campus.
- She was a panelist at Claremont Graduate University regarding Higher Education and the Law.
- She's looking forward to all of the year-end activities.

G. Trustee Santos reported the following:

- She attended the Mt. SAC Relays.
- She attended the Mt. SAC Farm Day.
- She attended the Metro Board meeting to speak in support of Metro giving up two bus lines (the 190 and the 194), and it was passed.
- She met with the Ontario and Montclair USD superintendents regarding their K-12 Promise Programs.
- She attended the San Gabriel Valley Economic Partnership Outlook meeting.
- She attended the L. A. County School Trustees Association (LACSTA), where Dr. Scroggins moderated a student panel on Workforce Pathways to Higher Education.
- She attended several community and civic events, such as the Baldwin Park Women's Club, Business Association, and Pomona Latino Roundtable Community Development Committee.
- She attended the San Gabriel Valley Educational Scholarship dinner.
- She attended the Bassett School District Talent Show.

H. Trustee Chen reported the following:

- He would like to see images of the landscaping that Jacqueline Ford created.
- He thanked the International student speakers tonight and urged the Board to look into their concerns and address them.
- He attended the San Gabriel Valley Educational Foundation dinner.
- He served on a panel run by the Asian-American Advancing Justice on Youth Civic Engagement.
- He was invited to the Consulate General's house, who is the Ambassador for China.
- He attended the CCLC Annual Trustees' Conference in Palm Desert.
- He visited the Planetarium with his family.
- He is looking forward to all of the year-end events.

I. Student Trustee Santos reported the following:

- L. A. County representatives trained Mt. SAC students on registering and how to vote.
- She attended the CCLC Annual Trustees' Conference in Palm Desert.
- She is organizing for a Change Event on May 20.
- She'll be going back and forth to the Mt. SAC Foundation Annual Golf Tournament and the Culture Fair.
- She's looking forward to all of the year-end events.
- Regarding the International Students – she said that we need to make sure that we meet their needs and concerns.
- Chat with the President (also known as Pizza with the President) meetings each month with the students are very worthwhile.
- She's been at the Title V Coordinator's house working on Latino Success Week for fall 2016.

- She's on a Student Center focus group regarding the different things that would be needed in the new student building.
- Career and transfer events and university tours have been getting a lot of attention.
- She's happy that the Metro bus lines will be provided from outlying areas.

J. Trustee Chen Haggerty reported the following:

- She admires the International Students for speaking to the Board about their concerns.
- She met with the new Mt. SAC auditors.
- She attended the CCLC Annual Trustees' Conference in Palm Desert.
- She attended the Rowland Heights Coordinating Council meeting.
- She thanked Dan Smith for his service as the Academic Senate President.
- She wished good luck to the student with their finals.

11. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

Note: The entire dialogue may be heard beginning at 02:30:06 on the attached meeting audio.

- He welcomed and congratulated newly appointed and promoted employees LaToya Bass, Neftali Correa, Nicole Herman, Nadine Hernandez, Vincent Herrera, Donald Lee, Ann Marie Marin, David Montes, Joseph Perez, and Jenny Phu.
- He congratulated Glenda Bro, Alina Hernandez, Robert Ho, Lynda Hoggan, Richard McGowan, Yukiko McPhail, Robert Perkins, Sharon Spoto, Thomas Viskosky, and Christopher Walker on their retirement.
- He congratulated Stacy Bacigalupi, Lois Cole, Karyn Kakiba-Russell, Charles Newlan, and John Pellitteri for being named the 2016 Educators of Distinction.
- He congratulated Risk Management, the Turf Team, and Landscape Design student Jacqueline Ford for their awards.
- He talked about losing Manuel Cerda (former Mt. SAC Financial Aid Director) to Pasadena City College; but, recognized what a great talent was found in the new Financial Aid Director Jenny Phu.
- He said that Mt. SAC is losing some valuable faculty members, who have set the tone for leadership among faculty.

12. BOARD INFORMATIONAL REPORT

No report was given due to information not being available from the Governor's Office until Friday, May 13. A summary of the May Revise will be provided to the Board members as soon as possible.

13. CONSENT CALENDAR

Note: The entire dialogue may be heard beginning at 02:32:15 on the attached meeting audio.

The following corrections were made to the Consent Calendar:

- On Page 32, Purchase Audio-Visual Equipment (Bid No. 3077), under ANALYSIS AND FISCAL IMPACT, the table was corrected as follows: Line 1 (Videotape Products Inc., Burbank, CA) was removed; Line 3, the number "1" was inserted in the Section column; and the total on Line 3 was changed to "\$14,158.33."

- On Page 33, Purchase Audio-Visual Equipment (Bid No. 3077), under SUMMARY OF BIDS, the table was corrected as follows: Line 1, the amount under VTP, Inc. was changed to "2,644.43."

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

ADMINISTRATIVE SERVICES

1. Appropriation Transfers and Budget Revisions Summary;
2. Hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines;
3. Re-issue stale-dated warrants;
4. This item was pulled and acted upon separately (see Paragraph No. 14).
5. This item was pulled and acted upon separately (see Paragraph No. 15).
6. Purchase audio-visual equipment for Welding classrooms in Building 69:
 - 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;
8. Contract Amendment:
 - Contract Professional design and consulting services – added services - Temporary Space Building Infrastructure and Central Plant Connection – P2S Engineering, Inc. – Amendment No. 2;
9. This item was pulled and acted upon separately (see Paragraph No. 16).
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;
12. This item was pulled and acted upon separately (see Paragraph No. 17).

INSTRUCTION

13. School of Continuing Education additions and changes;
14. Advance payment for Radiologic Technology accreditation site visit;
15. Sponsorship agreement with Health Career Connection, Inc.;
16. 2017-18 Academic Calendar;
17. License renewal for the Lynda.com campus-wide license;
18. License renewal for the Qualtrics campus-wide license;
19. This item was pulled and acted upon separately (see Paragraph No. 18).
20. New and modified courses and new and modified degrees and certificates effective with the 2016-17 academic year;
21. Mt. San Antonio College's 2016 Institutional Effectiveness Partnership Indicators;
22. Contract agreement with Nuventive for PlanningPoint and ActionPoint software;
23. This item was pulled and acted upon separately (see Paragraph No. 19).

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;
25. Contract with Blackbaud to provide services to upload contact information into the College Foundation's donor database;

STUDENT SERVICES

26. Contract with Betty Colonomos to provide training to the Sign Language Interpreters;
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;
28. Contract with the Community College Equity Assessment Lab;
29. Contract with Everson Consulting for Financial Aid Leadership Development Training;
30. This item was pulled and acted upon separately (see Paragraph No. 20).

31. Contract with Kellogg West Conference Center and Lodge for the Upward Bound Senior College-Bound Retreat;
32. Contract with Lonnie Matthews for the Financial Literacy Spring Event;
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; and
34. Contract with the University of California Santa Barbara Campus Conference Services for the ACES 2016 Summer Residential Transfer Bridge Program.

INSTRUCTION

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

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos
Noes: None
Abstained: None
Absent: None
Student Trustee concurred.

14. CONSENT ITEM #4 – PURCHASE SUPPLIES AND EQUIPMENT THROUGH OTHER AGENCIES' COMPETITIVELY BID CONTRACTS FOR THE 2016-17 FISCAL YEAR

Note: The entire dialogue may be heard beginning at 02:35:25 on the attached meeting audio.

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

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Santos
Noes: None
Abstained: Hidalgo
Absent: None
Student Trustee concurred.

15. CONSENT ITEM #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

Note: The entire dialogue may be heard beginning at 02:42:50 on the attached meeting audio.

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

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos
Noes: None
Abstained: None
Absent: None
Student Trustee concurred.

16. CONSENT ITEM #9 – CHANGE ORDER FOR THE BUILDING 23 RENOVATION (CONTRACT – HARIK CONSTRUCTION, INC. (GENERAL CONTRACTOR) – CHANGE ORDER NO. 3)

Note: The entire dialogue may be heard beginning at 02:44:55 on the attached meeting audio.

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

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

Noes: None

Abstained: Hidalgo

Absent: None

Student Trustee concurred.

17. CONSENT ITEM #12 – NEW AND/OR REVISED CLASSIFIED JOB CLASSIFICATION DESCRIPTIONS

Note: The entire dialogue may be heard beginning at 02:47:31 on the attached meeting audio.

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

18. CONSENT ITEM #19 – CONTRACT AGREEMENT WITH PACIFIC PALMS HOTEL AND CONFERENCE CENTER FOR THE 2017 HALL OF FAME DINNER

Note: The entire dialogue may be heard beginning at 02:56:33 on the attached meeting audio.

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

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

Noes: None

Abstained: Hidalgo

Absent: None

Student Trustee concurred.

19. CONSENT ITEM #23 – CONTRACT WITH FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES FOR A CALIFORNIA ACCELERATION PROJECT PRESENTATION

Note: The entire dialogue may be heard beginning at 02:59:09 on the attached meeting audio.

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

20. CONSENT ITEM #30 – MEMORANDUM OF UNDERSTANDING WITH FIVE ACRES

Note: The entire dialogue may be heard beginning at 03:01:08 on the attached meeting audio.

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

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

Noes: None

Abstained: Hidalgo

Absent: None

Student Trustee concurred.

21. CONSENT ITEM #37 – PERSONNEL TRANSACTION (ADDENDUM TO THE AGENDA)

Note: The entire dialogue may be heard beginning at 03:13:00 on the attached meeting audio.

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

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

Noes: None

Abstained: Hidalgo

Absent: None

Student Trustee concurred.

22. PUBLIC HEARING – RESOLUTION NO. 15-09 – ADOPTION OF MT. SAC 2016 CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) THRESHOLDS OF SIGNIFICANCE

Note: The entire dialogue may be heard beginning at 03:09:00 on the attached meeting audio.

The Public Hearing was opened at 9:40 p.m. and closed at 9:41 p.m.

- Resident Layla Abou-Taleb distributed a document earlier in the evening, before she had to leave the meeting.

The document may be found on the College's website with these minutes.

23. ACTION ITEM #1 – RESOLUTION NO. 15-09 – ADOPTION OF MT. SAC 2016 CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) THRESHOLDS OF SIGNIFICANCE

Note: The entire dialogue may be heard beginning at 03:09:43 on the attached meeting audio.

- Gary Nellesen, Director, Facilities Planning & Management, gave a presentation entitled "California Environmental Quality Act (CEQA) Thresholds of Significance."

The presentation may be found on the College's website with these minutes.

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

24. ACTION ITEM #2 – CLASSIFIED LAYOFF DUE TO LACK OF WORK AND/OR LACK OF FUNDS

Note: The entire dialogue may be heard beginning at 03:33:00 on the attached meeting audio.

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

25. ACTION ITEM #3 – FINALIZATION OF BOARD GOALS FOR 2016-17

Note: The entire dialogue may be heard beginning at 03:35:47 on the attached meeting audio.

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

26. ACTION ITEM #4 – PROPOSED REVISIONS TO BOARD POLICY 6200 – BUDGET PREPARATION

Note: The entire dialogue may be heard beginning at 03:37:30 on the attached meeting audio.

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

27. DISCUSSION ITEM #1 – PROPOSED REVISIONS TO BOARD POLICY 6250 – BUDGET MANAGEMENT

Note: The entire dialogue may be heard beginning at 03:44:05 on the attached meeting audio.

This item will be brought back to the June meeting for approval.

28. INFORMATION ITEM #1 – REVISIONS TO ADMINISTRATIVE PROCEDURE 6250 – BUDGET MANAGEMENT

Note: The entire dialogue may be heard beginning at 03:42:15 on the attached meeting audio.

29. ADJOURNMENT

The meeting adjourned at 10:16 p.m.

WTS:dl

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

DATE: June 22, 2016

CONSENT

SUBJECT: Appropriation Transfers and Budget Revisions Summary

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

**APPROPRIATION TRANSFERS
For the period 4/6/16 - 5/17/16**

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 20,795
7950 Unassigned Fund Balance	422,921
Total	\$ 443,716

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 12,664
2000 Classified/Other Nonacademic Salaries	122,865
3000 Employee Benefits	12,686
5000 Other Operating Expenses/Services	51,241
6000 Capital Outlay	188,605
7000 Other Outgo	55,655
Total	\$ 443,716

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #1

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: June 22, 2016

Restricted General Fund - 17

From:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 141,914
2000 Classified/Other Nonacademic Salaries	504,988
3000 Employee Benefits	108,139
4000 Supplies/Materials	37,028
Total	\$ 792,069

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 480,629
6000 Capital Outlay	308,257
7000 Other Outgo	3,183
Total	\$ 792,069

Child Development Fund - 33

From:

<u>Budget Classification</u>	<u>Amount</u>
7940 Assigned Fund Balance	\$ 10,009
Total	\$ 10,009

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 2,948
5000 Other Operating Expenses/Services	7,061
Total	\$ 10,009

Farm Operations Fund - 34

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 1,000
6000 Capital Outlay	1,000
Total	\$ 2,000

To:

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

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: June 22, 2016

BAN Construction Fund - 44

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 458
Total	\$ 458

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 458
Total	\$ 458

Bond Construction Fund No. 2 - 45

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 1,065,951
7920 Restricted Fund Balance	78,000
Total	\$ 1,143,951

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 43,951
5000 Other Operating Expenses/Services Educational and Facilities Master Plans and Student Services Planning Study	1,100,000
Total	\$ 1,143,951

Associated Students Trust Fund - 71

From:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 1,299
6000 Capital Outlay	1,200
Total	\$ 2,499

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 2,499
Total	\$ 2,499

Student Representation Fee Trust Fund - 72

From:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 12,335
Total	\$ 12,335

SUBJECT: Appropriation Transfers and Budget Revisions Summary**DATE:** June 22, 2016

To:			
	<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$	12,335
Total		\$	12,335

Other Trust Funds - 79

From:			
	<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$	5,200
Total		\$	5,200

To:			
	<u>Budget Classification</u>		<u>Amount</u>
6000	Capital Outlay	\$	5,200
Total		\$	5,200

BUDGET REVISIONS
For the period 4/6/16 - 5/17/16

Unrestricted General Fund - 11 and 13

Revenue:			
	<u>Budget Classification</u>		<u>Amount</u>
816000	Veteran's Services	\$	5,904
882001	Agricultural Club Council		300
882003	Athletic Training Program		210
882003	Baseball Program		5,000
882003	Football Program		500
882003	Men's Basketball Program		6,000
882003	Track and Field Program		7,000
882003	Women's Soccer Program		100
882003	Women's Volleyball Program		2,000
883100	Tawa Supermarket, Inc., contract 1516-002		9,400
883100	Los Angeles County Office of Education, contract 1516-003		48,900
883100	All Americas, Inc., contract 1516-005		2,400
883100	Montclair Fire Department, contract 1516-007		1,988
883900	Center of Excellence		46,650
884001	Music - Choral Program		175
884007	Planetarium - Sales		10,513
884008	Music - Choral Program		257
884008	Box Office - Ticket Sales		1,825

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: June 22, 2016

884021	Athletics Program	\$	455
884024	Mountaineer Advertising		700
887200	Wellness Center Membership		12,140
887200	Motorcycle Safety		140,286
887500	Geology/Oceanography Field Trips		4,806
887714	Fire Academy		5,542
887730	Architecture/Design, Production Fees		380
887730	Arts, Materials Fees		160
887730	Arts, Print Making Fees		1,044
887730	Business Division, Color Copy Fees		812
887730	Ceramics, Clay Fees		1,583
887730	Commercial Art, Print Fees		370
887730	First Aid and CPR Fees		722
887730	Industrial Design Technology, Production Fees		365
887730	Interior Design/Fashion, Print Fees		450
887730	Photographics, Production Fees		2,460
887750	Floral Design, Material Fees		500
887900	Expedited Transcript Fee		11,469
888107	Parking - Facility Rental		11
888500	Baseball Program		1,270
888500	Bursar's Office, Duplicate ID Fees - Non-Credit Students		9,440
888500	Flight Training Program		39,258
888500	Music - Choral Program		6,463
888500	Campus Facility Rentals		81,386
888545	Air Conditioning, EPA Test Fees		81
888545	Aircraft Maintenance Fees		410
888545	Nursing Kaplan Integrated Test Fees		688
888545	Welding Certification		1,200
889000	Printing Services		7,587
889000	Self-Insured Retention Trust		14,496
889000	Risk Management Safety Credits		17,492
889004	American Readers Theater Program		5,000
889004	Communication Department Program		13,060
889004	Mt. SAC Speakers Program		5,000
889005	Aquatics Program		14,960
889005	Athletics Program		1,050
889005	Men's Basketball Program		450
889005	Mt. SAC Speakers Program		2,810
889005	Music - Choral Program		3,975
889005	Music - Instrumental Program		7,206
889005	Track and Field Program		1,147
Total		\$	567,806

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: June 22, 2016

Expenditures:

<u>Budget Classification</u>		<u>Amount</u>
1000	Academic Salaries	\$ 410
2000	Classified/Other Nonacademic Salaries	57,062
3000	Employee Benefits	2,724
4000	Supplies/Materials	51,348
5000	Other Operating Expenses/Services	412,654
6000	Capital Outlay	36,895
7950	Unassigned Fund Balance	6,713
Total		\$ 567,806

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>		<u>Amount</u>
862908	2015-16 Basic Skills - Adjustment	\$ (19,803)
862909	2015-16 Student Equity - Adjustment	(209,291)
865900	2015-16 Technical Assistance Provider for Contract Education (TAP) Grant - Augmentation	40,000
865900	Course Identification Program	295,675
882000	Flight Safety Grant	46,211
Total		\$ 152,792

Expenditures:

<u>Budget Classification</u>		<u>Amount</u>
1000	Academic Salaries	\$ 143,492
2000	Classified/Other Nonacademic Salaries	1,677,276
3000	Employee Benefits	267,862
4000	Supplies/Materials	281,800
5000	Other Operating Expenses/Services	(2,265,049)
6000	Capital Outlay	47,411
Total		\$ 152,792

Farm Operations Fund - 34

Revenue:

<u>Budget Classification</u>		<u>Amount</u>
886000	2015-16 Interest	\$ 679
Total		\$ 679

Expenditures:

<u>Budget Classification</u>		<u>Amount</u>
7950	Unassigned Fund Balance	\$ 679
Total		\$ 679

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: June 22, 2016

Health Services Fund - 39

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
886000 2015-16 Interest	\$ 2,096
Total	\$ 2,096

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7950 Unassigned Fund Balance	\$ 2,096
Total	\$ 2,096

Capital Outlay Projects Fund - 41

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
886000 Revenue Lease Bonds Interest	\$ 11
886000 2015-16 Interest	19,743
889000 Energy Projects - District	30,000
Total	\$ 49,754

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 30,011
7950 Unassigned Fund Balance	19,743
Total	\$ 49,754

Associated Students Trust Fund - 71

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
886000 2015-16 Interest	\$ 3,277
Total	\$ 3,277

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 3,277
Total	\$ 3,277

Student Representation Fee Trust Fund - 72

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
886000 2015-16 Interest	\$ 295
Total	\$ 295

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: June 22, 2016

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 295
Total	\$ 295

Student Financial Aid Trust - 74

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
815000 2015-16 Federal Supplemental Educational Opportunity Grant (FSEOG)	\$ 194,000
862900 2015-16 Cal Grants	1,377,000
898001 2015-16 Federal Supplemental Educational Opportunity Grant (FSEOG) - District Match	61,705
Total	\$ 1,632,705

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7000 Other Outgo	\$ 1,632,705
Total	\$ 1,632,705

RECOMMENDATION

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$443,716), Restricted General Fund (\$792,069), Child Development Fund (\$10,009), Farm Operations Fund (\$2,000), BAN Construction Fund (\$458), Bond Construction Fund No. 2 (\$1,143,951), Associated Students Trust Fund (\$2,499), Student Representation Fee Trust Fund (\$12,335), and Other Trust Funds (\$5,200) 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 (\$567,806), Restricted General Fund (\$152,792), Farm Operations Fund (\$679), Health Services Fund (\$2,096), Capital Outlay Projects Fund (\$49,754), Associated Students Trust Fund (\$3,277), Student Representation Fee Trust Fund (\$295), and Student Financial Aid Trust Fund (\$1,632,705) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

DATE: June 22, 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:

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Atmali, Handy	Marketing & Communication	Graphic Designer and support – accreditation report production	6/23/16– 6/30/17	\$24,000
Breadman, Scott	Instruction – Music	Latin Percussionist – Vocal Jazz Concert	6/3/16- 6/4/16	\$300
Brown, David	Instruction – STEM Teacher Prep Grant	Deliver presentations for the Summer Science Experience	5/5/16- 7/31/16 (Amends contract approved on 5/11/16)	\$1,100
Brown, Kriston	Instruction – Communication	Judge – American Readers' Theater Association Tournament	4/30/16- 5/1/16	\$250
Cataraha, Ronald	Human Resources – Equal Employment Opportunity (EEO)	EEO Management Assistance	7/1/16- 10/31/16	\$40,321
Cervantes, Ebut	Instruction – Music	Recording Engineer – Chamber Singers	7/1/16- 6/30/17	\$4,000
Cruz, Cesar Alonso	Student Services – Bridge Program	Guest Speaker – Summer Bridge Program	6/30/16	\$2,500
Fish, Duane	Instruction – Communication	Judge – American Readers' Theater Association Tournament	4/30/16- 5/1/16	\$250

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

SUBJECT: Independent Contractors**DATE:** June 22, 2016

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Gilkey, John	Instruction – Music	Tune and repair all pianos	7/1/16- 6/30/17	\$10,000
Gregory, Steven	Instruction – Music	Performer/Accompanist – Vocal Jazz ensembles, rehearsals, performances, and events	7/1/16- 6/30/17	\$5,000
Hernandez, Daniel	Instruction – Business Division	Photographer – Fashion 15, 22, 23, and 66 student portfolios	7/1/16– 6/16/17	\$1,500
Jacquette, Tim	Instruction – Music	Recording Engineer – Vocal Jazz ensembles	7/1/16– 6/30/17	\$4,000
Johnstone, Dave	Instruction – Music	Performer/Accompanist – Vocal Jazz ensembles, rehearsals, performances, and events	7/1/16– 6/30/17	\$10,000
Kishimoto, Elwin	Instruction – Fine Arts	Service and repair of ceramics kiln	7/1/16– 6/30/17	\$1,000
LeBeau-Walsch, Lori dba LLW Studio Graphic Design	Instruction – Technology & Health	Services and consultation	7/1/15- 6/30/16	\$4,700 Increase of \$700 to original Board- Approved amount of Not to Exceed in August 2015
LeBeau-Walsch, Lori dba LLW Studio Graphic Design	Instruction – Technology & Health	Graphic Designer and consultation	7/1/16- 6/30/17	\$3,500
Marquez, Jennifer	Marketing & Communication	Web writing and editing support	7/1/16- 6/30/17	\$9,000
McDonald, Kaye	Instruction – Communication	Judge – American Readers' Theater Association Tournament	4/30/16- 5/1/16	\$250
Politano, Matthew	Instruction – Music	Performer/Masterclass Conductor – Jazz Piano & Rhythm Section for Instrumental Jazz Band rehearsals, performances, and events	7/1/16- 6/30/17	\$4,000

SUBJECT: Independent Contractors

DATE: June 22, 2016

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Regus, Elaine	Marketing & Communication	Feature writing support	7/1/16-6/30/17	\$1,800
Sabara, Daryl	Instruction – Communication	Judge – American Readers' Theater Association Tournament	4/30/16-5/1/16	\$250
Schnoor, Larry	Instruction – Communication	Judge – American Readers' Theater Association Tournament	4/30/16-5/1/16	\$250
Seagle, Steven	Instruction – Communication	Judge – American Readers' Theater Association Tournament	4/30/16-5/1/16	\$250
Suffredini, Ron	Instruction – Music	Performer/Accompanist – Vocal Jazz ensembles, rehearsals, performances, and events	7/1/16–6/30/17	\$10,000
Turner, A. Franklin	Instruction – Technology & Health	Medical Director – Radiologic Technology Program	7/1/16-6/30/17	\$1,000
Young, Earl	Instruction – Technology & Health	Medical Director – Respiratory Therapy Program	7/1/16-6/30/17	\$7,500
Zasadzinski, Thomas	Marketing & Communication	Photography support for Annual Report	7/1/16–6/30/17	\$2,900

Funding Sources

Unrestricted General Fund – Marketing & Communication; Instruction – Music, STEM Teacher Prep Grant, Communication, Business, Fine Arts, Technology & Health, Human Resources/EEO.

Restricted Fund – Instruction – Technology & Health.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 22, 2016</u>	CONSENT
SUBJECT:	<u>Tentative Budget for the 2016-17 Fiscal Year</u>	

BACKGROUND

In accordance with Title 5 of the California Code of Regulations, Section 58300, community college districts must adopt a tentative budget each year on or before the first day of July. Most expenditures such as salaries, fringe benefits, supplies, contracts, services, and utilities are considered to be ongoing and part of what is called the operational budget.

ANALYSIS AND FISCAL IMPACT

This year, the overall State budget outcome is positive for community colleges. The budget reflects the Governor’s continued commitment to public higher education while exercising restraint in light of a slow-growth economy and the sunset of Proposition 30 revenues. The main proposed increases in the Governor’s May Revision Budget and the agreements reached by the legislature consists of a \$114.7 million for Growth, \$75.0 million Increase to Base Allocation, \$200 million for the Strong Workforce Program, \$184.5 million for Physical Plant and Instructional Support, and \$105.5 million in one-time funds for State Mandated Reimbursements. It is important to mention that the cost-of-living adjustment (COLA) was eliminated from the Governor’s May Revision Budget as a result of the statutory COLA calculation resulting in zero. It is expected that the Governor will sign the final budget on or before June 30, 2016.

It is anticipated that the College’s Net Changes in Revenues and Expenditures for the 2015-16 fiscal year will be a positive \$10,251,514. This difference is the result of Estimated Unbudgeted Revenues for \$3,955,685 and Estimated Unexpended Expenditure Budgets for \$6,295,829. The most important unbudgeted revenues include a \$786,116 decrease in Growth for 2014-15, a \$879,034 increase to the 2015-16 Base Allocation, a \$3,767,645 estimated increase in Growth for 2015-16, a \$1,310,604 decrease in the 2015-16 Apportionment due to an increase of the statewide deficit, and a \$772,169 increase in Miscellaneous Revenues such as Nonresident Tuition, Lottery revenue, and Interest. The estimated unexpended expenditure budgets are mainly as a result of vacancies for faculty, management, and classified positions; and positions and operational expenses funded through the New Resources Allocation on an ongoing and one-time basis for 2014-15 and 2015-16. Of the \$10,251,514, a total of \$9,217,665 will be used to fund commitments such as purchases in progress, carryovers, New Resources Allocation carryovers, and one-time expenditures.

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>

SUBJECT: Tentative Budget for the 2016-17 Fiscal Year

DATE: June 22, 2016

The ongoing revenues for the Unrestricted General Fund include the 2016-17 Increase to the Base Allocation as proposed by the Governor's May Revision Budget. These revenues also include an increase in growth as result of an estimated increase of 798 FTES in 2015-16 and an additional 250 FTES from the Summer 2016. Other increases include adjustments to the 2015-16 Base Allocation and Enhanced Noncredit Career Development and College Preparation Courses (CDCP) to be recalculated in February 2017, lottery funds, nonresident tuition, and interest. The total ongoing revenues for the Unrestricted General Fund increased from the 2015-16 fiscal year by \$7,751,984.

The ongoing expenditures for the Unrestricted General Fund include the annual step-and-column salary progression along with the associated employer-paid benefits; the increase in the California State Teacher's Retirement System (CalSTRS) and California Public Employees' Retirement System (CalPERS) employer contributions; new faculty, management and classified positions; and the increase to the Hourly Faculty Budget due to earning the 2015-16 growth. The ongoing expenditures also include the 1% salary increase for all employee groups. This increase has been approved by the Board of Trustees for the faculty and is pending Board approval for CSEA 262, CSEA 651, Management, Confidential, and Supervisor employee groups. The total ongoing expenditures for the Unrestricted General Fund increased from the 2015-16 Adopted Budget by \$7,085,832.

As always, the budget is considered a dynamic planning document flexible enough to be responsive to the College's needs, yet very dependent upon uncertain, variable revenue. Included in the budget are total ongoing Unrestricted General Fund revenues of \$173,857,946 and ongoing expenditures estimated at \$173,925,366, leaving a projected ongoing budget deficit of \$67,420.

The proposed tentative budget includes a total of \$12,406,844 between a prior year estimated fund balance and new one-time revenues to fund one-time expenditures for the 2016-17 fiscal year. The one-time revenues include an increase of the State Mandated Reimbursement as proposed in the Governor's May Revision Budget, a net increase for the recovery of the Apportionment Deficit and a one-time increase for the 250 FTES Growth. The one-time expenditures primarily include carryovers, a set aside for STRS/PERS Trust, and a corresponding expenditure budget for the State Mandated Reimbursement.

The revenue-generated accounts in the Unrestricted General Fund include a projected ending balance of \$5,137,259; this balance, along with the 2016-17 estimated revenues of \$2,501,548, are the source of funding for the estimated expenditures of \$7,638,807. These funds are designated for College programs.

Further revisions will be made and greater detail presented for approval with the public hearing and presentation of the Adopted Budget Plan and Budget on September 14, 2016, at the Board of Trustees meeting.

SUBJECT: Tentative Budget for the 2016-17 Fiscal Year

DATE: June 22, 2016

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees reviews and adopts the Tentative Budget (distributed as a separate document) for the 2016-17 fiscal year.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 22, 2016</u>	CONSENT
SUBJECT:	<u>Re-issue Stale-Dated Warrant</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 payee has requested the re-issuance of his respective warrant:

Warrant No.	Original Issue Date	Payee	Amount
07141581	09/15/11	Jason Mejia	\$108.00

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the re-issuance of the above listed warrant, as presented.

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

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>June 22, 2016</u>	CONSENT
SUBJECT: <u>Quarterly Financial Status Report</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following report for the period ending March 31, 2016, should be reviewed and approved by the Board of Trustees. Once this report has been approved, it will be forwarded to the Chancellor’s Office. This report includes revenues, expenditures, and fund balance for the Unrestricted General Fund only and gives the Board a condensed overview of the fiscal status of the College.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees reviews and approves the Quarterly Financial Status Report for the period ending March 31, 2016, as presented.

Prepared by: Rosa M. Royce Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #5

VIEW QUARTERLY DATA

CHANGE THE PERIOD ▾

Fiscal Year: 2015-2016

District: (850) MT. SAN ANTONIO

Quarter Ended: (Q3)

March 31, 2016

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2012-13	Actual 2013-14	Actual 2014-15	Projected 2015-16

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

A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	136,222,740	148,416,716	156,676,952	185,626,484
A.2	Other Financing Sources (Object 8900)	272,054	574,076	1,182,661	1,761,190
A.3	Total Unrestricted Revenue (A.1 + A.2)	136,494,794	148,990,792	157,859,613	187,387,674
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	138,565,735	145,965,823	152,168,354	194,215,259
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	532,735	518,742	1,420,594	6,827,323
B.3	Total Unrestricted Expenditures (B.1 + B.2)	139,098,470	146,484,565	153,588,948	201,042,582
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-2,603,676	2,506,227	4,270,665	-13,654,908
D.	Fund Balance, Beginning	30,333,634	27,729,958	30,236,185	34,506,850
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	30,333,634	27,729,958	30,236,185	34,506,850
E.	Fund Balance, Ending (C. + D.2)	27,729,958	30,236,185	34,506,850	20,851,942
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	19.9%	20.6%	22.5%	10.4%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	28,650	29,682	30,654	31,067
-----	---	--------	--------	--------	--------

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

		As of the specified quarter ended for each fiscal year			
		2012-13	2013-14	2014-15	2015-16
H.1	Cash, excluding borrowed funds		47,884,609	55,098,799	70,155,870
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	33,563,547	47,884,609	55,098,799	70,155,870

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	184,116,592	185,626,484	158,645,933	85.5%
I.2	Other Financing Sources (Object 8900)	1,720,927	1,761,190	1,748,738	99.3%
I.3	Total Unrestricted Revenue (I.1 + I.2)	185,837,519	187,387,674	160,394,671	85.6%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	191,837,728	194,215,259	118,668,274	61.1%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	4,802,572	6,827,323	6,137,298	89.9%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	196,640,300	201,042,582	124,805,572	62.1%

K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-10,802,781	-13,654,908	35,589,099	
L.	Adjusted Fund Balance, Beginning	34,506,850	34,506,850	34,506,850	
L.1	Fund Balance, Ending (C. + L.2)	23,704,069	20,851,942	70,095,949	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	12.1%	10.4%		

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

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

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	%*	Permanent		Temporary		Total Cost Increase	%
			Total Cost Increase	%*	Total Cost Increase	%*		
a. SALARIES:								
Year 1:								
Year 2 - 2015-16:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2 - 2015-16:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

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

VII. Does the district have significant fiscal problems that must be addressed? This year? YES Next year? YES

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

Estimated one-time expenditures are over estimated one-time revenues. The College has made the decision to fund one-time expenditures with the prior year reserves that are the result of positive variances. In making that decision, the College achieved the mandated 10% Board policy reserves and an additional 2.05% reserves.

The economic position of the College is closely tied to the State of California; a couple of factors that will affect the College in future years is the expiration of Proposition 30 tax increases that begins in 2016 and the significant increases in STRS and PERS employer contributions. The STRS employer rate will increase from 10.73% in 2015-16 to 19.1% in 2020-21, and the PERS employer rate will increase from 11.85% in 2015-16 to 19.8% in 2020-21.

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

DATE: June 22 2016

CONSENT

SUBJECT: Quarterly Investment Report

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio Community College District was approved for fiscal independence status effective July 1, 2012. As a result, cash and checks are deposited on a daily basis with the Los Angeles County Treasurer's Office. The College maintains the Citizens Business Bank accounts for the collection of enrollment and student fees, a clearing account to receive wire transfers for financial aid and other grants, and a revolving fund for emergencies. These funds are transferred on a daily or as-needed basis to the Los Angeles County Treasurer's Office. In addition, the cash from the Revenue Lease Bonds (COPS) is held with a trustee. The cash investments are summarized as follows for the quarter ending March 31, 2016:

County of Los Angeles, Cash in County Treasury	\$190,005,904	.87%
Citizens Business Bank, District Clearing Account	26,786	.10%
Citizens Business Bank, Revolving Fund	75,466	.10%
Citizens Business Bank, Community Education Clearing Account	9,240	.00%*
Citizens Business Bank, Web Registration Credit Cards	86,209	.10%
Citizens Business Bank, Parking Services Credit Cards	2,575	.10%
Citizens Business Bank, College Programs	589	.00%
City National Bank, Federal Perkins Loans	3,160	.00%
Cash with Trustee, Revenue Lease Bonds (COPS)	221,820	.10%

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

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the March 31, 2016, Quarterly Investment Report, as presented.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #6

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 22, 2016</u>	CONSENT
SUBJECT:	<u>Resolution No. 15-10 – Temporary Inter-fund Cash Borrowing</u>	

BACKGROUND

As a result of shortfalls in property taxes and enrollment fees, the College has been experiencing continuous apportionment deficits, which translates in shortages of cash at the end of each fiscal year. The apportionment deficit as of June 30, 2014, was \$2,253,660 and the apportionment deficit as of June 30, 2015, was \$441,629. The apportionment deficit for the 2015-16 fiscal year is currently estimated at \$1,935,143. Therefore, it is prudent to seek temporary inter-fund borrowing to allow the College expeditious flexibility to ensure proper cash flow needs in the General Fund.

ANALYSIS AND FISCAL IMPACT

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

Funding Source

Not applicable.

RECOMMENDATION

It is recommended the Board of Trustees approves Mt. San Antonio College’s Resolution No. 15-10 authorizing temporary inter-fund cash borrowing.

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

RESOLUTION NO. 15-10

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

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

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

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

NOW THEREFORE, BE IT RESOLVED that the Governing Board of the Mt. San Antonio Community College District, adopts the following authorization for the fiscal years 2015-16 and 2016-17 to temporarily transfer funds between the following funds provided that all transfers are approved by the President/CEO or designee:

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

PASSED AND ADOPTED by the Governing Board on June 22, 2016, by the following vote:

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

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

William T. Scroggins, Ph.D.
President & CEO and
Secretary, Board of Trustees
Mt. San Antonio Community College District

Attest:

Manuel Baca
Clerk, Board of Trustees
Mt. San Antonio Community College District

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

DATE: June 22, 2016

ACTION

SUBJECT: Resolution No. 15-11 - Authorization to Establish a Section 115
Mt. San Antonio College STRS/PERS Pension Trust

BACKGROUND

In recent years, California's two largest pension systems, the California Public Employees' Retirement System (CalPERS) and the California State Teachers' Retirement System (CalSTRS), have faced growing unfunded liabilities, which were exacerbated during the recession. As a result, the Governor, the Legislature, and the CalPERS Board have scheduled increases in contribution rates from the State, employers, and employees. The following table shows the actual and projected CalPERS and CalSTRS employer contribution rates and amounts for the College:

Fiscal Year	CalSTRS	CalPERS	Total Increase
2014-15 ⁽¹⁾	08.88%	11.771%	711,771
2015-16	10.73%	11.847%	2,033,571
2016-17	12.58%	13.888%	3,045,038
2017-18	14.43%	15.500%	1,987,940
2018-19	16.28%	17.100%	1,983,379
2019-20	18.13%	18.600%	1,945,373
2020-21	19.10%	19.800%	1,177,164
Total			\$12,884,236
⁽¹⁾ Actual Expenditures			

The increased employer contributions rate creates financial pressure to the College. While the State has provided some increases to the general apportionment, it will not cover the entire cost associated with the pension fund increases in the coming years. In addition, these increases coincide with the sunset of the Proposition 30 revenues. Given these concerns, the California Community College Chancellor's Office System is requiring Districts to have a plan in place to fund these obligations through full implementation.

ANALYSIS AND FISCAL IMPACT

The College staff is requesting that the Board of Trustees approves the attached Resolution in order for Mt. San Antonio College to establish an irrevocable governmental trust pursuant to Section 115 of the Internal Revenue Code of 1986, as amended, in which funds will be deposited for employer's pension obligations. The initial transfer for the 2015-16 fiscal year will be a total of \$4,000,000.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #8

SUBJECT: Resolution No. 15-11 - Authorization to Establish a Section 115
Mt. San Antonio College STRS/PERS Pension Trust

DATE: June 22, 2016

This Resolution further authorizes the Vice President, Administrative Services as the “Administrator” and to execute all documents necessary for the establishment of the trust.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves Resolution No. 15-11, which authorizes the Vice President, Administrative Services as the “Administrator” and to execute all documents necessary for the establishment of the trust pursuant to Section 115 of the Internal Revenue Code of 1986, as amended, in which funds will be deposited for employer’s pension obligations.

SUBJECT: Resolution No. 15-11 - Authorization to Establish a Section 115
Mt. San Antonio College STRS/PERS Pension Trust

DATE: June 22, 2016

**RESOLUTION NO. 15-11
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
REGARDING ESTABLISHMENT OF A SECTION 115 MT. SAN ANTONIO COLLEGE
STRS/PERS PENSIONTRUST**

WHEREAS, Mt. San Antonio College needs to have a plan to meet its employer pension obligation with CalSTRS and CalPERS as a result of rate increases in the coming years;

WHEREAS, Mt. San Antonio College desires to establish an irrevocable governmental trust pursuant to Section 115 of the Internal Revenue Code of 1986, as amended, in which funds will be deposited to fund employer's pension obligations and reasonable administrative fees and expenses of the trust;

WHEREAS, Mt. San Antonio College (The College) intends that the Trust hereby established shall be a governmental trust created under the law of the State of California and that all Trust income shall be excluded from the College's gross income and shall not be subject to federal income tax under Section 115 of the Internal Revenue Code of 1986, as amended; and

NOW, THEREFORE, BE IT RESOLVED THAT, Mt. San Antonio College establish an irrevocable governmental trust pursuant to Section 115 of the Internal Revenue Code of 1986, as amended, in which funds will be deposited to fund employer's pension obligations and reasonable administrative fees and expenses of the trust;

THEREFORE, BE IT FURTHER RESOLVED THAT, the Vice President, Administrative Services be, and hereby is, authorized to be the "Administrator" and to execute any and all such documents necessary in order to effectuate the establishment of the trust;

I HEREBY CERTIFY THAT the foregoing is a full, true, and correct copy of a Resolution adopted by the Governing Board of the Mt. San Antonio Community College District of Los Angeles County, California, at its regular meeting on June 22, 2016.

SUBJECT: Resolution No. 15-11 - Authorization to Establish a Section 115
Mt. San Antonio College STRS/PERS Pension Trust

DATE: June 22, 2016

AYES:
NOES:
ABSENT:
ABSTAINED:

William T. Scroggins
President & CEO and
Secretary, Governing Board
Mt. San Antonio Community College District

SUBJECT: Resolution No. 15-11 - Authorization to Establish a Section 115
Mt. San Antonio College STRS/PERS Pension Trust

DATE: June 22, 2016

MT. SAN ANTONIO COLLEGE
SECTION 115 TRUST AGREEMENT

This Section 115 Trust Agreement (“Trust Agreement”) is made this 23rd day of June, 2016, by and between Mt. San Antonio College (“Employer”) and Citizens Business Bank (“Trustee”).

PREAMBLE

WHEREAS, the funds which will be contributed to the Trust, as and when received by the Trustee, will constitute the trust fund (the “Trust Fund”) to be used solely to fund the Employer’s Pension Obligations and for the payment of reasonable administrative fees and expenses of the Trust; and

WHEREAS, the Employer intends that the Trust hereby established shall be a governmental trust created under the law of the state of California and that all Trust income shall be excluded from the Employer’s gross income and shall not be subject to federal income tax under Section 115 of the Internal Revenue Code of 1986 (the “Code”), as amended; and

WHEREAS, the Employer desires the Trustee to hold and administer the Trust, and the Trustee is willing to hold and administer such Trust, pursuant to the terms of this Trust Agreement.

NOW, THEREFORE, in consideration of the promises and the mutual covenants and agreements herein contained, the Employer and the Trustee do hereby agree as follows:

ARTICLE 1
DEFINITIONS

For the purposes of this Trust Agreement, the following words shall have the meanings respectively ascribed to them by this Article:

- 1.1 Administrator. “Administrator” shall mean the individual designated by position of employment at the Employer to act on its behalf in all matters relating to the Trust.
- 1.2 Board. “Board” shall mean the Board of Trustees of the Employer.
- 1.3 CalPERS. “CalPERS” shall mean the California Public Employees’ Retirement System.
- 1.4 CalSTRS. “CalSTRS” shall mean the California State Teachers’ Retirement System.

SUBJECT: Resolution No. 15-11 - Authorization to Establish a Section 115
Mt. San Antonio College STRS/PERS Pension Trust

DATE: June 22, 2016

- 1.5 Code. “Code” shall mean the Internal Revenue Code of 1986, as may be amended from time to time.
- 1.6 Effective Date. “Effective Date” shall mean June 23, 2016.
- 1.7 Eligible Beneficiary. “Eligible Beneficiary” shall mean any person, who due to his or her relationship to an Eligible Employee, is entitled to post-employment benefits pursuant to the Pension Plan, including but not limited to the Eligible Employee’s current or former spouse or domestic partner, child or dependent.
- 1.8 Eligible Employee. “Eligible Employee” shall mean any employee of the Employer as defined in Section 1.9 of this article, who is entitled to benefits from an employer defined benefit pension plan pursuant to the definition of Pension Plan in Section 1.12 of this article. Unless the context otherwise requires, the term “Eligible Employee” as used herein shall include any Eligible Beneficiaries.
- 1.9 Employer. “Employer” shall mean Mt. San Antonio College, or any affiliate or successor thereof that subsequently adopts this Trust Agreement.
- 1.10 Investment Manager. “Investment Manager” shall mean the person or persons, other than the Trustee, appointed pursuant to Section 5.4 hereof to manage all or a portion of the assets in the Trust Fund.
- 1.11 Pension Obligations. “Pension Obligations” shall mean an Employer’s obligation to contribute to a Pension Plan’s Qualified Trust and shall not, for example, mean an Employer’s obligation to provide retirement benefits under a Pension Plan to the Employer’s Eligible Employees.
- 1.12 Pension Plan. “Pension Plan” shall mean the Employer’s defined benefit pension plan or plans, each of which is (i) qualified under Section 401(a) of the Code, (ii) sponsored by the Employer in order to provide retirement benefits of its Eligible Employees, and (iii) partly or wholly funded by the Employer’s contributions to a Qualified Trust. The term “Pension Plan” shall include the defined benefit plans maintained by CalPERS and CalSTRS, respectively.
- 1.13 Qualified Trust. “Qualified Trust” shall mean a trust which (1) is separate and apart from the Trust; (ii) constitutes a qualified trust under Code Section 401(a), and (iii) funds retirement benefits provided under a Pension Plan to Eligible Employees.
- 1.14 Trust. “Trust” shall mean the trust known as the Mt. San College STRS/PERS Pension Section 115 Trust established hereunder to which contributions will be made to fund Pension Obligations.

SUBJECT: Resolution No. 15-11 - Authorization to Establish a Section 115
Mt. San Antonio College STRS/PERS Pension Trust

DATE: June 22, 2016

- 1.15 Trustee. “Trustee” shall mean Citizens Business Bank, or any successor trustee appointed by the Employer as provided herein. The Trustee shall serve as trustee of the Trust established pursuant to the provisions of this Trust Agreement until such Trustee resigns or is removed as provided in Article 3.

ARTICLE 2 TRUST

- 2.1 Purpose. The Trust is established with the intention that it qualify as a tax-exempt trust performing an essential governmental function within the meaning of Section 115 of the Code and any regulations issued thereunder and as a tax-exempt trust under California law. This Trust Agreement shall be construed and the Trust shall be administered in a manner consistent with such intention. The fundamental purpose of the Trust is to fund the Pension Obligations.

The Employer hereby represents and warrants that the assets held hereunder are not assets of any qualified plan under Code Section 401(a), regardless of the character of such assets once distributed. The Employer hereby acknowledges that the Trust does not constitute a qualified trust under Code Section 401(a) but, rather, is a tax-exempt trust performing an essential governmental function within the meaning of Section 115 of the Code and any regulations issued thereunder.

- 2.2 No Diversion of Assets. The Trust assets shall be held in trust for the exclusive purpose of funding the Pension Obligations and defraying the reasonable expenses associated with the same. The Trust assets shall not be used for or diverted to any other purpose.

- 2.3 Type and Nature of Trust. Neither the full faith and credit nor the taxing power of the Employer is pledged to the distribution of amounts hereunder. Except for contributions and other amounts hereunder, no other amounts are pledged to the distribution of assets for the purpose of paying Pension Obligations. Pension Obligations are neither general nor special obligations of the Employer, but are payable solely from the assets held in the Trust. No employee or beneficiary may compel the exercise of the taxing power by the Employer.

Distribution of assets from the Trust are not debts of the Employer within the meaning of any constitutional or statutory limitation or restriction. Such distributions are not legal or equitable pledges, charges, liens or encumbrances, upon any of the Employer’s property, or upon any of its income, receipts or revenues, except amounts in the Trust which are set aside for distributions. Neither members of the Board nor its officers, employees, agents or volunteers are liable hereunder.

SUBJECT: Resolution No. 15-11 - Authorization to Establish a Section 115
Mt. San Antonio College STRS/PERS Pension Trust

DATE: June 22, 2016

ARTICLE 3 ADMINISTRATIVE MATTERS

- 3.1 Appointment of Trustee. The Employer, through action of the Board, may act to appoint a bank, trust company, retirement board, insurer, committee or such other entity as permitted by law, to serve as trustee of this Trust. Such action must be in writing. Upon the written acceptance of such entity it shall become the Trustee of the Trust. If the Trustee is removed or resigns pursuant to Section 3.2, the Employer shall appoint a successor Trustee.
- 3.2 Resignation or Removal of Trustee. The Trustee may resign at any time by giving 30 days' notice in writing to the Employer. The Employer, by action of the Board, may also remove the Trustee at any time. Within 60 days after the resignation or removal of the Trustee, the Trustee shall furnish to the Board a written statement of account with respect to the portion of the year for which the Trustee served.
- 3.3 Successor Trustee. Upon the resignation or removal of the Trustee, the Employer shall appoint a successor trustee who shall have the same powers and duties as those conferred upon the Trustee hereunder. Upon acceptance of such appointment by the successor trustee, the Trustee shall assign, transfer, and pay over to such successor trustee the funds and properties then constituting the Trust Fund. The Trustee is authorized, however, to reserve such reasonable sum of money, as it may deem advisable, for payment of its fees and expenses in connection with the settlement of its account or otherwise, and any balance of such reserve remaining after the payment of such fees and expenses shall be paid over to the successor trustee.
- 3.4 Waiver of Notice. In the event of any resignation or removal of the Trustee, the Trustee and the Employer may in writing waive any notice of resignation or removal as may be provided hereunder.
- 3.5 Administrator. The Employer shall have the plenary authority for the administration and investment of the Trust Fund pursuant to any applicable federal, state or local laws and regulations, including, but not limited, to the designation of an employee to act on its behalf as the Administrator. Unless otherwise specified in the appointment instrument, the Administrator shall be deemed to have authority to act on behalf of the Employer in all matters pertaining to the Trust. Such appointment of an Administrator shall be effective upon receipt and acknowledgment by the Trustee and shall be effective until the Trustee is furnished with a resolution that the appointment has been modified or terminated.

SUBJECT: Resolution No. 15-11 - Authorization to Establish a Section 115
Mt. San Antonio College STRS/PERS Pension Trust

DATE: June 22, 2016

- 3.6 Certification to Trustee. The Board, or other duly authorized official, shall certify in writing to the Trustee the names and specimen signatures of the Administrator and all others authorized to act on behalf of the Employer whose names and specimen signatures shall be kept accurate by the Employer acting through a duly authorized officer or the Board. The Trustee shall have no liability if it acts upon the direction of an Administrator or other official that has been duly authorized to act, unless the Employer has informed the Trustee of a change.
- 3.7 Directions to Trustee. All directions to the Trustee from the Employer or Administrator must be in writing and must be signed by an authorized official. For all purposes of this Trust Agreement, direction shall include any certification, notice, authorization, application or instruction of the Employer or Administrator appropriately communicated. The Trustee may not act without express written direction from the Employer or Administrator.

The Trustee shall have the power and duty to comply promptly with all proper direction of the Board or Administrator. In the case of any direction deemed by the Trustee to be unclear or ambiguous, the Trustee may seek written instructions from the Employer or Administrator on such matter and await their written instructions without incurring any liability. If at any time the Employer or Administrator should fail to give direction to the Trustee, the Trustee may act in the manner that in its discretion seems advisable under the circumstances for carrying out the purposes of the Trust which may include not taking any action. The Trustee may request directions or clarification of directions received and may delay acting until clarification is received. In the absence of timely direction or clarification, or if the Trustee reasonably considers any direction to be a violation of the Trust Agreement or any applicable law, the Trustee shall in its sole discretion take appropriate action, or refuse to act upon a direction.

ARTICLE 4

CONTRIBUTIONS AND DISTRIBUTIONS

- 4.1 Contributions. Contributions to the Trust shall be made solely by the Employer and shall be irrevocable except as provided hereunder. The Trustee shall receive any contributions paid to it in cash or in the form of such other property as it may from time to time deem acceptable and which shall have been delivered to it. All contributions so received, together with the income therefrom and any other increment thereon shall be held, invested, reinvested and administered by the Trustee pursuant to the terms of this Trust Agreement without distinction between principal and income. The Trustee shall not have any duty to determine or inquire whether any contributions to the Trust made to the Trustee are in compliance with a Pension Plan, nor shall the Trustee have any duty or authority to compute any amount to be paid to the Trustee by the Employer, nor shall the Trustee be responsible for the collection or adequacy of the

SUBJECT: Resolution No. 15-11 - Authorization to Establish a Section 115
Mt. San Antonio College STRS/PERS Pension Trust

DATE: June 22, 2016

contributions to meet the Employer's Pension Obligations. The Trustee shall be responsible only for cash or other property received by it pursuant to this Trust Agreement.

4.2 Tax Treatment. The Employer intends that contributions, and any income and earnings therefrom, to the Trust shall not be included in the taxable income of Eligible Employees as the Trust consists of funds set aside to prefund the Employer's Pension Obligations and Eligible Employees have no legal interest in specific Trust assets or contributions.

4.3 Distributions. The Trustee, shall from time to time, upon the written direction of the Employer or Administrator, make distributions from the Trust directly to (i) the Qualified Trust as employer contributions; (ii) any insurers, third party administrators, service providers or other entities providing services in connection with determining the Employer's Pension Obligations, or (iii) the Employer as reimbursement for the Employer's payment of amounts described in this Section 4.3. In no event shall the Trustee have any responsibility respecting the application of distributions from the Trust, or for determining or inquiring into whether such distributions are in accordance with any of the Employer's Pension Plans, policies or applicable collective bargaining agreements.

ARTICLE 5 INVESTMENTS

5.1 General. The Trustee shall invest and reinvest the principal and income of the Trust Fund and keep the Trust Fund invested, without distinction between principal and income, in such securities or in such property, real or personal, tangible or intangible, as the Trustee shall deem advisable, and in compliance with any investment policy adopted by the Employer, and applicable law; provided, however, that investments shall be so diversified as to minimize the risk of large losses unless under the circumstances it is clearly prudent not to do so in the sole judgment of the Trustee provided such judgment is consistent with the investment policy. The Trustee shall discharge its duties hereunder with the care, skill, prudence and diligence under the circumstances that a prudent man acting in a like capacity and familiar with such matters would use in such circumstances. The duties and obligations of the Trustee shall be limited to those expressly imposed upon it by this Trust Agreement. The Trustee shall have no authority or duty to determine or enforce payment of any contribution to the Trust or to determine the existence, nature or extent of any individual's rights in the Trust or question any determination made by the Employer regarding the same.

SUBJECT: Resolution No. 15-11 - Authorization to Establish a Section 115
Mt. San Antonio College STRS/PERS Pension Trust

DATE: June 22, 2016

- 5.2 Establishment of Funding and Investment Policies. The Employer shall establish funding and investment policies consistent with the purposes of this Trust and the requirements of applicable law, as may be appropriate from time to time. The Board shall provide the Trustee with information concerning projected future funding requirements so that the Trustee may invest the assets of the Trust in such a manner so as to provide sufficient cash assets in an amount determined by the Board to be necessary to meet the liquidity requirements for the funding of the Pension Obligations. All investments of Trust assets made by the Trustee shall be in accordance with such funding and investment policies and the terms of this Trust Agreement. The Trustee's discretion in investing and reinvesting the principal and income of the Trust Fund shall be subject to the funding and investment policies, and any changes thereof as the Board may adopt from time to time and communicate to the Trustee in writing.
- 5.3 Authorization to Participate in Pooled Investments. Notwithstanding any contrary provision in the Trust, the Trustee may, unless restricted in writing by the Board, transfer Trust assets to a group trust that is operated or maintained exclusively for the commingling and collective investment of monies provided that the funds in the group trust consist exclusively of trust assets held under qualified plans deemed permissible pursuant to Revenue Ruling 81-100, as clarified and modified by Revenue Ruling 2004-67, and modified by Revenue Ruling 2011-1, and which has met the requirements of the foregoing rulings ("Investment Funds"). The assets of the Trust shall be invested in Investment Funds which are maintained by a bank or trust company supervised by a state or federal agency, notwithstanding that the bank or trust company is Citizens Business Bank, or is otherwise a party in interest of the Trust, including an affiliate of Citizens Business Bank. The assets invested in the Investment Funds shall be subject to all the provisions of the instruments establishing such funds as they may be amended from time to time.
- 5.4 Investment Manager.
- (a) Appointment and Qualifications. The Board shall have the power to appoint, and may from time to time appoint, one or more Investment Managers to direct the Trustee in the investment of, or to assume complete investment responsibility over, all or any portion of the Trust assets. An Investment Manager may be any person or firm (a) which is either (1) registered as an investment adviser under the Investment Advisers Act of 1940, (2) a bank, or (3) an insurance company which is qualified to perform the services of an Investment Manager under the laws of more than one state; and (b) which acknowledges in writing that it is a fiduciary with respect to the Trust. The conditions prescribed in the preceding sentence shall apply to the issuer of any group annuity contract hereunder only if, and to the extent that, such issuer would otherwise be considered a fiduciary with respect to the Trust, within the meaning of applicable law.

SUBJECT: Resolution No. 15-11 - Authorization to Establish a Section 115
Mt. San Antonio College STRS/PERS Pension Trust

DATE: June 22, 2016

- (b) Investment Objective. The Board, with the advice of the Investment Manager(s), shall determine the general investment characteristics and objectives of the Trust. The Investment Manager or the Board, as the case may be, shall have complete investment discretion over all of the Trust assets or to the portion to which it has been assigned investment discretion, subject only to the general investment characteristics and objectives established for the Trust.
- (c) Removal, Resignation and Successor. The Board may remove any such Investment Manager and shall have the power to appoint a successor or successors from time to time in succession to any Investment Manager who shall be removed, resign or otherwise cease to serve hereunder.
- (d) Fees and Expenses. The fees and expenses of any Investment Manager as agreed upon from time to time between the Investment Manager and Board, shall be charged to and paid from the Trust as directed by the Board, except to the extent that the Employer, in its discretion, may pay such fees and expenses directly to the Investment Manager.

5.5 Employer Directed Investments. To the extent that the Employer, through the authority of the Board, is responsible for investing assets of the Trust, the Trustee shall be subject to the properly given directions of the Employer with respect to the management, control and investment of the Trust. The Trustee shall not make any investment or dispose of any investments in the Trust except upon written direction of the Employer. The Trustee shall be under no duty to question any investment direction of the Employer, to review or monitor any securities or property held in the Trust, or to give advice to the Employer with respect to the investment, retention or disposition of any assets in the Trust. The Trustee in acting pursuant to and in reliance on such directions shall be fully and completely indemnified and held harmless by the Employer from any liability, loss or expense (including, but not by way of limitation, legal or other professional fees) arising out of its actions so directed notwithstanding that such directions, and the Trustee's conduct pursuant thereto, may constitute a breach of fiduciary obligations.

ARTICLE 6

POWERS AND DUTIES OF TRUSTEE

6.1 Powers. The Trustee, in addition to all powers and authorities under common law, statutory authority, and other provisions of this Trust Agreement, shall have the following powers and authorities, to be exercised in the Trustee's sole discretion, or as directed by an Investment Manager:

SUBJECT: Resolution No. 15-11 - Authorization to Establish a Section 115
Mt. San Antonio College STRS/PERS Pension Trust

DATE: June 22, 2016

- (a) invest and reinvest the Trust's assets in bonds, mortgages, debentures, preferred or common stock, mutual funds, a common trust fund maintained by a fiduciary which is a bank or an insurance company, or any other form of real or personal property having a ready market value, or deposit the assets in an interest bearing account in a banking or savings institution, including the Trustee's own banking department, if applicable;
- (b) sell, exchange, convey, transfer or dispose of any property, real or personal, at any time held in the Trust;
- (c) vote in person or by general or limited proxy with respect to any bonds, stocks or other securities held by the Trustee; exercise any options applicable to any bonds, stocks or other securities for the conversion thereof into other securities; exercise any rights to subscribe for additional bonds, stocks or other securities, and to make any and all necessary payments therefor; join in or dissent from or oppose the reorganization, recapitalization, consolidation, liquidation, sale or merger of corporations or properties in which the Trustee may be interested as Trustee, upon such terms and conditions as it may deem prudent;
- (d) accept any securities or other property received by the Trustee under the provisions of this Trust Agreement;
- (e) make, execute, acknowledge and deliver any and all appropriate deeds, leases, assignments and other instruments;
- (f) cause any investments to be registered in or transferred into its name as Trustee, or the name of the Trustee's nominee or nominees, or retain the investment in unregistered form or in a form permitting transfer by delivery only; provided, however, the books and records of the Trustee shall at all times show that all investments are part of the Trust assets;
- (g) require indemnity from the Employer to the Trustee's satisfaction before taking any action with respect to which the Trustee may have reasonable ground for requesting such indemnification;
- (h) perform all acts, whether or not expressly described or referred to above, which the Trustee may deem necessary, proper and desirable for the protection or enhancement of the Trust assets, and to carry out the purposes of this Trust.

6.2 Fees and Expenses. The Trustee shall be paid a reasonable compensation for services under this Trust Agreement, as may be agreed upon from time to time by the Employer and the Trustee. In performing duties under this Trust Agreement, the Trustee may employ counsel, accountants, investment advisors, custodians, record keepers and other agents as the Trustee deems advisable. All compensation and expenses earned or incurred by the Trustee in the performance of duties under this

SUBJECT: Resolution No. 15-11 - Authorization to Establish a Section 115
Mt. San Antonio College STRS/PERS Pension Trust

DATE: June 22, 2016

Trust Agreement shall be charged against and paid out of the Trust assets, to the extent such expenses are not paid directly by the Employer, unless the payment would contravene applicable law.

- 6.3 Trustee's Duties in General. The Trustee shall discharge its duties under this Trust Agreement for the exclusive purpose of funding Pension Obligations and defraying reasonable expenses of administering the Trust, with the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims, and by diversifying the investments of the Trust so as to minimize the risk of large losses, unless under the circumstances it is clearly prudent not to do so, all in accordance with the provisions of this Trust Agreement; but the duties and obligations of the Trustee as such shall be limited to those expressly imposed upon it by this Trust Agreement.
- 6.4 Consultation and Indemnification. The Trustee may consult with counsel and the Trustee shall not be deemed imprudent by reason of its taking or refraining from taking any action in accordance with the opinion of counsel. The Employer agrees, to the extent permitted by law, to indemnify and hold harmless the Trustee against any and all claims, losses, damages, expenses and liabilities the Trustee may incur in the exercise and performance of the Trustee's power and duties hereunder, unless the same are determined to be due to gross negligence or willful misconduct. The Trustee agrees, to the extent permitted by law, to indemnify and hold harmless the Employer and the members of the Board from and against liability that the Employer or members of the Board may incur, including without limitation attorneys' fees, as a result of the Trustee's recklessness, negligence or willful breach of the provisions of this Agreement.
- 6.5 Accounts and Records. The Trustee shall keep accurate and detailed accounts and records of all investments, receipts, disbursements and other transactions. For purposes of accounting and administration, the records of the Trust shall be maintained on a cash basis method. The Employer shall have the right to review and inspect all such accounts and other records relating thereto at all reasonable times. The Trustee shall furnish to the Employer a written statement of account within 60 days after the end of the Trust's year end setting forth all receipts and disbursements.
- 6.6 Statements. Periodically as specified, and within sixty (60) days after June 30, Trustee shall render to the Employer as directed, a written account showing in reasonable summary the investments, receipts, disbursements and other transactions engaged in by the Trustee during the preceding fiscal year with respect to the Trust. Such account shall set forth the assets and liabilities of the Trust valued as of the end of the accounting period. The Employer may approve such statements either by written notice or by failure to express objections to such statements by written notice delivered to the Trustee within ninety (90) days from the date the statement is

SUBJECT: Resolution No. 15-11 - Authorization to Establish a Section 115
Mt. San Antonio College STRS/PERS Pension Trust

DATE: June 22, 2016

delivered to Employer. Upon approval the Trustee shall be released and discharged as to all matters and items set forth in such statement as if such account had been settled and allowed by a decree from a court of competent jurisdiction.

- 6.7 Limitation on Trustee's Liability. The Trustee shall not be responsible for the adequacy of contributions to the Trust Fund to meet or discharge any Pension Obligations of the Employer. The Trustee shall have no duty to withhold or report to the Internal Revenue Service on any payments made by the Trustee hereunder. To the extent that the Trust is required to file a federal income tax return, the Board shall prepare, or cause the preparation of, such return and provide it to the Trustee for its signature. The Trustee shall be entitled conclusively to rely upon any notice, instruction, direction or other communication of the Board.

ARTICLE 7 CORRECTION OF ERRORS

- 7.1 Mistake. Any mistake in any payment or in any direction, certificate, notice or other document furnished or issued by the Employer or by the Trustee in connection herewith may be corrected when the mistake becomes known, and the Employer may direct any adjustment or action which it deems practicable under the circumstances to remedy the mistake.
- 7.2 Refund of Contribution. No contribution made to the Trust may be refunded to the Employer unless a contribution was made because of a mistake of fact. Any refund must be made within one (1) year from the date the contribution was made.

ARTICLE 8 AMENDMENT AND TERMINATION OF AGREEMENT

- 8.1 Amendment. The Employer may amend any or all of the provisions of this Trust Agreement at any time and from time to time, in whole or in part, by an instrument in writing. No such amendment shall authorize or permit any part of the Trust Fund to revert to or be used by the Employer prior to the payment of all Pension Obligations, and no amendment which affects the rights or duties of the Trustee may be made without the Trustee's written consent.
- 8.2 Termination. The Employer may terminate this Agreement at any time and upon such termination, assets in the Trust Fund shall be used solely to fund the Employer's Pension Obligations, and to satisfy any other debts or liabilities of the Trust. Any assets remaining in the Trust Fund after meeting the obligations of the Plan and satisfying any other liabilities of the Trust shall revert solely to the Employer to the extent permitted by law and consistent with the requirements of Code Section 115.

SUBJECT: Resolution No. 15-11 - Authorization to Establish a Section 115
Mt. San Antonio College STRS/PERS Pension Trust

DATE: June 22, 2016

**ARTICLE 9
GENERAL**

- 9.1 Fiscal Year. The fiscal year of the Trust shall be July 1st through June 30th.
- 9.2 Source of Funds. This Trust shall consist solely of funds contributed by the Employer.
- 9.3 Limited Effect of Plan and Trust. Neither the establishment of the Trust nor any modification thereof, nor the creation of any fund or account, nor the payment of any Pension Obligations, shall be construed as giving to any person any legal or equitable right against the Trustee, the Employer, or any officer or employee thereof, except as may otherwise be provided in the Trust. Under no circumstances shall the term of employment of any employee be modified or in any way affected by this Trust.
- 9.4 Construction of Trust. This Trust shall be construed and enforced according to the laws of the State of California. If any provision of this Trust shall be held illegal or invalid for any reason, such determination shall not affect the remaining provisions of the Trust.
- 9.5 No Alienation or Anticipation of Trust Assets. Except as otherwise specifically permitted by law, no payment or reimbursement from the Trust shall be subject in any manner to anticipation, alienation, sale, transfer, assignment, pledge, encumbrance, charge, garnishment, execution or levy of any kind, either voluntary or involuntary, except as expressly required by applicable law. Any attempt to so anticipate, alienate, sell, transfer, assign, pledge, encumber, charge, garnish, execute or levy shall be void.
- 9.6 Saving Clause. In the event any provision of this Trust Agreement, is held illegal or invalid for any reason, said illegality or invalidity shall not affect the remaining parts of the Trust Agreement, but this instrument shall be construed and enforced as if said provision had never been included.
- 9.7 No Right to Trust Assets. Nothing contained in the Trust shall constitute a guarantee that the liquid assets of the Trust will be sufficient to pay any benefit to any person or make any other payment. No employee, former employee, or retiree shall have any right to, or interest in, any Trust assets upon termination of employment or otherwise.
- 9.8 Gender and Number. Wherever any words are used herein in the masculine, feminine or neuter, they shall be construed as though they were also used in another gender in all cases where they would so apply, and whenever any words are used herein in the singular or plural form, they shall be construed as though they were also used in the other form in all cases where they would so apply.

SUBJECT: Resolution No. 15-11 - Authorization to Establish a Section 115
Mt. San Antonio College STRS/PERS Pension Trust

DATE: June 22, 2016

9.9 Headings. The headings and sub-headings of this Trust have been inserted for convenience of reference and are to be ignored in any construction of the provisions hereof.

9.10 Counterparts. This Trust Agreement may be executed in any number of counterparts, any of which may be executed and transmitted by facsimile or other electronic means mutually acceptable to the parties hereto, and each of which will be deemed to be an original of this Trust Agreement and all of which, when taken together, will be deemed to constitute one and the same instrument.

IN WITNESS WHEREOF, the Employer and the Trustee have executed this document on the day and year first above written.

MT. SAN ANTONIO COLLEGE

By: _____
Michael D. Gregoryk
Vice President, Administrative Services

Date: _____

CITIZENS BUSINESS BANK

By: _____
Thomas L. Trine
Senior Vice President, Trust Services Manager

Date: _____

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

DATE: June 22, 2016

CONSENT

SUBJECT: Agreement with American Fidelity Administrative Services, LLC for
Affordable Care Act Employee Tracking and Employer Reporting
Services (WorxTime Service)

BACKGROUND

WorxTime, a service offered by American Fidelity, provides health care reform eligibility software for tracking, monitoring, and reporting hours worked by employees, as required by the Affordable Care Act (ACA). The employer mandate, which became effective on January 1, 2015, requires staff to manually track and maintain a report of all employees working full time, 30 hours or more per week, to determine health benefit eligibility status. The WorxTime service has the ability to track employees in real time and send automated alerts to the employer whenever action is needed; calculates whether variable-hour employees will be considered full time under the law; and captures information that will need to be reported to the Internal Revenue Service (IRS). WorxTime also provides employer reporting services and will create Forms 1095-C - Employer-Provided Health Insurance Offer and Coverage. The service includes mailing these forms to employees and electronic transmission to the IRS by the mandated due dates.

The College has been using these services since June 25, 2015, and the staff are very satisfied with the results. In addition, American Fidelity has had a long-term partnership with the College as the IRS Section 125 plan administrator since 2004.

ANALYSIS AND FISCAL IMPACT

The College wishes to renew the contract for one year with an effective date of June 25, 2016. Fees for the tracking service have increased from \$.40 to \$.55 per employee, per month; however, the \$955.00 setup fee will not be charged again. Based upon our 2015 total count of 4,800 employees, the cost of this service will be approximately \$31,680.00 per year. Fees for the Employer Reporting service remain at \$3.50 per Form 1095-C issued; however, an annual fee of \$995.00 will now be charged. Based upon our 2015 count of 1,050 Forms 1095-C issued, the cost of this service will be approximately \$4,670.00 per year. The total cost for the ACA employee tracking and employer reporting services is estimated to be \$36,350.00.

Prepared by: Rosa Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #9

SUBJECT: Agreement with American Fidelity Administrative Services, LLC for
Affordable Care Act Employee Tracking and Employer Reporting Services
(WorxTime Service)

DATE: June 22, 2016

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the renewal of the agreement with American Fidelity Administrative Services, LLC, as presented.

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

DATE: June 22, 2016

CONSENT

SUBJECT: Annual Approval of Investment Policy Statement

BACKGROUND

The Investment Policy must be presented annually for approval by the Board of Trustees and was last approved on June 24, 2015.

This Investment Policy Statement complied with Government Code 16481.2, requiring community colleges to set parameters of investment of excess funds. This requirement was passed into law subsequent to the Orange County bankruptcy. It is the intent of this policy to set the parameters of the scope of investments allowed by law and then to restrict that scope by what is called an Investment Memorandum. In addition, pursuant to Government Code 53646, we also submit quarterly investment reports to the Board of Trustees.

ANALYSIS AND FISCAL IMPACT

The current practice of the College is to deposit all funds directly with the County Office of the Los Angeles County Treasury. The law does allow colleges to invest funds where high liquidity is not required in other investments, as outlined in the code and policy statement that follows. It is our intent to adopt a conservative approach and, when modification is needed, the Memorandum can be changed by the Board of Trustees.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the following Investment Policy Statement.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #10

SUBJECT: Annual Approval of Investment Policy Statement

DATE: June 22, 2016

INVESTMENTS

1. Objective

The primary objectives, for Mt. San Antonio Community College's Investment activities shall be:

Safety: Safety of principal is the foremost objective of the investment program. Investments of the College shall be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio.

Liquidity: The College's investment portfolio will remain sufficiently liquid to enable the College to meet all its operating requirements.

Return on Investment: The College's investment portfolio shall be designed with the objective of attaining a market average rate of return throughout budgetary and economic cycles, commensurate with the College's investment risk constraints and the cash flow characteristics of the portfolio.

2. Prudence

The College shall conduct its investment program utilizing the "Prudent Investor" standard and shall be applied in the context of managing an overall portfolio. Investments shall be made with care, skill, prudence and diligence under circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the College that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and like aims.

3. Delegation of Authority

Authority to manage the College's investment program is derived from the Board of Trustees. Management responsibility for the investment program is hereby delegated to the President and Vice President, Administrative Services for a one-year period. Subject to review, the Board of Trustees may renew the delegation of the authority pursuant to this section each year.

4. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the College's portfolio.

SUBJECT: Annual Approval of Investment Policy Statement

DATE: June 22, 2016

5. Acceptable Investments

Sections 53600 et. seq. of the California Government Code provide basic investment limits and guidelines for government entities. In the event an apparent discrepancy is found between this policy and the Government Code, the more restrictive parameters will take precedence.

- a. U. S. Treasury Instruments: United States Treasury notes, bonds bills or certificates of indebtedness, or those for which the full faith and credit of the United States is pledged to payment of principal and interest. There is no limitation as to the percentage of the portfolio invested in this category.
- b. Federal Agency and Instrumentality Securities: Federal Agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There is no limitation as to the percentage of the portfolio invested in this category.
- c. State of California and local debt, bonds, notes, warrants, or other evidences of indebtedness of any local agency within this state including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.
- d. Medium-Term Note Obligations: Medium-term corporate notes, defined as all corporate and depository institution securities with a maximum remaining maturity of five (5) years or less, issued by corporations organized and operating within the United States or depository institutions licensed by the United States or any state and operating within the United States. Medium-term notes shall be rated "A" or higher by a nationally recognized statistical-rating organization (NRSRO). No more than 30% of the portfolio can be invested in corporate obligations.
- e. Pass-through Securities: Any collateralized mortgage obligation, mortgage-backed or other pay-through bond shall be issued by an issuer having an "A" or higher rating for the issuer's debt as provided by a nationally recognized rating service and rated in a rating category of "AA" or its equivalent or better by a national recognized rating service. No more than 20% of the portfolio can be invested in this category
- f. Bankers Acceptances: Purchases of bankers' acceptances may not exceed 180 days' maturity. No more than 40% of the portfolio can be invested in bankers' acceptances. No more than 10% of the portfolio can be placed in a bankers acceptances of any single commercial bank.

SUBJECT: Annual Approval of Investment Policy Statement

DATE: June 22, 2016

- g. **Commercial Paper:** Commercial paper rated the highest ranking or of the highest letter or number rating as provided by a nationally recognized statistical-rating organization. The entity that issues the commercial paper shall meet one of two sets of criteria: (1) The corporation shall be organized and operating within the United States, shall have total assets in excess of five hundred million dollars (\$500,000,000), and shall issue debt, other than commercial paper, if any, that is rated "A" or higher by a nationally recognized statistical-rating organization. (2) The corporation shall be organized within the United States as a special purpose corporation, trust, or limited liability company, has program-wide credit enhancements including, but not limited to, over collateralizations, letters of credit, or surety bond; has commercial paper that is rated "A-1" or higher, or equivalent by a nationally recognized statistical-rating organization. Eligible commercial paper may not exceed 270 days' maturity nor represent more than 10% of the outstanding paper of an issuing corporation. No more than 15% of the portfolio can be invested in commercial paper, unless the dollar-weighted average of commercial paper held is less than 31 days. Given this restriction, a maximum of 25% of the portfolio can be invested in commercial paper.
- h. **Negotiable Certificates of Deposit:** Negotiable certificates of deposit issued by a nationally or state-chartered bank or a state or federal association or by a state-licensed branch of a foreign bank. The maximum maturity for investments in this category is one year. Purchases are limited to issuers whose short-term debt is rated A1/P1. A maximum of 30% of the College's portfolio may be invested in this category.
- i. **Repurchase Agreements:** Repurchase agreements are to be used solely as short-term investments not to exceed 30 days. The College may enter into repurchase agreements with primary government securities dealers rated "A" or better by two nationally recognized statistical rating services. Counterparties should also have (i) a short-term credit rating of at least A1/P1; (ii) minimum assets and capitalized size of \$25 billion in assets and \$350 million in capital; (iii) five (5) years of acceptable audited financial results; and (iv) a strong reputation among market participants.

The following collateral restrictions will be observed: Only U.S. Treasury securities or Federal Agency securities, as described in Section 770.6 (a) and (b), herein, will be acceptable collateral. All securities underlying repurchase agreements must be delivered to the College's custodian bank versus payment or be handled under a properly executed tri-party repurchase agreement. The total market value of all collateral for each repurchase agreement must equal or exceed 102 percent of the total dollar value of the money invested subject to daily market fluctuations, the investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102 percent no later than the next business day. For any repurchase agreement with a term of more than one day, the value of the underlying securities must be reviewed on an on-going basis according to market conditions. Market value must be calculated each time there is a substitution of collateral.

SUBJECT: Annual Approval of Investment Policy Statement

DATE: June 22, 2016

The College or its trustee shall have a perfected first security interest under the Uniform Commercial Code in all securities subject to the repurchase agreement. The College shall have properly executed a PSA agreement with each counterparty with which it enters into a repurchase agreement.

- j. Money Market Funds: Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 and following). The company shall have met either of the following criteria: (A) Attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations. (B) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than 5 years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000).
- k. LAIF: If the College has funds invested in the Local Agency Investment Fund (LAIF), the College shall maintain on file LAIF's current investment policy and its requirements for participation, including limitations on deposits or withdrawals. A maximum of \$40 million may be invested in the State Pool.
- l. LACPIF: If the College has funds invested in the Los Angeles County Pooled Investment Fund (LACPIF), the College shall maintain on file LACPIF's current investment policy and its requirements for participation.

6. Maturity Parameters

Maximum maturity of any single issue: five years

7. Safekeeping and Custody

All security transactions entered into by the College shall be conducted on a delivery-versus-payment basis. Securities will be held by a third party custodian designated by the President and Vice President of Administrative Services and evidenced by safekeeping receipts with a written custodial agreement. The securities will be held directly in the name of the College as beneficiary.

8. Diversification

The College will diversify its investments by security type, institution, and maturities to prevent incurring unreasonable or avoidable risks regarding specific security types, individual financial institutions or maturity segments.

SUBJECT: Annual Approval of Investment Policy Statement

DATE: June 22, 2016

9. Internal Controls

The College will establish a system of internal controls to ensure compliance with the Investment Policy of the College and the California Government Code.

10. Reporting

Although the Legislature suspended these mandates and local agencies are no longer required to submit quarterly investment reports or the investment policy on an annual basis, they encouraged local agencies to continue to submit these reports to their governing board.

- 11.** Investments shall be limited to the parameters of this Investment Policy until it is amended by an affirmative vote of a majority of the members of the Mt. San Antonio College Board of Trustees. The College Board shall issue an Investment Memorandum authorizing the administration to make investments on the College's behalf. The Memorandum shall not exceed the above parameters; however, the Memorandum may be more restrictive. The Memorandum shall remain in force until modified by the Board of Trustees.

SUBJECT: Annual Approval of Investment Policy Statement

DATE: June 22, 2016

Memorandum of Investment
(effective June 25, 1997)

Consistent with Board Policy 6320, the College President/CEO is authorized to invest as follows:

- A. County Treasury through the Los Angeles County Schools Pool.
- B. Investments required through participation in Tax Revenue Anticipation Notes (TRANS) and Certificates of Participation (COPS).
- C. Citizens Business Bank of Pomona
- D. Local Agency Investment Fund (LAIF)

Date approved by Board of Trustees:

- June 25, 1997
- May 27, 1998
- June 16, 1999
- June 28, 2000
- June 27, 2001
- June 26, 2002
- June 25, 2003
- August 25, 2004
- August 24, 2005
- May 24, 2006
- June 27, 2007
- June 25, 2008
- June 24, 2009
- June 16, 2010
- June 22, 2011
- June 27, 2012
- June 26, 2013
- June 25, 2014
- June 24, 2015
- June 22, 2016

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

DATE: June 22, 2016

CONSENT

SUBJECT: Declassification and Destruction of Records

BACKGROUND

Approval of the Board of Trustees is requested to destroy the following documents which are classified as Class 3 records:

- All Requisitions, Contracts, Purchase Orders, Bids, and supporting documentation prior to fiscal year 2013-14, except for capital property documents classified as Class 1 records;
- Accounts Payable payment packages and related documents prior to fiscal year 2013-14;
- Journal Vouchers prior to fiscal year 2013-14;
- Accounts Receivable documents prior to fiscal year 2013-14;
- Appropriation Transfers prior to fiscal year 2013-14;
- Deposits, Bank Reconciliations, and Canceled Checks prior to fiscal year 2013-14;
- District Invoices prior to fiscal year 2013-14;
- Budget Revisions prior to fiscal year 2013-14;
- Payroll Timesheets prior to fiscal year 2013-14;
- Debit/Credit Card Payment Reports prior to fiscal year 2013-14;
- HR Employment Applications and Recruitment Files prior to fiscal year 2013-14;
- Federal and State Categorical Programs and Grants – financial and program records for programs ending prior to fiscal year 2012-13; and
- Financial Aid financial records prior to fiscal year 2012-13.

ANALYSIS AND FISCAL IMPACT

These records have been retained for the legal period of time as per Article 2, Sections 16023 through 16028, of Title 5, of the California Administrative Code, and according to Mt. SAC's Board Policy 3310 – Records Retention and Destruction. There is no further need to retain these records for use by the College.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees grants authorization to destroy the documents listed above.

Prepared by: Teresa Patterson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #11

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

DATE: June 22, 2016

CONSENT

SUBJECT: Contract to Provide ATMs on Campus

BACKGROUND

On April 13, 2016, the Board of Trustees approved a two-year contract renewal with Higher One, Inc. (Higher One) to provide student refund management services to the College. As part of this contract, Higher One informed the College that services will no longer include providing six ATMs that are currently located at various sites on campus. Instead, since May 4, 2016, Higher One has been providing free access to nationwide ATM network (43,000+ ATMs in the U.S.) through Allpoint® ATMs. Allpoint ATMs are located in some of the most popular retail stores in America, such as Target, Walgreens, CVS, 7-Eleven, Safeway, and Kroger. On May 4, 2016, the six ATMs located in campus were taken out of service.

Higher One is in the process of selling the refund management services line of business to Customers Bank and Bank Mobile. Efforts are underway to finalize the deal, and the transaction is expected to close the second quarter of 2016. As part of this transaction, Customers Bank and Bank Mobile will not acquire the fleet of ATMs. The fleet of ATMs was acquired by CardTronics USA, Inc. As a convenience to Higher One customers, CardTronics is assuming operations of most ATMs and will continue to operate them surcharge-free at no additional cost to the College. Therefore, the six ATMs currently located on campus will be taken over by CardTronics.

ANALYSIS AND FISCAL IMPACT

Staff is requesting approval to enter into a contract with CardTronics to operate the following surcharge-free ATM machines at the locations listed below in order to provide students easier access to their financial aid or student fee refunds:

- two ATMs at the Student Services Building, 1st and 2nd Floor;
- one ATM at the Technology & Health Building, 1st Floor;
- one ATM at the Library & Learning Resources Building, 2nd Floor;
- one ATM at the Administration Building; and
- one ATM at the Student Center Building.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #12

SUBJECT: Contract to Provide ATMs on Campus

DATE: June 22, 2016

The term of this contract is for one year with the option to renew for up to four additional one-year periods, not to exceed a total of five years. Either party may terminate the contract with 90 days' advance notice. There will be no fees charged to the College.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the contract with CardTronics USA, Inc., as presented.

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

DATE: June 22, 2016

CONSENT

SUBJECT: Cell Site Lease Amendment with Verizon Wireless

BACKGROUND

Verizon Wireless currently leases space on the roof of the Learning Technology Center for the operation of a wireless communications facility. The current rental income received by the College is \$2,280.82 per month.

ANALYSIS AND FISCAL IMPACT

Verizon Wireless is requesting an amendment to their lease of space at the Learning Technology Center, which will allow them to utilize the College's existing conduit in order to upgrade their fiber run. Information Technology has reviewed this proposal and determined the request to be feasible. In addition, the College and Verizon Wireless have agreed that an increase to the base rent in the amount of \$100 per month would be fair and reasonable to accommodate this request. Therefore, the College is recommending an amendment to the lease to increase the monthly base rent in the amount of \$100, for a new monthly total of \$2,380.02.

Funding Source

Not Applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the cell site lease amendment with Verizon Wireless, as presented.

Prepared by: Teresa Patterson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #13

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

DATE: June 22, 2016

CONSENT

SUBJECT: Purchase Used and B-Stock Television Production Equipment
(Phase Two)

BACKGROUND

In December 2015, the Board of Trustees approved the acquisition of a new mobile television production trailer and the purchase of used production equipment that included cameras, switchers, routers, and a wide variety of television engineering equipment and systems. These approved purchases were Phase One of obtaining technical equipment in the professional broadcast market. The College is now at Phase Two for the acquisition of used equipment. Staff has once more determined that a substantial amount of money can be saved by purchasing select equipment on the secondary market. The B-Stock equipment, which is equipment that has been used for trade shows or promotional purposes, will carry a full manufacturer's warranty, and the used equipment will carry a 90-day warranty commencing with the installation of the equipment in November 2016. Much of the used equipment will have been deployed as new equipment at the International Broadcast Center for the Summer Olympics and will only be slightly used.

ANALYSIS AND FISCAL IMPACT

Due to the volatile nature of the secondary broadcast equipment market, there is no opportunity to engage in a competitive bidding process. College staff has conducted a careful review of the equipment listed below and determined that the proposed equipment would represent a 30-45% overall savings over the cost of new equipment. These savings are an outstanding value when compared to retail purchases made through the bid process.

As a result of previous successful transactions with Bexel TSS Global Broadcast Solutions, a division of the Vitec Group, P.L.C., in Burbank, CA and favorable reviews within the broadcast industry, the College has solicited pricing for the used broadcast equipment from this company.

Model/Part #	Quantity	Unit Cost	Total
Sony HSC-300R Triax Camera	6	\$24,200	\$145,200
Sony HSCU-300R Triax base station	6	\$8,800	\$52,800
Sony RCP-1500	6	\$4,940	\$29,640
Sony MSU-1500 Master Setup Unit	6	\$9,610	\$57,660
HDVF-L750 7" Viewfinder	6	\$4,700	\$28,200

Prepared by: William Eastham/Teresa Patterson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #14

SUBJECT: Purchase Used and B-Stock Television Production Equipment (Phase Two)

DATE: June 22, 2016

Model/Part #	Quantity	Unit Cost	Total
HDVF-20A 2" ENG Viewfinder	6	\$3,260	\$19,560
Grass Valley K-Frame with 2 M/E Control Head, 32 input x 16 output	1	\$92,000	\$92,000
VIP16 X-link multi-viewer w/backplane	3	\$8,500	\$25,500
VIP32 X-link multi-viewer w/backplane	2	\$26,000	\$52,000
Tektronix WFM-7xxx series waveform monitor	1	\$3,600	\$3,600
Leader LV5770 waveform monitor	1	\$4,600	\$4,600
Abekas Mira 8 channel server	1	\$50,000	\$50,000

The total cost for this equipment is \$560,760 plus any applicable taxes and shipping.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the purchase of used television production equipment from Bexel TSS Global Broadcast Solutions, a division of the Vitec Group, P.L.C., as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 22, 2016</u>	CONSENT
SUBJECT:	<u>Contract to Provide Crowd Management Services</u>	

BACKGROUND

The College currently contracts with an outside agency to provide crowd management services for various large public events held on campus. These events include select events in the Performing Arts Complex, football games, and special events such as graduation and the Mt. SAC Relays.

ANALYSIS AND FISCAL IMPACT

California Education Code §88003.1 (b)(7) allows contracting for personnel services when the services needed are of such urgent, temporary, or occasional nature that the delay incumbent in their implementation under community college district’s regular or ordinary hiring process would frustrate the very purpose. Providing security for large public events is such an allowable service.

For the past three years, the College has been using the services of Capital Protection, located in Rancho Cucamonga, CA on an as-needed basis for crowd management control for its large public events. Approval is being sought to renew the contract with Capital Protection for the period July 1, 2016, through June 30, 2017, at the rates listed below, which remain the same as the previous term.

<u>Company</u>	<u>Hourly Rates (Unarmed Guard)</u>	<u>Hourly Rates (Unarmed Supervisor)</u>
Capital Protection	\$19.50	\$21.50

The estimated cost for the 2016-17 fiscal year is approximately \$10,500.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: <u>Teresa Patterson</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #15</u>

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

DATE: June 22, 2015

CONSENT

SUBJECT: Re-Roofing Project: Public Safety, Information Technology, and
Facilities Warehouse (Bid No. 3079)

BACKGROUND

The Public Safety and Information Technology buildings were built in 2003, and the Facilities Warehouse Building was built in 1968. Both buildings require re-roofing as they have metal deck roofs that have exceeded their useful life, have developed leaks, and are no longer under warranty. The proposed roofing system will cover the existing metal decking with a single-ply thermoplastic membrane roofing system. The new roofing system will provide better insulation and a 20-year warranty.

ANALYSIS AND FISCAL IMPACT

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Twelve contractors were invited to participate in the bid process with 10 contractors attending the job walk. Seven Bids were received and publicly opened on May 24, 2016. The lowest responsible, responsive bidder is Courtney, Inc. A summary of bids is as follows:

Company/Location	Base Bid Amount
Courtney, Inc., Irvine, CA	\$349,330
Red Pointe Roofing, LP, Orange, CA	\$383,873
Best Contracting Services, Inc., Gardena, CA	\$385,490
Danny Letner, Inc. dba Letner Roofing Co., Orange, CA	\$419,233
Bligh Roof Company dba Bligh Pacific, Santa Fe Springs, CA	\$497,517
Exbon Development, Inc., Garden Grove, CA	\$567,414
Commercial Roofing Systems, Inc., Arcadia, CA	\$624,622

Funding Source

State Scheduled Maintenance Grant.

RECOMMENDATION

It is recommended that the Board of Trustees approves Bid No. 3079 – Re-Roofing Project: Public Safety, Information Technology, and Facilities Warehouse, and awards the project to Courtney, Inc. for the amount of \$349,330.

Prepared by: Teresa Patterson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #16

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 22, 2016</u>	CONSENT
SUBJECT:	<u>Contract with Alertus Technologies, LLC</u>	

BACKGROUND

Alertus Technologies, LLC provides emergency alert systems for government organizations, colleges, universities, and K-12 schools. Their systems have been implemented in more than 1,000 organizations worldwide. Alertus solutions include an alert beacon, which is a wall-mounted device that can be installed almost anywhere, and computer desktop alerts. Their system can be integrated with the College’s existing emergency text messaging notification system and is compliant with the American with Disabilities Act and the National Fire Alarm and Signaling Code.

The College is conducting a pilot project by installing Alertus beacons in classrooms in the Design Technology Center. To ensure appropriate dissemination of emergency notifications, Alertus will conduct a three-day site visit and prepare a detailed floor plan mapping out recommended future installation locations for each campus building.

ANALYSIS AND FISCAL IMPACT

Alertus will provide a site engineer for three days at a cost of \$6,144. Travel expenses are estimated not to exceed \$1,500. Alertus will credit 80% of the site engineer service rate back to Mt. SAC to be used towards future Alertus hardware or software purchases.

Following the site survey, a full project proposal will be delivered. It will include recommended notification system design, detailed floor plan mapping, and a complete implementation plan.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Alertus Technologies, LLC, as presented.

Prepared by:	<u>Victor A. Belinski</u>	Reviewed by:	<u>Michael D. Gregoryk</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #17</u>

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 22, 2016</u>	CONSENT
SUBJECT:	<u>Contract with Hyland</u>	

BACKGROUND

The College implemented Hyland’s OnBase document management system in July 2015. OnBase is used by Admissions & Records, Financial Aid, CalWorks, Health Services, the Honors Program, and the President’s Office to reduce paper processes, expand secure access to documents, and manage electronic files.

In March 2016, the Board approved a contract with Hyland for additional services and a \$25,000 license for Part Match. Information Technology (IT) learned that Part Match is not a separate software license, but rather a process that attempts to automatically match an incoming transcript to a student record in Banner based on a combination of name, address, and other items on the incoming transcript. Right now, every transcript that is scanned has to be manually indexed to a Banner ID by the person doing the scanning. If the Banner ID doesn't exist yet, they can't process the transcript. If a transcript is electronically sent to Mt. SAC, and there is no Banner ID on file, Part Match will place the transcript into a suspense file and automatically attempt to do the match on a regular basis. This reduces the workload and possible errors from the transcript import process. To complete the implementation of the Part Match process, IT is requesting authorization for additional technical consulting instead of a software license.

ANALYSIS AND FISCAL IMPACT

Hyland will provide technical consulting to implement the Part Match process for a one-time fee of \$25,000 plus travel expenses, not to exceed \$6,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by:	<u>Victor A. Belinski</u>	Reviewed by:	<u>Michael D. Gregoryk</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #18</u>

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

DATE: June 22, 2016

CONSENT

SUBJECT: Contract with Sirius Computer Solutions, Inc.

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The services contract is established for use in case of an emergency or critical technology need. The contract is for the not-to-exceed amount of \$10,000 including travel expenses. The hourly rate during normal business hours is \$215. The hourly rate for after hours and weekend service is \$260. There is no increase in the hourly rate from the previous contract. The College will be invoiced for actual hours used and travel expenses during the 2016-17 fiscal year.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Victor A. Belinski

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #19

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 22, 2016</u>	CONSENT
SUBJECT:	<u>Contract with IBM</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The services contract is established for use in case of an emergency or critical technology need. The contract includes 20 hours of technical assistance at \$235 per hour, not to exceed \$4,700. The hourly rate includes travel expenses. The College will be invoiced for actual hours used during the 2016-17 fiscal year.

The hourly rate increased from \$231 to \$235, which is an increase of \$4 per hour from the 2015-16 contract. As of June 14 2016, Information Technology has not utilized IBM services this fiscal year; so, there have been no invoices received for 2015-16.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by:	<u>Victor A. Belinski</u>	Reviewed by:	<u>Michael D. Gregoryk</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #20</u>

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 22, 2016</u>	CONSENT
SUBJECT:	<u>Contract with Ellucian for Banner and Oracle Maintenance and Purchase of Ellucian Mobile License and Implementation Services</u>	

BACKGROUND

In July 2006, the Board approved the purchase and implementation of Ellucian’s (formerly SunGard SCT Inc.) Banner software suite and Oracle’s database management software to create an integrated enterprise application system. The maintenance agreements for the various components of Banner and Oracle are due for renewal.

Over the last 10 years, the College completed the implementation and added customization to Banner and Oracle. The software suite now provides a web-centric strategy for student and employee self-service, an online degree audit system, timely and complete fiscal reporting, custom data reports via the web, and improved business processes. Ellucian’s Banner solution is used by 29 other California community college districts including Citrus, Pasadena, Rio Hondo, and Santa Monica.

To complement the existing Banner software suite, Information Technology (IT) is requesting approval to add Ellucian Mobile license, implementation services, and maintenance. IT developed and released a custom Mt. SAC mobile application, known as the MountieApp, in 2011. The application has been downloaded more than 50,000 times by students, faculty, and staff. The MountieApp was developed using open-source software that has changed corporate sponsors twice since 2011 and faces an uncertain future. Keeping up with the rapid changes in mobile phone technology has been a challenge, and IT has not been able to add new features to the MountieApp in the past two years. Migrating to the Ellucian Mobile platform will ensure that our MountieApp will stay current with technology changes and take advantage of features available in newer devices. Ellucian Mobile integrates with Banner and would allow IT to immediately provide new features such as notifications and course registration, an enhancement most frequently requested by students. It also includes built-in analytics to measure adoption and content usage. This mobile license is used by more than 900 institutions.

ANALYSIS AND FISCAL IMPACT

The annual maintenance dates for the Ellucian Banner software suite and Oracle are August 1, 2016, through July 31, 2017. The contract includes all software product enhancements and regulatory releases, 24/7 unlimited technical support, and priority case escalation for technical assistance.

Prepared by:	<u>Victor A. Belinski</u>	Reviewed by:	<u>Michael D. Gregoryk</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #21</u>

SUBJECT: Contract with Ellucian for Banner and Oracle Maintenance and Purchase of Ellucian Mobile License and Implementation Services

DATE: June 22, 2016

To provide for stable annual budgeting, IT is recommending a seven-year maintenance renewal for Ellucian Banner products with a 4% annual increase. This is the same annual escalator as the previous contract. The first year cost is \$472,392. The contract includes 23 software components of Banner.

Due to Ellucian's contract with Oracle, the renewal for Oracle products is capped at four years and includes a 3% annual increase. The previous maintenance contract for Oracle included a 4% annual escalator; so, the new escalator is 1% less. The first year cost is \$485,848. The contract includes 10 software components of Oracle.

The 2015-16 cost for Banner and Oracle maintenance was \$1,045,281. The total first-year cost of the new contract is \$958,240, a savings of \$87,041 due to eliminating two software components that are no longer used by the College.

Ellucian's one-time license fee for Mobile is \$68,000. The ongoing maintenance fee is \$13,600 with a potential 4% annual increase. The contract includes one-time implementation consulting services of 50 hours, at \$250 per hour, for a total of \$12,500 plus travel expenses not to exceed \$6,000, if necessary. It is possible that implementation services will be completed remotely.

Public Contract Code Section 20651 requires that all purchases valued over \$87,800 be formally bid and awarded by the governing board. The cost for the contract with Ellucian to provide annual maintenance services of Banner and Oracle exceeds the formal bid threshold; however, the College has determined that there is no practical value in advertising or receiving of bids, because there are no other authorized service providers that can provide the necessary maintenance, software enhancements, and technical support.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the sole-source contract with Ellucian, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 22, 2016</u>	CONSENT
SUBJECT:	<u>Agreement with Iron Mountain</u>	

BACKGROUND

Iron Mountain is the leader in information management services, assisting more than 140,000 organizations with storing and protecting information. Information Technology (IT) utilizes Iron Mountain’s media vault services to store digital data and paper files in case of a disaster. IT performs nightly backups of almost all computer systems, servers, and databases. Some of these backups are streamed to cloud storage and some are saved to digital tapes. The tapes are sent off site on a daily basis via secure Iron Mountain transport to their vault for storage and rotated back to the College for reuse on a set schedule. Iron Mountain’s vault has all appropriate measures of security including keycard access, video surveillance, tape scanning, and online tape tracking.

ANALYSIS AND FISCAL IMPACT

Mt. SAC receives a 29% list price discount on services and a 22% list price discount on storage. Iron Mountain's monthly invoices average \$1,100 depending on the total number of days in a month and the total number of site visits. An annual agreement not to exceed \$16,000 with the option to renew for four additional years provides continuity for disaster recovery planning and data management.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Iron Mountain for July 1, 2016, through June 30, 2017, with an option to renew for four additional years.

Prepared by:	<u>Victor A. Belinski</u>	Reviewed by:	<u>Michael D. Gregoryk</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #22</u>

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

DATE: June 22, 2016

CONSENT

SUBJECT: Agreement with Hughes Network Systems, LLC

BACKGROUND

The Mt. SAC Aviation facility has been located at Brackett Field in La Verne, CA for more than 25 years. This facility does not have the infrastructure required for traditional internet service to support the classrooms, labs, and office space used for the Aviation program. Recently, Time Warner quoted an estimate of at least \$8,000 to add the infrastructure for cable internet service. The College considered alternatives like cellular; but, since this facility is an airport, cell phone service is not always reliable. An alternative to hard-wired infrastructure and cell connectivity is satellite service which is reliable and provides both data and voice-over internet protocol telephone connections.

Hughes Network Systems, LLC has 40 years of experience and is the satellite technology industry leader. They have more than 100,000 clients in North America, and they offer service in La Verne, CA. They routinely provide satellite service for many government agencies to connect field offices and remote sites and for emergency preparedness.

ANALYSIS AND FISCAL IMPACT

The satellite service agreement is for 24 months at \$79.99/month, which includes 20 GB data allowance during business hours plus 10 GB anytime data allowance, for a total of 30 GB monthly allowance. The cost to lease the satellite equipment for 24 months is \$19.99/month. The one-time installation fee is \$99.00 and must be pre-paid. If the College elects to discontinue service before the end of the 24-month period, the early termination fee is based on a sliding scale and would not exceed \$1,200.00.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Hughes Network Systems, LLC, as presented.

Prepared by: Victor A. Belinski

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #23

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>June 22, 2016</u>	CONSENT
SUBJECT: <u>Agreement with Network Innovations U.S., Inc.</u>	

BACKGROUND

The College's Emergency Operations Center (EOC) is outfitted with a satellite phone to be used in the event of an emergency that damages other communication infrastructure. To ensure satellite service is available when needed, it is necessary to purchase airtime in advance. The airtime will also be used during EOC drills to verify the operational status of the satellite phone.

ANALYSIS AND FISCAL IMPACT

Network Innovations U.S., Inc. offers satellite airtime plans that are compatible with the EOC's Iridium Extreme 9575 satellite phone. The pre-paid annual plan is \$750 plus regulatory taxes and fees of approximately \$50. The plan includes 500 airtime minutes that are valid for 365 days.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Network Innovations U.S., Inc. for satellite airtime for July 1, 2016, through June 30, 2017, with an option to renew for an additional four years.

Prepared by: Victor A. Belinski Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #24

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 22, 2016</u>	CONSENT
SUBJECT:	<u>Aviation Insurance Policy Renewal</u>	

BACKGROUND

Mt. San Antonio College annually purchases aviation hull and liability insurance to cover the College’s liability resulting from the activities of the Aircraft Technology and Aeronautics Departments, the Mt. San Antonio College Flight Training Association, and the Mt. San Antonio College Flying Team. The College has received proposals from Falcon Insurance Agency of California, Inc., for primary and excess liability insurance in the amount of \$89,018.

ANALYSIS AND FISCAL IMPACT

The primary and excess liability policies are for the period July 1, 2016, through July 1, 2017, and include the following coverage limits:

Primary Liability and Hull Coverage

Liability Coverage:	\$1,000,000 - Combined Single-Limit of Bodily Injury and Property Damage, and Personal Injury Including Passengers. California Renter’s and Trainee’s Liability Included \$5,000 – Medical Coverage Each Person Including Crew.		
Non-Owned Liability “Gap” Coverage:	\$1,000,000 – Combined Single-Limit of Bodily Injury and Property Damage, Including Passengers. This covers the gap when the Flight Team rents aircraft that does not have the \$1,000,000 of primary coverage.		
Hull Coverage:	N714GM	\$19,000	All Risk Hull with Deductible of \$2,500 - All losses
	N48968	\$19,500	All Risk Hull with Deductible of \$2,500 - All losses
	N94364	\$23,500	All Risk Hull with Deductible of \$2,500 - All losses
	N20562	\$34,000	All Risk Hull with Deductible of \$2,500 - All losses
	N49228	\$60,000	All Risk Hull with Deductible of \$2,500 - All losses
	N3505R	\$107,000	All Risk Hull with Deductible of \$2,500 - All losses
	N946MS	\$185,000	All Risk Hull with Deductible of \$2,500 - All losses

Recommended by: <u>Bill Scroggins</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Agenda Item: <u>Consent #25</u>	

SUBJECT: Aviation Insurance Policy Renewal**DATE:** June 22, 2016

Use:	Non-commercial and Special Uses. Special Uses are defined as the instruction, both dual and solo, of members of the Mt. San Antonio College Flight Training Association under the direct supervision of a pilot holding an FAA Flight Instructor Rating.
Total Primary Liability and Hull	\$48,268

Excess Liability, Non-Owned Aircraft Physical Damage and Liability

Liability Coverage:	\$10,000,000 – Excess of primary insurance for aircraft owned and/or operated by the Mt. San Antonio College Flight Training Association. \$5,000 – Medical Coverage Each Person Including Crew, to cover all uses of aircraft not owned by the College.
Non-Owned Aircraft Physical Damage Liability:	\$100,000 – Any One Aircraft \$1,000 – Deductible Any One Loss
Non-Owned Aircraft Liability Coverage:	\$10,000,000 – Combined Single Limit of Bodily Injury and Property Damage Including Passengers.
Uses:	As respects Non-Owned Aircraft – Incidental rental of aircraft while participating in intercollegiate events when the Mt. San Antonio College Flying Team has to use aircraft other than their own.
Total Excess Liability, Non-Owned	\$33,250

Primary Liability – 1972 Gulfstream G-II, N218SE

Hull:	Not applicable
Liability:	\$5,000,000 – Combined Single Limit of Bodily Injury and Property Damage Excluding Passenger Liability
Use:	Training Aid – Ground Only (No Flight). In motion and not in motion.
Total Primary Liability	\$7,500

The combined premium of \$89,018 is for coverage from July 1, 2016, through July 1, 2017. This premium represents coverage for the new airplane identified as the 1972 Gulfstream G-11, N218SE. Overall, the combined premium represents a decrease of 4% in the insurance premium from last year's premium of \$93,064.00.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the renewal of aviation liability insurance and payment to Falcon Insurance Agency of California, Inc., as presented.

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

DATE: June 22, 2016

CONSENT

SUBJECT: Student Accident and Athletic Insurance Coverage - Renewal

BACKGROUND

Mt. San Antonio College is authorized to purchase student accident and athletic insurance for credit students through an annual group policy (Education Code Section No. 32221). The policy covers basic as well as catastrophic insurance. The master policy contains complete details of provisions, limitations, and exclusions, and will prevail at all times.

ANALYSIS AND FISCAL IMPACT

The student accident and athletic policy period is for July 1, 2016, through July 1, 2017, and includes the following coverage limits:

<u>Student Accident Coverage – Basic Coverage</u>	
Per Accident Deductible	\$50
Per Accident Maximum	\$50,000
<u>Student Accident Coverage – Catastrophic Coverage</u>	
Per Accident Deductible	\$50,000
Per Accident Maximum	\$1,000,000
Total Student Accident Premium	\$68,213
<u>Intercollegiate Athletes Coverage – Basic Coverage</u>	
Per Accident Deductibles	\$100 Class I Athletes \$50 Class II Athletes
Per Accident Maximum	\$25,000
<u>Intercollegiate Athletes Coverage – Catastrophic Coverage</u>	
Per Accident Deductible	\$25,000
Per Accident Maximum	\$1,000,000
Total Intercollegiate Athlete Premium	\$104,461
<u>Fire Academy Coverage – Expanded Coverage</u>	
Per Accident Deductible	\$50
Per Accident Maximum	\$25,000
Total Fire Academy Premium	\$6,493

Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #27

SUBJECT: Student Accident and Athletic Insurance Coverage - Renewal

DATE: June 22, 2016

The College is pleased with the services and coverage that Student Insurance Company provides. The combined premium of \$179,167 represents a 9% decrease from the previous year.

Funding Source

Student Health Services and Child Development Funds – Student Accident Premium.
Unrestricted General Fund – Intercollegiate Athlete and Fire Academy Premiums.

RECOMMENDATION

It is recommended that the Board of Trustees approves the renewal of student accident and athletic insurance coverage and the payment of \$179,167 to Student Insurance Company, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 22, 2016</u>	CONSENT
SUBJECT:	<u>General Liability/Property Program Renewal</u>	

BACKGROUND

The College purchases general liability and property coverage from the Alliance of Schools for Cooperative Insurance Programs (ASCIP), a state-wide joint powers agency comprised of school districts and other community colleges. The College has been satisfied with the services received from ASCIP and is seeking approval to renew the College's general liability and property coverage with Alliance of Schools for Cooperative Insurance Programs (ASCIP) for coverage year 2016-17.

ANALYSIS AND FISCAL IMPACT

Pursuant to Education Code Section No. 72506, the Board of Trustees shall procure insurance to insure against all of the following:

1. The liability of the College for damages for death, injury to person, or damage or loss of property to a third party.
2. The personal liability of the members of the Board and of the officers and employees of the College for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer, or employee when acting within the scope of his or her office or employment.

The ASCIP insurance program will renew effective July 1, 2016, through July 1, 2017, and will include general and automobile liability coverage, with a self-insured retention (SIR) of \$25,000, property coverage with a \$10,000 deductible, excess liability, crime, auto physical damage, cyber risk and storage tank liability coverage, and reimbursement to the trust fund for a combined estimated premium of \$797,795. The Memorandum of Coverage contains complete details of provisions, limitations, and exclusions.

The College currently purchases excess liability coverage from the Schools Excess Liability Fund (SELF), which is also the excess liability carrier for ASCIP members. The College has been very satisfied with the services provided by SELF and decided to renew the program in fiscal year 2016-17 the the liability limit of \$55 million. The cost of the excess liability premium with the increase is \$105,475.

Prepared by: <u>Duetta Langevin</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #28</u>

SUBJECT: General Liability/Property Program Renewal

DATE: June 22, 2016

Additionally, the Board adopted Resolution No. 07-10 in June 2008 to establish a trust account to provide payment for claims relating to property and liability losses incurred within the self-insured retention (SIR) level of \$25,000. A third-party administrator, Corvel, is responsible for making payments, setting reserve limits for losses, and providing the College with a quarterly report. Since fund inception, the College has averaged four to five claims per year, where costs have exceeded the \$25,000 SIR. Therefore, in order to ensure that there are adequate reserves available in the trust fund to pay existing and future year losses, it is recommended that the Board authorizes an additional payment to ASCIP of \$152,305 (the balance remaining in the insurance account) to be transferred to the Mt. SAC trust account.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the renewal of the property/liability insurance program with ASCIP, effective July 1, 2016, to include general liability/property, excess liability coverage, and trust fund reimbursement, and authorize payment in the amount of \$903,270 (a small decrease over last year of \$1,937) to the Alliance of Schools for Cooperative Insurance Program (ASCIP), as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 22, 2016</u>	CONSENT
SUBJECT:	<u>Athletics Modular - Pre-Construction Services, Construction Management Services, and Project General Conditions</u>	

BACKGROUND

On November 12, 2014, the Board of Trustees approved the purchase of two modular units for the Kinesiology Department to act as a temporary replacement for Building 50G which will be demolished during a later Athletics Complex project. The College will require additional site work and work related to the installation of the buildings to be completed in order for the facility to be functional by the end of summer 2016.

ANALYSIS AND FISCAL IMPACT

The Athletics Modular project is currently in the constructability review phase and will require the support of a qualified construction management firm. Tilden Coil Constructors, Inc. was approved by the Board of Trustees at its September 9, 2015, meeting to provide construction management services.

Tilden-Coil Constructors, Inc. has submitted a fee proposal for the pre-construction, project general conditions, and construction management phases of the project. The fee consists of a pre-construction fee of 0.75% of the construction cost and a construction management fee of 5.50% of the construction cost. General conditions and general requirements will be billed at the actual cost, currently estimated to be \$339,647. General conditions and general requirements include on-campus project management, supervision, and administrative support as well as specific time-driven project elements such as temporary fencing, on-site office space, and sanitary facilities. The project construction costs are currently estimated at \$2,331,266.

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract for pre-construction, project general conditions, and construction management services with Tilden-Coil Constructors, Inc., as presented.

Prepared by: <u>Gary L. Nellesen</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #29</u>

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

DATE: June 22, 2016

CONSENT

SUBJECT: Lease/Leaseback Construction – Final Reconciliation and Notice of
Completion – Student Success Center

BACKGROUND

The Student Success Center project was approved under the Lease/Leaseback Construction Delivery Method on August 13, 2014, with a Guaranteed Maximum Price (GMP) of \$13,628,082.00. The construction activities began on September 12, 2014, and all change orders were substantially complete on February 21, 2016. The contractor's performance was evaluated throughout the pre-construction and construction periods and deemed by staff to be satisfactory in all respects.

ANALYSIS AND FISCAL IMPACT

Projects completed under the Lease/Leaseback Construction Delivery Method are approved with a GMP. Under a GMP, the contractor bills for only the actual costs of the project. During construction, the GMP may be increased by action of the Board of Trustees to address costs associated with additional scope of work for unforeseen conditions not covered by the approved contingency or allowances. Change Order No. 1 was approved on November 18, 2015, for additional audiovisual equipment and the extension of the chilled water piping beyond the project limits to provide a point of connection for future projects. No additional change orders are required to complete this project.

Contractor	Tilden-Coil Constructors (Contractor)		
Item	Justification:	Amount	Time
	Original Contract Amount	\$13,628,082.00	
	Net Change by Previous Change Orders	\$364,593.00	
	Final Contract Sum	\$13,992,675.00	
Percentage of Change to Contract, to Date			2.6%

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

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #30

SUBJECT: Lease/Leaseback Construction – Final Reconciliation and Notice of Completion – Student Success Center

DATE: June 22, 2016

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

Project Data for the Student Success Center Project

Pre-Construction Phase

- Constructability Review Comments Incorporated Pre-Bid 504
- Standards/Code Compliance Review Comments Incorporated Pre-Bid 0
- Average Bids per Trade 5

Construction Phase

- Final Cost Over/Under Guaranteed Maximum Price \$364,593.00
- Percent Cost Over/Under Guaranteed Maximum Price 2.6%
- Working Days Over/Under Contract Schedule -61
- Contract Change Orders 1

Post-Construction Phase

- Unresolved Contractor Claims 0
- Deviation Notices Issued by Inspector of Record 0
- Outstanding Close Out Submittals 0

Funding Sources

Measure RR Bond Anticipation Note, Measure RR Bond Anticipation Note Interest, Measure RR Bond (Series A), and Measure RR Bond (Series A) Interest funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the reduction of the lease period to 35 days, and accepts the project as complete.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>June 22, 2016</u>	CONSENT
SUBJECT: <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:

#1	Consultant:	P2S Engineering, Inc.	
	Project:	Art Center Wood Shop	
Item	Description:	Amount	
	Professional engineering design services for the renovation of the Wood Shop at the Art Center.	\$29,500.00	
	Contract Amount:	\$29,500.00	

#2	Consultant:	P2S Engineering, Inc.	
	Project:	Technology Building Classroom Renovation	
Item	Description:	Amount	
	Provide lighting control engineering design services for the Technology Building Classroom Renovation.	\$2,000.00	
	Contract Amount:	\$2,000.00	

#3	Consultant:	HMC Architects	
	Project:	Design Technology Interior Improvements	
Item	Description:	Amount	
	Professional engineering services for HVAC renovations at the radio lab.	\$15,300.00	
	Reimbursable expenses, not to exceed:	\$1,700.00	
	Contract Amount:	\$17,000.00	

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #31

SUBJECT: Professional Design and Consulting Services**DATE:** June 22, 2016

#4	Consultant:	P2S Engineering, Inc	
	Project:	Replace Electrical - Farm	
Item	Description:	Amount	
	Electrical engineering services for the replacement of Substation 26, providing electrical service to the Farm.	\$15,500.00	
	Contract Amount:	\$15,500.00	

#5	Consultant:	Greve & Associates, LLC	
	Project:	West Parcel Solar	
Item	Description:	Amount	
	Provide technical support to legal team regarding air quality, noise, and greenhouse gas effects for the West Parcel Solar Project. Time and materials, not to exceed:	\$1,200.00	
	Contract Amount:	\$1,200.00	

#6	Consultant:	Campbell, Anderson & Associates, Inc.	
	Project:	Cost Consulting Services	
Item	Description:	Amount	
	Provide cost estimate consulting services for Measure RR projects on a time and materials basis, not to exceed:	\$10,000.00	
	Contract Amount:	\$10,000.00	

#7	Consultant:	Gala Systems	
	Project:	Gala Stage List Annual Maintenance Agreement	
Item	Description:	Amount	
	Five-year professional maintenance agreement to provide annual service for the Clarke Theater stage lift.	\$19,440.00	
	Contract Amount:	\$19,440.00	

Funding Source

Items 1, 2, 3, 4, and 6—Measure RR Bond (Series A) funds.

Item 5—Capital Outlay Energy Fund.

Item 7—Unrestricted General Fund.

RECOMMENDATION

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

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>June 22, 2016</u>	CONSENT
SUBJECT: <u>Professional Design and Consulting Services – Added Services (Contract Amendments)</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 Contract Amendments are presented for approval:

Temporary Classroom Building Systems Upgrade - design of the restrooms was not included in the initial proposal.

#1	Consultant:	Hill Partnership, Inc.	No.	1
	Project:	Temporary Classroom Building Systems Upgrade		
Item	Description:	Amount		
	Provide architectural and structural conceptual plans and typical details for restroom remodel and mechanical equipment platform at Building 40.	\$20,000.00		
	Total	\$20,000.00		
	Original Contract Amount	\$50,000.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$50,000.00		
	Amount of Amendment No. 1	\$20,000.00		
	New Contract Sum	\$70,000.00		
	Total Project Budget	\$2,630,500.00		
	Percentage of Change to the Total Project Budget	0.76%		

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #32

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

DATE: June 22, 2016

The Equity Center - it has been determined that the original storm drain for this area is not adequate to provide necessary drainage.

#2	Consultant:	Psomas	No.	3
	Project:	The Equity Center		
Item	Change and Justification:		Amount	
	Additional professional engineering services for the design of approximately 100 linear feet of storm drain.		\$2,500.00	
	Total		\$2,500.00	
	Original Contract Amount		\$34,000.00	
	Net Change by Previous Amendments		\$13,000.00	
	Net Sum Prior to This Amendment		\$47,000.00	
	Amount of Amendment No. 3		\$2,500.00	
	New Contract Sum		\$49,500.00	
	Percentage of this Change to the Total Project Budget			0.08%

Document Storage Modular - due to the requirement of additional office space for new staff, changes to the design were required.

#3	Consultant:	PAL id Studio	No.	1
	Project:	Document Storage Modular		
Item	Description:		Amount	
	Additional furniture, fixtures, and equipment consulting due to revisions required by the change in scope to include additional office space.		\$10,000.00	
	Total		\$10,000.00	
	Original Contract Amount		\$11,340.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$11,340.00	
	Amount of Amendment No. 1		\$10,000.00	
	New Contract Sum		\$21,340.00	
	Total Project Budget		\$1,573,209.00	
	Percentage of Change to the Total Project Budget			0.64%

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

DATE: June 22, 2016

West Parcel Solar Project - additional biological consulting related to the extended environmental permitting for the project. This item is presented for ratification due to the time frames required with the permitting agencies.

#4	Consultant:	Helix Environmental Planning	No.	1
	Project:	West Parcel Solar Project		
Item	Description:		Amount	
	Additional biological consulting services including regulatory agency liaison services and preparation of an additional noise technical report.		\$23,800.00	
	Total		\$23,800.00	
	Original Contract Amount		\$36,815.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$36,815.00	
	Amount of Amendment No. 1		\$23,800.00	
	New Contract Sum		\$60,615.00	
	Total Project Budget		\$13,723,645.00	
	Percentage of Change to the Total Project Budget		0.17%	

Athletics Complex - Additional civil engineering support service for the Supplemental Environmental Impact Report (SEIR) for the Facilities Master Plan update and Physical Education projects.

#5	Consultant:	Psomas	No.	1
	Project:	Athletics Complex		
Item	Description:		Amount	
	Additional civil engineering support services including additional general research, preparation of exhibits and calculations, coordination, and other tasks required for the preparation of the SEIR.		\$15,000.00	
	Total		\$15,000.00	
	Original Contract Amount		\$15,000.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$15,000.00	
	Amount of Amendment No. 1		\$15,000.00	
	New Contract Sum		\$30,000.00	
	Total Project Budget		\$62,264,296.00	
	Percentage of Change to the Total Project Budget		0.02%	

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

DATE: June 22, 2016

Athletics Complex - Add scope for furniture fixtures and equipment consulting services to the architectural contract, instead of contracting with a separate specialty consultant.

#6	Consultant:	HMC Architects	No.	3
	Project:	Athletics Complex		
Item	Change and Justification:		Amount	
	Provide furniture, fixtures, and equipment consulting services.		\$88,750.00	
	Reimbursable expenses, not to exceed:		\$4,000.00	
	Total		\$92,750.00	
	Original Contract Amount		\$2,533,446.00	
	Net Change by Previous Amendments		\$1,235,246.00	
	Net Sum Prior to This Amendment		\$3,768,692.00	
	Amount of Amendment No. 3		\$92,750.00	
	New Contract Sum		\$3,861,442.00	
	Total Project Budget		\$62,264,296.00	
	Percentage of this Change to the Total Project Budget			0.15%

Funding Sources

Items 1, 2, 3, 5, and 6 - Measure RR Bond (Series A) funds.
Item 4—Capital Outlay West Parcel Improvements.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 22, 2016</u>	CONSENT
SUBJECT:	<u>Energy Services Contract – Demand Response Program (Change Order)</u>	

BACKGROUND

At the April 24, 2013, Board of Trustees meeting, Resolution No. 12-11 was passed, awarding an Energy Services contract to MelRok, LLC in an amount not to exceed \$60,000. This contract was awarded under Government Code Section 4217.10 et seq., which authorizes the use of an informal process for the procurement of energy services contracts, since energy service contracts often require performance guarantees and compliance with certain qualitative measures that may not otherwise be obtainable from a contract selected through a low bid process.

ANALYSIS AND FISCAL IMPACT

MelRok’s contract included the installation of the EnergiGateway system to communicate with Southern California Edison’s Demand Response Automation Server to receive event notifications. The EnergiGateway system sends load curtailment instructions to the College’s existing Energy Management System via a software interface, which allows for the curtailment instructions to be approved or disapproved by the College’s Energy Services Manager.

During the course of the project, it was determined that additional gateways and sensors were required to provide the flexibility that the College required in the program.

	Contractor:	MelRok, LLC	CO No.	1
Item	Change and Justification:		Amount	Time
1	Installation of two additional gateways and 42 additional sensors including network drops and additional programming.		\$49,219.40	
	Total		\$49,219.40	
	Original Contract Amount			\$53,230.00
	Net Change by Previous Change Orders			\$0.00
	Net Sum Prior to This Change Order			\$53,230.00
	Amount of Change Order No. 1			\$49,219.40
	New Contract Sum			\$102,449.4
Percentage of Change to Contract, to Date				92.47%

Prepared by: _____	Gary L. Nellesen	Reviewed by: _____	Michael D. Gregoryk
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #33

SUBJECT: Energy Services Contract – Demand Response Program (Change Order)

DATE: June 22, 2016

Funding Source

Capital Outlay Energy funds.

RECOMMENDATION

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

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

DATE: June 22, 2016

CONSENT

SUBJECT: Thermal Energy System and Chiller Cooling Tower Project (Change Order)

BACKGROUND

The Thermal Energy System and Chiller Cooling Tower Project was approved by the Board of Trustees at the October 21, 2015, meeting to increase the capacity of the campus central water system. The work consists of adding a new electric chiller, a new cooling tower, a two-million gallon underground storage tank, and underground chilled water piping from Parking Lot H to Lot R.

ANALYSIS AND FISCAL IMPACT

During site grading and pipe trench excavation, changes are necessary to: 1) remove existing underground chilled and heating hot water pipes that are in conflict with the new Business and Computer Technology building, and install new pipes in different locations including the surveying, off-site removal of debris, and locating existing utilities along the new pipe routing; and 2) replace corroded underground steel pipes and fitting which were discovered during excavation with new insulated plastic pipes, and to provide a rental chiller and generator for interim cooling during the central plant shutdown.

RFP No.	3010	Contractor:	Tilden-Coil Constructors, Inc. (General Contractor)	CO No.	1
Item	Change and Justification:			Amount	Time
1	Rerouting of underground chilled water and heating hot water pipes.			\$288,876.00	0 days
2	Replacement of corroded underground steel chilled water pipes and fittings, and rental of a chiller and generator.			\$116,372.00	0days
3	5.5% profit markup			\$22,288.64	
4	1% each insurance and bond markup.			\$8,104.96	
	Total			\$435,641.60	0 days
	Original Contract Amount			\$11,633,240.00	
	Net Change by Previous Change Orders			\$0.00	
	Net Sum Prior to This Change Order			\$11,633,240.00	
	Amount of Change Order No. 3			\$435,641.60	
	New Contract Sum			\$12,068,881.60	
	Percentage of Change to Contract, to Date				3.74%

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #34

SUBJECT: Thermal Energy System and Chiller Cooling Tower Project (Change Order)

DATE: June 22, 2016

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: June 22, 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 and 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: Items 1 through 3, owner-requested changes; and Item 4) changes to the access control system in order to provide an operational system for all requested doors.

Bid No.	3009	Contractor:	Harik Construction, Inc. (General Contractor)	CO No.	4
Item	Change and Justification:		Amount	Time	
1	Casework, countertop, plumbing and door modifications.		\$15,639.00	20 days	
2	Modifications for installation of low security wall.		\$11,274.00	7 days	
3	Demolish and patch walls in Room 3100 for electrical renovations due to furniture placement.		\$6,262.00	4 days	
4	Furnish and install missing actuator for access control.		\$1,799.00	1 days	
	Total		\$34,974.00	32 days	
	Original Contract Amount		\$499,000.00		
	Net Change by Previous Change Orders		\$165,846.00		
	Net Sum Prior to This Change Order		\$664,846.00		
	Amount of Change Order No. 4		\$34,974.00		
	New Contract Sum		\$699,820.00		
Percentage of Change to Contract, to Date			40.24%		

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #35

SUBJECT: Building 23 Renovation (Change Order)**DATE:** June 22, 2016

Building 23 Renovations	Date	Amount	%	Harik Construction, Inc.
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.
C. O. No. 3	May 2016	\$58,924.00	33.24%	Electrical changes required by access control system; changes for installation of modular wall system and dishwasher; demolition and framing at Public Safety; new card for fire alarm panel.

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: June 22, 2016

CONSENT

SUBJECT: Professional and Organizational Development Remodel (Change Order)

BACKGROUND

This project provides for the renovation of the Professional and Organizational Development offices at the Library building.

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 change was required to meet code requirements of the increased occupancy.

Bid No.	3001	Contractor:	GDL Best Contractors, Inc. (Utility Contractor)	CO No.	3
Item	Change and Justification:			Amount	Time
1	Replace entry/exit door to swing in direction of travel, per code, to increase occupant load of new design.			\$11,131.00	0 days
	Total			\$11,131.00	0 days
	Original Contract Amount			\$175,000.00	
	Net Change by Previous Change Orders			\$29,390.00	
	Net Sum Prior to This Change Order			\$204,390.00	
	Amount of Change Order No. 2			\$11,131.00	
	New Contract Sum			\$215,521.00	
Percentage of Change to Contract, to Date				23.15%	

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #36

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

DATE: June 22, 2016

CONSENT

SUBJECT Personnel Transactions

CLASSIFIED EMPLOYMENT

Permanent New Hires

Name: Chen, Tiffany
 Position: Buyer New: Yes
 Department: Purchasing
 Range/Step: A-79, Step 3 Salary: \$4,440.32/month
 Job FTE: 1.00/12 months
 Effective: 6/27/16

Name: Culross, LeeAnn
 Position: Admissions and Records Specialist I New: No
 Department: Admissions and Records
 Range/Step: A-59, Step 1 Salary: \$3,300.69/month
 Job FTE: 1.00/12 months
 Effective: TBD

Name: Homs, Bishara
 Position: Custodian New: No
 Department: Custodial Services
 Range/Step: B-34, Step 1 Salary: \$3,132.36/month
 Job FTE: 1.00/12 months
 Effective: 6/23/16

Name: Morales, Erica
 Position: Administrative Specialist I New: No
 Department: Financial Aid
 Range/Step: A-69, Step 1 Salary: \$3,646.03/month
 Job FTE: 1.00/12 months
 Effective: TBD

Name: Padilla, Christopher
 Position: Administrative Specialist I New: No
 Department: Financial Aid
 Range/Step: A-69, Step 1 Salary: \$3,646.03/month
 Job FTE: 1.00/12 months
 Effective: TBD

Prepared by: Human Resources Staff

Reviewed by: Peter Parra

Recommended by: Bill Scroggins

Agenda Item: Consent #39

SUBJECT: Personnel Transactions

DATE: June 22, 2016

Permanent New Hires (continued)

Name: Pagdilao, Dilbert
 Position: Custodian New: No
 Department: Custodial Services
 Range/Step: B-34, Step 1 Salary: \$3,132.36/month
 Job FTE: 1.00/12 months
 Effective: 6/23/16

Name: Smith, Leslie
 Position: Administrative Specialist I New: No
 Department: Financial Aid
 Range/Step: A-69, Step 1 Salary: \$3,646.03/month
 Job FTE: 1.00/12 months
 Effective: TBD

Name: Williams, Terry
 Position: Custodian New: No
 Department: Custodial Services
 Range/Step: B-34, Step 1 Salary: \$3,132.36/month
 Job FTE: 1.00/12 months
 Effective: 6/23/16

Rehire from 39-month Re-Employment List

Name: Evelyn Matthiesen
 Position: Student Services Program Specialist II-Bridge New: No
 Department: Counseling and Guidance
 Range/Step: A-79, Step 6 Salary: \$4,894.54/month
 Job FTE: 1.00/12 months
 Effective: 7/1/16
 Remarks: Formerly Child Development Workforce Initiative Specialist

Change of Assignment

Name: Salazar, Sophia
 Position: Administrative Specialist I New: No
 Department: Human Resources
 Range/Step: A-69, Step 4 Salary: \$4,220.75/month
 Job FTE: 1.00/12 months
 Effective: 6/23/16
 Remarks: Formerly in the Bridge Program

SUBJECT: Personnel Transactions

DATE: June 22, 2016

ACADEMIC EMPLOYMENT

Permanent New Hires

Name: Avila, Naomi
 Position: Professor of Counseling, Adult Basic Education New: Yes
 Department: School of Continuing Education
 Range/Step: I-1 Salary: \$71,209.00 /annual
 Job FTE: 1.00/11 months
 Effective: TBD

Name: Bates, Bobby
 Position: Professor of Accounting New: Yes
 Department: Accounting and Management
 Range/Step: I-1 Salary: \$63,906.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/29/16

Name: Browne, Errol
 Position: Professor of History New: No
 Department: History and Art History
 Range/Step: I-1 Salary: \$63,906.00/annual
 Job FTE: 1.00/10 months
 Effective: TBD

Name: Cammayo, Christina
 Position: Professor of Nutrition New: No
 Department: Consumer and Design Technologies
 Range/Step: I-1 Salary: \$63,906.00/annual
 Job FTE: 1.00/10 months
 Effective: TBD

Name: Chavez, Dalia
 Position: Professor of Counseling, Adult Basic Education New: Yes
 Department: School of Continuing Education
 Range/Step: I-1 Salary: \$71,209.00 /annual
 Job FTE: 1.00/11 months
 Effective: 7/1/16

Name: Chavez, Susan
 Position: Professor of Restaurant Management New: No
 Department: Consumer and Design Technologies
 Range/Step: I-1 Salary: \$63,906.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/29/16

SUBJECT: Personnel Transactions

DATE: June 22, 2016

Permanent New Hires (continued)

Name:	Cummings, Christine	New:	No
Position:	Professor of Theater		
Department:	Theater		
Range/Step:	I-1	Salary:	\$63,906.00/annual
Job FTE:	1.00/10 months		
Effective:	8/29/16		
Name:	Flisik, Tyler	New:	Yes
Position:	Professor of Biological Sciences		
Department:	Biological Sciences		
Range/Step:	I-1	Salary:	\$63,906.00/annual
Job FTE:	1.00/10 months		
Effective:	8/29/16		
Name:	Garcia, Vanessa	New:	Yes
Position:	Professor of Counseling, ESL		
Department:	School of Continuing Education		
Range/Step:	I-1	Salary:	\$71,209.00 /annual
Job FTE:	1.00/11 months		
Effective:	7/1/16		
Name:	Heredia, Evelyn	New:	Yes
Position:	Professor of Counseling, Short-Term Vocational		
Department:	School of Continuing Education		
Range/Step:	I-1	Salary:	\$71,209.00 /annual
Job FTE:	1.00/11 months		
Effective:	7/1/16		
Name:	Knott, John	New:	Yes
Position:	Professor of Kinesiology & Baseball Head Coach		
Department:	Kinesiology, Athletics, and Dance		
Range/Step:	I-1	Salary:	\$63,906.00 /annual
Job FTE:	1.00/10 months		
Effective:	8/29/16		
Name:	Larson, Sandon	New:	Yes
Position:	Professor of American Sign Language		
Department:	Sign Language		
Range/Step:	I-1	Salary:	\$63,906.00/annual
Job FTE:	1.00/10 months		
Effective:	8/29/16		

SUBJECT: Personnel Transactions

DATE: June 22, 2016

Permanent New Hires (continued)

Name: Mah, David
 Position: Professor of Emergency Medical Services New: Yes
 Department: Technology & Health
 Range/Step: I-1 Salary: \$78,147.00/annual
 Job FTE: 1.00/12 months
 Effective: 7/1/16

Name: Mahjoor, Parisa
 Position: Professor of Chemistry New: No
 Department: Chemistry
 Range/Step: I-1 Salary: \$63,906.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/29/16

Name: Marston, Karen
 Position: Professor of Music New: No
 Department: Music
 Range/Step: I-1 Salary: \$63,906.00/annual
 Job FTE: 1.00/10 months
 Effective: TBD

Name: Necke, Donna
 Position: Professor of Adult Basic Education New: Yes
 Department: Adult Basic Education
 Range/Step: I-1 Salary: \$63,906.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/29/16

Name: Ngo, Michael
 Position: Professor of Counseling, ESL New: Yes
 Department: School of Continuing Education
 Range/Step: I-1 Salary: \$71,209.00 /annual
 Job FTE: 1.00/11 months
 Effective: 7/18/16

Name: Norvell, John
 Position: Professor of Anthropology New: Yes
 Department: Biological Sciences
 Range/Step: III-9 Salary: \$95,375.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/29/16

SUBJECT: Personnel Transactions**DATE:** June 22, 2016**Permanent New Hires** (continued)

Name:	Perea, Chaz	New:	No
Position:	Professor of Horticulture		
Department:	Agricultural Sciences		
Range/Step:	I-1	Salary:	\$63,906.00/annual
Job FTE:	1.00/10 months		
Effective:	8/29/16		
Name:	Rios-Alvarado, Eva	New:	Yes
Position:	Librarian, Student Equity and Outreach		
Department:	Library and Learning Resources		
Range/Step:	I-1	Salary:	\$78,147.00/annual
Job FTE:	1.00/12 months		
Effective:	7/1/16		
Name:	Roueintan, Masoud	New:	No
Position:	Professor of Chemistry		
Department:	Chemistry		
Range/Step:	I-1	Salary:	\$63,906.00/annual
Job FTE:	1.00/10 months		
Effective:	8/29/16		
Name:	Santana, Naluce	New:	No
Position:	Professor of Health		
Department:	Biological Sciences		
Range/Step:	I-1	Salary:	\$63,906.00/annual
Job FTE:	1.00/10 months		
Effective:	TBD		
Name:	Shear, Michelle	New:	Yes
Position:	Professor of Dance		
Department:	Kinesiology, Athletics, and Dance		
Range/Step:	I-1	Salary:	\$63,906.00/annual
Job FTE:	1.00/10 months		
Effective:	8/29/16		
Name:	Tharp, Nathan	New:	No
Position:	Professor of Music		
Department:	Music		
Range/Step:	I-1	Salary:	\$63,906.00/annual
Job FTE:	1.00/10 months		
Effective:	8/29/16		

SUBJECT: Personnel Transactions

DATE: June 22, 2016

Permanent New Hires (continued)

Name: Valdes, Steven
 Position: Professor of Accounting
 Department: Accounting and Management
 Range/Step: I-1
 Job FTE: 1.00/10 months
 Effective: 8/29/16

New: No
 Salary: \$63,906.00/annual

Initial Salary Placement Adjustments

Name: Bazikyan, Ivet
 Position: Professor of Child Development
 Department: Child Development
 Column/Step: I-9
 Job FTE: 1.00/10 months
 Effective: 8/29/16
 Remarks: Initially placed on Column I, Step 1

Salary: \$86,782.00/annual

Name: Rivera, Kelly
 Position: Professor of Political Science
 Department: Geography and Political Science
 Column/Step: II-3
 Job FTE: 1.00/10 months
 Effective: 8/29/16
 Remarks: Initially placed on Column I, Step 1

Salary: \$73,013.00/annual

Name: Vane, Sierra
 Position: Professor of Political Science
 Department: Geography and Political Science
 Column/Step: III-1
 Job FTE: 1.00/10 months
 Effective: 8/29/16
 Remarks: Initially placed on Column I, Step 1

Salary: \$72,411.00/annual

Recommend for First Year Contracts - 7/1/16-6/30/17

<u>Name</u>	<u>Department</u>
Flameno, Bernadette	Counseling
Gutierrez, Daisy	Counseling
Mestas, Sara	Counseling
Turcios, Ana Silvia	Counseling

SUBJECT: Personnel Transactions**DATE:** June 22, 2016**Professional Development Leave of Absence without Pay and without District Benefits**

Jane Nazzal, Professor of Writing, Learning Assistance Center, effective 8/29/16-12/18/16

Banking Leave of Absences with Pay

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Nguyen, Kim-Leiloni	Biological Sciences	3	Fall 2016
Nguyen, Kim-Leiloni	Biological Sciences	3	Spring 2017
Takashima, Timothy	Math, Computer Science	15	Fall 2016

President's Personal Innovation Award Recipient - 2015

Solene Halabi, Professor of Foreign Languages - \$1,000

Resignation

Akira Nitta, Professor of Mathematics (Mathematics and Computer Sciences) effective 6/12/16

Retirements

Lynda Hoggan, Professor, Biological Sciences (Biological Sciences) effective 6/11/16 (previously approved as 6/30/16)

Wanda Fulbright-Dennis, Professor, Counseling (Counseling) effective 8/1/16

Additional Assignments

<u>Provider</u>	<u>Area/Department</u>	<u>Service/Agreement</u>	<u>Dates</u>	<u>Amount</u>
Altenau, Jane	Instruction/Adult Basic Education	Curriculum & SLOs	7/1/16-6/30/17	\$44.28/hr. Not to exceed \$3,000
Arterburn, Pamela	Student Services/Assessment Center	Faculty AWE Readers	7/1/16-6/30/17	Not to exceed \$52.58/hr.
Austin, Markie	Instruction/Adult Basic Education	Curriculum & SLOs	7/1/16-6/30/17	\$44.28/hr. Not to exceed \$3,000
Baker, Marissa	Instruction/Adult Basic Education	Curriculum & SLOs	7/1/16-6/30/17	\$44.28/hr. Not to exceed \$3,000
Betkey, Carly	Instruction/Adult Basic Education	Curriculum & SLOs	7/1/16-6/30/17	\$44.28/hr. Not to exceed \$1,000
Bowman, Deanna	Instruction/Adult Basic Education	Curriculum & SLOs	7/1/16-6/30/17	\$47.42/hr. Not to exceed \$5,000
Campos, Raquel	Instruction/Adult Basic Education	Curriculum & SLOs	7/1/16-6/30/17	\$49.08/hr. Not to exceed \$15,000

SUBJECT: Personnel Transactions**DATE:** June 22, 2016**Additional Assignments** (continued)

<u>Provider</u>	<u>Area/Department</u>	<u>Service/Agreement</u>	<u>Dates</u>	<u>Amount</u>
Capraro, John	Instruction/Adult Basic Education	Curriculum & SLOs	7/1/16-6/30/17	\$49.08/hr. Not to exceed \$1,500
Chang, Susan	Instruction/Adult Basic Education	Curriculum & SLOs	7/1/16-6/30/17	\$44.28/hr. Not to exceed \$3,000
Chui, Pamela	Student Services/ Assessment Center	Faculty AWE Readers	7/1/16-6/30/17	Not to exceed \$47.42/hr.
Cruz-Nguyen, Jennifer	Instruction/Adult Basic Education	Curriculum & SLOs	7/1/16-6/30/17	\$44.28/hr. Not to exceed \$2,000
Curle, Timothy	Instruction/Music Department	Coach-Chamber Ensembles	2/22/16-6/30/16	\$44.28/hr. Not to exceed \$600
Dave, Mala	Instruction/Adult Basic Education	Curriculum & SLOs	7/1/16-6/30/17	\$45.81/hr. Not to exceed \$1,000
DeVries, Judy	Instruction/Adult Basic Education	Curriculum & SLOs	7/1/16-6/30/17	\$49.08/hr. Not to exceed \$10,000
Domingues, Cameron	Instruction/Music Department	Coach-Chamber Ensembles & Performer/Faculty Chamber Ensemble	2/22/16	\$52.58/hr. Not to exceed \$1,200
Dougherty, Michelle	Student Services/ Assessment Center	Faculty AWE Readers	7/1/16-6/30/17	Not to exceed \$50.79/hr.
Ezzell, Sun	Student Services/ Assessment Center	Faculty AWE Readers	7/1/16-6/30/17	Not to exceed \$52.58/hr.
Fabiero, Karin	Instruction/Music Department	Coach-Chamber Ensembles & Performer/Piano & Cello Recital & Faculty Chamber Ensemble	2/22/16-6/30/16	\$47.42/hr. Not to exceed \$1,200
Fong, Howson	Instruction/Adult Basic Education	Curriculum & SLOs	7/1/16-6/30/17	\$44.28/hr. Not to exceed \$5,000
Giles, Naomi	Student Services/ Assessment Center	Faculty AWE Readers	7/1/16-6/30/17	Not to exceed \$49.08/hr.
Gomez-Angel, Mary	Instruction/Adult Basic Education	Curriculum & SLOs	7/1/16-6/30/17	\$47.42/hr. Not to exceed \$15,000
Hallsted, Christopher	Student Services/ Assessment Center	Faculty AWE Readers	7/1/16-6/30/17	Not to exceed \$49.08/hr.
Hancock, Joy	Student Services/ Assessment Center	Faculty AWE Readers	7/1/16-6/30/17	Not to exceed \$49.08/hr.
Hannon, Laura	Student Services/ Assessment Center	Faculty AWE Readers	7/1/16-6/30/17	Not to exceed \$47.42/hr.
Hill-Enriquez, Evelyn	Student Services/ Assessment Center	Faculty AWE Readers	7/1/16-6/30/17	Not to exceed \$49.08/hr.

SUBJECT: Personnel Transactions**DATE:** June 22, 2016**Additional Assignments** (continued)

<u>Provider</u>	<u>Area/Department</u>	<u>Service/Agreement</u>	<u>Dates</u>	<u>Amount</u>
Kelly, Donna	Student Services/ Assessment Center	Faculty AWE Readers	7/1/16- 6/30/17	Not to exceed \$52.58/hr.
Key-Ketter, Leah	Student Services/ Assessment Center	Faculty AWE Readers	7/1/16- 6/30/17	Not to exceed \$50.79/hr.
Krueger, Jason	Instruction/Adult Basic Education	Curriculum & SLOs	7/1/16- 6/30/17	\$44.28/hr. Not to exceed \$1,000
Laronga, Barbara	Instruction/Music Department	Coach-Chamber Ensembles	2/22/16- 6/30/16	\$47.42/hr. Not to exceed \$600
Lyons, Kellee	Instruction/Adult Basic Education	Curriculum & SLOs	7/1/16- 6/30/17	\$44.28/hr. Not to exceed \$4,000
Mansour, Christina	Instruction/Adult Basic Education	Curriculum & SLOs	7/1/16- 6/30/17	\$44.28/hr. Not to exceed \$3,000
Mahpar, Steven	Instruction/Music Department	Coach-Chamber Ensembles & Performer/Faculty Chamber Ensemble	2/22/16- 6/30/16	\$45.81/hr. Not to exceed \$1,200
Mariles, Joseph	Instruction/Adult Basic Education	Curriculum & SLOs	7/1/16- 6/30/17	\$44.28/hr. Not to exceed \$4,000
Martinez, Marlise	Instruction/Adult Basic Education	Curriculum & SLOs	7/1/16- 6/30/17	\$44.28/hr. Not to exceed \$3,000
Massey, Christine	Instruction/Music Department	Performer-Faculty Chamber Ensemble	5/22/16	\$44.28/hr. Not to exceed \$300
McFaul, Jason	Student Services/ Assessment Center	Faculty AWE Readers	7/1/16- 6/30/17	Not to exceed \$52.58/hr.
McNall, Marilyn	Instruction/Adult Basic Education	Curriculum & SLOs	7/1/16- 6/30/17	\$44.28/hr. Not to exceed \$2,000
Mullane, Douglas	Student Services/ Assessment Center	Faculty AWE Readers	7/1/16- 6/30/17	Not to exceed \$49.08/hr.
Neel, Samantha	Instruction/Adult Basic Education	Curriculum & SLOs	7/1/16- 6/30/17	\$44.28/hr. Not to exceed \$3,000
Ogden, Beckette	Instruction/Music Department	Maintenance of the Theater Costume Shop	2/22/16- 6/30/16	\$50.79/hr. Not to exceed \$600
Perez-Gonzalez, Jose	Student Services/ Assessment Center	Faculty AWE Readers	7/1/16- 6/30/17	Not to exceed \$49.08/hr.
Rienstra, Ryan	Instruction/Adult Basic Education	Curriculum & SLOs	7/1/16- 6/30/17	\$44.28/hr. Not to exceed \$4,000

SUBJECT: Personnel Transactions**DATE:** June 22, 2016**Additional Assignments** (continued)

<u>Provider</u>	<u>Area/Department</u>	<u>Service/Agreement</u>	<u>Dates</u>	<u>Amount</u>
Rowley, Dianne	Student Services/ Assessment Center	Faculty AWE Readers	7/1/16- 6/30/17	Not to exceed \$52.58/hr.
Saldana, Alicia	Instruction/Adult Basic Education	Curriculum & SLOs	7/1/16- 6/30/17	\$44.28/hr. Not to exceed \$4,000
Soriano, Venus	Instruction/Adult Basic Education	Curriculum & SLOs	7/1/16- 6/30/17	\$44.28/hr. Not to exceed \$2,000
Stoutenborough, Laura	Instruction/Music Department	Performer-Piano & Cello Recital & Faculty Chamber Ensemble	4/16/16 & 5/22/16	\$44.28/hr. Not to exceed \$1,200
Straw, Ellen	Student Services/ Assessment Center	Faculty AWE Readers	7/1/16- 6/30/17	Not to exceed \$49.08/hr.
Stuntz, Lori	Instruction/Music Department	Coach-Chamber Ensembles	2/22/16- 6/30/16	\$49.08/hr. Not to exceed \$600
Valdez, Crystal	Instruction/Adult Basic Education	Curriculum & SLOs	7/1/16- 6/30/17	\$44.28/hr. Not to exceed \$3,000
Whalen, Margaret F.	Student Services/ Assessment Center	Faculty AWE Readers	7/1/16- 6/30/17	Not to exceed \$50.79/hr.
Wheeler, Daniel	Student Services/ Assessment Center	Faculty AWE Readers	7/1/16- 6/30/17	Not to exceed \$49.08/hr.
Wolters, Zohra	Instruction/Adult Basic Education	Curriculum & SLOs	7/1/16- 6/30/17	\$44.28/hr. Not to exceed \$25,000
Zuniga, Luis	Instruction/Music Department	Coach-Chamber Ensembles	2/22/16- 6/30/16	\$44.28/hr. Not to exceed \$600

MANAGEMENT EMPLOYMENT**Permanent New Hires**

Name: Becerra, Traci
 Position: Director, EEO Programs
 Department: Human Resources
 Range/Step: M-17, Step 1
 Job FTE: 1.00/12 months
 Effective: TBD

New: No
 Salary: \$130,692.00/annual

SUBJECT: Personnel Transactions**DATE:** June 22, 2016**Permanent New Hires** (continued)

Name: Fernando, Jody
 Position: Director, English Language Learners New: Yes
 Department: English as a Second Language
 Range/Step: M-15, Step 2 Salary: \$123,120.00/annual
 Job FTE: 1.00/12 months
 Effective: 7/13/16

Name: Johnson, Lesley
 Position: Director, Adult Education New: No
 Department: Adult Education
 Range/Step: M-15, Step 1 Salary: \$120,576.00/annual
 Job FTE: 1.00/12 months
 Effective: 7/1/16

Promotion

Name: Rodriguez, Alvaro
 Position: Manager, Technical Services Engineering New: No
 Department: Technical Services
 Range/Step: M-14, Step 1 Salary: \$115,512.00/annual
 Job FTE: 1.00/12 months
 Effective: 6/23/16
 Remarks: Formerly Technician, Performing Operations

Temporary Special Projects Administrators

Name: Arenas-Rey, Valeria
 Position: Special Projects Manager, Project Accounting New: Yes
 Department: Facilities Planning and Management
 Range/Step: M-9, Step 1 Salary: \$347.95/daily rate
 Job FTE: 1.00
 Effective: TBD

Name: Greenlee, Lianne
 Position: Special Projects Director, POD New: Yes
 Department: Professional and Organizational Development
 Range/Step: M-13, Step 3 Salary: \$425.35/daily rate
 Job FTE: 1.00
 Effective: 6/23/16

SUBJECT: Personnel Transactions

DATE: June 22, 2016

Temporary Special Projects Administrators (continued)

Name: Thatcher, Matthew
 Position: Special Projects Manager, Scheduled Maint. New: Yes
 Department: Facilities Planning and Management
 Range/Step: M-9, Step 1 Salary: \$347.95/daily rate
 Job FTE: 1.00
 Effective: 6/23/16

Reclassifications

Name: Bangloy, Antonio
 From: Supervisor, Application Support and Development
 Department: Information Technology
 Range/Step: S-12, Step 6 Salary: \$117,816.00/annual
 To: Manager, Application Support and Development
 Department: Information Technology
 Range/Step: M-16, Step 2 Salary: \$128,148.00/annual
 Job FTE: 1.00/12 months
 Effective: 6/23/16

Name: Turner, Eric
 From: Supervisor, Web and Portal Services
 Department: Information Technology
 Range/Step: S-12, Step 6 Salary: \$117,816.00/annual
 To: Manager, Web and Portal Services
 Department: Information Technology
 Range/Step: M-16, Step 2 Salary: \$128,148.00/annual
 Job FTE: 1.00/12 months
 Effective: 6/23/16

Change of Management Assignment – 7/1/16-6/30/17

<u>Name</u>	<u>From</u>	<u>To</u>
Zolita Fisher	Director, TRiO Programs (Counseling)	Temporary Special Projects Director

Renewal of Contracts for Vice Presidents – 7/1/18-6/30/19

Michael Gregoryk, Administrative Services
 Irene Malmgren, Instruction
 Audrey Yamagata-Noji, Student Services

SUBJECT: Personnel Transactions**DATE:** June 22, 2016**TEMPORARY EMPLOYMENT****Professional Expert Salary Schedule**

Correct rate effective 4/14/16

Fiscal Services Consultant \$97.50/hour

Correct rate effective 5/12/16

Interim Risk Manager \$67.00/hour

New rate and title effective 1/14/16

Human Resources EEO Consultant \$86.96/hour

New rate and title effective 3/21/16

Interim Vice President, Human Resources \$117.14/hour

Correct rate effective 7/1/16

Interim Vice President, Human Resources \$134.98/hour

Substitute Employees

<u>Name</u>	<u>Title</u>	<u>Rationale</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Blount,Shanyyn	Admin. Specialist II	Vacancy	Learning Assistance Ctr.	22.33	05/02/16-06/30/16
Freeman, DeLoyce	Admin. Specialist II	Vacancy	Learning Assistance Ctr.	22.33	05/02/16-06/30/16
Navarro, Sergio	Grnds. Hort. Tech. Ath.	Vacancy	Grounds	19.45	04/01/16-06/30/16
Powell, Aniya	HR Technician	Vacancy	Human Resources	25.85	04/26/16-06/30/16
Ramirez, George-Luke	Custodian	Absence	Custodial Services	18.07	06/02/16-06/30/16
Ruvalcaba, Janeth	Up. Bound Acad. Spec.	Vacancy	TRiO/Upward Bound	27.25	07/01/16-08/26/16
Santiago, Yadira	Admin. Specialist III	Vacancy	Administrative Services	23.70	06/07/16-06/30/16
Santiago, Yadira	Admin. Specialist III	Vacancy	Administrative Services	23.70	07/01/16-12/31/16
Scott, Eugenia	HR Technician	Vacancy	Human Resources	25.85	05/05/16-06/30/16
Tarin, Freddie	Grnds. Hort. Tech. Cmps.	Vacancy	Grounds	18.99	04/01/16-04/20/16
Torres, Doris	Risk Mgmt. Spec.	Vacancy	Administrative Services	25.41	06/13/16-06/30/16
Tubig, Danilo	Custodian	Vacancy	Custodial Services	18.07	04/20/16-06/30/16
Wailase, Salote	Admin. Specialist III	Vacancy	Student Services-VP	23.70	05/12/16-06/30/16
Wailase, Salote	Admin. Specialist III	Vacancy	Student Services-VP	23.70	07/01/16-12/31/16
Williams, Ingrid	Executive Assistant I	Absence	President's Office	29.72	06/09/16-06/28/16

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	07/01/16-07/31/16
Aleman, Savannah	Secretarial Aide	Adult Basic Education	12.00	07/01/16-07/31/16
Alvarado, Gilbert	Student Intern	Counseling	15.00	07/01/16-12/31/16
Astorga-Aguilar, Bernice	Secretarial Aide	Adult Basic Education	12.00	07/01/16-07/31/16
Avila, Xochitl	Secretarial Aide	Adult Basic Education	12.00	07/01/16-07/31/16
Barajas Lara, Karina	Secretarial Aide	Adult Basic Education	12.00	07/01/16-07/31/16

SUBJECT: Personnel Transactions**DATE:** June 22, 2016**Hourly Non-Academic Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Barrios, Blanca	Secretarial Aide	Adult Basic Education	12.00	07/01/16-07/31/16
Beck, Jonathan	Model	Fine Arts	25.00	07/01/16-06/30/17
Benz, Sandra	Registered Vet. Tech.	Agriculture	12.50	03/23/16-06/01/16
Bermundez, Loraine	Secretarial Aide	Adult Basic Education	12.00	07/01/16-06/30/17
Bernhard, Taylor	Secretarial Aide	Adult Basic Education	12.00	07/01/16-07/31/16
Bertadillo, Luz	Educ. Advising Aide	Counseling	17.25	02/22/16-06/30/16
Blackwell, Jana	Model	Fine Arts	25.00	07/01/16-06/30/17
Blackwell, Pam	Model	Fine Arts	25.00	07/01/16-06/30/17
Brambila, Alexander	Administrative Aide	EOPS/CARE	13.00	06/20/16-06/30/16
Brambila, Alexander	Administrative Aide	EOPS/CARE	13.00	07/01/16-12/21/16
Brow, Laura	Study Skills Asst. III	LAC-Tutorial Services	12.50	07/01/16-02/17/17
Buford, Kenyatta	Caseworker Aide	CalWORKs	12.00	07/01/16-12/31/16
Cazares, Jennifer	Activity Aide	Continuing Education	10.00	07/01/16-08/31/16
Cervantes, Alethea	Activity Aide	Continuing Education	10.00	07/01/16-08/31/16
Cervantes, Angelica	Activity Aide	Continuing Education	10.00	07/01/16-08/31/16
Cole, John	Model	Fine Arts	25.00	07/01/16-06/30/17
Conception, Kristian	Secretarial Aide	Adult Basic Education	12.00	07/01/16-07/31/16
Contreas, Teresa	Educ. Advising Aide	Counseling	17.25	02/22/16-06/30/16
Corado, Fergie	Administrative Aide	EOPS/CARE	13.00	07/01/16-12/21/16
Costales, Jeffrey	Administrative Aide	Bridge Program	13.00	06/23/16-06/30/16
Costales, Jeffrey	Administrative Aide	Bridge Program	13.00	07/01/16-08/28/16
Cuevas-Arella, Arabelle	Student Intern	Counseling	15.00	07/01/16-12/31/16
Curtiss, Esther	Secretarial Aide	Adult Basic Education	12.00	07/01/16-07/31/16
Davis, Melissa	Secretarial Aide	Adult Basic Education	12.00	07/01/16-07/31/16
Escobar, Josue	Secretarial Aide	Adult Basic Education	12.00	07/01/16-07/31/16
Estrada, Alejandra	Student Intern	Counseling	15.00	07/01/16-12/31/16
Fierro, Juliana	Secretarial Aide	Adult Basic Education	12.00	07/01/16-07/31/16
Figueroa, Alexandria	Activity Aide	Continuing Education	10.00	07/01/16-08/31/16
Galindo, Emestina	Secretarial Aide	Adult Basic Education	12.00	07/01/16-07/31/16
Garcia, Elsie	Secretarial Aide	Adult Basic Education	12.00	07/01/16-07/31/16
Garica- Hernandez, Jonathan	Activity Aide	Continuing Education	10.00	07/01/16-08/31/16
Genelli, Emily	Activity Aide	Continuing Education	10.00	07/01/16-08/31/16
Granados, Veronica	Secretarial Aide	Adult Basic Education	12.00	07/01/16-07/31/16
Gulmesoff, Jim	Model	Fine Arts	25.00	07/01/16-06/30/17
Gutierrez, Andrea	Study Skills Asst. III	The Writing Center	12.50	07/01/16-08/26/16
Gutierrez, Elizabeth	Secretarial Aide	Adult Basic Education	12.00	07/01/16-07/31/16
Hanlon, Lisa	Cashier III	Bursar's Office	12.00	07/01/16-06/30/17
Hebert, Carmencita	Secretarial Aide	Adult Basic Education	12.00	07/01/16-07/31/16
Hernandez, Lidia	Administrative Aide	Bridge Program	13.00	06/23/16-06/30/16
Hernandez, Lidia	Administrative Aide	Bridge Program	13.00	07/01/16-08/28/16
Hernandez, Paul,	Model	Fine Arts	25.00	07/01/16-06/30/17
Hunt, James	Administrative Aide	High School Outreach	13.00	07/01/16-08/26/16
Jimenez, Steven	Study Skills Asst. III	Continuing Education	12.50	07/01/16-08/31/16
Jurkovic, Carol	Model	Fine Arts	25.00	07/01/16-06/30/17
Klanderud, Keith	Model	Fine Arts	25.00	07/01/15-06/30/16

SUBJECT: Personnel Transactions**DATE:** June 22, 2016**Hourly Non-Academic Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Klanderud, Keith	Model	Fine Arts	25.00	07/01/16-06/30/17
Laqunas, Irene	Secretarial Aide	Adult Basic Education	12.00	07/01/16-07/31/16
Levy, Leslie	Model	Fine Arts	25.00	07/01/16-06/30/17
Lewis, Christina	Activity Aide	Continuing Education	10.00	07/01/16-08/31/16
Martinez, Fernando	Secretarial Aide	Adult Basic Education	12.00	07/01/16-07/31/16
McIntyre, Dominique	Activity Aide	Continuing Education	10.00	07/01/16-08/31/16
Morse, Barry	Model	Fine Arts	25.00	07/01/16-06/30/17
Neuharth, Rose	Model	Fine Arts	25.00	07/01/16-06/30/17
Nguyen, Kenny	Tutor II	LAC-Tutorial Services	10.75	07/01/16-02/17/17
Nissenson, Lenard	Model	Fine Arts	25.00	07/01/16-06/30/17
Parks, Tim	Model	Fine Arts	25.00	07/01/16-06/30/17
Pena, Yvonne	Secretarial Aide	Adult Basic Education	12.00	07/01/16-07/31/16
Perez, Gloria	Cashier III	Bursar's Office	12.00	07/01/16-06/30/17
Pickell, Donald	Model	Fine Arts	25.00	07/01/16-06/30/17
Ramey, Anthony	Model	Fine Arts	25.00	07/01/16-06/30/17
Ramos, Elaine	Secretarial Aide	Adult Basic Education	12.00	06/03/16-06/30/16
Ramos, Elaine	Secretarial Aide	Adult Basic Education	12.00	07/01/16-07/31/16
Robles, Connie	Activity Aide	Continuing Education	10.00	07/01/16-08/31/16
Robles, Guadalupe	Activity Aide	Continuing Education	10.00	07/01/16-08/31/16
Roon, Gerard	Model	Fine Arts	25.00	07/01/16-06/30/17
Ruiz, Maria	Secretarial Aide	Adult Basic Education	12.00	07/01/16-07/31/16
Santana, Rachel	Secretarial Aide	Adult Basic Education	12.00	07/01/16-07/31/16
Sinopoli, Deborah	Secretarial Aide	Adult Basic Education	12.00	06/06/16-06/30/16
Sinopoli, Deborah	Secretarial Aide	Adult Basic Education	12.00	07/01/16-07/31/16
Smith, Blake	General Camp. Wrkr.	Counseling	10.00	06/23/16-06/30/16
Smith, Blake	General Camp. Wrkr.	Counseling	10.00	07/01/16-08/31/16
Swift, Bonita	Model	Fine Arts	25.00	07/01/16-06/30/17
Torres, Irma	Secretarial Aide	Adult Basic Education	12.00	07/01/16-07/31/16
Washington, Joshua	Secretarial Aide	Adult Basic Education	12.00	07/01/16-07/31/16
Williams, Marcus	Educ. Tech. Aide	Student Services	21.00	07/01/16-12/31/16
Worrilow, Lynn	Model	Fine Arts	25.00	07/01/16-06/30/17

Professional Expert Employees – New Assignments

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Adams, Oliver	Theatrical Rigger 2	Technical Services	16.50	07/01/16-06/30/17
Baeza, Veronica	Project Expert/Spec.	Chemistry	25.00	07/01/16-06/30/17
Bennett, Makisha	Event Supervisor II	Technical Services	13.75	07/01/16-06/30/17
Birney, Jermy	Sound Engineer II	Technical Services	20.00	07/01/16-06/30/17
Bowers, Stanley	Program Supervisor I	Adult Basic Education	12.50	07/01/16-07/31/16
Brown, Johnathan	Lecturer-Fire Tech.	Fire Technology	37.50	07/01/16-06/30/17
Dominick, Samuel	Lecturer-Fire Tech.	Fire Technology	37.50	07/01/16-06/30/17
Easter, Chad	Lecturer-Fire Tech.	Fire Technology	37.50	07/01/16-06/30/17
Fallon, Brian	Lecturer-Fire Tech.	Fire Technology	37.50	07/01/16-06/30/17
Freyder, Justin	Lecturer-Fire Tech.	Fire Technology	37.50	07/01/16-06/30/17

SUBJECT: Personnel Transactions**DATE:** June 22, 2016**Professional Expert Employees – New Assignments** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Gabbard, James	Lecturer-Fire Tech.	Fire Technology	37.50	07/01/16-06/30/17
Goforth, Timothy	Lecturer-Fire Tech.	Fire Technology	37.50	07/01/16-06/30/17
Hansen, Erin	Project Program Aide	Adult Basic Education	20.00	07/01/16-06/30/17
Holt, Ryan	Lecturer-Fire Tech.	Fire Technology	37.50	07/01/16-06/30/17
Johnson, Brianna	Project Program Aide	Adult Basic Education	20.00	07/01/16-06/30/17
Lazar, Garrick	Lecturer-Fire Tech.	Fire Technology	37.50	07/01/16-06/30/17
Lazar, Jereme	Lecturer-Fire Tech.	Fire Technology	37.50	07/01/16-06/30/17
Lazar, Ryan	Lecturer-Fire Tech.	Fire Technology	37.50	07/01/16-06/30/17
Leal, Michael	Lecturer-Fire Tech.	Fire Technology	37.50	07/01/16-06/30/17
Lewis, Kinsashu	Program Supervisor I	Adult Basic Education	12.50	07/01/16-07/31/16
Maksimuk, Nicholas	Lecturer-Fire Tech.	Fire Technology	37.50	07/01/16-06/30/17
Maule, Cheyne	Lecturer-Fire Tech.	Fire Technology	37.50	07/01/16-06/30/17
Mayeshiro, Margie	Project Program Aide	Adult Basic Education	20.00	07/01/16-06/30/17
Mayfield, Ronald	Lecturer-Fire Tech.	Fire Technology	37.50	07/01/16-06/30/17
McCuiston, Michael	Lecturer-Fire Tech.	Fire Technology	37.50	07/01/16-06/30/17
Medina, Raymond	Program Supervisor I	Adult Basic Education	12.50	07/01/16-07/31/16
Morris, Jabari	Lecturer-Fire Tech.	Fire Technology	37.50	07/01/16-06/30/17
Ortiz, Jose	Program Supervisor II	Technical Services	16.75	07/01/16-06/30/17
Palais, David	IT Project Manager	Information Technology	95.00	07/05/16-06/30/17
Pearson, Julie	Lecturer-Fire Tech.	Fire Technology	37.50	07/01/16-06/30/17
Ramirez, Benito	Lecturer-Fire Tech.	Fire Technology	37.50	07/01/16-06/30/17
Rodriguez, Ricardo	Program Supervisor I	Adult Basic Education	12.50	07/01/16-07/31/16
Romero, Robert	Program Supervisor I	Adult Basic Education	12.50	07/01/16-07/31/16
Rosado, Jacklyn	Event Supervisor II	Technical Services	13.75	07/01/16-06/30/17
San Miguel, Adam	Sound Engineer II	Technical Services	20.00	07/01/16-06/30/17
Sanchez, David	Lecturer-Fire Tech.	Fire Technology	37.50	07/01/16-06/30/17
Seymour, Ronald	Lecturer-Fire Tech.	Fire Technology	37.50	07/01/16-06/30/17
Sparacino, Kelley	Project Program Aide	Adult Basic Education	20.00	07/01/16-06/30/17
Szenczi, Christopher	Lecturer-Fire Tech.	Fire Technology	37.50	07/01/16-06/30/17
Thompson, Keith	Lecturer-Fire Tech.	Fire Technology	37.50	07/01/16-06/30/17
Truhill, Justin	Lecturer-Fire Tech.	Fire Technology	37.50	07/01/16-06/30/17
Valderrama, Mario	Lecturer-Fire Tech.	Fire Technology	37.50	07/01/16-06/30/17
Velotta, Keith	Lecturer-Fire Tech.	Fire Technology	37.50	07/01/16-06/30/17
Wilson, Douglas	Program Supervisor I	Adult Basic Education	12.50	07/01/16-07/31/16
Zavala, Samantha	Event Supervisor I	Technical Services	11.75	07/01/16-06/30/17

Professional Expert Employees – Extended Assignments

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Aguilera, Lolita	CDC Teacher II	Child Development Center	11.25	04/28/16-06/30/16
Banh, Megan	Aquatics Assistant III	Continuing Education	12.00	06/01/16-06/30/16
Banh, Megan	Aquatics Assistant III	Continuing Education	12.00	07/01/16-08/26/16
Bartling, Kathrine	Interpreter I	Continuing Education	25.00	03/01/16-06/30/16
Bing, Darnell	Project Expert/Spec.	Student Services	25.00	06/06/16-06/30/16
Bobkowski, Eliza	House Manager II	Technical Services	12.75	05/01/16-06/30/16

SUBJECT: Personnel Transactions**DATE:** June 22, 2016**Professional Expert Employees – Extended Assignments** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Bogumil, Elizabeth	Project Coordinator	Research & IE	35.00	02/08/16-06/30/16
Bolden, Victoria	Project Program Aide	Student Services	20.00	05/26/16-06/30/16
Bustamante, Jasmine	Aquatics Assistant IV	Continuing Education	13.00	06/01/16-06/30/16
Bustamante, Jasmine	Aquatics Assistant IV	Continuing Education	13.00	07/01/16-08/26/16
Cascio, Geoffrey	Theatrical Rigger 1	Technical Services	12.50	02/23/16-06/30/16
Chen, Christopher	Aquatics Assistant V	Continuing Education	14.00	06/01/16-06/30/16
Chen, Christopher	Aquatics Assistant V	Continuing Education	14.00	07/01/16-08/26/16
Darwin, Katherine	Instrument Sim. Instr.	Aeronautics	30.00	04/19/16-06/30/16
Dejbakhsh, Ashcon	Aquatics Assistant III	Continuing Education	12.00	06/01/16-06/30/16
Dejbakhsh, Ashcon	Aquatics Assistant III	Continuing Education	12.00	07/01/16-08/26/16
Del Castillo, Steve	Lecturer	Kinesiology, Ath. & Dance	20.00	06/23/16-06/30/16
Diskin, John	Aquatics Assistant IV	Continuing Education	13.00	06/01/16-06/30/16
Diskin, John	Aquatics Assistant IV	Continuing Education	13.00	07/01/16-08/26/16
Fernandez, Michael	Program Supervisor II	Technical Services	16.75	04/04/16-06/30/16
Flores, Alfonso	Athletic Injury Spec. II	Kinesiology, Ath. & Dance	26.00	04/11/16-06/30/16
Gateley, Sean	Athletic Injury Spec. II	Kinesiology, Ath. & Dance	26.00	04/11/16-06/30/16
Gilbreath, Fern	Interpreter IV	Human Resources	41.00	04/22/16-06/30/16
Green, Kristyn	CDC Teacher II	Child Development Center	11.25	04/25/16-06/30/16
Lao, Julian	Paramedic Specialist	Medical Services	27.00	05/16/16-06/30/16
Lepp, Samantha	Aquatics Assistant VII	Continuing Education	16.00	06/01/16-06/30/16
Lepp, Samantha	Aquatics Assistant VII	Continuing Education	16.00	07/01/16-08/26/16
Marquez, Elsa	Not For Credit Instr. II	TRIO/Upward Bound	45.00	06/20/16-07/28/16
Martinez, Esteban	Aquatics Assistant IV	Continuing Education	13.00	06/01/16-06/30/16
Martinez, Esteban	Aquatics Assistant IV	Continuing Education	13.00	07/01/16-08/26/16
Mays, Megan	Aquatics Assistant IV	Continuing Education	13.00	06/01/16-06/30/16
Mays, Megan	Aquatics Assistant IV	Continuing Education	13.00	07/01/16-08/26/16
Miller, Luke	Aquatics Assistant V	Continuing Education	14.00	06/01/16-06/30/16
Miller, Luke	Aquatics Assistant V	Continuing Education	14.00	07/01/16-08/26/16
Morales, Ryan	Aquatics Assistant IV	Continuing Education	13.00	06/01/16-06/30/16
Morales, Ryan	Aquatics Assistant IV	Continuing Education	13.00	07/01/16-08/26/16
Moreno, Yvonne	Interpreter IV	Human Resources	41.00	04/14/16-06/30/16
Neoh, Alex	Aquatics Assistant III	Continuing Education	12.00	06/01/16-06/30/16
Neoh, Alex	Aquatics Assistant III	Continuing Education	12.00	07/01/16-08/26/16
Nichols, Michael	Head Video Utility	Technical Services	50.00	05/15/16-06/30/16
Ordaz, Vanessa	Interpreter V	Human Resources	48.00	04/13/16-06/30/16
Padilla, Horacio	Interpreter IV	Human Resources	41.00	04/15/16-06/30/16
Parra, Peter*	HR EEO Consultant	Human Resources	86.96	01/14/16-03/20/16
Parra, Peter*	Interim VP, HR	Human Resources	117.14	03/21/16-06/30/16
Parra, Peter**	Interim VP, HR	Human Resources	134.98	07/01/16-10/31/16
Poon, Emmett	Aquatics Assistant V	Continuing Education	14.00	06/01/16-06/30/16
Poon, Emmett	Aquatics Assistant V	Continuing Education	14.00	07/01/16-08/26/16
Rieben, Michael	Project Expert/Spec.	Kinesiology, Ath. & Dance	25.00	04/01/16-06/30/16
Rieben, Rebecca	Aquatics Assistant VII	Continuing Education	16.00	06/01/16-06/30/16

*Not to exceed \$40,321.00 for 2015/16

**Not to exceed \$41,732.00 for 2016/17

SUBJECT: Personnel Transactions**DATE:** June 22, 2016**Professional Expert Employees – Extended Assignments** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Rieben, Rebecca	Aquatics Assistant VII	Continuing Education	16.00	07/01/16-08/26/16
Ripley, Amanda	Aquatics Assistant III	Continuing Education	12.00	06/01/16-06/30/16
Ripley, Amanda	Aquatics Assistant III	Continuing Education	12.00	07/01/16-08/26/16
Robertson, Isaiah	Aquatics Assistant IV	Continuing Education	13.00	06/01/16-06/30/16
Robertson, Isaiah	Aquatics Assistant IV	Continuing Education	13.00	07/01/16-08/26/16
Ruh, Campbell	Aquatics Assistant V	Continuing Education	14.00	06/01/16-06/30/16
Ruh, Campbell	Aquatics Assistant V	Continuing Education	14.00	07/01/16-08/26/16
Ruh, Lani	Project Expert/ Spec.	Kinesiology, Ath. & Dance	25.00	04/01/16-06/30/16
Ruh, Lani	Program Supervisor II	Continuing Education	16.75	06/01/16-06/30/16
Ruh, Lani	Program Supervisor II	Continuing Education	16.75	07/01/16-08/26/16
Silverberg, Jeffrey	Aquatics Assistant IV	Continuing Education	13.00	06/01/16-06/30/16
Silverberg, Jeffrey	Aquatics Assistant IV	Continuing Education	13.00	07/01/16-08/26/16
Taira, Ritchie	Event Supervisor I	Technical Services	11.75	05/24/16-06/30/16
Taira, Ritchie	Event Supervisor I	Technical Services	11.75	07/01/16-06/30/17
Tanuvasa, Tamafaiga	Project Expert/Spec.	Student Services	25.00	06/06/16-06/30/16
Verzola, Elijah	Aquatics Assistant V	Continuing Education	14.00	06/01/16-06/30/16
Verzola, Elijah	Aquatics Assistant V	Continuing Education	14.00	07/01/16-08/26/16
Villegas, Justin	Technical Expert I	Nursing	35.00	05/13/16-06/30/16
Weiher, Phil	Head Video Utility	Technical Services	50.00	05/15/16-06/30/16
Williams, Brandi	Interpreter V	Human Resources	48.00	06/01/16-06/30/16
Woodward, Mark	Video Jib Operator	Technical Services	60.00	05/15/16-06/30/16

Student Employees

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Afutiti, Harriet	Student Assistant III	Information Tech.	11.50	03/23/16-06/30/16
Aguilera, Jessica	Student Assistant I	Child Development Ctr.	10.00	06/04/16-06/30/16
Anaya, Sara	Student Assistant IV	Bridge Program	12.25	04/15/16-06/30/16
Anderson, Brittney	Student Assistant I	Aquatics	10.00	04/01/16-06/12/16
Anderson, Dane	Student Assistant III	Agriculture	11.50	04/01/16-06/30/16
Antuna, Crystal	Student Assistant I	Aquatics	10.00	04/01/16-06/12/16
Armenta, Jasmine	Student Assistant I	Child Development Ctr.	10.00	04/28/16-06/30/16
Arteaga, Martin	Student Assistant IV	Chemistry	12.25	05/20/16-06/30/16
Arteaga, Martin	Student Assistant IV	Chemistry	12.25	07/01/16-08/26/16
Baeza, David	Student Assistant II	Arts Division	10.75	05/16/16-06/30/16
Ballardo, Jennifer	Student Assistant I	ESL	10.00	05/02/16-06/30/16
Balles, Mary	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Barboza, Grace	Student Assistant I	Aquatics	10.00	04/01/16-06/12/16
Bera, Usha	Student Assistant V	Continuing Education	13.00	07/01/16-08/28/16
Bonilla, Sergio	Student Assistant II	Admissions and Records	10.75	07/01/16-08/28/16
Bovadilla, Eduardo	Student Assistant II	Adult Basic Education	10.75	04/01/16-06/30/16
Bravo, Elizabeth	Student Assistant III	DSP&S	11.50	05/06/16-06/30/16
Brockus, Christina	Student Assistant I	Animation	10.00	05/02/16-06/30/16
Caballero, Jessica	Student Assistant IV	TRIO/Upward Bound	12.25	07/01/16-08/26/16
Cabrera, Jorge	Student Assistant IV	TRIO/Upward Bound	12.25	07/01/16-08/26/16

SUBJECT: Personnel Transactions**DATE:** June 22, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Camua, Carl Lewis	Student Assistant III	Architecture	11.50	05/02/16-06/30/16
Chang, Jamie	Student Assistant V	Technical Services	13.00	07/01/16-08/28/16
Chavez, Valerie	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Cheng, Jonathan	Student Assistant I	Biology	10.00	02/22/16-06/21/16
Clancy, Kyle	Student Assistant I	Aquatics	10.00	04/01/16-06/12/16
Cornejo-Acosta, Veronica	Student Assistant I	Child Development Ctr.	10.00	06/06/16-06/30/16
Cortez, Koreen	Student Assistant II	Admissions and Records	10.75	07/01/16-08/28/16
Costa, Sirena	Student Assistant V	Educational Aid	13.00	05/09/16-06/30/16
Cully, Christopher	Student Assistant II	Architecture	10.75	04/01/16-06/30/16
Culross, Leeann	Student Assistant III	Admissions and Records	11.50	07/01/16-08/28/16
Curtis, Monica	Student Assistant III	Business	11.50	05/23/16-06/30/16
Cwiak, Daniel	Student Assistant III	Technical Services	11.50	07/01/16-08/28/16
DeHaro, Adrian	Student Assistant IV	Agricultural Sciences	12.25	02/22/16-06/30/16
Diaz, Melissa	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Dinh, Ann	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Dominquez, Jamine	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Duenas, Lara	Student Assistant III	Career & Transfer Serv.	11.50	06/06/16-06/30/16
Eap, Vichika	Student Assistant V	Information Tech.	13.00	06/01/16-06/30/16
Escobar, Emily	Student Assistant I	Agricultural Sciences	10.00	04/01/16-06/30/16
Esparza, Steven	Student Assistant II	Admissions and Records	10.75	07/01/16-08/28/16
Espinoza, Victor	Student Assistant III	High School Outreach	11.50	07/01/16-08/26/16
Estrada, Karla	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Flores, Jose	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Fonseka, Hewafinsekage	Student Assistant I	Business	10.00	06/13/16-06/30/16
Fortier, Tammy	Student Assistant III	STEM	11.50	05/09/16-06/30/16
Fortier, Tammy	Student Assistant IV	Chemistry	12.25	07/01/16-08/26/16
Galvan-Cruz, Maria	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Garcia, Aidee	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Garcia, Karmin	Student Assistant I	Reg. Vet. Tech.	10.00	03/01/16-06/30/16
Garcia, Marilyn	Student Assistant I	Continuing Education	10.00	07/01/16-08/28/16
Garcia, Terrence	Student Assistant III	Technical Services	11.50	05/17/16-06/30/16
Gillett, Brandon	Student Assistant II	Business	10.75	06/13/16-06/30/16
Gonzalez, Jahaira	Student Assistant III	DSP&S	11.50	05/06/16-06/30/16
Gudvangen, Kyle	Student Assistant III	Natural Science	10.50	07/01/15-08/21/15
Gudvangen, Kyle	Student Assistant III	Chemistry	11.50	07/01/16-08/26/16
Guzman, Estetania	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Ha, Grace	Student Assistant IV	Fine Arts	12.25	05/01/16-06/30/16
Haro, Victor	Student Assistant I	Continuing Education	10.00	06/01/16-06/30/16
Haro, Victor	Student Assistant I	Continuing Education	10.00	07/01/16-08/28/16
Hernandez, Diana	Student Assistant IV	Bridge Program	12.25	04/15/16-06/30/16
Hernandez, Lizbet	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Herring, Andrea	Student Assistant II	Veterans Affairs	10.75	05/05/16-06/30/16
Hindy, Sandra	Student Assistant IV	Chemistry	12.25	05/20/16-06/30/16
Hindy, Sandra	Student Assistant IV	Chemistry	12.25	07/01/16-08/26/16
Ibarra, Aimee	Student Assistant II	Admissions and Records	10.75	07/01/16-08/28/16

SUBJECT: Personnel Transactions**DATE:** June 22, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Jernagin, Takisha	Student Assistant II	Admissions and Records	10.75	07/01/16-08/28/16
Jimenez-Larios, Itsel	Student Assistant IV	Child Development Ctr.	12.25	07/01/16-08/26/16
Jorge, Brenda	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Juarez-Ugalde, Alejandro	Student Assistant IV	Bridge Program	12.25	04/15/16-06/30/16
Kaeni, Nafiseh	Student Assistant V	Facilities Planning & Mgmt	13.00	02/22/16-04/10/16
Krolik, Hannah	Student Assistant I	Aquatics	10.00	04/01/16-06/12/16
Lau, Yuen Ching	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Le, Yen	Student Assistant IV	Technical Services	12.25	07/01/16-08/28/16
Leinz, Caleb	Student Assistant IV	TRIO/Upward Bound	12.25	07/01/16-08/26/16
Leon, Diana	Student Assistant II	Technical Services	10.75	07/01/16-08/28/16
Lopez Ibane, Maria	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Lopez, Louis	Student Assistant V	Commercial & Enter. Arts	13.00	04/01/16-06/30/16
Lopez, Mark	Student Assistant III	DSP&S	11.50	05/06/16-06/30/16
Love, Yaminah	Student Assistant I	Business	10.00	06/06/16-06/30/16
Luna-Fernandez, Karol	Student Assistant I	Child Development Ctr.	10.00	04/18/16-06/30/16
Malhotra, Rajat	Student Assistant IV	Bridge Program	12.25	04/15/16-06/30/16
Mansour, Emil	Student Assistant IV	Agriculture	12.25	02/22/16-06/30/16
Manu, Mosese	Student Assistant IV	Arise Program	12.25	03/18/16-06/30/16
Marinez, Tanner	Student Assistant II	Technical Services	10.75	07/01/16-08/28/16
Marquez, Anthony	Student Assistant I	Agriculture	10.00	03/01/16-06/30/16
Marquez, Johnny	Student Assistant II	Business	10.75	06/13/16-06/30/16
Martinez, Janell	Student Assistant IV	Bridge Program	12.25	04/15/16-06/30/16
Martinez, Julian	Student Assistant III	Admissions and Records	11.50	07/01/16-08/28/16
Martinez, Sylvia	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Mathis-Thomas, Crystal	Student Assistant IV	Learning Asst. Center	12.25	02/22/16-06/30/16
Medina, Robert	Student Assistant IV	Technical Services	12.25	07/01/16-08/28/16
Mendoza, Jasmine	Student Assistant III	Bridge Program	11.50	04/15/16-06/30/16
Meza, Mike	Student Assistant I	Aquatics	10.00	04/01/16-06/12/16
Mo, William	Student Assistant V	Teacher Prep. Institute	13.00	05/02/16-06/30/16
Munoz, Miguel	Student Assistant III	Admissions and Records	11.50	07/01/16-08/28/16
Nguyen, Joelle Bao-Ngoc	Student Assistant III	Admissions and Records	11.50	07/01/16-08/28/16
Niemerow, Sasha	Student Assistant I	Agricultural Sciences	10.00	05/01/16-06/30/16
NLN, Ayesha	Student Assistant II	Tutorial Services	10.75	02/22/16-06/30/16
Nuno, Derrick	Student Assistant V	Music	13.00	05/01/16-06/30/16
Orozco, Samantha	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Osei-Akosa, Justinian	Student Assistant III	Horticultural Sciences	11.50	05/24/16-06/30/16
Osorio, Karen	Student Assistant III	High School Outreach	11.50	07/01/16-08/26/16
Palma Tejada, Edith	Student Assistant IV	Bridge Program	12.25	04/15/16-06/30/16
Pardorla, Carlos	Student Assistant IV	Bridge Program	12.25	05/06/16-06/30/16
Perez, Shirley	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Pfost, Natalie	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Phan, Nicole	Student Assistant I	Aquatics	10.00	04/01/16-06/12/16
Poolpuong, Nevin	Student Assistant III	Technical Services	11.50	07/01/16-08/28/16
Portis, John	Student Assistant V	STEM	13.00	05/23/16-06/30/16
Prizio, Victoria	Student Assistant IV	Student Health Services	12.25	05/16/16-06/30/16

SUBJECT: Personnel Transactions**DATE:** June 22, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Puentes-Martinez, Julio	Student Assistant II	Technical Services	10.75	07/01/16-08/28/16
Quezada, Melissa	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Quinones, Christian	Student Assistant IV	Chemistry	12.25	05/24/16-06/30/16
Quinones, Christian	Student Assistant IV	Chemistry	12.25	07/01/16-08/26/16
Quinones, Juan	Student Assistant III	Chemistry	11.50	07/01/16-08/26/16
Randles, Thomas	Student Assistant I	Aquatics	10.00	04/01/16-06/12/16
Richardson, Kory	Student Assistant III	Financial Aid	11.50	05/11/16-06/18/16
Rivera, Lysania	Student Assistant I	Child Development Ctr.	10.00	06/01/16-06/30/16
Rocha, Rayceana	Student Assistant II	Admissions and Records	10.75	07/01/16-08/28/16
Rodriguez, Alysia	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Rodriguez, Ana	Student Assistant IV	Chemistry	12.25	05/06/16-06/30/16
Rodriguez, Ana	Student Assistant IV	Chemistry	12.25	07/01/16-08/26/16
Rodriguez, Christa	Student Assistant I	Technical Services	10.00	07/01/16-08/28/16
Rodriguez, Emilia	Student Assistant III	High School Outreach	11.50	07/05/16-08/26/16
Rodriguez, Samuel	Student Assistant II	Arts Division	10.75	05/16/16-06/30/16
Roman, Ramon	Student Assistant III	Physics & Engineering	11.50	02/22/16-06/30/16
Roman, Ramon	Student Assistant IV	Chemistry	12.25	05/20/16-06/30/16
Roman, Ramon	Student Assistant IV	Chemistry	12.25	07/01/16-08/26/16
Romero, Yesenia	Student Assistant II	Technical Services	10.75	05/12/16-06/30/16
Rose, Jasmine	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Rowlett, Becky	Student Assistant III	DSP&S	11.50	05/06/16-06/30/16
Rubio, Sabrina	Student Assistant I	Radio	10.00	05/02/16-06/30/16
Ruiz Alvarez, Jhoana	Student Assistant IV	Chemistry	12.25	05/06/16-06/30/16
Ruiz Alvarez, Jhoana	Student Assistant IV	Chemistry	12.25	07/01/16-08/26/16
Sanchez, Ayala	Student Assistant I	Technical Services	10.00	07/01/16-08/28/16
Sanchez, Mayra	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Sanchez, Rosie	Student Assistant I	ESL	10.00	04/11/16-06/30/16
Sandoval, Kassandra	Student Assistant III	Bridge Program	11.50	04/15/16-06/30/16
Sandoval, Kassandra	Student Assistant II	Admissions and Records	10.75	07/01/16-08/28/16
Santana, Ana	Student Assistant I	Child Development Ctr.	10.00	06/06/16-06/30/16
Santana, Madison	Student Assistant IV	Bridge Program	12.25	04/15/16-06/30/16
Sierra, Justin	Student Assistant III	Continuing Education	11.50	07/01/16-08/28/16
Siufanua, KJ	Student Assistant III	Business	11.50	04/11/16-06/30/16
Snyder, Logan	Student Assistant V	Music	13.00	05/01/16-06/12/16
Soehalim, Joshua	Student Assistant II	Admissions and Records	10.75	07/01/16-08/28/16
Sosa, Alexandria	Student Assistant III	Technical Services	11.50	07/01/16-08/28/16
Spellman, Matthew	Student Assistant V	Information Tech.	13.00	06/01/16-06/30/16
Tapia-Lopez, Saydi	Student Assistant III	Bridge Program	11.50	04/15/16-06/30/16
Togiai, Andrew	Student Assistant IV	Career Services	12.25	04/01/16-06/30/16
Tran, Tina	Student Assistant II	Adult Basic Education	10.75	05/19/16-06/30/16
Tzunan, Josue	Student Assistant V	Music	13.00	05/01/16-06/10/16
Valdez, Rachel	Student Assistant II	Admissions and Records	10.75	07/01/16-08/28/16
Valenzuela, Roberto	Student Assistant I	Continuing Education	10.00	06/01/16-06/30/16
Valenzuela, Roberto	Student Assistant I	Continuing Education	10.00	07/01/16-08/28/16
Van Pelt, Steven	Student Assistant II	Technical Services	10.75	07/01/16-08/28/16

SUBJECT: Personnel Transactions

DATE: June 22, 2016

Student Employees (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Van Zutphen, Jenna	Student Assistant IV	Architecture	12.25	04/01/16-06/30/16
Van, Osmond	Student Assistant III	Continuing Education	11.50	07/01/16-08/28/16
Vazquez, Carmen	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Vazquez-Ceja, Jorge	Student Assistant IV	Bridge Program	12.25	04/15/16-06/30/16
Villa-Roman, Julie	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Villatoro, Christopher	Student Assistant IV	Bridge Program	12.25	04/15/16-06/30/16
Villeda, Ingris	Student Assistant I	Fiscal Services	10.00	07/01/16-08/28/16
Villescas, Anisa	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Vincent, Kameron	Student Assistant IV	The Writing Center	12.25	02/22/16-06/30/16
Voong, Karen	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Voytek, Timothy	Student Assistant II	Technical Services	10.75	07/01/16-08/28/16
Yassa, Anthony	Student Assistant III	Bridge Program	11.50	04/15/16-06/30/16
Ybarra, Jessica	Student Assistant I	Aquatics	10.00	04/01/16-06/12/16
Yousef, Hakeem	Student Assistant II	The Writing Center	10.75	05/01/16-06/30/16
Yue, Alan	Student Assistant III	STEM	11.50	05/09/16-06/30/16
Yue, Alan	Student Assistant IV	Chemistry	12.25	07/01/16-08/26/16

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 22, 2016</u>	CONSENT
SUBJECT:	<u>New and/or Revised Classified Job Classification Descriptions</u>	

BACKGROUND

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

- Coordinator, Vocational English as a Second Language (VESL)

ANALYSIS AND FISCAL IMPACT

This job classification description is 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 Description.

Recommended by:	<u>Bill Scroggins</u>	Reviewed by:	<u>Peter Parra</u>
		Agenda Item:	<u>Consent #40</u>

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: June 22, 2016

**COORDINATOR, VOCATIONAL ENGLISH AS A SECOND LANGUAGE (VESL)
FLSA: NON-EXEMPT – A-112**

DEFINITION

Under general supervision, performs a variety of functions in support of the District's Vocational English as a Second Language (VESL) facilities and programs; manages data collection and compilation for dissemination regarding VESL students in compliance with the District, State and various grant and categorical funding sources; provides on-site administrative assistance and support to staff at various VESL facilities; assists in coordinating special events for VESL students and the community.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director, English Language Learners. Exercises no supervision of staff. May provide technical and functional direction to student workers.

CLASS CHARACTERISTICS

This is a coordinator classification responsible for performing a variety of direct and supportive duties and activities within the ESL department to ensure VESL students learn and perform in general subject matter areas in the noncredit VESL curriculum and Career and Technical Education (CTE) programs. Incumbents in this classification learn and perform the full range of duties as assigned, working independently, and exercising judgment and initiative to assist in assessing the academic support and resource needs of non or limited English speaking students and to facilitate English language and career education development. 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 department. This classification is distinguished from the Coordinator, English as a Second Language (ESL) in that the latter provides assistance and support to the ESL students population in a language development program.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Coordinates the recruitment, advisement, and program review processes for advanced ESL students transitioning into the Vocational English as a Second Language (VESL) programs, including VESL Open House, VESL Retreat, and student focus groups.
- Provides direction, training, orientation, and guidance to assigned staff in the VESL program; prepares weekly and daily schedules; provides input and documentation for performance evaluations; assists in the recruitment and selection of staff and provides recommendations.
- Coordinates, schedules, and administers various VESL applications and assessments, including the college's English placement test, the ESL department's placement test, and AMLA placement per ESL-AMLA articulation agreement.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: June 22, 2016

- Collects and compiles data for VESL students transitioning from noncredit ESL to credit courses and programs; gathers and analyzes data and produces reports on outreach and enrollment, testing and placement outcomes, student education plan implementation, course/program completion and student transition data in compliance with various District, State and Federal mandates
- Develops and facilitates dissemination of information regarding VESL program and credit/noncredit career certificate options for current ESL students as well as Mt. SAC Consortium partners and community at large.
- Monitors access, enrollment, attrition, and wait list data for VESL programs and provides weekly updates and long-term trend data for program planning and growth.
- Facilitates alignment of program and curriculum by the VESL faculty, conducts annual surveys and focus groups in order to propose and assist in developing program changes and new directions for career education; implements program modifications based upon evaluation results.
- Assists the Director with developing partnerships between ESL and other CTE programs within the District as well as with the Mt. SAC Consortium; facilitates information sharing materials, scheduling of VESL courses, registering VESL students, and tracking student learning outcomes.
- Utilizes ESL database(s); ensures validity/accuracy of data via reconciliation of data from multiple sources including Banner System, Comprehensive Adult Student Assessment Systems (CASAS), and ESL databases.
- Assists various District personnel to plan, organize, and coordinate on- and off-campus community outreach events to attract and inform prospective VESL students of programs and available resources.
- Performs general administrative duties; prepares, organizes, and maintains student records and files.
- Attends a variety of meetings and training sessions as required.
- 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:

- Principles and practices of data collection, analysis, and reporting.
- General subject matter areas, including mathematics, science, social studies, grammar, spelling, language, writing, and reading.
- Structural and operational elements of noncredit Career Development and College Preparation (CDCP) programs offered within the California community college system.
- Methods, practices, and techniques of improving student learning through specialized structured lesson plans, teaching techniques, and instructional materials.
- Basic principles, practices, and procedures of grant funding and compliance.
- Theories, principles, and practices of Second Language Acquisition (SLA) and their application to effectively provide high quality services to students.
- Modern office practices, methods, and computer equipment and applications related to assigned work.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: June 22, 2016

- Basic principles of record keeping and file maintenance.
- 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:

- Facilitate implementation of the District's Noncredit plans, goals, objectives, policies, and procedures for VESL program and students.
- Recognize individual student learning needs and adapt materials, program schedule, and assignments to facilitate such learning.
- Learn, interpret, and apply District rules, regulations, policies, and procedures.
- Learn and understand the organization and operation of the District as necessary to assume assigned responsibilities.
- Perform responsible administrative support work with accuracy, speed, and minimal supervision.
- Organize, maintain, and update student records and files.
- Understand and follow oral and written instructions.
- Operate modern office equipment including computer equipment and software programs.
- 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.

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 an accredited college or university with major coursework in liberal arts, education, or related field, and two (2) years of increasingly responsible experience working in an ESL environment.

A Bachelor's degree in one of the above-mentioned fields is desirable. Specialized training on second language acquisition theory and methodology and completion of a Teaching English to Speakers of Other Languages (TESOL) program is preferred.

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.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: June 22, 2016

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and classroom 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 40 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in a classroom and/or office environment with moderate noise levels, controlled temperature conditions. Incumbents may work outdoors and are occasionally exposed to loud noise levels and cold and/or hot temperatures. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

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

DATE: June 22, 2016

CONSENT

SUBJECT: New and/or Revised Management Job Classification Descriptions

BACKGROUND

To reflect the current needs of the College, the following Management job classification description is being submitted for modification. Please note additions are underlined and deletions stricken:

- Director, Honors Program

ANALYSIS AND FISCAL IMPACT

These job classification description is 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 Management Job Classification Description.

Recommended by: Bill Scroggins Agenda Item: Peter Parra
Consent #41

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: June 22, 2016

DIRECTOR, HONORS PROGRAM – FLSA: EXEMPT – M-10

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, reviews, and personally performs difficult and complex professional work related to the activities of the Honors Program, including evaluating and approving students' program eligibility and coordinating with other departments and divisions in scheduling program classes; provides counseling services to students on college admission processes; researches and gathers various program data and develops reports; provides highly complex and responsible support to the Dean, Humanities and Social Sciences in areas of expertise.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Dean, Humanities and Social Sciences. Exercises direct and general supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification that manages all activities of the Honors Program. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Dean, Humanities and Social Sciences in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating programmatic work. This class is distinguished from the Dean, Humanities and Social Sciences in that the latter oversees the programming and administration of the District's entire Humanities and Social Sciences Department.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Plans, manages, and oversees the daily functions, operations, and activities of the Honors Program, (including Phi Theta Kappa Honors Society and the Honors Ambassadors Club).
- Coordinates with other departments and divisions in scheduling program classes.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the program; recommends within program policy, appropriate service and resources; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the program budget, including the securing of alternate sources of funding as appropriate such as grants and other relevant sources.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: June 22, 2016

- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned program, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Dean, Humanities and Social Sciences.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Dean, Humanities and Social Sciences.
- Facilitates the development of strategic plans for the program and manages relevant and appropriate activities resulting from the goals of that strategic planning.
- Works with other faculty, departments, divisions and various disciplines to offer appropriate honors courses.
- Participates in the recruitment of students, evaluates applications, transcripts, and other academic records, and approves students for program admission and continued program eligibility.
- Plans, organizes, and implements program events, including orientation for new program participants, graduation parties, conferences, and mandatory meetings.
- Counsels students on college admission processes, study abroad programs, projects, and award submissions.
- Compiles and analyzes data and prepares comprehensive technical records and reports, including reports for transfer partners, ePIE, and program reviews.
- Reviews and selects student work for conference presentations; assists students with presentation preparation.
- Plans and chairs Advisory Council meetings including consulting with Council members concerning policy revisions and emerging trends within the Honors Program,
- Organizes workshops for faculty members teaching in the Honors Program.
- Interacts with transfer partner institutions, including four-year universities and colleges.
- Attends and participates in professional group meetings and various committees and advisory groups; stays abreast of new trends and innovations in the field of honors 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 Honors Program.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect District or program 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, Humanities and Social Sciences.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: June 22, 2016

- Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and District policies. Attends District mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
- 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:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of developing, implementing, and evaluating the Honors Program.
- 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, socio- economic and ethnic groups.

Skills and Abilities to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned program areas.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: June 22, 2016

- Provide administrative and professional leadership and direction for assigned program.
- Prepare and administer budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility.
- Select, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer a variety of honors programs, projects, events, and administrative activities.
- Effectively represent the District and the program in meetings with various educational, business, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex 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.
- 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 (i.e. Banner, OnBase, Argos, Sandbox, OmniUpdate, and Acrobat Professional).
- 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 a Master's degree from a regionally accredited college or university with major coursework in an academic discipline and five (5) years management and/or administrative experience in developing, implementing, and managing comprehensive honors programs.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: June 22, 2016

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 and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, 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. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds. Incumbents work in a classroom and/or office environment with moderate noise levels, controlled temperature conditions. Incumbents may work outdoors and are occasionally exposed to loud noise levels and cold and/or hot temperatures. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

ENVIRONMENTAL ELEMENTS

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

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

DATE: June 22, 2016

CONSENT

SUBJECT: Contract for Employee Assistance Service for Education with the
Los Angeles County Office of Education

BACKGROUND

Mt. San Antonio College currently offers an employee assistance program which is available to assist employees in addressing personal issues which often impact their ability to effectively function in the workplace. On March 28, 2012, Mt. San Antonio College entered into an agreement with the Los Angeles County Office of Education, which has provided a joint powers agreement with a number of school districts since 1982.

The Employee Assistance Service for Education (EASE) is a cost-conscious employee assistance program that provides confidential professional counseling and consultation services to employees in need. The purpose of this item is to request that the Board approves the continuation of the joint powers agreement currently in place with the Los Angeles County Office of Education.

ANALYSIS AND FISCAL IMPACT

The cost of participation in the EASE program is currently \$10.20 per employee, per fiscal year. Multiplying this rate by an estimate of the average number of benefit-eligible employees (1,000) equates to \$10,200 per fiscal year.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the continuation of the EASE contract agreement with the Los Angeles County Office of Education.

Recommended by: Bill Scroggins Reviewed by: Peter Parra
Agenda Item: Consent #42

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 22, 2016</u>	CONSENT
SUBJECT:	<u>Contract for Fair Employment Housing Act/Americans with Disabilities Act Reasonable Accommodations – Shaw HR Consulting, Inc.</u>	

BACKGROUND

The Human Resources Department requires the services of a firm that specializes in Fair Employment Housing Act/Americans with Disabilities Act (FEHA/ADA) Reasonable Accommodations compliance, one that can operate as an independent third-party separate from the District. Shaw HR Consulting, Inc. has been providing such services to school districts, including Mt. San Antonio College, for 16 years.

ANALYSIS AND FISCAL IMPACT

Under Government Code Section 53060, the Board of Trustees is authorized to contract with any persons who furnish special services and advice in FEHA/ADA matters as long as such persons are trained, experienced, and competent.

The intent is to use the services of Shaw HR Consulting, Inc. on an as-needed basis as determined by the Vice President, Human Resources. The scope of work is to conduct reasonable accommodations analysis and provide the College with recommendations and written reports of its findings.

The proposed rate of \$175 per hour, plus mileage, is status quo from last year, is competitive within the consultation services market, and is comparable to the District’s costs for similar services. The fees may be adjusted, with the District’s consent, from July 1, 2016 through June 30, 2017, the term of the agreement. Thus, Shaw HR Consulting, Inc. offers the necessary experience at a reasonable price. Moreover, it is in the District’s best interest to enter into a contract for investigative services with Shaw HR Consulting, Inc.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the award of a contract for investigative legal services with Shaw HR Consulting, Inc.

Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Peter Parra</u>
			<u>Consent #43</u>

SUBJECT: Contract for Investigative Services – Norman A. Traub Associates

DATE: June 22, 2016

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the award of a contract for investigative legal services with Norman A. Traub Associates.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 22, 2016</u>	CONSENT
SUBJECT:	<u>Contract for Investigative Services – Norman A. Traub Associates</u>	

BACKGROUND

The Human Resources Department requires the services of a firm that specializes in investigating personnel issues, one that can operate as an independent third-party separate from the District’s legal counsel. Norman A. Traub Associates can provide such investigative services.

ANALYSIS AND FISCAL IMPACT

Under Government Code Section 53060, the Board of Trustees is authorized to contract with any persons who furnish special services and advice in legal matters as long as such persons are trained, experienced, and competent. Norman A. Traub Associates has experience working in the public sector, with particular emphasis on personnel issues.

The intent is to use the services of Norman A. Traub Associates on an as-needed basis as determined by the Vice President, Human Resources. The scope of work is to conduct discrimination, harassment, retaliation, equal employment opportunity, and other investigations and provide the College with written reports of its findings. In its role as an independent third party, Norman A. Traub Associates will not perform litigation services of any kind.

The proposed rate of \$160 per hour for licensed private investigators and \$200 per hour for attorneys, plus certain reimbursables is competitive within the investigative services market. These rates, however, do reflect a \$25-to-\$65-per-hour increase from last fiscal year. The fees may be adjusted, with the District’s consent, from July 1, 2016, through June 30, 2017, the term of the agreement. Thus, Norman A. Traub Associates offers the necessary experience at a reasonable price. Moreover, it is in the District’s best interest to enter into a contract for investigative services with Norman A. Traub Associates.

Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Peter Parra</u>
			<u>Consent #44</u>

SUBJECT: Contract for Investigative Services – Norman A. Traub Associates

DATE: June 22, 2016

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the award of a contract for investigative legal services with Norman A. Traub Associates.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 22, 2016</u>	CONSENT
SUBJECT:	<u>Contract for Investigative Services – The Titan Group</u>	

BACKGROUND

The Human Resources Department requires the services of a firm that specializes in investigating personnel issues, one that can operate as an independent third-party separate from the District’s legal counsel. The Titan Group can provide such investigative services.

ANALYSIS AND FISCAL IMPACT

Under Government Code Section 53060, the Board of Trustees is authorized to contract with any persons who furnish special services and advice in legal matters as long as such persons are trained, experienced, and competent. The Titan Group has experience working in the public sector, with particular emphasis on personnel issues.

The intent is to use the services of The Titan Group on an as-needed basis as determined by the Vice President, Human Resources. The scope of work is to conduct discrimination, harassment, retaliation, equal employment opportunity, and other investigations and provide the College with written reports of its findings. In its role as an independent third party, The Titan Group will not perform litigation services of any kind.

The proposed rate of \$135 per hour, plus certain reimbursables, is status quo from last year, is competitive within the investigative services market, and is comparable to the District’s costs for similar services. The fees may be adjusted, with the District’s consent, from July 1, 2016, through June 30, 2017, the term of the agreement. Thus, The Titan Group offers the necessary experience at a reasonable price. Moreover, it is in the District’s best interest to enter into a contract for investigative services with The Titan Group.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the award of a contract for investigative legal services with The Titan Group.

Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Peter Parra</u>
			<u>Consent #45</u>

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

DATE: June 22, 2016

CONSENT

SUBJECT: Community Services Program/Offerings for 2016-17 Academic Year

BACKGROUND

The School of Continuing Education presents a wide variety of programs and courses each semester. Proposed community services offerings for the 2016-17 academic year are listed below. Additions and/or changes will be submitted as needed throughout the year. The fees shown below are per each scheduled offering and are for instruction only unless a material fee is specifically indicated. Material fees are paid directly to the instructor.

ANALYSIS AND FISCAL IMPACT

Course Title/Program	Presenter	Payment	Fee
CAREER AND PROFESSIONAL DEVELOPMENT			
FAA Computerized Testing Service (CATS)	Various	No Pay	\$150
FAA Computerized Testing Service (CATS for Aircraft Owners and Pilots Association Members)	Various	No Pay	\$140
Flight Simulator – Basic (IGAT)	Various	Hourly	\$50/hour
Flight Simulator – Advanced (ATC-810)	Various	Hourly	\$60/hour
Precision Flight Controls G1000	Various	Hourly	\$70/hour
Garmin G1000 Avionics Suite – Operation and Functional Use	Darwin, Katherine	40%	\$140
Air Traffic Control Radar Simulation Program	Bannon, Kevin Brown, Robert Decker, James Hroblak, Jeremy Patel, Zoem	40%	\$140
Cash In with a Successful Home-Based Business	Krusemark, LeeAnne	40%	\$52 Material Fee: \$20
Become a Professional Child Visitation Mentor	Douglass, Shirley	40%	\$285 Material Fee: \$75

Prepared by: Madelyn A. Arballo

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #46

SUBJECT: Community Services Courses/Programs 2016-17 Academic Year**DATE:** June 22, 2016

Make Money with a Home-Based Typing/Word Processing Business	Krusemark, LeeAnne	40%	\$27 Material Fee: \$10
Make Extra Income: Auto Wholesale Business from Home	Trust Auto Sales (Williams, Ronald Wayne)	40%	\$89 Material Fee: \$20
OnBase System Administration	Hyland Staff	No Pay	\$350
CSET Math Subtest 211	Conquer Test Tutoring, LLC (Tarman, Shana)	40%	\$151
Principles of Computed Tomography (CT) and Exam Review	McLaughlin, David L.	40%	\$349
Phlebotomy Program Preparation: <ul style="list-style-type: none"> • Theory/Externship • Program Coordinator 	Manriquez-Castillo, Xochitl Sabio, Edgardo Morris, Jabari TBA	\$50/hour \$50/hour \$50/hour Fee for Service \$1,000/ semester	\$1,600
Makeup Artistry Certification	Simon, Carolyn	50%	\$352
Threading A to Z	Mikhael, Sameira	40%	\$90 Material Fee: \$10
Become a Notary Public	Notary Public Seminars, Inc. (Christensen, Carrie)	40% + 50% of proctor fees	\$101 Material Fee: \$30
Renew Your Notary Commission		40%	\$52 Material Fee: \$30

SUBJECT: Community Services Courses/Programs 2016-17 Academic Year

DATE: June 22, 2016

<u>Water Technology Program</u>			
• Water Distribution I	Sira, Jesus	50%	\$177 Material Fee: \$20
• Water Distribution II	Sira, Jesus	50%	\$177 Material Fee: \$20
• Water Distribution Exam Review	Sira, Jesus	50%	\$177 Material Fee:\$20
• Introduction to Water Systems	Ariza, Ernest	50%	\$177 Material Fee: \$20
• Water Treatment	Ariza, Ernest	50%	\$177 Material Fee: \$20
• Math for Water Operators	Ariza, Ernest	50%	\$177 Material Fee: \$20
• T1-T2 Water Treatment Operator Exam Review	Ariza, Ernest	50%	\$77 Material Fee: \$20
• Cross-Connection Control – Certified Tester	Higham, Thomas	50%	\$177 Material Fee: \$20
• Cross-Connection Control Certified Specialist	Higham, Thomas	50%	\$177 Material Fee: \$20
<u>Fire Technology Program</u>			
• Intermediate Incident Command System I-300	Adams, Timothy Beckman, Richard	All Instructors	\$90
• Management 1 – Management/ Supervision for Company Officer	Lazer, Edward Russell, Patrick	50%	\$197
• Fire Command 1A	Note: Instructors may vary.		\$197
• Fire Command 1B			\$197
• S-230: Crew Boss			\$197

SUBJECT: Community Services Courses/Programs 2016-17 Academic Year

DATE: June 22, 2016

<ul style="list-style-type: none"> • ICS-200 • S-190: Intro to Wildland Fire Behavior • S-290: Intermediate Wildland Fire Behavior • S-231: Engine Boss • Training Instructor 1A • Training Instructor 1B 			\$90 \$90 \$90 \$197 \$90 \$197 \$197
<ul style="list-style-type: none"> • Firefighter Agility Test • Basic Fire Academy Entrance Exam 	Ward, Elizabeth Morris, Jabari	40% No Pay	\$25 \$25
Ladder Orientation and Terminology	Various	Hourly or No Pay	\$24
Command A1: Structure Fire Command Operations for the Company Officer	Lazar, Edward	\$53.50 per student	\$197
<ul style="list-style-type: none"> • Fire Command 1C: WUI Command Operations for the Company Officer • Fire Command 1C: I-Zone Fire Fighting for Company Officers 	Russell, Pat	\$53.50 per student	\$197
<u>Medical Insurance Billing Specialist Preparation</u> <ul style="list-style-type: none"> • Medical Insurance Billing Principles • Coding: ICD 10-CM - 8 weeks • Coding: Update for ICD 10 Coding • Medical Insurance Computerized Billing • Collection of Unsecured Assets • Computerized Insurance Billing • Legal Issues and Risk Management • Medical Terminology 	Capili, Joselito Jobal Enterprises (Villanueva, Bal) Supan, Antonio Manuel	40% 40% 40% 40% 40% 40% 40%	\$293 \$293 \$124 \$183 \$152 \$215 \$124 \$293
LA City Welder Certification for SMAW or FCAW	TBA	40%	\$152 Material Fee: \$100

SUBJECT: Community Services Courses/Programs 2016-17 Academic Year

DATE: June 22, 2016

<u>Community Health Programs</u> <ul style="list-style-type: none"> • Basic Life Support Provider • Basic Life Support Provider Renewal • Heartsaver CPR AED – Adult and Pediatric • Heartsaver First Aid CPR – Adult and Pediatric • Advanced Cardiac Life Support • Advanced Cardiac Life Support Renewal • Pediatric Advanced Life Support • Pediatric Advanced Life Support Renewal • BLS Instructor Course • Dysrhythmias for RN Students 	Primary/Assistant Instructors: Alarcon, Claudine Baca, Michael Baca, Susan Coppolecchia, Sonya Davis, Rita English, Wendi Fowler, Joshua Gergis, Nasr Gonzalez, Gail Malone, Kristine Moden, Lisa Trinidad, Larry Moden, Lisa	Single Instructor 40% 10 students or more: Primary Instructor 35% and Assistant Instructor 15% 40%	\$65 \$45 \$50 \$65 \$180 \$125 \$180 \$125 \$250 \$50
IV Skills for Radiologic Technologist	Gilbertson, Cathy	40%	\$175
Woodworking	Shreve, Robin	50%	\$145 – Winter \$150 – Spring
Cabinetmaking/Woodworking	Cogger, Charles	50%	\$150
CHILDREN AND TEENS			
Group Violin Program	Hymel, Margy	50%	\$92 Winter and Summer \$212 Spring & Fall
SAT Preparation	Madrigal, Yahaira	40%	\$152
Commercial Acting for Kids	June Chandler, Inc.	40%	\$81
VEX Robotics for Kids (Grades 7-12)	Underwood, Eric	\$25 per hour	\$240
Ice Skating Program	Center Ice Arena	60%	\$57-\$77 \$82/pair

SUBJECT: Community Services Courses/Programs 2016-17 Academic Year**DATE:** June 22, 2016

DRIVER EDUCATION			
California Motorcycle Training	Arroyo's Motorcycle Training (Contractor costs include: instructor payment, motorcycles, fuel and motorcycle maintenance)	68%	Age 21 and over \$258
Motorcyclist Intermediate Riding Clinic			Under age 21 \$180
Motorcyclist Advanced Riding Clinic			\$250
			\$350
ONLINE LEARNING			
Online Learning Courses	Education To Go, Inc.	Education to Go will pay Mt. SAC \$65-\$85/student	\$99-\$120
Online Career Training Programs	Education To Go, Inc.	Education to Go will pay Mt. SAC \$100-\$500/student	\$495-\$5,595
PERSONAL ENRICHMENT			
How to Make a Living as an Artist	Shepard, Elizabeth Jane (Eza Studios, Inc.)	40%	\$55 Material Fee: \$15
Turbulence and Wind Shear Flight Seminar	Randazzo, John	40%	\$50 Material Fee: \$2
Alaska by Air Seminar			
Flying into the Back Country			\$52
English for the California Visitor	Evans, Douglas Pena, Kathleen Perez, Nelida Sunnaa, Andrea Rivera, Edith Janet Vanegas, Yazmin Wigglesworth, Ruth	\$50/hour	\$40-\$160
Advanced Hindi	Chaplot, Surekha	40%	\$100 Material Fee \$15
Beginning Blackjack	Pellitteri, John	40%	\$35

SUBJECT: Community Services Courses/Programs 2016-17 Academic Year**DATE:** June 22, 2016

Acting for Film and Television	June Chandler, Inc.	40%	\$129
Comedy Improv			\$67
Color Analysis with an Emphasis on Makeup Application	Simon, Carolyn	50%	\$42
Salsa Dancing	Ramirez, Rudy	40%	\$57
Belly Dance	Smith, Catharae	40%	\$52
Seven Simple Secrets to Financial Freedom	Krusemark, LeeAnne	40%	\$52 Material Fee: \$20
Mammography Initial Training Course	Hockett, Diane	40%	\$952
Real Estate Appraisal: A New Career/A New Home Business	Mansfield, William	40%	\$49
Pass the Real Estate Sales Exam on the First Try			\$99 Material Fee: \$30
Retirement Planning Today	Yoon, Edward	40%	\$61
Accelerated Personal Financial Planning	Chou, Andrew	40%	\$101 Material Fee: \$10
Passport to Retirement	Mosley, Tom	40%	\$39
Master Your Investments and Retirement	O'Connell, Jalon	40%	\$61
Investment Bootcamp			\$41
Strategies to Maximize your Social Security			
Writing Techniques for the APA Format	Dawson, Dovie D.	40%	\$101 Material Fee: \$10
Become A Transaction Escrow Coordinator	Notary Public Seminars, Inc. (Christensen, Carrie)	40%	\$101 Material Fee: \$60
Become A Loan Signing Agent			
Goal Setting – Living Life by Design	Marcouillier, Dale	40%	\$39 Material Fee: \$10
Rejuvenate Your Retirement	Mosley, Tom	40%	\$39
SPORTS AND FITNESS			
Exercise Science/Wellness Center Exercise Session Cards:			
• Strength Training for Fat Loss	Brunzell, Brook	50%	\$45
• Cardio Dance	Dominica, Shell	50%	\$45

SUBJECT: Community Services Courses/Programs 2016-17 Academic Year

DATE: June 22, 2016

Wellness Center Testing: <ul style="list-style-type: none"> • V02 Maximum Test • Hydrostatic Weighing • Hydrostatic Weighing-Group Discount (10 people or more) • 3-Site Skin Fold Measurement • V02 Maximum & Hydrostatic Weighing • Resting Metabolic Rate (RMR) • V02 Maximum, Hydrostatic Weighing and Resting Metabolic Rate • Baseline Fitness Assessment 	Staff	Hourly	\$65 \$30 \$25 \$15 \$85 \$35 \$115 \$65
Cardio Circuit Training	Staff	Hourly	\$20-\$45
Cardio Dance	Dominica, Shell	50%	\$35
Strength Training for Fat Loss	Brunzell, Brook	50%	\$35
Conditioning for Sports (Various)	Various Instructors	No Pay	\$23-\$46
Filipino Martial Arts	DelCastillo, Steve Gonzales, Mark Karr, Kandace	40%	\$77– 6 weeks \$175 – 16 weeks
Filipino Boxing			\$37 – 5 Weeks Material Fee: \$10 \$37 – 4 Weeks Material Fee: \$10 \$62 – 9 Weeks Material Fee: \$10

SUBJECT: Community Services Courses/Programs 2016-17 Academic Year

DATE: June 22, 2016

Filipino Martial Arts (Kids-Teens)			\$37 Material Fee: \$25
Kick Boxing	DelCastillo, Steve Maldonado, Saul	40%	\$57 – Winter \$65 – Spring
Brazilian Jiu-Jitsu	Maldonado, Saul	40%	\$57 – Winter \$65 – Spring
Brazilian Jiu-Jitsu (one-day course)	DelCastillo, Steve	40%	\$25
Jeet Kune Do	Rivas, Mike	40%	\$60 – 6 Weeks \$50 – 4 Weeks
SWIM PROGRAMS			
Open Fitness Swim	Bennigson, Rebecca Boehle, Louis Iwata, David Lepp, Jodi Patrick, Amy Stump, Errol Rieben, Mike	\$21/hour	\$120
Swim Session Cards		No Pay	\$20-\$60

Funding Source

All presenters are paid either based on a percentage of student registration fees or other identified specific dollar amount.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Community Services offerings for the 2016-17 academic year, as presented.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>June 22, 2016</u>	CONSENT
SUBJECT: <u>School of Continuing Education Additions and Changes</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

1. Adult Basic Education Changes

Course Title/Program			
High School Summer School Program Coordinator Pay			
High School	Site Coordinator	From	To
Bonita	Joy Lindsay	\$7,000	\$6,000
Edgewood	Joseph Prestella	\$7,000	\$6,000
Palomares	Acquillahs Muteti	\$6,000	\$3,000
Palomares	Scott Shone		\$1,000
San Gabriel	Jocelyn Castro	\$7,000	\$5,000
Walnut	Daniel Daher	\$7,000	\$6,000
Walnut	Dujuan Johnson		\$1,000

2. Community Services Program Changes

Course Title/Program	From	To
College for Kids Summer Program	Additional Instructor	Antillon, Brandon

3. Contract Changes

Course Title/Program	From	To
Kaplan Test Prep (Kaplan, Incorporated) 395 Hudson Street, 3 rd Floor New York, New York 10014 Contract: July 1, 2016 – June 30, 2017	No Cost to District	15% of all tuition for 10 or more enrollees and 20% for 10 or fewer enrollees.

Prepared by: Madelyn A. Arballo Reviewed by: Irene M. Malmgren
 Recommended by: Bill Scroggins Agenda Item: Consent #47

SUBJECT: School of Continuing Education Additions and Changes

DATE: June 22, 2016

4. Contract Renewals

Course Title/Program	Amount
City of San Dimas Swim and Racquet Club 990 West Covina Boulevard San Dimas, CA 91773 Healthy Aging for Older Adults August 29, 2016 – June 2, 2017	Not to exceed \$10,380
Motorcycle Safety Program Worker's Compensation and Employers' Liability Insurance Effective July 1, 2016-July 1, 2017 <u>Providing Agency</u> US Insurance Services/Janice Bagley License #P165657 P.O. Box 47380 Jacksonville, FL 32247 <u>Additional Insured</u> Total Control Training, Inc. 15329 Bonanza Road, Suite B Victorville, CA 92392 Specific coverage as per Contract – <i>RiderCourse</i> Insurance Plan, Agreement for California Site Administrators	\$9,477

5. Education for Older Adults

Course Title/Program	Payment
<u>Use of Facility Agreement</u> Valleydale Park Senior Center 5525 North Lark Ellen Avenue Azusa, CA 91702 Casa Colina Hospital and Centers for Healthcare 255 East Bonita Avenue Pomona, CA 91767	No Cost No Cost

SUBJECT: School of Continuing Education Additions and Changes

DATE: June 22, 2016

6. Contract Education Development Programs

Agency (Description of Services)	Expenses
Celina Shands Gradijan, CEO Full Capacity Marketing, Inc. 3525 Del Mar Heights Road #296 San Diego, CA 92130 To develop microsite for Contract Education website.	Services Not to exceed \$1,945

Funding Sources

Contract Renewal – City of San Dimas, Unrestricted General Fund.
Contract Renewal – 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.

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

DATE: June 22, 2016

CONSENT

SUBJECT: Memorandum of Understanding: Los Angeles County Workforce
Development Board

BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) is developed and executed between the Local Board and the partners of the America's Job Center of California. Pursuant to California Employment Development Department Directive WSD15-12, WIOA Memorandums of Understanding, the Los Angeles County Workforce Development Board and Mt. San Antonio College are to establish a cooperative working relationship and define their respective roles and responsibilities related to shared customers and shared services.

ANALYSIS AND FISCAL IMPACT

This MOU serves to establish the framework for providing shared services to employers, incumbent workers, job seekers, and others needing workforce development services. Specifically, the following goals are shared by the Parties of the MOU:

- develop industry-driven career pathways that prepare people for in-demand occupations in high growth industry sectors based on annual review of economic intelligence and labor market information;
- support system alignment, service integration, and continuous improvement using data to support evidence-based decision-making;
- strengthen communication, coordination, and decision-making between regional partners to meet labor market needs;
- enhance existing networks between education, business and industry representatives, labor, and other regional workforce development partners to develop new and align existing programs and services with regional and industry needs;
- support the development and continued collaboration between regional workforce and economic development networks in the Los Angeles region to address workforce education and training priorities;
- develop regional leadership and operational partnerships among community college, industry, labor, and other workforce and economic development entities to strengthen coordination and to improve the delivery of services;

Prepared by: Madelyn A. Arballo

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #48

SUBJECT: Memorandum of Understanding: Los Angeles County Workforce Development Board

DATE: June 22, 2016

- increase the number of youth and adults who obtain marketable and industry-recognized middle skill credentials, with a priority on unemployed, underemployed, low-skilled, low-income, recipients of public assistance, limited English speaking, veterans, individuals with disabilities, foster youth, re-entry, and other high priority at-risk populations; and
- increase the scope and breadth of opportunities for youth, especially low-income, at-risk, disconnected and out-of-school youth, and those from low-income communities who graduate prepared for postsecondary vocational training, post-secondary education, and/or a career.

The term of this MOU will be from July 1, 2016, through December 31, 2017.

Funding Source

Workforce Innovation and Opportunity Act, Title I and II; Adult Education Block Grant.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Memorandum of Understanding with the Los Angeles County Workforce Development Board.

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

DATE: June 22, 2016

CONSENT

SUBJECT: Child Development Center Acceptance of 2016-17 Funds

BACKGROUND

The Mt. San Antonio College Child Development Center has received contracts from the California Department of Education, Early Education Support Division. Contract Numbers CCTR-6106 and CSPP-6209 provide general childcare and development programs.

ANALYSIS AND FISCAL IMPACT

Contract No. CCTR-6106 provides funding in the amount of \$586,715. Contract No. CSPP-6209 provides funding in the amount of \$299,084. Both contracts are valid July 1, 2016, through June 30, 2017.

Program operations will be carried out with grant funds. Matching funds are not required.

Funding Source

California Department of Education, Early Education Support Division.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with the California Department of Education, Child Development Division, as presented.

Prepared by: Tamika Addison/Jennifer Galbraith

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #49

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>June 22, 2016</u>	CONSENT
SUBJECT: <u>Child Development Center Contract Amendments 2015-16</u>	

BACKGROUND

The Mt. San Antonio College Child Development Center has agreements with the State of California for general childcare and development programs. These contracts, dated July 1, 2015, designated as numbers CCTR-5106 and CSPP-5206 Amendment 02 have been amended to reflect a change in the minimum days of operation, from 238 days to 235.

ANALYSIS AND FISCAL IMPACT

The contract period is July 1, 2015, through June 30, 2016.

Funding Source

California Department of Education, Early Education Support Division formerly the Child Development Division.

RECOMMENDATION

It is recommended that the Board of Trustees approve and accept the contract amendments with the California Department of Education, Early Education Support Division, as presented.

Prepared by: Tamika Addison/Jennifer Galbraith Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #50

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

DATE: June 22, 2016

CONSENT

SUBJECT: Center of Excellence 2015-16 Extension and 2016-17 Grant Renewal

BACKGROUND

The Center of Excellence (COE) is funded by the California Community Colleges Chancellors Office, as part of the “Doing What Matters for Jobs and the Economy” framework. The COE provides technical assistance to community colleges in the Los Angeles and Orange counties with labor market research and information on regional employers’ hiring needs.

ANALYSIS AND FISCAL IMPACT

The COE Grant for 2015-16 had a change in personnel directors, which did not allow all planned activities to be completed by the end of June 30, 2016. The grant has been extended by the Chancellor’s Office to provide adequate time to complete all activities planned and spend the totality of funds awarded (\$200,000). The current performance period will end on September 30, 2016, instead of June 30, 2016.

The COE Grant for 2016-17 has been renewed by the Chancellor’s Office. The performance period will be July 1, 2016, through June 20, 2017. The amount awarded is \$200,000.

Funding Source

California Community Colleges Chancellor’s Office (SB1402).

RECOMMENDATION

It is recommended that the Board of Trustees approves the award of the Technical Assistance Provider-Center of Excellence for Labor Market Research for the Los Angeles and Orange County regions 2016-17 grant renewal for the Center of Excellence, as presented.

Prepared by: Lori Sanchez/Jennifer Galbraith

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #51

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

DATE: June 22, 2016

CONSENT

SUBJECT: Purchase CourseLeaf Curriculum Module from LeepFrog Technologies, Inc.

BACKGROUND

In May 2015, the Board of Trustees approved the purchase of an online catalog management system from LeepFrog Technologies, Inc. The catalog system has been fully implemented and is now live at <http://www.mtsac.edu/catalog>. A companion piece of software to the catalog system is the CourseLeaf Curriculum Module.

The Curriculum Module is an online system that streamlines the entire process of entering, editing, approving, and managing courses and program proposals. The process is initiated by faculty via an online electronic form that is routed through online approval queues, and ultimately results in new or modified courses, certificates, and degrees. It integrates with the catalog system and the College's enterprise application system, Banner, so data does not have to be updated in multiple places. The College currently uses stand-alone curriculum management software that is more than 10 years old and does not include real-time integration.

ANALYSIS AND FISCAL IMPACT

The first-year cost for the software license, system hosting, implementation, training, and support will be \$75,000.

Annual recurring costs for maintenance and support will be \$13,000, fixed through year three, with an annual adjustment capped at 4% per year thereafter.

Funding Source

Unrestricted General Fund (\$88,000).

RECOMMENDATION

It is recommended that the Board of Trustees approves the purchase of CourseLeaf Curriculum Module from LeepFrog Technologies, Inc., as presented.

Prepared by: Joumana McGowan/Victor A. Belinski

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #52

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

DATE: June 22, 2016

CONSENT

SUBJECT: Modified Courses Effective with the 2017-18 Academic Year

BACKGROUND

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

Modified Courses

AHIS 8	History of Medieval Art and Architecture
AHIS 12	History of Precolumbian Art and Architecture
AHIS 12H	History of Precolumbian Art and Architecture - Honors
DN-T 38	Dance Teaching Methods
DSPS 12	Career Exploration and Planning
MUS 34	Women's Vocal Ensemble

ANALYSIS AND FISCAL IMPACT

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

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

Funding Source

Not Applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the above modifications effective with the 2017-18 academic year, as presented.

Prepared by: Joumana McGowan

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #53

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

DATE: June 22, 2016

CONSENT

SUBJECT: Amendment to 2015-16 Athletic Special Events Expenditures and
Contracts

BACKGROUND

The Mt. San Antonio College Athletics Special Events hosted the 57th running of the Mt. SAC Relays on April 14-16, 2016, at Cerritos College. At the September 9, 2015, Board meeting, authorization was granted to approve \$8,000 for VIP reimbursement. Due to the event being held at Cerritos College, staff lodging was needed for event management, early setup and late takedown. Additionally, there was an increase to the number of VIPs requiring lodging.

ANALYSIS AND FISCAL IMPACT

Authorization is sought to increase the expense funds by \$2,000, from a total of \$8,000 to \$10,000 for VIP expense reimbursement and staff lodging.

Funding Source

Unrestricted General Fund (\$10,000).

RECOMMENDATION

It is recommended that the Board of Trustees approves the increase to VIP reimbursement and staff lodging, as presented.

Prepared by: Joe Jennum

Reviewed by: Dr. Irene Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #54

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

DATE: June 22, 2016

CONSENT

SUBJECT: Basic Skills and Student Outcomes Transformation Program Grant:
Acceptance of Funds

BACKGROUND

Mt. San Antonio College received an award notification for a Basic Skills and Student Outcomes Transformation grant, funded by the California Community Colleges Chancellor's Office. The College will implement the following high-impact practices to respond to the needs of students placing into basic skills courses:

- Develop an English co-requisite model that allows students who place into the basic skills writing course one level below transfer (ENGL 68) to enroll in transfer-level English writing (ENGL 1A) and a one-unit credit support course taught by the same faculty member.
- Develop curriculum and write a new accelerated, non-degree-applicable, basic skills course that would allow students who place into the basic skills writing course two levels below transfer (ENGL 67) to enroll in transfer-level English (ENGL 1A) upon successful completion, thus creating a two-course sequence instead of a three-course sequence.
- Develop an onboarding process for incoming freshmen that clusters students into eight different "areas of interest." Enroll students placing into basic skills courses in a learning community that includes ENGL 67, ENGL 68, and a career exploration course. Contextualize basic skills courses around students' identified career clusters.
- Embed tutors for pilot sections of the English co-requisite model, the English accelerated model, and the contextualized learning community cohorts.

ANALYSIS AND FISCAL IMPACT

The grant award is \$1,289,691. The period of performance is July 1, 2016, through June 30, 2019.

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

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

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #55

SUBJECT: Basic Skills and Student Outcomes Transformation Program Grant:
Acceptance of Funds

DATE: June 22, 2016

Funding Source

California Community Colleges Chancellor's Office.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the Basic Skills and Student Outcomes Transformation Program grant funds, as presented.

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

DATE: June 22, 2016

CONSENT

SUBJECT: Assessment, Remediation, and Retention for Associate Degree
Nursing (ADN) Programs Grant: Acceptance of Funds

BACKGROUND

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

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

ANALYSIS AND FISCAL IMPACT

The grant award is \$57,000. The period of performance is July 1, 2016, through June 30, 2017.

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

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

Funding Source

California Community Colleges Chancellor's Office.

RECOMMENDATION

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

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #56

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

DATE: June 22, 2016

CONSENT

SUBJECT: Child Development Workforce Initiative Grant: Acceptance of Funds

BACKGROUND

Mt. San Antonio College received notification of an augmentation to and extension of a grant titled "Child Development Workforce Initiative," funded by the Los Angeles Universal Preschool. The purpose of the grant is to meet significant challenges that the early child care and education field has faced in attracting and maintaining a workforce that is adequately skilled, well prepared, and culturally and linguistically reflective of the children and families being served. The project implements a three-tier process that includes recruitment from high school, completion of Child Development certificates and degrees at the College, and transfer to a four-year university to complete a Bachelor of Arts Degree in Child Development or Early Childhood Education. This grant supports students through dedicated advisement, workshops, coursework, and stipends for core members.

ANALYSIS AND FISCAL IMPACT

This grant award notification is for an augmentation of \$29,510. The total funding is now \$379,510.

The performance period for this grant has been extended and is now July 1, 2015, through September 30, 2016.

The funding agency has approved the expenditure of grant funds to support the following: non-instructional salaries, employee benefits, instructional and non-instructional supplies and materials, travel, catering, sub-contracts, computer equipment, and indirect costs.

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

Funding Source

Los Angeles Universal Preschool.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the Child Development Workforce Initiative grant funds, as presented.

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #57

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

DATE: June 22, 2016

CONSENT

SUBJECT: Enrollment Growth for Associate Degree Nursing (ADN) Programs
Grant: Acceptance of Funds and Approval of Contract

BACKGROUND

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

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

ANALYSIS AND FISCAL IMPACT

The grant award is \$211,000. The period of performance is July 1, 2016, through June 30, 2017.

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

The College will subcontract \$25,400 to Assessment Technologies Institute (ATI) Nursing Education, to work with the College's nursing faculty to revise current curriculum in preparation for the accreditation through the Accreditation Commission for Education in Nursing. The contract will commence on July 1, 2016, and will terminate on June 30, 2017. Authorization is requested to provide advance payment to ATI Nursing Education, at a cost not to exceed \$15,400.

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

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #58

SUBJECT: Enrollment Growth for Associate Degree Nursing (ADN) Programs Grant:
Acceptance of Funds and Approval of Contract

DATE: June 22, 2016

Funding Source

California Community Colleges Chancellor's Office.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the Enrollment Growth for ADN Programs Grant funds and approves the contract with ATE Nursing Education, as presented.

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

DATE: June 22, 2016

CONSENT

SUBJECT: Contract with Island Packers 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 Island Packers to tour Santa Cruz Island, Scorpion Cove, for an educational experience. This will be a classroom activity for the upcoming ACES 2016 Summer Residential Transfer Bridge Program scheduled on July 25, 2016. Students will participate in this hands-on activity to enhance the classroom experience.

ANALYSIS AND FISCAL IMPACT

The contract covers an educational activity that is a hands-on learning experience. The total amount of the contract is not to exceed \$2,160.

Funding Source

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

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Island Packers for the ACES 2016 Summer Residential Transfer Bridge Program.

Prepared by: Francisco Dorame

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #59

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

DATE: June 22, 2016

CONSENT

SUBJECT: Contract with California State University Channel Islands Campus
Recreation 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 California State University Channel Islands Campus Recreation for a kayaking educational experience. This will be a classroom activity for the upcoming ACES 2016 Summer Residential Transfer Bridge Program scheduled on Friday, July 29, 2016. Students will participate in this hands-on activity to enhance the classroom experience.

ANALYSIS AND FISCAL IMPACT

The contract covers an educational activity that is a hands-on learning experience of kayaking. The total amount of the contract is not to exceed \$1,400.

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 California State University Channel Islands Campus Recreation for the ACES 2016 Summer Residential Transfer Bridge Program

Prepared by: Francisco Dorame

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #60

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>June 22, 2016</u>	CONSENT
SUBJECT:	<u>Independent Contractors: Note Takers for the Disabled Student Programs and Services</u>	

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:

Provider	Amount Not to Exceed
Becerra, Alma	\$96
Becerra, Mia	\$96
Gutierrez, Elizabeth	\$96
Hu, Sean	\$96
Llamas, Bryant	\$192
Meza Delgado, Abigail	\$96
Palaad, Monique	\$96
Pineda Guerra, Catherine	\$96
Stone, Summer	\$96

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.

Prepared by: Grace Hanson Reviewed by: Audrey Yamagata-Noji
 Recommended by: Bill Scroggins Agenda Item: Consent #61

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

DATE: June 22, 2016

CONSENT

SUBJECT: Contract Agreement: University of California at Los Angeles, Higher
Education Research Institute

BACKGROUND

Research to better understand the needs of our students is an integral part of the College’s Mission and Goals. Survey services are provided by the University of California at Los Angeles (UCLA), Higher Education Research Institute (HERI) for administration the Cooperative Institutional Research Program (CIRP) Freshmen Survey for fiscal years 2015-16 and 2016-17. Authorization is requested to ratify services provided in 2015-16 and to approve services for fiscal year 2016-17.

The CIRP Freshman Survey is given to incoming first-year students before they start classes at Mt. San Antonio College. The instrument collects extensive information that provides a snapshot of what our incoming students are like before they experience college. Key sections of the survey examine:

- established behaviors in high school;
- academic preparedness;
- admissions decisions;
- expectations of college;
- interactions with peers and faculty;
- student values and goals;
- student demographic characteristics; and
- concerns about college financing.

The survey is conducted online after students take the placement test, and it is voluntary. UCLA provides the College with tools to be used for the administration process. Based on this work, the College will receive a comprehensive report of the findings.

ANALYSIS AND FISCAL IMPACT

As in previous years, these findings will be presented to numerous committees and councils and results will provide longitudinal changes in students’ perspectives. Examples of the use of the results are evident in past College accreditation self-evaluation reports and other programmatic improvements. The cost of this survey for fiscal year 2015-16 is \$8,000, and the cost for fiscal year 2016-17 will not exceed \$6,000.

Prepared by: Barbara McNeice-Stallard

Reviewed by: Irene Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #62

SUBJECT: Approval of Services with University of California at Los Angeles, Higher
Education Research Institute

DATE: June 22, 2016

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the services with University of California at Los Angeles, Higher Education Research Institute for fiscal year 2015-16 and approves the services for 2016-17, as presented.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>June 22, 2016</u>	ACTION
SUBJECT: <u>Proposed Revisions 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 approves proposed revisions to Board Policy 6250 – Budget Management.

SUBJECT: Proposed Revisions to Board Policy 6250 – Budget Management

DATE: June 22, 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:	<u>June 22, 2016</u>	DISCUSSION
SUBJECT:	<u>Parking Fee Procedure: AP 6750 - Traffic and Parking Regulations</u>	

BACKGROUND

Mt. San Antonio College currently charges \$4.00 per day for parking 24 hours per day, seven days a week, for most events that occur on campus.

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 that its programs are being met. The maintenance and repair of parking lots is one of those needs.

Administrative Procedure 6750 describes many of the parking permit scenarios that occur throughout the year and details on how each scenario is addressed. Graduations, voting activities, and blood drives are generally the only events where free parking is provided. Neighboring colleges (Citrus, Chaffey, Rio Hondo, Cerritos, and Claremont) were contacted, and they have varying rules about providing free parking for certain events. A major factor in the decision is whether or not they have staff to enforce parking violations.

The Department of Public Safety has utilized overtime and adjusted schedules to provide staff for permit sales and enforcement for certain events. Mt. SAC is currently exploring the best way to facilitate improved permit sales including upgrading current permit dispensers to accept credit or debit cards. A mobile parking application is also being evaluated.

Funding Source

Parking fees.

RECOMMENDATION

It is recommended that the Board of Trustees has discussion regarding AP 6750 - Traffic and Parking Regulations.

Prepared by: _____	<u>W. David Wilson</u>	Reviewed by: _____	<u>Michael D. Gregoryk</u>
Recommended by: _____	<u>Bill Scroggins</u>	Agenda Item: _____	<u>Discussion #1</u>

SUBJECT: Parking Fee Procedure: AP 6750 - Traffic and Parking Regulations

DATE: June 22, 2016

Chapter 6 - Business and Fiscal Affairs

AP 6750 Traffic and Parking Regulations

References:

Education Code Section 76360; Vehicle Code Sections 21113 and 40215

This procedure is intended to promote safe and orderly movement of traffic within College property for the safe and orderly parking of vehicles and bicycles. All applicable provisions of the California Vehicle Code are expressly applicable both on and off paved roadways.

Parking of motor vehicles and bicycles is limited to specially designated areas. Parking permits are required. Vehicles or bicycles parked in violation of the provisions of the vehicle code and/or College Parking Rules and Regulations are subject to fines, towing, or impoundment. All persons who enter College property are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.

In accordance with Section 21113a of the California Vehicle Code, it shall be a misdemeanor for any person to do any act forbidden or fail to perform any act required in these procedures.

Parking Fees

In accordance with the California Education Code Section 76360, the Board of Trustees may charge a parking service fee to students for a parking permit to park a vehicle on campus. All parking fees collected shall be deposited in the designated College fund in accordance with the California Community Colleges Budget and Accounting Manual and shall be expended only for parking services. The Parking Permit Fee will be refunded, minus a ten dollar processing fee, to students who withdraw from the College and submit a Request for Refund prior to the two-week deadline for refunds.

Traffic and Parking Regulations

Appropriate parking permits are required to be displayed on all four-wheeled vehicles and motorcycles parked in student and staff parking lots. Motorcycles may park with a permit at the end of parking rows within the lines if the area is not marked NO PARKING and in the special motorcycle parking area in Lot D.

No person shall drive an unlicensed vehicle nor shall any person stop, park, or leave standing any vehicle, whether attended or unattended, upon driveways, paths, or the grounds of the Mt. San Antonio College campus. Exception is made for College-owned vehicles.

SUBJECT: Parking Fee Procedure: AP 6750 - Traffic and Parking Regulations

DATE: June 22, 2016

The use of skateboards, scooters (motorized), and roller skates on College grounds is prohibited. No person shall fail to obey any sign or signal erected to carry out these regulations or any section of the California Vehicle Code. Warnings are given for a first time skateboard, scooter, or roller skate violation. A second violation is enforced with a citation, student discipline, or trespass notice.

Parking is not allowed in areas where there are not clearly marked stalls. Vehicles shall not overlap the lines that designate a stall. All vehicles shall be parked heading into a parking stall. Painted curbs are an indication of restricted parking, and the color denotes the type of parking allowed:

- Red Zone indicates no parking or stopping anytime, whether attended or not.
- Yellow Zone indicates a 15 minute limit for loading and unloading of commercial vehicles, instructional material by employees, and the parking of service vehicles bearing a special service permit.
- Green Zone indicates 30 minute parking except for vehicles bearing a current valid staff parking permit or a temporary parking permit.
- Blue Zone indicates handicapped persons' parking areas only with a special permit.

No person shall abandon or leave standing any vehicle or motorized cycle on the campus for 72 or more consecutive hours without permission of the Parking Control Office. Violations will result in vehicle removal and storage at the owner's expense.

Citation Appeals Process

Parking citations may be contested under the appeals process outlined in the California Vehicle Code Section 40215. In accordance with California Vehicle Code Section 40215 and College Policy, parking citations that have been issued to visitors, students, faculty, and staff may only be dismissed in the following circumstances:

- Due to Parking Control Officer error;
- Due to signage or marking deficiencies in parking lots;
- To visitors to the College who are not enrolled as students and who have properly parked in a non-metered parking space in a staff or student parking lot. Parking citations shall not be voided for non-handicapped visitors who park in a designated handicapped parking space;
- To College faculty and staff who have properly parked in a non-metered or non-handicapped parking space in a student parking lot due to the unavailability of parking spaces in the staff parking lot customarily used by the individual. Parking citations shall not be voided for faculty and staff who park in expired metered parking spaces, red

SUBJECT: Parking Fee Procedure: AP 6750 - Traffic and Parking Regulations

DATE: June 22, 2016

curbed zones, outside of marked parking spaces, or for non-handicapped faculty and staff members who park in designated handicapped parking spaces;

- Citations for “No Valid Permit Displayed” issued to permit-eligible employees shall be void;
- To handicapped students who have properly parked in a non-metered parking space in a staff parking lot and whose disability has been confirmed by the College’s Disabled Student Programs and Services (DSPS);
- To handicapped individuals who possess a State Handicapped Placard and who park on campus in accordance with current State law;
- To College visitors attending meetings or special events and who have been misdirected to parking areas by faculty or staff members;
- To students who have purchased a parking permit and who have been issued a parking citation for “No Valid Permit Displayed” or “Improper Display of Permit” in a student parking lot, if dismissal is requested within 35 calendar days of citation issuance. (Only one parking citation per semester will be voided for this reason.); and
- To students who have not purchased a parking permit and who have been issued a parking citation for “No Valid Permit Displayed” in a student parking lot, if dismissal is requested within 35 calendar days of citation issuance. The citation will be voided upon purchase of a student parking permit.

Staff Parking Permits

Staff parking permits must be displayed on the left of the rear window or on a displayer that is affixed to the rear view mirror in order to be clearly visible from the rear of the vehicle. Failure to properly display the parking permit will result in the issuance of a parking citation.

A maximum of one permit will be issued at no charge to the employee. The permit is not transferable to another individual. New permits will be issued annually.

Staff permits are not valid in metered stalls or in student lots. Staff permits will be issued by the Parking Services Office. There will be a definite date of compliance issued. There will be a grace period during which an old permit will be honored after checking to determine if it belongs to a current employee, and a warning will be given to pick up a new permit.

Annual Staff Permits

Full and part-time faculty, full-time staff, and regular part-time employees (47.5%) are eligible for yearly staff permits. Any remaining temporary short-term hourly employees who are not taking any classes at Mt. San Antonio College may be eligible for an Annual Staff Permit, a 30 Day Temporary Staff Parking Permit, or a limited duration (several months) “modular permit” to cover their work employment period.

SUBJECT: Parking Fee Procedure: AP 6750 - Traffic and Parking Regulations

DATE: June 22, 2016

Part-timers who are not students, such as professional experts, volunteers, or interns who are incidentally taking three units or less at Mt. San Antonio College, may be eligible for an Annual Staff Permit, a 30 Day Temporary Staff Parking Permit, or a limited duration (several months) “modular permit” to cover their assignment period.

A short-term or other hourly employee who is incidentally taking more than one class may appeal to receive a Staff Permit by having their Vice President, Dean, Director, or Manager submit a written appeal to the Director of Public Safety. The appeal should include why an exception should be made along with a request that a Staff Permit be issued.

Student Employees

Student employees will not be issued Annual Staff Parking Permits, 30 Day Temporary Staff Parking Permits, or Guest Permits. Students who work for the College during a semester when they are not taking any classes are eligible for a Staff Parking Permit for that semester only.

30-Day Temporary Staff Parking Permits

All 30-Day Temporary Staff Parking Permits will be issued by the Parking Control Office located in the Administration Building, lower level. Vendor/Contractor Service Permits will only be issued by the Parking Control Office and/or the Facilities Planning and Management Office.

Pay and Display Day Use Permits

Students and visitors who do not purchase a valid semester or summer parking permit will be able to purchase a day use parking permit from ticket dispensing machines installed in selected student parking lots around the campus. Visitors attending athletic events and other College functions during normal business hours can purchase a one-day parking permit. Those attending certain College functions such as graduations, blood drives, and voting-related activities will continue to receive free parking.

Campus Seminars and Workshops

College departments hosting seminars and other special or grant-funded events where outside participants pay a registration fee and/or receive a benefit from the College will be required to charge a parking fee for attendees to park on campus. Payment of this fee can be charged to the event holders by the Parking Control Office and invoiced for account transfer. Attendees and participants may also pay or be let into Pay Lot B, and the Parking Control Office will invoice the event holder for the number of vehicles parking in the lot to attend the event.

SUBJECT: Parking Fee Procedure: AP 6750 - Traffic and Parking Regulations

DATE: June 22, 2016

Rental/Use of College Facilities

Groups that rent College facilities through the Event Services Office will be charged a parking usage fee for the event. This fee is determined through coordination between the Event Services Office and the Parking Control Office and may include a flat usage fee or a daily use fee that is handled by issuance of a special permit.

Guest Permits

Guest Permits will be issued by specific offices. Students are not eligible to receive Guest Permits.

Retirees

Annual Staff Permits will be issued to College retirees. One-Day Guest Permits may also be issued to College retirees for any occasion when they may return to the campus.

Weekend Parking

A parking permit is required to park in student and/or staff parking lots 24 hours a day, seven days a week. Parking provisions of the California Vehicle Code (such as parking at red curbs, loading zones, fire lanes, and handicapped parking violations) will be enforced 24 hours a day, seven days a week.

Approved: June 2010

Revised: May 22, 2013

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>June 22, 2016</u>	DISCUSSION
SUBJECT: <u>Clery Compliance Assessment</u>	

BACKGROUND

Mt. San Antonio College contracted with Margolis Healy & Associates, LLC to conduct an assessment of its compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act (Clery Act). Margolis Healy sent three team members to Mt. SAC in December to interview key campus members and to review multiple documents that are required of a college or university to maintain compliance with the Clery Act. Margolis Healy provided a 78 page draft report for review in March.

ANALYSIS AND FISCAL IMPACT

The discussion will focus on the report findings, major themes, and recommendations for improving the College’s compliance with the Clery Act. The Clery Act Compliance Assessment Executive Summary is included below.

Currently there is no fiscal impact, however, funding for an additional staff member may be discussed in the future.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees has discussion regarding the Margolis Healy Clery Assessment.

Prepared by: W. David Wilson Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Discussion #2

SUBJECT: Clery Compliance Assessment

DATE: June 22, 2016

Clery Act Compliance Assessment Executive Summary

Background

Mt. San Antonio College contracted with Margolis Healy & Associates, LLC to conduct an assessment of its compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act (Clery Act). Margolis Healy sent three team members to Mt. SAC in December 2015 to interview key campus members and to review multiple documents that are required of a college or university to maintain compliance with the Clery Act. Margolis Healy provided a 78-page draft report for review in March.

Findings

The report format describes three main categories: 1) policy disclosure; 2) records collection and retention; and 3) information dissemination. Margolis Healy wrote, "Mt. SAC has several challenges regarding Clery Act compliance, and should aggressively implement the recommendations in this report to address these challenges, and enhance its overall compliance." They continued, "...the Clery Act is an institutional responsibility and that compliance relies on coordination and collaboration across several areas of the College. This concept underpins the need for a Clery Coordinating Committee, along with the appropriate capacity to manage the Clery Act program."

The report identified four major themes for Mt. SAC to address. The first theme is Campus Security Authorities (CSAs). A CSA is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. Mt. SAC has made some recent improvements in this area, but needs to be better at notifying and training CSAs on campus.

The second theme is training, specifically with regard to the many facets of the Violence Against Women Act (VAWA). The recommendation is to have executive level overview training for the College leadership group, in-depth administrator and leadership training for those overseeing CSAs or ensuring Clery compliance, and specific CSA training for anyone who meets the definition of a CSA.

The third theme is creating a Clery Coordinator position and forming a Clery coordinating committee. Maintaining Clery compliance is a significant function that should be led by someone at a management level position to ensure cooperation of campus community members.

The fourth theme is Timely Warnings and Emergency Notifications. The process for issuing both messages should be streamlined, and a clear policy should be established for the instances in which the messages should be issued.

SUBJECT: Clery Compliance Assessment

DATE: June 22, 2016

The majority of the report addresses observations about the College's compliance with specific sections of the Clery Act. Sixty pages of the report describe a Clery requirement, an observation of Mt. SAC's compliance, and recommendations for improvement. Margolis Healy made a total of 79 recommendations. Not all of these areas would constitute a violation, but they could be performed in a more efficient manner. There were several areas of compliance where Margolis Healy did not have any recommendations for improvement.

Conclusion

Margolis Healy was complimentary of Mt. SAC's efforts toward Clery compliance, but identified several areas where the College can improve. We will improve this year's Annual Security Report (ASR) as well as the other areas of compliance that need to be addressed throughout the year. We will strive to have a more cohesive committee to address Clery compliance and implement the recommendations made in the report. The draft report has been reviewed, and we are awaiting the final report which will include sample documents for us to review and adopt if we so choose.