



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, August 17, 2016

6:00 p.m. - Open and Adjourn to Closed Session

6:30 p.m. - Public Session

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

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

AGENDA

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

CALL TO ORDER (6:00 p.m.)

PUBLIC COMMUNICATION

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

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

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

CLOSED SESSION

1. **Public Employee Discipline/Dismissal/Release**, per California Government Code Section 54957 – Non-Re-employment, Classified, Employee No. ...1675
2. **Public Employee Discipline/Dismissal/Release**, per California Government Code Section 54957 – Non-Re-employment, Classified, Employee No. ...3888

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

REPORTING OF ACTION TAKEN IN CLOSED SESSION

INTRODUCTIONS AND RECOGNITION

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

Classified Employees (Newly Appointed)

- **Brenda Estrada**, Administrative Specialist II (Mathematics)
- **Alsace Kam**, Fiscal Technician II (Fiscal Services)
- **Kimberly Leisure**, Fiscal Technician II (Fiscal Services)
- **Catherine Parks**, Administrative Specialist IV (Student Services)

Classified Employee (Promoted)

- **Zelda Bolden**, Coordinator, Career Services Project (Career and Transfer Services)

- **Recognition:**

- Award a Certificate of Service to the following retiring employees:
 - **Denise Lindholm**, Executive Assistant to the President & CEO and Board of Trustees (President's Office) (14 years of service)
 - **Teresita Hood**, Administrative Specialist III (Technology and Health) (18 years of service)
 - **Kathy Olivares**, Fiscal Specialist (Fiscal Services) (12 years of service)
 - **Linda Small**, Library Technician III (Library and Learning Resources) (22 years of service)
- Mt. SAC Sophomore Track and Field Sprinter, **Cravon Gillespie**, was recently named the 2015-16 California Community College Athletic Association (CCCAA) Men's Athlete of the Year. The award is given annually to the state's top community college student athlete, across all sports, offered by the CCCAA and voted on by the California Community College Sports Information Association.

Cravon was the premier sprinter in community college athletics during the 2016 season. He captured Southern California and California State titles in the 100 meters, 200 meters, and as a member of the 4 X 100 meter relay. He ran nationally recognized times in the 100 and 200 meters, both qualifying him for the 2016 U.S. Olympic Trials.

He is one of only four California community college student athletes to have a national community college leading mark, and he is the only athlete to post the top mark in more than one event. Due to his running prowess, Cravon garnered a number of other top honors including CCCAA May Student Athlete of the Month, CCCAA State Championship Athlete of the Meet (running events), and South Coast Conference Track and Field Athlete of the Year (running events).

He is a resident of Monrovia and attended Monrovia High School. He will be continuing his running and academic career at the University of Oregon. Congratulations Cravon!

APPROVAL OF MINUTES

- Approval of minutes of the regular meeting of July 13, 2016 (Pages 1 through 10).

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
 - Associated Students Budget Analysis (Audrey Yamagata-Noji, Vice President, Student Services)
 - Temporary Space Update (Mike Gregoryk, Vice President, Administrative Services; and Gary Nellesen, Director, Facilities Planning and Management)

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 11 through 16);
2. 2017 contract for the Chancellor's Office Tax Offset Program (COTOP) (Page 17);
3. Purchase Marathon high-density storage cabinets from Corporate Business Interiors to be installed in the Professional & Organizational Development office (Page 18);
4. Purchase Brocade Fiber Channel Switch to upgrade the College's storage network system to current and sustainable standards (Page 19);
 - Bid No. 3094 Purchase of Brocade Fiber Channel Switch
5. Five-year agreement with Nextel Communications for leased space on the rooftop of Building 1A for the operation of a mobile/wireless communications facility (Page 20);
6. Lease/Leaseback Construction – Change Order and Notice of Completion – Parking Structure Phase 1 (Pages 21 and 22);
7. Lease/Leaseback Construction - Final Reconciliation and Notice of Completion – Document Storage Modular Building (Pages 23 and 24);
8. Lease/Leaseback Construction - Final Reconciliation and Notice of Completion – Wildlife Sanctuary (Pages 25 and 26);
9. Lease/Leaseback Construction - Final Reconciliation and Notice of Completion – Food Services Building (Pages 27 and 28);
10. Contract revision with American Modular Systems, Inc. (Page 29);
11. Consultant services for the development of an Educational Master Plan (RFP No. 3026) and a Facilities Master Plan (RFP No. 3027) (Pages 30 and 31);

12. Agreements to provide professional design and consulting services with Getinge Group for the maintenance agreement for the Biology Sterilizer and Steam Generators; Psomas for the Athletics Complex East; Campbell-Anderson & Associates, Inc. for the Athletics Complex East; Ridge Landscape Architects for Temporary Classroom Building Systems Upgrade Phase 2; P2S Engineering for the Document Storage Building, Temporary Classroom Building Systems Upgrade Phase 2, and Miscellaneous Small Project Engineering; and Chew Specifications Consultants for Miscellaneous Small Project Specifications Preparation (Pages 32 through 34);
13. Contract Amendments (Pages 35 through 37):
 - Contract Aerial Survey and Topographic Map – Psomas – Amendment No. 2;
 - Contract South Campus Site Improvements – HMC Architects – Amendment No. 2;
 - Contract Food Services Building – Psomas – Amendment No. 1;
 - Contract The Equity Center – P2S Engineering – Amendment No. 2; and
 - Contract Physical Education Project Environmental Impact Report – Greve & Associates, LLC – Amendment No. 2.
14. Change Orders for the Continuing Education Building 40 Upgrades (Pages 38 through 40):
 - Contract Harik Construction, Inc. (General Contractor) – Change Order No. 3; and
 - Contract Resource Environmental (General Contractor) – Change Order No. 1.
15. Change Order for Air Conditioner Replacement (Pages 41 and 42):
 - Contract Los Angeles Air Conditioning, Inc. (HVAC Contractor) – Change Order No. 2; and
16. Completion Notice:
 - Bid No. 3013 Air Conditioning Replacement, Los Angeles Air Conditioning, Inc. (HVAC Contractor).

HUMAN RESOURCES:

17. Personnel Transactions (Pages 43 through 70);
18. Mediation Training with American Arbitration Association (Page 71);
19. New and/or Revised Management Job Classification Descriptions (Pages 72 through 85); and
20. New and/or Revised Classified Job Classification Descriptions (Pages 86 through 100).

INSTRUCTION:

21. Accreditation Expenditures for 2016-17 Academic Year (Page 101);
22. School of Continuing Education Additions and Changes (Pages 102 through 104);

23. Acceptance of Basic Skills Initiative Grant Funds and Activities (Page 105);
24. Technical Assistance Provider for Contract Education Grant Renewal: Acceptance of Funds and Approval of Purchases (Page 106);
25. Memorandum of Understanding with Mount Saint Mary's University (Page 107);
26. Child Development Center Acceptance of Los Angeles Universal Preschool/Quality Rating and Improvement System Grant Funds (Page 108);
27. Contract with Citrus College (Page 109);
28. Memorandum of Understanding with Pomona Unified School District (Pages 110 through 118);
29. Basic Skills and Student Outcomes Transformation Program Grant Acceptance of Funds (Pages 119 and 120); and
30. Mt. SAC STEM Teacher Preparation Program Grant Contract Amendment with The Regents of the University of California (Page 121).

PRESIDENT'S OFFICE:

31. Agreement with James Event Production Company for Community Carnival and Open House (Page 122).

STUDENT SERVICES:

32. Contract with Kellogg West Conference Center and Lodge for the Minority Male Initiative Summer Retreat (Page 123);
33. Annual contract service fee payment to Maxient, LLC (Page 124); and
34. 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 125).

Consideration of ratification is requested for the following:

35. Independent Contractors to acquire the expertise needed to accomplish College goals and to meet deadlines (Pages 126 through 128);
36. Five-year agreement with the Los Angeles County Sheriff's Department to provide law enforcement services and assistance (Page 129);
37. Consulting Agreement with the McCallum Group, Inc. (Page 130);
38. Contract with South Bay Workforce Investment Board (Pages 131 and 132);

39. Contract with Student Insurance for International Students Health Insurance (Pages 133 and 134);
40. Contract with Rancho Magdalena for the Arise Program Annual Student Leadership Retreat. (Page 135); and
41. Agreement with Controltec Systems for 2016-17 (Page 136).

ACTION ITEMS

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

1. Revised College Mission Statement, Vision Statement, and Core Values (Pages 137 through 139);
2. Appointment of a member to the Citizens Oversight Committee, effective August 18, 2016, through December 31, 2017 (Pages 140 and 141);
3. Streambed Alteration Agreement Notification No. 1600-2015-0022-R5 for the West Parcel Solar Project (Pages 142 and 143);
4. Revised Habitat Restrictive Covenant for the West Parcel Solar Project (Pages 144 and 145); and
5. Proposed revisions to Board Policy 5010 – Admissions (Pages 146 through 148).

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. Proposed revisions to Board Policy 2310 – Regular Meetings of the Board (Pages 149 and 150);
2. Proposed revisions to Board Policy 3530 - Weapons on Campus (Pages 151 and 152); and
3. Proposed revisions to Board Policy 4500 – Athletics (Pages 153 and 154).

INFORMATION ITEMS

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

1. Revisions to Administrative Procedure 3255 – Participation in Local Decision-Making (Pages 155 through 159);

2. Revisions to Administrative Procedure 3516 - Registered Sex Offender Information (Pages 160 and 161);
3. Revisions to Administrative Procedure 3530 - Weapons on Campus (Pages 162 and 163);
4. Revisions to Administrative Procedure 4500 – Athletics (Pages 164 and 165); and
5. Revisions to Administrative Procedure 4555 – Athletics Special Events (Pages 166 through 169).

ADJOURNMENT

Future Board Meetings

September 14, 2016
 October 12, 2016
 November 9, 2016

Upcoming Events

- | | |
|---------------|------------------------------------------------------------------------------------------------------------------------------|
| August 12 | 1st Annual Classified Professional Development Day ,
8:00 a.m.-4:30 p.m., Various Locations |
| August 17 | Board of Trustees Meeting , 6:30 p.m., Founders Hall |
| August 20 | Mt. SAC Football Pancake All-You-Can-Eat Breakfast ,
8:00-10:00 a.m., Building 50G/Stadium – Followed by Scrimmage |
| August 26 | Flex Day and Welcome-Back BBQ (FOR EMPLOYEES ONLY) ,
7:45 a.m.-4:00 p.m., Various Locations |
| August 29 | 2016 Fall Semester Begins |
| August 30-31 | American Red Cross Blood Drive , 9:00 a.m.-7:00 p.m., Student Life Center (Building 9C) |
| September 5 | Labor Day (Campus Closed) |
| September 6-8 | Associated Students Visibility Days , 9:00 a.m.-1:00 p.m. and
5:30-6:30 p.m., Student Life Center (Building 9C) |

Upcoming Athletics Events

August 20	Men's Soccer vs. UC Riverside (Scrimmage) , 7:00 p.m., Soccer Field
August 26	Women's Soccer vs. Fullerton College , 5:00 p.m., Soccer Field
September 2	Men's Soccer vs. Richland College , 8:00 p.m., Soccer Field
September 4	Men's Soccer vs. Evergreen Valley College , 11:00 a.m., Soccer Field
September 6	Women's Soccer vs. San Bernardino Valley College , 5:00 p.m., Soccer Field

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

BOARD OF TRUSTEES

**BACKUP INFORMATION PACKET
FOR
REGULAR MEETING**

August 17, 2016





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 13, 2016

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Hall at 6:01 p.m. on Wednesday, July 13, 2016. Trustees Baca, Bader, Chen, Chen Haggerty, Hall, Santos, and Student Trustee Santos were present. Trustee Hidalgo was absent.

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 6:02 p.m. to discuss the following:

- **Conference with Legal Counsel** – Existing Litigation Pursuant to Section 54956.9(d) – two cases:
 - Los Angeles County Superior Court Case No. BC 576587 (consolidated for all purposes with Case Nos. BS 154389, BC 600860 and BS 159953)
 - American Arbitration Association Case No. 01-14-0001-1008

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

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

3. PUBLIC SESSION

Note: The entire dialogue may be heard beginning at 00:00 on the attached meeting audio tape 1.

The meeting reconvened at 6:37 p.m., and the Pledge of Allegiance was led by Academic Senate President Jeff Archibald.

4. REPORTING OUT OF ACTION TAKEN IN CLOSED SESSION

Note: The entire dialogue may be heard beginning at 00:17 on the attached meeting audio tape 1.

The Board reviewed the arbitration final award in Case No. 01-14-0001-1008 and voted unanimously to authorize payment of \$845,338.12, according to the arbitration directives.

5. MOMENT OF SILENCE

Note: The entire dialogue may be heard beginning at 00:58 on the attached meeting audio tape 1 and 00:00 on audio tape 2.

A moment of silence was observed in memory of Computer Information Systems (CIS) Professor **William (Bill) Roche**, who passed away unexpectedly on May 16, 2016, at the age of 54. Bill was a newly tenured CIS Professor who was well liked by his students and peers. Prior to coming to teach at Mt. SAC, Bill received his Master's Degree in Computer Science from Cal State Fullerton. He was an industry pioneer when it came to digital publishing at McMullen and Yee Publishing in the mid-1990s. In addition to working in the industry, he taught Networking and Security classes at both Cal State Fullerton and ITT Tech before being hired full-time at Mt. SAC. He is survived by his wife, his daughter, and his two brothers. Bill will be missed by all who knew and loved him!

6. STUDENT TRUSTEE OATH OF OFFICE

Note: The entire dialogue may be heard beginning at 01:14 on the attached meeting audio tape 2.

President Scroggins administered the Oath of Office to **Elizabeth (Betty) Santos** and congratulated her for being re-elected to the Board as the Student Trustee.

7. INTRODUCTIONS AND RECOGNITION

Note: The entire dialogue may be heard beginning at 03:00 on the attached meeting audio tape 2.

- The following newly appointed and promoted employees were introduced:

Classified Employees (Newly Appointed)

- **Tiffany Chen**, Buyer (Purchasing) (present)
- **LeeAnn Culross**, Admissions and Records Specialist I (Admissions and Records) (absent)
- **Bishara Homsy**, Custodian (Facilities Planning and Management) (present)
- **Erica Morales**, Administrative Specialist I (Financial Aid) (present)
- **Christopher Padilla**, Administrative Specialist I (Financial Aid) (present)
- **Dilbert Pagdilao**, Custodian (Facilities Planning and Management) (present)
- **Terry Williams**, Custodian (Facilities Planning and Management) (present)

Confidential Employees (Newly Appointed)

- **Jennifer Anol**, Human Resources Technician (Human Resources) (present)
- **Cristal Granados**, Human Resources Technician (Human Resources) (present)

Management Employees (Newly Appointed)

- **Jody Fernando**, Director, English Language Learners (English as a Second Language) (present)
- **Lesley Johnson**, Director, Adult Education (Adult Education) (present)

Management Employee (Promoted)

- **Alvaro (Chris) Rodriguez**, Manager, Technical Services Engineering (Technical Services) (present)

Temporary Special Project Administrators

- **Valeria Arenas-Rey**, Special Projects Manager, Project Accounting (Facilities, Planning, and Management) (present)
 - **Lianne Greenlee**, Special Projects Director, Professional and Organizational Development (Professional and Organizational Development) (present)
 - **Matthew Thatcher**, Special Projects Manager, Scheduled Maintenance (Facilities, Planning, and Management) (present)
- A Certificate of Service was presented to the following retiring employees:
 - **Robert Coder**, Educational Advisor (DSP&S) (16 years of service) (absent)
 - **Teresita Hood**, Administrative Specialist III (Technology and Health) (18 years of service) (absent). Ms. Hood will attend the August 17 Board meeting to accept her Certificate of Service.
 - **Randy Smith**, Laboratory Technician-Photography (Arts) (41 years of service) (present)

8. APPROVAL OF MINUTES

Note: The entire dialogue may be heard beginning at 30:20 on the attached meeting audio tape 2.

It was moved by Trustee Baca, seconded by Trustee Chen, and passed to approve the minutes of the regular meeting of June 22, 2016.

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

Noes: None

Abstained: None

Absent: Hidalgo

Student Trustee concurred.

9. PUBLIC COMMUNICATION

Note: The entire dialogue may be heard beginning at 30:55 on the attached meeting audio tape 2.

None.

10. REPORTS

Note: The entire dialogue may be heard beginning at 31:00 on the attached meeting audio tape 2.

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

- **Aneca Nuyda**, President, Associated Students
- **Jeff Archibald**, President, Academic Senate
- **Joan Sholars**, Vice President, Faculty Association
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

11. BOARD COMMUNICATION

Note: The entire dialogue may be heard beginning at 49:25 on the attached meeting audio tape 2.

- 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, promoted, and temporary employees Jennifer Anol, Valeria Arenas-Rey, Tiffany Chen, LeeAnn Culross, Jody Fernando, Cristal Granados, Lianne Greenlee, Bishara Homsy, Lesley Johnson, Erica Morales, Christopher Padilla, Dilbert Pagdilao, Alvaro (Chris) Rodriguez, Matthew Thatcher, and Terry Williams.
 - They congratulated Robert Coder, Teresita Hood, and Randy Smith on their retirement.
 - They congratulated and welcomed Aneca Nuyda as the new Associated Students President.
 - They congratulated Student Trustee Betty Santos for being re-elected for another term.
- C. Student Trustee Santos reported the following:
- attended the Lions Club Installation Dinner;
 - attended the San Gabriel Valley Regional Chamber Installation Dinner;
 - will be attending the Student Trustee Conference on August 12;
 - turned in her application to be the Student Trustee on the Board of Governors; and
 - thanked Dr. Audrey Yamagata-Noji, Vice President, Student Services, for giving her an update on the International Student Insurance.
- D. Trustee Chen reported the following:
- indicated that Trustee Hall highlighted students in the Chinese media;
 - attended the San Gabriel Valley Regional Chamber Installation Dinner, where Trustee Hall will be the next President;
 - attended the La Puente Fireworks Show; and
 - rode in the Hacienda Heights July 4 Parade with Trustee Baca.
- E. Trustee Santos reported the following:
- attended the PTA Women’s Club;
 - attended Lions West Covina Beautiful;
 - attended the Baldwin Park, Irwindale, and West Covina Chamber meetings;

- attended the Royal Lions Installation Dinner, where Trustee Hall was installed as a Vice President;
- attended the San Gabriel Valley Regional Chamber Installation;
- attended the Irwindale Lion's Installation;
- the UFCW invited her to attend St. John's Church in Baldwin Park;
- attended a briefing on software for the cannabis industry; and
- attended a briefing/explanation of the November ballot measure on where State taxes are going to go.

F. Trustee Bader reported the following:

- rode in the La Verne July 4 Parade with Trustee Hall; and
- attended a reception for Dr. Christine Goennier, the new Superintendent of Bonita Unified School District.

G. Trustee Baca reported the following:

- rode in the Hacienda Heights July 4 Parade;
- attended the Walnut Valley Kiwanis Club, providing breakfast for Relay for Life at Suzanne School for the Diamond Bar/Walnut area; and
- couldn't attend last night's mixer because he attended a candlelight memorial for the seven slain and two injured victims during the Cal State Fullerton mass murder four years ago.

H. Trustee Hall reported the following:

- Mt. SAC Forensics student Jacqueline Hu was interviewed by the World Journal Chinese Newspaper on June 28;
- attended the IMC Business Mixer with President Scroggins and Vice President Mike Gregoryk;
- attended the San Gabriel Valley Regional Chamber Installation Dinner;
- rode in a couple of July 4 parades;
- attended the Royal Lion's Club Installation Dinner; and
- invited all to attend the San Gabriel Valley Civic Alliance Officeholder Bar-b-que on July 21 in Founders Hall.

I. Trustee Chen Haggerty reported the following:

- attended the Rowland Heights Coordinating Council meeting; and
- attended the LEAP Conference at Cal Poly, an Apahe event, and commended Dr. Yamagata-Noji for her participation and leadership.

12. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

Note: The entire dialogue may be heard beginning at 01:09:35 on the attached meeting audio tape 2.

- He welcomed and congratulated newly appointed, promoted, and temporary employees Jennifer Anol, Valeria Arenas-Rey, Tiffany Chen, LeeAnn Culross, Jody Fernando, Cristal Granados, Lianne Greenlee, Bishara Homs, Lesley Johnson, Erica Morales, Christopher Padilla, Dilbert Pagdilao, Alvaro (Chris) Rodriguez, Matthew Thatcher, and Terry Williams.
- He congratulated Robert Coder, Teresita Hood, and Randy Smith on their retirement.
- He congratulated and welcomed Aneca Nuyda as the new Associated Students President.

- He congratulated Student Trustee Betty Santos for being re-elected for another term.
- He introduced Irene Malmgren, Vice President, Instruction, who gave a Faculty Hiring Update. The presentation may be found on the College's website with these Minutes.
- He introduced Irene Malmgren, Vice President, Instruction; and Gary Nellesen, Director, Facilities Planning and Management, who gave a Building 40 Update. The presentation may be found on the College's website with these Minutes.

13. BOARD INFORMATIONAL REPORT

Note: The entire dialogue may be heard beginning at 01:32:48 on the attached meeting audio tape 2.

Chau Dao, Director, Financial Aid, presented an update on Financial Aid. (Note: The presentation may be found on the College website with these minutes.)

14. CONSENT CALENDAR

Note: The entire dialogue may be heard beginning at 02:02:10 on the attached meeting audio tape 2.

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

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. Adobe Enterprise License Agreement;
5. Amendment and renewal of the AudienceView Ticketing Corporation Agreement;
6. Contract with First Fire Systems, Inc. (RFP No. 3083) to provide campus fire alarm services;
7. Athletics Modular Building:
 - Bid Nos. 3086-3088 Temporary Space;
8. Purchase Audio-Visual Control Systems and Equipment to Full Compass Systems, Madison, WI, Troxell, Redlands, CA; Visual Systems Group, Inc., Mclean, VA, Comp View, Inc., Beaverton, OR; Golden Star Technology, Cerritos, CA; and Apex Audio, Huntington Beach, CA:
 - Bid No. 3080 Purchase Audio-Visual Control Systems and Equipment;

9. This item was pulled and acted upon separately (see Paragraph No. 15);
10. Agreements to provide professional design and consulting services with Marlene Imirzian & Associates, Architects for the Art Center Wood Shop and Counseling Annex Renovation, and HPI Hill Partnership for the Temporary Classroom Building Upgrade – Phase II;
11. Contract Amendment for the Temporary Classroom Building Systems Upgrade:
 - Contract Professional design and consulting services – added services – Psomas – Amendment No. 1;
12. Contract Amendment for the Former Campus Café Demolition:
 - Contract Professional design and consulting services – time and materials – H2 Environmental Consulting Services, Inc. - Amendment No. 1;
13. Change Order for the Athletics Modular Structure:
 - Contract American Modular Systems (General Contractor) – Change Order No. 3; and
14. Change Order for the Continuing Education Building 40 Upgrades:
 - Contract Golden Phoenix Construction Co., Inc. (General Contractor) – Change Order No. 2.
15. Personnel Transactions;
16. This item was pulled and acted upon separately (see Paragraph No. 16);
17. This item was pulled and acted upon separately (see Paragraph No. 17);
18. Acceptance of funds for the Adult Education Block Grant AB 104, Section 39, Article 9;
19. Adult Education Block Grant AB 104, Section 84917, Data and Accountability Funds;
20. School of Continuing Education contract number change;
21. Contract Agreement with Kellogg West Conference Center and Lodge;
22. Program Fees for students in the Basic Fire Academy and Emergency Medical Services Programs;
23. Contractors for physical examinations for Health Sciences faculty;
24. Program Fees for students in the Technology and Health Division;
25. Institution Participation Agreement with Instructure for Canvas Course Management System;
26. This item was pulled and acted upon separately (see Paragraph No. 18);

27. Child Development Center 2015-16 Annual Report;
28. Child Development Center expenditure funding for the 2016-17 Academic Year;
29. Child Development Center fieldtrips for the 2016-17 Academic Year;
30. Center of Excellence 2016-17 Grant Renewal Fund Amendment;
31. Center of Excellence Contract Agreement with Status Not Quo;
32. Activities and Acceptance of funds for the Carl D. Perkins Career and Technical Education (CTE) Act of 2008 (Perkins IV) Title 1C Grant and CTE Transitions;
33. Renewal of Contract Agreement with ArbiterSports RefPay for the 2016-17 Academic Year;
34. Agreement with Covina District Field to host the 2016 Mt. SAC football games;
35. Contract with Dr. Bryan for health screenings and required attendance at the Mt. SAC football games for the 2016-17 Academic Year;
36. Agreement with Cerritos College to host the 2017 Mt. SAC Relays; and
37. Program Fees for Students in the Kinesiology, Athletics, and Dance Division for the 2016-17 Academic Year.
38. This item was pulled and acted upon separately (see Paragraph No. 19);
39. 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
40. Contract Amendment with the University of California Santa Barbara Campus Conference Services for the ACES 2016 Summer Residential Transfer Bridge Program.
41. Coverage change endorsement for fine arts insurance coverage with Huntington T. Block Insurance Agency, Inc.; and
42. STEM Teacher Preparation Program Grant Agreement with The Regents of the University of California.

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

Noes: None

Abstained: None

Absent: Hidalgo

Student Trustee concurred.

15. **CONSENT ITEM #9 – BID NO. 3082 - RE-ROOFING PROJECT: TECHNOLOGY AND HEALTH DIVISION, BUILDING 28B UPPER ROOF, TO COURTNEY, INC., IRVINE, CA**

Note: The entire dialogue may be heard beginning at 02:02:25 on the attached meeting audio tape 2.

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

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

Noes: None

Abstained: None

Absent: Hidalgo

Student Trustee concurred.

16. CONSENT ITEM #16 – NEW AND/OR REVISED CLASSIFIED JOB CLASSIFICATION DESCRIPTIONS

Note: The entire dialogue may be heard beginning at 02:12:30 on the attached meeting audio tape 2.

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

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

Noes: None

Abstained: None

Absent: Hidalgo

Student Trustee concurred.

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

Note: The entire dialogue may be heard beginning at 02:14:30 on the attached meeting audio tape 2.

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

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

Noes: None

Abstained: None

Absent: Hidalgo

Student Trustee concurred.

18. CONSENT ITEM #26 – CHILD DEVELOPMENT CENTER AGREEMENT WITH SODEXO AMERICAN, LLC FOOD SERVICES FOR THE 2016-17 ACADEMIC YEAR

Note: The entire dialogue may be heard beginning at 02:15:05 on the attached meeting audio tape 2.

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

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

Noes: None

Abstained: None

Absent: Hidalgo

Student Trustee concurred.

19. CONSENT ITEM #38 – ASSOCIATED STUDENTS EXPENDITURE FUNDING FOR 2016-17

Note: The entire dialogue may be heard beginning at 02:20:10 on the attached meeting audio tape 2.

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

Trustee Hall requested an Associated Students Budget presentation; therefore, this item was tabled and will be brought back to the August 17 Board of Trustees meeting.

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

Noes: None

Abstained: None

Absent: Hidalgo

Student Trustee concurred.

20. DISCUSSION ITEM #1 – PROPOSED REVISIONS TO BOARD POLICY 5010 - ADMISSIONS

Note: The entire dialogue may be heard beginning at 02:32:00 on the attached meeting audio tape 2.

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

21. INFORMATION ITEM #1 – REVISIONS TO ADMINISTRATIVE PROCEDURE 5010 - ADMISSIONS

Note: The entire dialogue may be heard beginning at 02:32:53 on the attached meeting audio tape 2.

This item was presented to the Board for information only.

22. CLOSED SESSION

The Board adjourned to Closed Session at 9:19 p.m. to discuss the following:

- **Public Employee Discipline/Dismissal/Release**, per California Government Code Section 54957 – Non-Re-employment, Classified (one case), Employee No. ...5612

23. PUBLIC SESSION

The meeting reconvened at 9:42 p.m.

24. REPORTING OUT OF ACTION TAKEN IN CLOSED SESSION

In Closed Session, the Board of Trustees ratified the Termination of Employee No. ...5612, a permanent classified employee, effective June 24, 2016.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 17, 2016</u>	CONSENT
SUBJECT:	<u>Appropriation Transfers and Budget Revisions Summary</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

APPROPRIATION TRANSFERS
As of June 30, 2016
For the period 6/22/16 - 7/25/16

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 6,703
7950 Unassigned Fund Balance	445,700
Total	\$ 452,403

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 2,029
2000 Classified/Other Nonacademic Salaries	70,381
3000 Employee Benefits	1,035
4000 Supplies/Materials	33,598
5000 Other Operating Expenses/Services	308,978

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

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: August 17, 2016

7000	Other Outgo	\$	36,382
Total		\$	452,403

Restricted General Fund - 17

From:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	19,520
5000	Other Operating Expenses/Services		458,871
Total		\$	478,391

To:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	160,806
3000	Employee Benefits		177,479
4000	Supplies/Materials		49,489
6000	Capital Outlay		68,131
7000	Other Outgo		22,486
Total		\$	478,391

Associated Students Trust Fund - 71

From:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	3,019
Total		\$	3,019

To:

<u>Budget Classification</u>			<u>Amount</u>
5000	Other Operating Expenses/Services	\$	3,019
Total		\$	3,019

Other Trust Funds - 79

From:

<u>Budget Classification</u>			<u>Amount</u>
5000	Other Operating Expenses/Services	\$	2,500
6000	Capital Outlay		3,500
Total		\$	6,000

To:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	4,500
4000	Supplies/Materials		1,500
Total		\$	6,000

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: August 17, 2016

BUDGET REVISIONS
As of June 30, 2016
For the period 6/22/16 - 7/25/16

Unrestricted General Fund - 11 and 13

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
868501 Current Year Lottery Adjustment	\$ 204,103
868502 Prior Year Lottery Adjustment	(100)
869000 California e-Transcript	17,500
882000 Natural Sciences Division	2,000
882001 Summer Science Exploration	1,596
882001 Agricultural Club Council	1,333
882003 Aquatics Program	1,200
882003 Women's Volleyball Program	100
882003 Baseball Program	2,500
883900 Center of Excellence	5,000
883900 Wildlife Sanctuary	2,792
884001 Music-Choral Program	175
884006 Athletic Operations	5
884006 Library Division	6,642
884006 Writing Center, Printing Fees	71
884006 Student Life-Commencement	1,384
884007 Planetarium-Sales	7,164
884008 Box Office-Ticket Sales	669
884009 Box Office, Sales-Concessions	4
884024 Mountaineer Advertising	2,100
885000 Campus Facility Rentals	14,079
887500 Geology/Oceanography Field Trip Fee	700
887714 Fire Academy	(206)
887730 Architecture/Design, Production Fees	270
887730 Business, Color Copy/Laser Fees	228
887730 Ceramics, Clay Fees	367
887730 Commercial Art, Print Fees	70
887730 First Aid and CPR Fees	445
887730 Interior Design/Fashion, Print Fees	305
887730 Photographics, Production Fees	540
887900 Expedited Transcript Fee	6,038
888500 Bursar's Office, Duplicate ID Fees - Noncredit Students	7,730
888500 Baseball Program	750
888500 Flight Training Program	11,281

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: August 17, 2016

888500	Music-Choral Program	\$	150
888500	Music-Instrumental Program		515
888545	Nursing Kaplan Integrated Test Fees		(125)
889000	Box Office-Ticket Sales		(122)
889000	Cash for College		300
889000	Planetarium-Sales		500
889000	Printing Services		3,421
889000	Risk Management-Safety Credits		3,715
889000	Technical Assistance Provider for Contract Education (TAP) Events		1,500
889000	Video Production		2,000
889004	Chemistry Program		1,280
889005	Summer Science Exploration		2,300
889005	Aquatics Program		2,650
889005	American Readers Theater Program		1,110
Total		\$	318,029

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	4,592
3000	Employee Benefits		253
4000	Supplies/Materials		30,538
5000	Other Operating Expenses/Services		75,349
6000	Capital Outlay		3,294
7950	Unassigned Fund Balance		204,003
Total		\$	318,029

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
862901	2015-16 Student Success and Support Program (Noncredit)	\$	895,266
862903	2015-16 Full-Time Student Success		256,891
868502	Current Year Lottery Adjustment		232,179
Total		\$	1,384,336

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	860,341
2000	Classified/Other Nonacademic Salaries		153,106
3000	Employee Benefits		138,048
4000	Supplies/Materials		232,679

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: August 17, 2016

5000	Other Operating Expenses/Services	\$	(276,735)
6000	Capital Outlay		20,006
7000	Other Outgo		256,891
Total		\$	1,384,336

Capital Outlay Projects Fund - 41

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
889000	Food Service Building - Sodexo Contribution	\$	500,000
889000	T-Mobile Wireless Facility, Building 28A-B		1,560
889000	AT&T Mobility Wireless LTE, Building 6, Library		1,440
Total		\$	503,000

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
6000	Capital Outlay	\$	3,000
7950	Unassigned Fund Balance		500,000
Total		\$	503,000

Capital Outlay Projects/Redevelopment - 43

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
889000	Redevelopment Agencies - Various	\$	346,497
Total		\$	346,497

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
7920	Restricted Fund Balance	\$	346,497
Total		\$	346,497

Student Financial Aid Trust - 74

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
815000	2015-16 Federal Supplemental Educational Opportunity Grant (FSEOG)	\$	80,000
898001	2015-16 Full-Time Student Success		1,001,700
Total		\$	1,081,700

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
7000	Other Outgo	\$	1,081,700
Total		\$	1,081,700

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: August 17, 2016

RECOMMENDATION

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$452,403), Restricted General Fund (\$478,391), Associated Students Trust Fund (\$3,019), and Other Trust Funds (\$6,000) pursuant to the California Code of Regulations, Title 5, Section 58307.

Further authorization is requested to approve the budget revisions and allow expenditures within the Unrestricted General Fund (\$318,029), Restricted General Fund (\$1,384,336), Capital Outlay Projects Fund (\$503,000), Capital Outlay Projects/Redevelopment Fund (\$346,497), and Student Financial Aid Trust Fund (\$1,081,700) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

DATE: August 17, 2016

CONSENT

SUBJECT: Chancellor's Office Tax Offset Program (COTOP) 2017

BACKGROUND

Assembly Bill 2347 (Chapter 937, Statutes of 1982) authorizes the Chancellor's Office to act on behalf of local community college districts for the purpose of collecting outstanding student financial obligations through participation in the Franchise Tax Board's Interagency Tax Offset Program. The program was enhanced in 1991 by legislation (AB 3929, Jones) to permit the offset of specific non-financial aid obligations owed to the districts.

ANALYSIS AND FISCAL IMPACT

By contracting with the Chancellor's Office, local colleges can recover outstanding student debts such as enrollment fees, uncollected non-resident tuition, personal checks written with non-sufficient funds, student loans, financial aid overpayments, library fines, and other approved debts. The Chancellor's Office Tax Offset Program (COTOP) offsets (deducts) the amount owed to a college from the student/debtor's personal State income tax refund, lottery winnings, or other State refund. Any amounts offset are remitted by the Franchise Tax Board to the Chancellor's Office, which authorizes the State Controller to disburse the offset amount, minus a 25% administrative fee, to the participating local colleges.

For the last 18 years, the COTOP program has succeeded in offsetting and returning over \$25 million directly to participating districts. In recovering those funds, a total of 387,150 offsets were made. In the first six months of 2016, \$4 million has already been collected and returned to districts. The COTOP program collections have continued to grow in each succeeding year. During the 2015-16 fiscal year, \$95,450 was collected on behalf of Mt. SAC.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the 2017 contract for the Chancellor's Office Tax Offset Program (COTOP).

Prepared by: Rosa Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

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

DATE: August 17, 2016

CONSENT

SUBJECT: Purchase High-Density Storage Cabinets for Professional and
Organizational Development

BACKGROUND

The Professional and Organizational Development office, located in the Learning Technology Building, requires the purchase of high-density storage cabinets to maximize space utilization within the small office area. Replacing the existing storage drawers with double-door cabinets will be more effective for their storage needs. The existing storage drawers will be repurposed as storage for the Public Safety evidence locker.

Specifications for the Marathon high-density storage cabinets were based on campus office standards established from the Administrative Services Request for Proposal and will match the storage cabinets that already exist within the space.

ANALYSIS AND FISCAL IMPACT

The cost proposal, submitted by Corporate Business Interiors (CBI), in the amount of \$6,858.45, requires a deposit upon issuance of the Purchase Order in the amount of 50% of the total cost. The total cost includes all applicable sales tax, freight, labor, and installation charges.

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the payment of a deposit in the amount of \$3,429 to Corporate Business Interiors for the purchase of Marathon high-density storage cabinets to be installed in the Professional and Organizational Development office.

Prepared by: Teresa Patterson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #3

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 17, 2016</u>	CONSENT
SUBJECT:	<u>Purchase Brocade Fiber Channel Switch (Bid No. 3094)</u>	

BACKGROUND

Mt. SAC’s data center systems are the foundation for supporting students, obtaining increased student success, and ensuring efficiency in the operation of the College. It is necessary to refresh and upgrade the storage network system to current and sustainable standards to ensure reliability. The current storage network hardware for the Cisco MDS 9650 reached its end of life for support on July 31, 2016. This upgrade replaces the end-of-life hardware that connects the enterprise storage solutions to our high-end computing and database systems.

ANALYSIS AND FISCAL IMPACT

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Nine bids were requested with four bids received and publicly opened on July 14, 2016. The lowest responsible, responsive bidder was Golden Star Technology, Inc. (GST), located in Cerritos, CA. A Summary of bids is as follows:

<u>Vendor</u>	<u>Total Base Bid Price</u>
Golden Star Technology, Inc., Cerritos, CA	\$89,793.08
Impex Technologies, Inc., El Segundo, CA	\$140,080.00
Inter-Pacific, Inc., Tustin, CA	\$152,694.74
Sirius Computer Solutions, San Antonio, TX	\$169,540.00

The total cost for this equipment is \$89,793.08 plus any applicable taxes and shipping.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the purchase of a Brocade Fiber Channel Switch – Bid No. 3094 from Golden Star Technology, Inc., 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 #4</u>

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>August 17, 2016</u>	CONSENT
SUBJECT: <u>Amendment to Nextel Communications Agreement</u>	

BACKGROUND

The College has leased space on the rooftop of Building 1A to Nextel Communications for the operation of a mobile/wireless communications facility. This facility equipment is to expand and increase coverage in and around the surrounding area. The initial term of this agreement was for 10 years, commencing December 1996 with two successive five-year renewals. The final term of this agreement is due to expire December 2016.

ANALYSIS AND FISCAL IMPACT

The College wishes to amend the agreement with Nextel Communications for a new five-year term commencing December 30, 2016, with the option to renew for two additional five-year terms. The current monthly license fee is \$891.71. Effective December 30, 2016, the monthly license fee will increase by 3%, for a new monthly amount of \$918.46. Thereafter, the license fee will increase annually by 3%.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the new five-year agreement with Nextel Communications with the option to renew for two additional five-year terms.

Prepared by: Teresa Patterson Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #5

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

DATE: August 17, 2016

CONSENT

SUBJECT: Lease/Leaseback Construction – Change Order and Notice of
Completion – Parking Structure Phase 1

BACKGROUND

The Parking Structure Phase 1 Project was approved under the Lease/Leaseback Construction Delivery Method on February 11, 2015, with a Guaranteed Maximum Price (GMP) of \$8,418,921.00. Phase 1 work included contractor mobilization, infrastructure improvements, and the construction of a temporary student parking lot south of Temple Avenue. The construction began on March 17, 2015. In July 2015, the Board took further action abandoning the Parking Structure Phase 1 Project as a Measure RR project. At this time, the Phase 1 Construction contract should be terminated for convenience and be considered complete. 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. No increase to the GMP was required during this project. Of the \$1,819,614.65 expended on the project, approximately \$894,000.00 can be allocated to parking structure work including contractor mobilization, materials, and infrastructure improvements. The remaining funds can be allocated to the preparation of temporary Student Parking Lot M. A final payment is due to Tilden-Coil Constructors in the amount of \$90,980.75, to be paid from the Capital Outlay funds.

Contractor	Tilden-Coil Constructors (Contractor)	CO No.	1
Item	Change and Justification:	Amount	Time
	Provide credit back to the College for work not completed.	<\$6,588,297.35>	0 days
	Original Contract Amount		\$8,418,921.00
	Net Change by Previous Change Orders		<\$0.00>
	Net Sum Prior to This Change Order		\$8,418,921.00
	Amount of Change Order No. 1		<\$6,588,297.35>
	New Contract Sum		\$1,830,623.65
	Percentage of Change to Contract, to Date		-78.26%

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #6

SUBJECT: Lease/Leaseback Construction – Change Order and Notice of Completion -
Parking Structure Phase 1

DATE: August 17, 2016

Funding Source

Capital Outlay funds.

RECOMMENDATION

It is recommended that the Board of Trustees terminates the contract for convenience, approves the reduction of \$6,588,297.35 to the contract amount, approves the final payment of \$90,980.75, and accepts the project as complete.

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

DATE: August 17, 2016

CONSENT

SUBJECT: Lease/Leaseback Construction – Final Reconciliation and Notice of
Completion – Document Storage Modular Building

BACKGROUND

The Document Storage Modular Building Site Improvements Project was approved under the Lease/Leaseback Construction Delivery Method on May 27, 2015, with a Guaranteed Maximum Price (GMP) of \$560,578.00. The construction activities began on June 25, 2015, and all change orders will be substantially complete on June 22, 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. No increase to the GMP was required during this project.

Contractor	Tilden-Coil Constructors (Contractor)	CO No.	1
Item	Justification:	Amount	Time
	Provide credit back to the College following the final reconciliation of the project costs.	<\$44,605.00>	0 days
	Original Contract Amount		\$560,578.00
	Net Change by Previous Change Orders		\$0.00
	Net Sum Prior to This Change Order		\$560,578.00
	Amount of Change Order No. 1		<\$44,605.00>
	New Contract Sum		\$515,973.00
	Percentage of Change to Contract, to Date		<7.96%>

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 12 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 #7

SUBJECT: Lease/Leaseback Construction – Final Reconciliation and Notice of Completion – Document Storage Modular Building

DATE: August 17, 2016

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

Project Data for the Document Storage Modular Building Project

Pre-Construction Phase

- Constructability Review Comments Incorporated Pre-Bid 133
- Standards/Code Compliance Review Comments Incorporated Pre-Bid 0
- Average Bids per Trade 3

Construction Phase

- Final Cost Over/Under Guaranteed Maximum Price (\$44,605.00)
- Percent Cost Over/Under Guaranteed Maximum Price <7.96%>
- Working Days Over/Under Contract Schedule 0
- Contract Change Orders 0

Post-Construction Phase

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

Funding Source

Measure RR Bond (Series A) 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>August 17, 2016</u>	CONSENT
SUBJECT: <u>Lease/Leaseback Construction – Final Reconciliation and Notice of Completion – Wildlife Sanctuary</u>	

BACKGROUND

The Wildlife Sanctuary Project was approved under the Lease/Leaseback Construction Delivery Method on October 8, 2014, with a Guaranteed Maximum Price (GMP) of \$1,721,931.00. The construction activities began on November 13, 2014, and all change orders will be substantially complete on June 22, 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. No increase to the GMP was required during this project.

Contractor	Tilden-Coil Constructors (Contractor)	CO No.	1
Item	Justification:	Amount	Time
	Provide credit back to the College following the final reconciliation of the project costs.	<\$53,725.00>	0 days
	Original Contract Amount	\$1,721,931.00	
	Net Change by Previous Change Orders	\$0.00	
	Net Sum Prior to This Change Order	\$1,721,931.00	
	Amount of Change Order No. 1	<\$53,725.00>	
	New Contract Sum	\$1,668,206.00	
Percentage of Change to Contract, to Date		<3.12%>	

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

SUBJECT: Lease/Leaseback Construction – Final Reconciliation and Notice of Completion – Wildlife Sanctuary

DATE: August 17, 2016

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 19 months. In cases where the work is complete in all respects and the performance of the contractor is deemed to be satisfactory, it is in the best interest of the College to reduce the lease period to the minimum term of 35 days.

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

Project Data for the Wildlife Sanctuary Project

Pre-Construction Phase

- Constructability Review Comments Incorporated Pre-Bid 133
- Standards/Code Compliance Review Comments Incorporated Pre-Bid 0
- Average Bids per Trade 3

Construction Phase

- Final Cost Over/Under Guaranteed Maximum Price <\$53,725.00>
- Percent Cost Over/Under Guaranteed Maximum Price <3.12%>
- Working Days Over/Under Contract Schedule 0
- Contract Change Orders 0

Post-Construction Phase

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

Funding Source

Measure RR Bond (Series A) 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: August 17, 2016

CONSENT

SUBJECT: Lease/Leaseback Construction – Final Reconciliation and Notice of
Completion – Food Services Building

BACKGROUND

The Food Services Building Project was approved under the Lease/Leaseback Construction Delivery Method on June 25, 2014, with a Guaranteed Maximum Price (GMP) of \$12,729,468.00. The construction activities began on July 7, 2014, and all change orders were substantially complete on July 18, 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 by the Board on November 18, 2015, for abatement and demolition of the existing Campus Café, Sodexo-requested changes to the interior, and additional electrical and data revisions associated with those changes. Change Order No. 2 was approved by the Board on March 9, 2016, for landscape revisions requested by the College. No additional change orders are required to complete this project.

Contractor	Tilden-Coil Constructors (Contractor)		
Item	Justification:	Amount	Time
	Original Contract Amount	\$12,729,468.00	
	Net Change by Previous Change Orders	\$1,571,635.00	
	Final Contract Sum	\$14,301,103.00	
Percentage of Change to Contract, to Date			12.35%

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 #9

SUBJECT: Lease/Leaseback Construction – Final Reconciliation and Notice of Completion – Food Services Building

DATE: August 17, 2016

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

Project Data for the Food Services Project

Pre-Construction Phase

- Constructability Review Comments Incorporated Pre-Bid 246
- Standards/Code Compliance Review Comments Incorporated Pre-Bid 0
- Average Bids per Trade 5

Construction Phase

- Final Cost Over/Under Guaranteed Maximum Price \$1,571,635.00
- Percent Cost Over/Under Guaranteed Maximum Price 12.35%
- Working Days Over/Under Contract Schedule 12
- Contract Change Orders 2

Post-Construction Phase

- Unresolved Contractor Claim 0
- Deviation Notices Issued by Inspector of Record 0
- Outstanding Close Out Submit 0

Funding Sources

Measure RR Bond Anticipation Notes, Measure RR Bond (Series A) funds, 2011-12 Redevelopment Funds, and Sodexo.

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: August 17, 2016

CONSENT

SUBJECT: Contract Revision - American Modular Systems, Inc.

BACKGROUND

In support of the College's commitment to student success and student equity, a 7,300-square-foot Equity Center facility was approved by the Board of Trustees in November 2014. The building will house 15 offices for the Aspire, Arise, DREAM, and Reach (Foster Youth) programs, 11 work stations, a Computer Resource Center, two meeting rooms, and an open area called the "HUB" where students can collaborate, receive tutoring, and study with other students. Modifications to the modular building are necessary based on the location, importance, and programming required for this new facility.

ANALYSIS AND FISCAL IMPACT

The Student Equity Center was purchased along with three other facilities from American Modular Systems, Inc. (AMS), under their piggyback bid with the Biggs Unified School District contract, effective through December 2016.

During the planning stages for the Equity Center, concerns were raised related to establishing a high-functioning and visible space for students to be served in the new facility. In order to establish a long-lasting campus presence focused on student equity, quality issues needed to be addressed related to interior and exterior finishes. The design of the building provides for an open, welcoming, and safe space for students. To accomplish this, the roof line, lighting, and overall appeal and look of the facility needs to be adjusted. The cost for the additional work is \$330,000. The original Board item approved a price not to exceed \$1,450,000 for this building. Following the completion of the design and layout and including upgrades such as a metal roof, exterior stucco finish, and LED lighting with revised lighting controls, the final cost including an allowance of \$25,373 for unforeseen items will be \$1,780,000.

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #10

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 17, 2016</u>	CONSENT
SUBJECT:	<u>Consultant Services for the Development of an Educational Master Plan (RFP No. 3026) and a Facilities Master Plan (RFP No. 3027)</u>	

BACKGROUND

The College’s current Educational Master Plan dates from 2009, with a 2015 Addendum: The Farm. The most recent Facilities Master Plan was approved in 2013. Development of new master plans are necessary, with the recommended best practice being that the plans be developed in conjunction with one another.

ANALYSIS AND FISCAL IMPACT

In May 2016, the College issued two Requests for Proposals (RFPs): Consultant Services for the Development of an Educational Master Plan (RFP No. 3026); and Consultant Services for the Development of a Facilities Master Plan (RFP No. 3027). The RFPs included a selection process that allowed for maximum participation of qualified firms in an open and transparent environment.

Two separate committees were formed to review proposals for each RFP. Fourteen individuals served on the review committee to evaluate the Educational Master Plan proposals, and 12 individuals served on the review committee to evaluate the Facilities Master Plan proposals.

A mandatory pre-proposal conference was held on June 1, 2016. Five educational master planning firms were represented at the conference, and 16 facilities master planning firms were represented.

Sealed proposals were received on June 23, 2016, from three firms for the Educational Master Planning Consultant, and six proposals were received for the Facilities Master Planning Consultant. All firms submitting responses were deemed responsive and were forwarded to the review committee for evaluation. Firms submitting responsive proposals were:

Educational Master Planning Consultants

- ALMA Strategies, Sacramento, CA
- Cambridge West Partnership, LLC, Tustin, CA
- Collaborative Braintrust Consulting Firm, Sacramento, CA

Prepared by:	<u>Gary L. Nellesen/Teresa Patterson</u>	Reviewed by:	<u>Michael D. Gregoryk</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #11</u>

SUBJECT: Consultant Services for the Development of an Educational Master Plan (RFP No. 3026) and a Facilities Master Plan (RFP No. 3027)

DATE: August 17, 2016

Facilities Master Planning Consultants

Gensler, Los Angeles, CA	Lionakis, Newport Beach, CA
HMC Architects, Ontario, CA	Steinberg, Los Angeles, CA
HPI Architecture, Newport Beach, CA	tBP Architecture, Newport Beach, CA

Proposal contents for each RFP were reviewed independently by the review committees and uniformly rated using a common evaluation form. The scores from all evaluators were then totaled to establish the ranking. The two highest scoring firms for an Educational Master Planning Consultant and three highest scoring firms for a Facilities Master Planning Consultant were invited to interview with the Campus Master Planning Coordinating Team. Firms selected for interviews were:

Educational Master Planning Consultants

ALMA Strategies
Collaborative Braintrust Consulting Firm

Facilities Master Planning Consultants

Steinberg
HMC Architects
HPI Architecture

The Campus Master Plan Coordinating Team was unanimous in its recommendation that The Collaborative Braintrust Consulting Firm be selected for the development of the College's Educational Master Plan, and HMC Architects be selected for the development of the College's Facilities Master Plan.

Facilities then conducted contract and fee negotiations with the selected firms as follows:

Collaborative Braintrust Consulting Firm	\$243,600 including an allowance of \$50,000 for additional services
HMC Architects	\$891,500 including an allowance of \$100,000 for additional services

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the award of contracts for Consultant Services for the Development of an Educational Master Plan to Collaborative Braintrust Consulting Firm, and a Facilities Master Plan to HMC Architects, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 17, 2016</u>	CONSENT
SUBJECT:	<u>Professional Design and Consulting Services</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following contracts are presented for approval:

#1	Consultant:	Getinge Group	
	Project:	Maintenance Agreement for Biology Sterilizer and Steam Generators	
Item	Description:	Amount	
	Five-year professional services maintenance agreement for monthly maintenance support of the Biology sterilizer and steam generators. Annual cost breakdown:	\$150,298.00	
	<ul style="list-style-type: none"> • 2016-17: \$27,200 • 2017-18: \$28,560 • 2018-19: \$29,988 • 2019-20: \$31,488 • 2020-21: \$33,062 		
	Contract Amount:	\$150,298.00	

#2	Consultant:	Psomas	
	Project:	Athletics Complex East	
Item	Description:	Amount	
	Professional services for the preparation of a Storm Water Pollution Prevention Plan (SWPPP) for the Athletics Complex East Project, and to provide a Qualified SWPPP practitioner to perform mandated inspections and reporting requirements.	\$60,000.00	
	Reimbursable expenses, not to exceed	\$4,000.00	
	Contract Amount:	\$64,000.00	

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

SUBJECT: Professional Design and Consulting Services

DATE: August 17, 2016

#3	Consultant:	Campbell-Anderson & Associates, Inc.	
	Project:	Athletics Complex East	
Item	Description:	Amount	
	Professional estimating services for the preparation of a 95% Construction Document Cost Review and Reconciliation Analysis for the Athletics Complex East Project.	\$31,470.00	
	Contract Amount:	\$31,470.00	

#4	Consultant:	Ridge Landscape Architects	
	Project:	Temporary Classroom Building Systems Upgrade Phase 2 (Building 40)	
Item	Description:	Amount	
	Professional civil engineering services for the modification of the existing hardscape to address drainage issues, a new accessibility ramp for the south entrance, and new irrigation and landscaping adjacent to the building.	\$14,500.00	
	Reimbursable expenses, not to exceed	\$2,000.00	
	Contract Amount:	\$16,500.00	

#5	Consultant:	P2S Engineering	
	Project:	Document Storage Building	
Item	Description:	Amount	
	Professional engineering services to develop construction documents for the lighting control system at the document storage building.	\$2,000.00	
	Contract Amount:	\$2,000.00	

#6	Consultant:	P2S Engineering	
	Project:	Temporary Classroom Building Systems Upgrade Phase 2 (Building 40)	
Item	Description:	Amount	
	Professional engineering services for the Temporary Classroom Building to provide construction drawings for the demolition and renovation of mechanical and electrical plumbing, telecom, and fire protection at the temporary classroom building.	\$61,000.00	
	Contract Amount:	\$61,000.00	

SUBJECT: Professional Design and Consulting Services**DATE:** August 17, 2016

#7	Consultant:	P2S Engineering
	Project:	Miscellaneous Small Project Engineering
Item	Description:	Amount
	Provide mechanical, electrical, plumbing, and telecommunication engineering services, as required, for small projects on a time-and-materials basis, not to exceed:	\$25,000.00
	Contract Amount:	\$25,000.00

#8	Consultant:	Chew Specifications Consultants
	Project:	Miscellaneous Small Project Specifications Preparation
Item	Description:	Amount
	Professional services to provide Division One (General Requirements) and typical architectural "master" sections of specifications, as required, for small projects on a time-and-materials basis, not to exceed:	\$42,000.00
	Reimbursable expenses, not to exceed:	\$2,500.00
	Contract Amount:	\$44,500.00

Funding Source

Item #1 – Unrestricted General Fund.

Items #2-7 - Measure RR Bond (Series A) funds.

Item #8 - Measure RR Bond (Series A) funds, State Scheduled Maintenance Grants, and Capital Outlay funds.

RECOMMENDATION

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

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>August 17, 2016</u>	CONSENT
SUBJECT: <u>Professional Design and Consulting Services – Added Services</u> <u>(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:

Construction Support - an additional section was determined necessary to be included in the survey and map.

#1	Consultant:	Psomas	No.	2
	Project:	Aerial Survey and Topographic Map		
Item	Description:	Amount		
	Expand the aerial mapping coverage area to include an additional residential section for campus context.	\$3,500.00		
	Total	\$3,500.00		
	Original Contract Amount	\$84,000.00		
	Net Change by Previous Amendments	\$4,300.00		
	Net Sum Prior to This Amendment	\$88,300.00		
	Amount of Amendment No. 2	\$3,500.00		
	New Contract Sum	\$91,800.00		
	Total Project Budget	\$100,000.00		
	Percentage of Change to the Total Project Budget	3.50%		

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #13

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

DATE: August 17, 2016

South Campus Site Improvements - civil engineering revisions for adjustments to the drainage system and update files and documents to show the actual conditions following site grading.

#2	Consultant:	HMC Architects	No.	2
	Project:	South Campus Site Improvements		
Item	Description:		Amount	
	Provide additional professional architectural and engineering services necessary to develop the South Campus including civil, landscape, and electrical engineering.		\$21,300.00	
	Total		\$21,300.00	
	Original Contract Amount		\$208,500.00	
	Net Change by Previous Amendments		\$47,000.00	
	Net Sum Prior to This Amendment		\$255,500.00	
	Amount of Amendment No. 2		\$21,300.00	
	New Contract Sum		\$276,800.00	
	Total Project Budget		\$6,167,658.00	
	Percentage of Change to the Total Project Budget		0.35%	

Food Services Building - due to the extended construction schedule for landscape revisions and the delay in the Parking Structure project, additional storm water inspection services are required.

#3	Consultant:	Psomas	No.	1
	Project:	Food Services Building		
Item	Description:		Amount	
	Provide additional Storm Water Pollution Prevention Plan services due to the extended construction schedule for the Food Services landscape revisions.		\$7,000.00	
	Total		\$7,000.00	
	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		\$7,000.00	
	New Contract Sum		\$22,000.00	
	Total Project Budget		\$16,542,043.00	
	Percentage of Change to the Total Project Budget		0.04%	

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

DATE: August 17, 2016

The Equity Center - the original proposal for engineering services for the project did not include construction administration for the bid and construction periods.

#4	Consultant:	P2S Engineering, Inc.	No.	2
	Project:	The Equity Center		
Item	Change and Justification:		Amount	
	Provide additional professional telecommunications engineering services for the Equity Center.		\$3,500.00	
	Total		\$3,500.00	
	Original Contract Amount		\$3,000.00	
	Net Change by Previous Amendments		\$3,000.00	
	Net Sum Prior to This Amendment		\$6,000.00	
	Amount of Amendment No. 2		\$3,500.00	
	New Contract Sum		\$9,500.00	
	Total Project Budget		\$3,025,000.00	
	Percentage of this Change to the Total Project Budget		0.12%	

Athletics Complex East - additional services are required during the preparation of the Draft Subsequent Environmental Impact Report.

#5	Consultant:	Greve & Associates, LLC	No.	2
	Project:	Physical Education Project Environmental Impact Report		
Item	Description:		Amount	
	Professional services to prepare responses to comments related to the Draft Subsequent Environmental Impact Report and to attend public hearings, as requested. Labor and materials not to exceed:		\$10,000.00	
	Total		\$10,000.00	
	Original Contract Amount		\$29,400.00	
	Net Change by Previous Amendments		\$10,000.00	
	Net Sum Prior to This Amendment		\$39,400.00	
	Amount of Amendment No. 2		\$6,000.00	
	New Contract Sum		\$45,400.00	
	Total Project Budget		\$65,016,916.00	
	Percentage of Change to the Total Project Budget		0.01%	

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

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

DATE: August 17, 2016

CONSENT

SUBJECT: Continuing Education Building 40 Upgrades (Change Orders)

BACKGROUND

The Continuing Education Building 40 Upgrade Project bids were approved by the Board of Trustees in December 2015. The project provides for the renovation of 9,500 square feet of temporary space for classrooms, and offices at support spaces. The project will provide new heating, ventilation, air conditioning, and lighting to increase energy efficiency and add improved technology. The project will also revise classroom sizes in the building and improve utilization by adding four new classrooms.

ANALYSIS AND FISCAL IMPACT

In an effort to realize cost savings, this project was broken into individual multi-prime bid packages, each bid separately. During the renovation of the building, two types of changes are necessary to provide the College with an operational and complete project and to provide additional items not included in the original contract. Items 1, 2, and 3 address unforeseen conditions discovered during the renovation process. Items 3, 4, 5, 6, and 7 are owner-requested changes.

Bid No.	3064	Contractor:	Harik Construction, Inc.	CO No.	3
Item	Change and Justification:		Amount	Time	
1	Reconstruct walls in data electrical room to support lighting controls and electrical panels.		\$6,535.27	0 days	
2	Install blocking at top of hallway walls to improve seismic support.		\$7,024.80	3 days	
3	Install metal studs on extension walls to support audio-visual technology.		\$8,567.87	0 days	
4	Credit to delete suspended ceiling system in hallway; not required due to installation of blocking.		<\$15,300.00>	0 days	
5	Add laborers for job cleanup to maintain project schedule.		\$5,497.49	3 days	
6	Install two windows, patch drywall, and paint.		\$5,497.49	3 days	
7	Increase scope to include patching and painting in the south end of the hallway.		\$8,604.42	3 days	

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #14

SUBJECT: Continuing Education Building 40 Upgrades (Change Orders)

DATE: August 17, 2016

8	Remove and replace one damaged door frame in Room 140.	\$1,031.56	0 days
	Total	\$27,589.78	12 days
	Original Contract Amount	\$347,000.00	
	Net Change by Previous Change Orders	\$62,753.63	
	Net Sum Prior to This Change Order	\$409,753.63	
	Amount of Change Order No. 3	\$27,589.78	
	New Contract Sum	\$437,343.41	
Percentage of Change to Contract, to Date		26.04%	

Bldg. 40 Upgrades	Date	Amount	%	Harik Construction, Inc.
Contract Amount		\$347,000.00		
C. O. No. 1	February 2016	\$30,707.71	8.85%	Improve structural requirements in data room; relocate fire sprinklers; structural improvements due to additional required furniture and equipment.
C. O. No. 2	March 2016	\$32,045.92	18.08%	Drywall changes, expedited shipping, bracing changes to meet code, add sidelight windows to office doors, add storeroom.

Bid No.	3062	Contractor:	Resource Environmental	CO No.	1
Item	Change and Justification:			Amount	Time
1	Deduction for unexpended allowance.			<\$7,500.00>	0 days
	Total			<\$7,500.00>	0 days
	Original Contract Amount			\$47,271.00	
	Net Change by Previous Change Orders			\$0.00	
	Net Sum Prior to This Change Order			\$47,271.00	
	Amount of Change Order No. 1			<\$7,500.00>	
	New Contract Sum			\$39,771.00	
Percentage of Change to Contract, to Date				<15.87%>	

SUBJECT: Continuing Education Building 40 Upgrades (Change Orders)

DATE: August 17, 2016

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

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

DATE: August 17, 2016

CONSENT

SUBJECT: Air Conditioner Replacement (Change Order)

BACKGROUND

In May 2015, the Board of Trustees approved a contract with Los Angeles Air Conditioning in the amount of \$213,659 to replace 15 air conditioning units on various buildings across campus. At the completion of the project, a deductive change order is required for the unused contract allowance.

ANALYSIS AND FISCAL IMPACT

The following change is necessary in order to provide the College with an operational and complete project and to provide additional items not included in the original contract:

Bid No.	3013	Contractor:	Los Angeles Air Conditioning, Inc. (HVAC Contractor)	CO No.	2
Item	Change and Justification:			Amount	Time
	Deduction for unexpended allowance.			<\$15,000.00>	0 days
	Total			<\$15,000.00>	0 days
	Original Contract Amount			\$213,659.00	
	Net Change by Previous Change Orders			\$25,741.55	
	Net Sum Prior to This Change Order			\$239,400.55	
	Amount of Change Order No. 2			<\$15,000.00>	
	New Contract Sum			\$224,400.55	
Percentage of Change to Contract, to Date					5.03%

Air Conditioning Replacement	Date	Amount	%	Los Angeles Air Conditioning
Contract Amount		\$213,659.00		
C. O. No. 1	September 2016	\$25,741.55	12.05%	Upgrade to high-efficiency equipment for improved energy efficiency.

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #15

SUBJECT: Air Conditioner Replacement (Change Order)

DATE: August 17, 2016

Funding Source

2014-15 State Scheduled Maintenance Grant.

RECOMMENDATION

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

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

DATE: August 17, 2016

CONSENT

SUBJECT Personnel Transactions

CLASSIFIED EMPLOYMENT

Permanent New Hires

Name: Blocklin, Sean
 Position: Laboratory Technician, Digital Arts
 Department: Commercial and Entertainment Arts
 Range/Step: A-79, Step 1
 Job FTE: 0.475/12 months
 Effective: 8/25/16
 New: Yes
 Salary: \$1,913.07/month

Name: Fuentes, Mauricio
 Position: Laboratory Technician, Digital Arts
 Department: Commercial and Entertainment Arts
 Range/Step: A-79, Step 1
 Job FTE: 0.475/10 months
 Effective: 8/25/16
 New: Yes
 Salary: \$1,913.07/month

Name: Ho, Jane
 Position: Laboratory Technician I, Chemistry
 Department: Chemistry
 Range/Step: A-79, Step 2
 Job FTE: 0.475/12 months
 Effective: TBD
 New: No
 Salary: \$2,008.72/month

Name: Olalia, Allison
 Position: Laboratory Technician, Arts
 Department: Arts Division
 Range/Step: A-79, Step 1
 Job FTE: 1.00/10 months
 Effective: 8/18/16
 New: No
 Salary: \$4,027.52/month

Name: Orozco, Monico
 Position: Laboratory Technician, Digital Arts
 Department: Commercial and Entertainment Arts
 Range/Step: A-79, Step 1
 Job FTE: 0.475/12 months
 Effective: 8/22/16
 New: Yes
 Salary: \$1,913.07/month

Prepared by: Human Resources Staff

Reviewed by: Peter Parra

Recommended by: Bill Scroggins

Agenda Item: Consent #17

SUBJECT: Personnel Transactions

DATE: August 17, 2016

Permanent New Hires (continued)

Name: Goodson, Kathy
Position: Lead Interpreter New: No
Department: Disabled Student Programs and Services
Range/Step: A-126, Step 1 Salary: \$6,428.97/month
Job FTE: 1.00/12 months
Effective: TBD

Promotion

Name: De La Cruz, Guadalupe
Position: Transfer Specialist New: Yes
Department: Career and Transfer Services
Range/Step: A-95, Step 1 Salary: \$4,722.58/month
Job FTE: 1.00/12 months
Effective: 8/18/16
Remarks: Formerly Student Services Outreach Specialist

Correction to Initial Step Placement

Name: Estrada, Brenda
Position: Administrative Specialist II New: No
Department: Mathematics
Range/Step: A-75, Step 2 Salary: \$4,063.87/month
Job FTE: 1.00/12 months
Effective: 7/14/16
Remarks: Previously Board approved as Administrative Specialist I

Changes of Assignment

Name: Benoe, Christopher
Position: Laboratory Technician - Photography New: No
Department: Commercial and Entertainment Arts
Range/Step: A-79, Step 2 Salary: \$4,228.89/month
Job FTE: 1.00/12 months
Effective: 8/18/16
Remarks: Formerly 0.475 Job FTE

SUBJECT: Personnel Transactions

DATE: August 17, 2016

Changes of Assignment (continued)

Name: Hanlon, Lisa Marie
 Position: Fiscal Technician I New: Yes
 Department: Fiscal Services
 Range/Step: A-69, Step 1 Salary: \$1,731.86/month
 Job FTE: 0.475/12 months
 Effective: TBD
 Remarks: Formerly an hourly employee

Name: Hasslock, Julie
 Position: Administrative Specialist IV New: No
 Department: Vice President, Instruction
 Range/Step: A-88, Step 6 +L 10 Salary: \$6,451.17/month
 Job FTE: 1.00/12 months
 Effective: 8/18/16
 Remarks: Formerly Business Division

Name: Martinez, Livier
 Position: Mental Health Clinician New: No
 Department: Health Services
 Range/Step: A-124, Step 6 Salary: \$6,434.79/month
 Job FTE: 0.80/12 months
 Effective: 9/1/16
 Remarks: Formerly 1.00 Job FTE

Name: Suarez, Yvette
 Position: Test Administration Clerk New: No
 Department: Assessment and Matriculation
 Range/Step: A-62, Step 3 Salary: \$3,749.30/month
 Job FTE: 1.00/12 months
 Effective: 8/18/16
 Remarks: Formerly 0.475 Job FTE

SUBJECT: Personnel Transactions

DATE: August 17, 2016

Temporary Out-of-Class Assignment

Name: Wolters, Steven
From: Plumber
Department: Facilities Planning and Management
Range/Step: B-71, Step 6 Salary: \$5,774.65/month
Job FTE: 1.00
To: Lead Plumber
Department: Facilities Planning and Management
Range/Step: B-76, Step 6 Salary: \$6,071.05 /month
Job FTE: 1.00
Effective: 7/11/16
End Date: 6/30/17

Resignation

Jeremy Marion, Laboratory Technician II, Biological Sciences (Natural Sciences Division), effective 8/17/16

Retirement

Kathy Olivares, Fiscal Specialist (Fiscal Services), effective 8/1/16
Linda Small, Library Technician III (Library and Learning Resources), effective 8/31/16

Change in Retirement Date

Jill Miller, Administrative Specialist III (Administrative Services), effective date changed from 6/3/16 to 1/1/17.

Leaves of Absence without Pay and Benefits

Jill Miller, Administrative Specialist III (Administrative Services), effective 6/16/16 through 6/30/16
Jill Miller, Administrative Specialist III (Administrative Services), effective 7/8/16 through 8/28/16

SUBJECT: Personnel Transactions

DATE: August 17, 2016

CONFIDENTIAL EMPLOYMENT

Temporary Out-of-Class Assignment

Name: Miller, Jill
 From: Administrative Specialist III
 Department: Administrative Services
 Range/Step: A-81, Step 6 + L10 Salary: \$5,427.06/month
 Job FTE: 1.00
 To: Executive Assistant I
 Department: President's Office
 Range/Step: C-73, Step 3 + L10 Salary: \$5,876.73/month
 Job FTE: 1.00
 Effective: 8/29/16
 End Date: 12/31/16

Name: Nelson, Carol
 From: Executive Assistant I
 Department: President's Office
 Range/Step: C-73, Step 4 + L10 Salary: \$7,530.49/month
 Job FTE: 1.00
 To: Executive Assistant to the President and BOT
 Department: President's Office
 Range/Step: C-104, Step 3 + L10 Salary: \$8,000.21/month
 Job FTE: 1.00
 Effective: 9/6/16
 End Date: 12/31/16

Retirement

Denise Lindholm, Executive Assistant to the President and Board of Trustees (President's Office), effective 9/6/16

ACADEMIC EMPLOYMENT

Permanent New Hires

Name: Barrios, Mary
 Position: Professor, Counseling New: No
 Department: Counseling
 Range/Step: I-1 Salary: \$71,922.69/annual
 Job FTE: 1.00/11 months
 Effective: TBD

SUBJECT: Personnel Transactions

DATE: August 17, 2016

Permanent New Hires (continued)

Name:	Berch, Kari	New:	No
Position:	Professor, Nursing	Salary:	\$78,346.00/annual
Department:	Nursing		
Range/Step:	III-3		
Job FTE:	1.00/10 months		
Effective:	8/29/16		
Name:	Boquiren, Sophie	New:	No
Position:	Professor, Nursing	Salary:	\$64,546.00/annual
Department:	Nursing		
Range/Step:	I-1		
Job FTE:	1.00/10 months		
Effective:	TBD		
Name:	Hernandez, Elizabeth	New:	No
Position:	Professor, Counseling	Salary:	\$71,922.69/annual
Department:	DSP&S		
Range/Step:	I-1		
Job FTE:	1.00/11 months		
Effective:	TBD		
Name:	Lopez, Jesse	New:	No
Position:	Professor, Counseling	Salary:	\$71,922.69/annual
Department:	Counseling		
Range/Step:	I-1		
Job FTE:	1.00/11 months		
Effective:	8/18/16		
Name:	Santacruz, Rudy	New:	No
Position:	Professor, Counseling	Salary:	\$71,922.69/annual
Department:	Counseling		
Range/Step:	I-1		
Job FTE:	1.00/11 months		
Effective:	TBD		
Name:	Staley, Garrett	New:	No
Position:	Professor, Alcohol & Drug Counseling	Salary:	\$64,546.00/annual
Department:	Mental Health		
Range/Step:	I-1		
Job FTE:	1.00/10 months		
Effective:	8/29/16		

SUBJECT: Personnel Transactions

DATE: August 17, 2016

Permanent New Hires (continued)

Name: Tull, Amy
 Position: Professor, Psychiatric Technician
 Department: Mental Health
 Range/Step: I-1
 Job FTE: 1.00/10 months
 Effective: 8/29/16
 New: No
 Salary: \$64,546.00/annual

Initial Salary Placement Adjustments

Name: Avila, Naomi
 Position: Professor, Counseling
 Department: School of Continuing Education
 Column/Step: III-9
 Job FTE: 1.00/11 months
 Effective: 7/1/16
 Remarks: Initially placed on Column I, Step 1
 Salary: \$107,338.00/annual

Name: Bates, Bobby
 Position: Professor, Accounting
 Department: Accounting and Management
 Column/Step: III-9
 Job FTE: 1.00/10 months
 Effective: 8/29/16
 Remarks: Initially placed on Column I, Step 1
 Salary: \$96,329.00/annual

Name: Cammayo, Christina
 Position: Professor, Nutrition
 Department: Business
 Column/Step: III-9
 Job FTE: 1.00/10 months
 Effective: 8/29/16
 Remarks: Initially placed on Column I, Step 1
 Salary: \$96,329.00/annual

Name: Chavez, Dalia
 Position: Professor, Counseling, Adult Basic Education
 Department: School of Continuing Education
 Column/Step: I-2
 Job FTE: 1.00/11 months
 Effective: 7/1/16
 Remarks: Initially placed on Column I, Step 1
 Salary: \$74,439.87/annual

SUBJECT: Personnel Transactions**DATE:** August 17, 2016**Initial Salary Placement Adjustments** (continued)

Name: Cummings, Christine
 Position: Professor, Theater
 Department: Theater
 Column/Step: II-7 Salary: \$85,142.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/29/16
 Remarks: Initially placed on Column I, Step 1

Name: Garcia, Vanessa
 Position: Professor, Counseling, ESL
 Department: School of Continuing Education
 Column/Step: I-2 Salary: \$74,439.87/annual
 Job FTE: 1.00/11 months
 Effective: 7/1/16
 Remarks: Initially placed on Column I, Step 1

Name: Heredia, Evelyn
 Position: Professor, Counseling, Short-Term Vocational
 Department: School of Continuing Education
 Column/Step: II-2 Salary: \$79,393.98/annual
 Job FTE: 1.00/11 months
 Effective: 7/1/16
 Remarks: Initially placed on Column I, Step 1

Name: Knott, John
 Position: Professor, Kinesiology, Athletics & Dance (Head Coach)
 Department: Kinesiology, Athletics, and Dance
 Column/Step: II-9 Salary: \$91,956.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/29/16
 Remarks: Initially placed on Column I, Step 1

Name: Mahjoor, Parisa
 Position: Professor, Chemistry
 Department: Chemistry
 Column/Step: III-8 Salary: \$92,837.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/29/16
 Remarks: Initially placed on Column I, Step 1

SUBJECT: Personnel Transactions

DATE: August 17, 2016

Initial Salary Placement Adjustments (continued)

Name: Marston, Karen
 Position: Professor, Music
 Department: Music
 Column/Step: III-9 Salary: \$96,329.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/29/16
 Remarks: Initially placed on Column I, Step 1

Name: Necke, Donna
 Position: Professor, Adult Basic Education
 Department: Adult Basic Education
 Column/Step: I-9 Salary: \$64,546.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/29/16
 Remarks: Initially placed on Column I, Step 1

Name: Oliver, Allison
 Position: Professor, Kinesiology, Athletics & Dance (Volleyball Coach)
 Department: Kinesiology, Athletics, and Dance
 Column/Step: I-9 Salary: \$87,651.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/29/16
 Remarks: Initially placed on Column I, Step 1

Name: Perea, Chad
 Position: Professor, Horticulture
 Department: Agricultural Sciences
 Column/Step: III-8 Salary: \$92,867.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/29/16
 Remarks: Initially placed on Column I, Step 1

Name: Rivera, David
 Position: Professor, Kinesiology, Athletics & Dance (Wrestling Coach)
 Department: Kinesiology, Athletics, and Dance
 Column/Step: I-8 Salary: \$84,265.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/29/16
 Remarks: Initially placed on Column I, Step 1

SUBJECT: Personnel Transactions

DATE: August 17, 2016

Initial Salary Placement Adjustments (continued)

Name: Roueintan, Masoud
 Position: Professor, Chemistry
 Department: Chemistry
 Column/Step: I-5 Salary: \$73,999.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/29/16
 Remarks: Initially placed on Column I, Step 1

Name: Rios-Alvarado, Eva
 Position: Librarian, Student Equity and Outreach
 Department: Library and Learning Resources
 Column/Step: I-1 Salary: \$78,930.55/annual
 Job FTE: 1.00/12 months
 Effective: 7/1/16
 Remarks: Initially placed on Column I, Step 1

Name: Shear, Michelle
 Position: Professor, Dance
 Department: Kinesiology, Athletics, and Dance
 Column/Step: I-9 Salary: \$87,651.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/29/16
 Remarks: Initially placed on Column I, Step 1

Name: Weidner, Ned
 Position: Professor of English
 Department: English, Literature, and Journalism
 Column/Step: III-3 Salary: \$78,346.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/29/16
 Remarks: Initially placed on Column I, Step 1

Salary Advancement for Full-time Faculty Column Crossover-2016-17

Coursework and/or Degree earned

Name: Turcios, Ana Silvia
 Position: Counseling, CalWORKs
 Department: CalWORKs
 Column/Step: III-10 Salary: \$111,111.00/annual
 Job FTE: 1.00/11 months
 Effective: 7/1/16
 Remarks: Previously at II-10

SUBJECT: Personnel Transactions**DATE:** August 17, 2016**Salary Advancement for Full-time Faculty Column Crossover-2016-17** (continued)

Coursework and/or Degree earned

Name: Zicree, Steve
 Position: Professor, Mathematics
 Department: Mathematics, Computer Science
 Column/Step: II-10 Salary: \$95,409.00/annual
 Job FTE: 1.00/10 months
 Effective: 8/29/16
 Remarks: Previously at I-9

Service Increment 2016-17

\$342/month for faculty after serving 5 or more years at the maximum step on any column

NAME	DEPARTMENT	EFFECTIVE
Engisch, Paulette	Radiologic Technology	07/01/16
Hagner, Dirk	Fine Arts	08/29/16

Professional Growth Increment 2016-17

\$3,420 annually for completing six semester units of course work

NAME	DEPARTMENT	EFFECTIVE
Alvarez, Hansel	English	08/29/16
Estes, Edwin	Business Administration	08/29/16
Hagner, Dirk	Fine Arts	08/29/16
Martinez, Regina	Business Management	08/29/16
McKee, Catherine	Business Administration	08/29/16

Professional Development Leave of Absence without Pay and without District Benefits

Jody Williams-Tyler, Professor of Chemistry, Natural Sciences Division, effective 8/29/16-6/30/17

Additional Assignments

Provider	Area/Department	Service/Agreement	Dates	Amount
Alcala, Heidi	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$44.72/hr.
Barry, Angela	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$49.57/hr.
Belblidia, Abdel	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$51.31/hr.
Bowery, Erven	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$47.90/hr.

SUBJECT: Personnel Transactions**DATE:** August 17, 2016**Additional Assignments** (continued)

Provider	Area/Department	Service/Agreement	Dates	Amount
Brink, Janna	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$49.57/hr.
Carmelli, Orna	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$47.90/hr.
Casian, Elizabeth	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$51.31/hr.
Cheng, Anny	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$51.31/hr.
De Franco, Xin Hua	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$51.31/hr.
Drewry, Leidy	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$51.31/hr.
Evans, Douglas	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$51.31/hr.
Fang, Elizabeth	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$47.90/hr.
Foisia, L.E.	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$47.90/hr.
Fowler, Mina	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$51.31/hr.
Giron, Luisa	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$44.72/hr.
Gyurindak, Katalin	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$51.31/hr.
Hannon, Laura	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$51.31/hr.
Harwell, Elizabeth	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$44.72/hr.
Hayes, Michaela	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$49.57/hr.
Herbst, Mark	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$47.90/hr.
Im, Anne	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$51.31/hr.
Jacob, Laura	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$49.57/hr.
Kao, Brenda	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$51.31/hr.
Kim, Grace	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$51.31/hr.
Kletzien, Kristi	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$51.31/hr.
Kolta, Shirley	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$51.31/hr.

SUBJECT: Personnel Transactions**DATE:** August 17, 2016**Additional Assignments** (continued)

Provider	Area/Department	Service/Agreement	Dates	Amount
Laffey, Mary	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$51.31/hr.
Lee, Esther	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$46.27/hr.
Lockhart, Heidi	Student Services / Student Life / LEAD Program	Two presentations for the LEAD program on "Motivating Yourself & Others"	8/29/16-12/16/16	Not to exceed \$150
Lundblade, Shirley	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$51.31/hr.
Malley, Michael	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$46.27/hr.
McLaughlin, Marina	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$47.90/hr.
Messore, James	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$47.90/hr.
Musser, Gabrielle	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$44.72/hr.
Nicassio, Nicholas	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$44.72/hr.
Nixon, Lorrie	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$49.57/hr.
Ortega, Sonia	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$53.12/hr.
Park, Sonya	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$44.72/hr.
Pham, Josiah	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$52.59/hr.
Powell, Anna	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$52.59/hr.
Prasad, Gay	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$51.31/hr.
Rodriguez, Corinna	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$44.72/hr.
Sanetrick, Michael	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$51.31/hr.
Schumaker, Denise	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$44.72/hr.
Selnick, Shari	Student Services / Student Life / LEAD Program	One presentation for the LEAD program on "Public Speaking"	08/29/16-12/16/16	Not to exceed \$75
Sunnaa, Andrea	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$53.12
Szok, Kenneth	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$53.12

SUBJECT: Personnel Transactions**DATE:** August 17, 2016**Additional Assignments** (continued)

Provider	Area/Department	Service/Agreement	Dates	Amount
Thomas, Jennifer	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$44.72/hr.
Toloui, Mitra	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$51.31/hr.
Vandepas, Jill	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$51.31/hr.
Van Dyke-Kao, Rita	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$46.27/hr.
Vanegas, Yazmin	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$51.31/hr.
Vincent, Dr. Nedra	Instruction / Medical Services	Paramedic Program Medical Director	7/1/16-6/30/17	\$47.42/hr. Not to exceed \$5,000
Wang, Vivian	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$44.72/hr.
Warner, Ben	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$49.57/hr.
Windisch, Todd	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$46.27/hr.
Yanuaría, Christina	Instruction / ESL	ESL Flex Day	8/25/16	Not to exceed \$51.31/hr.

MANAGEMENT EMPLOYMENT**Permanent New Hires**

Name: Ali, Ibrahim
 Position: Vice President, Human Resources New: No
 Department: Human Resources
 Range/Step: Vice President Salary Schedule Range 1/Step 3 Salary: \$210,157.68/annual
 Job FTE: 1.00/12 months
 Effective: 9/19/16

Name: Lara, Eric
 Position: Associate Dean, Student Success and Equity New: Yes
 Department: Student Services
 Range/Step: M-15, Step 1 Salary: \$120,576.00/annual
 Job FTE: 1.00/12 months
 Effective: 8/24/16

SUBJECT: Personnel Transactions**DATE:** August 17, 2016**Temporary Special Projects Administrator(s)**

Name: Whetstone, Ryan
 Position: Special Projects Manager, Regional Consortium New: Yes
 Department: School of Continuing Education
 Range/Step: M-13, Step 1 Salary: \$425.35/daily rate
 Job FTE: 1.00
 Effective: 8/22/16

Change of Title

Name: McGowan, Joumana
 Position: Associate Vice President, Instruction New: Yes
 Department: Instructional Services
 Range/Step: M-23, Step 6 Salary: \$174,324.00/annual
 Job FTE: 1.00
 Effective: 8/18/16
 Remarks: Formerly Executive Dean, Instruction

TEMPORARY EMPLOYMENT**Substitute Employees**

<u>Name</u>	<u>Title</u>	<u>Rationale</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Billar, Valerie	Administrative Spec. II	Vacancy	Technical Svcs.	22.33	07/01/16-06/30/17
Bloom, Danielle	Administrative Spec. I	Absence	Continuing Ed.	21.03	07/14/16-01/14/17
Csehy, Leslie	Custodian	Vacancy	Custodial Svcs.	18.07	08/18/16-12/31/16
Flores, Ignacio	Grounds & Hort. Tech.	Pool	Grounds	18.98	07/01/16-06/30/17
Guerrero, Michael	Custodian	Pool	Custodial Svcs.	18.07	07/01/16-06/30/17
Hankerd, Lisa	Grounds & Hort. Tech.	Pool	Grounds	18.98	07/01/16-06/30/17
Hartnett, Catherine	Human Resources Tech.	Pool	Human Res.	25.85	07/01/16-09/30/16
Jordan, Pamlela	Grounds & Hort. Tech	Pool	Grounds	18.98	07/01/16-06/30/17
Kirkland, Stafford	Custodian	Pool	Custodial Svcs.	18.07	07/01/16-06/30/17
Moreno, Myrna	Administrative Spec. II	Vacancy	Continuing Ed.	22.33	06/27/16-06/29/16
Moreno, Myrna	Administrative Spec. II	Vacancy	Continuing Ed.	22.33	07/05/16-12/30/16
Munar, David	Custodian	Pool	Custodial Svcs.	18.07	07/01/16-06/30/17
Powell, Aniya	Human Resources Tech.	Pool	Human Res.	25.85	07/01/16-09/30/16
Ramirez, George-Luke	Custodian	Absence	Custodial Svcs.	18.07	07/01/16-06/30/17
Ruvalcaba, Janeth	Up. Bound Aca. Spec.	Vacancy	TRIO/Up. Bnd.	27.25	08/27/16-12/31/16
Santiago, Yadira	Administrative Spec. III	Vacancy	Admin. Svcs.	23.70	07/01/16-12/31/16
Tarin, Freddie	Grounds & Hort. Tech	Absence	Grounds	18.98	07/01/16-06/30/17
Valadez, Martin	Grounds & Hort. Tech	Pool	Grounds	18.98	07/01/16-06/30/17

SUBJECT: Personnel Transactions**DATE:** August 17, 2016**Hourly Non-Academic Employees**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Amic, Dylan	Interpreter Trainee	DSP&S	18.00	08/29/16-06/30/17
Blachly, Shannon	Interpreter Trainee	DSP&S	18.00	08/29/16-06/30/17
Buford, Kenyalta	Case Worker Aide	CalWorks	12.00	07/01/16-12/31/16
Castro, Michelle	Secretarial Aide	Adult Basic Education	12.00	06/13/16-06/30/16
Castro, Michelle	Secretarial Aide	Adult Basic Education	12.00	07/01/16-07/31/16
Chawla, Rajni	Student Intern	Child Development Center	15.00	07/01/16-06/30/17
Dashiell, Raymore	Case Worker Aide	CalWorks	12.00	07/01/16-12/31/16
De Tamble, Brandy	Administrative Aide	Transporation	13.00	08/18/16-06/30/17
Dominguez, Jasmine	Instructional Aide	Child Development Center	10.00	08/28/16-06/30/17
Fernandez, Sandra	Career and Trans. Aide III	Career & Transfer Svcs.	14.50	07/01/16-06/30/17
Gomez-Flores, Brianna	Instructional Aide	Child Development Center	10.00	07/01/16-06/30/17
Goodwin, Rachel	Interpreter Trainee	DSP&S	18.00	08/29/16-06/30/17
Gutierrez, Andrea	Study Skills Assistant III	Writing Center	12.50	07/01/16-08/26/16
Hallmark, Michelle	Administrative Aide	Technology & Health	13.00	07/01/16-07/20/16
Heinen, Wael	Study Skills Assistant III	Learning Assistance Ctr.	12.50	07/01/16-08/26/16
Holmquist, Kayla	Interpreter Trainee	DSP&S	18.00	08/29/16-06/30/17
Lau, Yuen Ching	Instructional Aide	Child Development Center	10.00	08/28/16-06/30/17
Molla, Meklit	Education Advising Aide	Aspire Program	17.25	07/01/16-12/21/16
Navarro , Albert	Grnds. Equip. Op. Aide II	Grounds	11.50	08/18/16-06/30/17
Nunez, Ofelia	Case Worker Aide	CalWorks	12.00	07/01/16-12/31/16
Palmer, Nasjua	Case Worker Aide	CalWorks	12.00	07/01/16-12/31/16
Shaxegh, Mitra	Tutor III	Tutorial Services	11.50	07/01/16-07/31/16
Soto, Sylvia	Administrative Aide	CalWorks	13.00	07/01/16-12/31/16
Washington, Joshua	Secretarial Aide	Adult Basic Education	12.00	06/13/16-06/30/16
Blachly, Shannon	Interpreter Trainee	DSP&S	18.00	08/29/16-06/30/17

Professional Expert Employees-New Assignments

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Aldecoa, Joseph	Lecturer Fire Technology	Public Safety Fire Tech.	37.50	08/17/16-06/30/17
Becerra, Traci	HR EEO Consultant	Human Resources	87.00	08/18/16-06/30/17
Murray, Steven	Lecturer Fire Technology	Public Safety Fire Tech.	37.50	08/22/16-06/30/17
Pollock, Lary	Lecturer Fire Technology	Public Safety Fire Tech.	37.50	08/17/16-06/30/17
Sierra, Patrick	Health Promotion Spec.	Public Safety Fire Tech.	24.00	08/17/16-06/30/17

Professional Expert Employees-Extended Assignments

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Aguilera, David	Sports Publicist	Kinesiology, Ath. & Dance	16.00	07/01/16-06/30/17
Alduenda, Leann	Choreographer	Kinesiology, Ath. & Dance	20.00	06/01/16-06/30/16
Alirez, Janell	Paramedic Specialist	Medical Services	27.00	07/01/16-06/30/17
Amaro, Trenton	Paramedic Specialist	Medical Services	27.00	07/01/16-06/30/17
Anchondo, Arturo	Interpreter I	DSP&S	25.00	07/01/16-06/30/17
Auyang, Linda	Real Time Captioner IV	DSP&S	35.00	07/01/16-06/30/17

SUBJECT: Personnel Transactions**DATE:** August 17, 2016**Professional Expert Employees-Extended Assignments** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Avila, Minerva	Project Coordinator	Research & Inst. Effect.	35.00	07/01/16-06/30/17
Baldacci, Denise	Paramedic Specialist	Medical Services	27.00	07/01/16-06/30/17
Banks, Twyla	Interpreter I	DSP&S	25.00	07/01/16-06/30/17
Barr, Thomas	EMT Specialist	Medical Services	21.00	07/01/16-06/30/17
Barragan, Secily	Tutorial Specialist I	Writing Center	17.00	07/01/16-08/26/16
Bartling, Kathrine	Interpreter I	DSP&S	25.00	07/01/16-06/30/17
Bauman, Sara	Interpreter I	DSP&S	25.00	07/01/16-06/30/17
Benson, Andrew	Aquatics Assistant III	Kinesiology, Ath. & Dance	12.00	07/01/16-06/30/17
Bing, Darnell	Project Expert/Specialist	Student Services-GRASP	25.00	07/01/16-12/31/16
Bobkowski, Eliza	House Manager II	Technical Services	12.75	07/01/16-06/30/17
Bogumil, Elizabeth	Project Coordinator	Research & Inst. Effect.	35.00	07/01/16-06/30/17
Bolden, Victoria	Project/Program Aide	ACES	20.00	07/01/16-08/01/16
Brambila, Frank	Paramedic Specialist	Medical Services	27.00	07/01/16-06/30/17
Brunsdon, Camille	Aquatics Assistant VII	Kinesiology, Ath. & Dance	16.00	07/01/16-06/30/17
Byrd, Jade	Interpreter I	DSP&S	25.00	07/01/16-06/30/17
Campos, Julliane	Aquatic Assistant III	Kinesiology, Ath. & Dance	12.00	07/01/16-06/30/17
Cardenas, Elva	CDC Assistant I	Child Development Center	10.00	07/01/16-06/30/17
Carr, Brian	Interpreter II	DSP&S	30.00	07/01/16-06/30/17
Carrillo, Elsa	Teaching Aide	Adult Basic Education	13.50	06/20/16-06/30/16
Carrillo, Elsa	Teaching Aide	Adult Basic Education	13.50	07/05/16-08/26/16
Cervantes, Alethea	Event Supervisor II	Continuing Education	13.75	06/20/16-06/30/16
Cervantes, Alethea	Event Supervisor II	Continuing Education	13.75	07/01/16-08/31/16
Chapman, Lisa	Interpreter III	DSP&S	35.00	07/01/16-06/30/17
Chapman, Rebecca	Program Supervisor I	Adult Basic Education	12.50	06/13/16-06/30/16
Chapman, Rebecca	Program Supervisor I	Adult Basic Education	12.50	07/01/16-07/31/16
Chen, Hui Zu	Teaching Aide	ESL	13.50	07/01/16-06/30/17
Christensen, Jared	Interpreter III	DSP&S	35.00	07/01/16-06/30/17
Daniels, Ja'nice	Program Supervisor II	Child Development Center	16.75	07/01/16-06/30/17
De Anda, Erin	Aquatic Assistant III	Kinesiology, Ath. & Dance	12.00	06/27/16-06/30/16
De Anda, Erin	Aquatic Assistant III	Kinesiology, Ath. & Dance	12.00	07/01/16-06/30/17
De Leon-Ramos, Melly	Project/Program Aide	Child Development Center	20.00	07/01/16-06/30/17
DeLira, Rebecca	CDC Teacher II	Child Development Center	11.25	07/01/16-06/30/17
Denny, Janice	Interpreter I	DSP&S	25.00	07/01/16-06/30/17
Dingillo, Noelle	Technical Expert I	Teacher Prep. Institute	35.00	07/01/16-12/31/16
Dinh, Ken	Comp. Svcs. Trng. Spec.	DSP&S	14.75	06/20/16-06/30/16
Dinh, Ken	Comp. Svcs. Trng. Spec.	DSP&S	14.75	07/01/16-06/30/17
Dominguez, Julia	Interpreter II	DSP&S	30.00	07/01/16-06/30/17
Dravis, Gina	Interpreter IV	DSP&S	41.00	07/01/16-06/30/17
Drzymkowski, Kristina	Paramedic Specialist	Medical Services	27.00	07/01/16-06/30/17
Drzymkowski, Kristina	EMT Specialist	Medical Services	21.00	07/01/16-06/30/17
Eiseman, Stephanie	Interpreter I	DSP&S	25.00	07/01/16-06/30/17
Escalera, Angelica	Game Day Personnel	Kinesiology, Ath. & Dance	10.00	06/23/16-06/30/16
Escalera, Angelica	Game Day Personnel	Kinesiology, Ath. & Dance	10.00	07/01/16-06/30/17
Garcia, Jordan	Aquatics Assistant V	Kinesiology, Ath. & Dance	14.00	07/01/16-08/28/16
Gilbreath, Fern	Interpreter IV	DSP&S	41.00	07/01/16-06/30/17

SUBJECT: Personnel Transactions**DATE:** August 17, 2016**Professional Expert Employees-Extended Assignments** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Gleicher, Ginger	Interpreter V	DSP&S	48.00	07/01/16-06/30/17
Gomez, Paula	Theatrical Rigger II	Technical Services	16.50	07/01/16-06/30/17
Goodson, Kathy	Interpreter V	DSP&S	48.00	07/01/16-06/30/17
Ha, Margaret	Athletic Injury Specialist II	Kinesiology, Ath. & Dance	26.00	08/01/16-06/30/17
Hawkins, Jimmy	Interpreter V	DSP&S	48.00	07/01/16-06/30/17
Hazelton, Thomas	Lecturer Fire Technology	Public Safety Fire Tech.	37.50	08/22/16-06/30/17
Hernandez, Cindy	Interpreter I	DSP&S	25.00	07/01/16-06/30/17
Huang, Linda	Tutorial Specialist I	Child Development Center	17.00	07/14/16-06/30/17
Hubbard, Raymond	Project Manager	Facilities, Plan. & Mgmt.	55.00	07/01/16-06/30/17
Huber, Peggy	Interpreter V	DSP&S	48.00	07/01/16-06/30/17
Hurley, Shelva	Project Coordinator	Research & Inst. Effect.	35.00	06/01/16-06/30/16
Hurley, Shelva	Project Coordinator	Research & Inst. Effect.	35.00	07/01/16-06/30/17
Hwang, Tiffany	Aquatics Assistant II	Kinesiology, Ath. & Dance	12.00	06/01/16-06/30/16
Hyatt, Amber	Project/Program Aide	Child Development Center	20.00	07/14/16-06/30/17
Jeckell, Andrew	Paramedic Specialist	Medical Services	27.00	07/01/16-06/30/17
Jimenez, Aliza	House Manager II	Technical Services	12.75	07/01/16-06/30/17
Jimenez, Raul	Event Supervisor II	Technical Services	13.75	07/01/16-06/30/17
Kaeni, Nafiseh	Project Specialist/Expert	Facilities, Plan. & Mgmt.	25.00	07/01/16-06/30/17
Karr, Aimee	Event Supervisor II	Technical Services	13.75	07/01/16-06/30/17
Kenney, Patrick	Paramedic Specialist	Medical Services	27.00	07/01/16-06/30/17
Kessler, Christina	Project Specialist/Expert	Facilities, Plan. & Mgmt.	25.00	07/14/16-06/30/17
Kim, Stacy	EMT Specialist	Medical Services	21.00	07/01/16-06/30/17
King, Deborah	Interpreter IV	DSP&S	41.00	07/01/16-06/30/17
Kinkaid, Alan	Project Manager	Facilities, Plan. & Mgmt.	55.00	07/01/16-06/30/17
Krolik, Hannah	Aquatic Assistant III	Continuing Education	12.00	06/01/16-06/30/16
La Russo, Nathan	Lecturer Fire Tech.	Public Safety Fire Tech.	37.50	08/15/16-06/30/17
Langevin, Duetta	Interim Risk Manager	Administrative Services	67.00	07/01/16-12/31/16
Lao, Julian	EMT Specialist	Medical Services	21.00	07/02/16-06/30/17
Larson, Laura	Interpreter III	DSP&S	35.00	07/01/16-06/30/17
Li, Jinbai	Tutorial Specialist IV	Tutorial Services-LAC	23.25	07/01/16-06/30/17
Llamas, Alma	Program Supervisor II	Upward Bound	16.75	06/20/16-08/28/16
Maddox, Joseph	Aquatics Assistant IV	Kinesiology, Ath. & Dance	13.00	07/01/16-06/30/17
Manahan, Justinne	Tutorial Specialist I	Tutorial Services-LAC	17.00	06/14/16-06/30/16
Manahan, Justinne	Tutorial Specialist I	Tutorial Services-LAC	17.00	07/01/16-07/31/16
McConnell, Edward	Paramedic Specialist	Medical Services	27.00	07/01/16-06/30/17
Mcintosh, David	Program Supervisor II	Art Gallery	16.75	07/01/16-06/30/17
Mitchell, Jiselle	Technical Expert I	Nursing Dept.	35.00	07/11/16-06/30/17
Moore, Mariko	Program Supervisor I	Adult Basic Education	12.50	06/20/16-06/30/16
Moore, Mariko	Program Supervisor I	Adult Basic Education	12.50	07/01/16-08/26/16
Moskowitz, Kelly	Interpreter V	DSP&S	48.00	07/01/16-06/30/17
Nebedum, Adzeze	Project/Program Aide	STEM	20.00	07/01/16-08/27/16
Newman, Besty	Project/Program Spec.	Chemistry	25.00	07/01/16-06/30/17
Nimnualrat, Claudia	Technical Expert II	Nursing Dept.	45.00	08/01/16-06/30/17
Nusbaum, Michael	Paramedic Specialist	Medical Services	27.00	07/01/16-06/30/17
Ohashi, Yusuke	Athletic Injury Specialist II	Kinesiology, Ath. & Dance	26.00	07/25/16-06/30/17

SUBJECT: Personnel Transactions**DATE:** August 17, 2016**Professional Expert Employees-Extended Assignments** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Orantes, Erik	Event Supervisor II	Technical Services	13.75	07/01/16-06/30/17
Ordaz, Vanessa	Interpreter V	DSP&S	48.00	07/01/16-06/30/17
Owen, Kevin	Project Administrator	Technical Services	60.00	07/01/16-06/30/17
Padilla, Horacio	Interpreter IV	DSP&S	41.00	07/01/16-06/30/17
Palomares, Cecilia	Interpreter I	DSP&S	25.00	07/01/16-06/30/17
Pellon, Carrie	Interpreter V	DSP&S	48.00	07/05/16-06/30/17
Penaloza, Maritza	Project Coordinator	Facilities, Plan. & Mgmt.	25.00	07/01/16-06/30/17
Peng, Peter	Paramedic Specialist	Medical Services	27.00	07/01/16-06/30/17
Perez, Vincent	Event Supervisor I	Technical Services	11.75	07/01/16-06/30/17
Pimeniel, Vanessa	Real Time Captioner IV	DSP&S	35.00	07/01/16-06/30/17
Pizano-Aylio, Julio	House Manager II	Technical Services	12.75	07/05/16-06/30/17
Poolpuong, Nevin	House Manager II	Technical Services	12.75	07/01/16-06/30/17
Poolpuong, Nevin	House Manager II	Technical Services	12.75	07/05/16-06/30/17
Portillo, Stephanie	Interpreter I	DSP&S	25.00	07/01/16-06/30/17
Pryor, Melissa	Aquatics Assistant V	Kinesiology, Ath. & Dance	14.00	06/01/16-06/30/16
Ramirez, Cindy	Tutorial Specialist I	Writing Center	17.00	07/01/16-08/26/16
Rasmussen, Steven	Interpreter IV	DSP&S	41.00	07/05/16-06/30/17
Rehrer, Jacob	Aquatics Assistant III	Continuing Education	12.00	06/20/16-06/30/16
Rehrer, Jacob	Aquatics Assistant III	Continuing Education	12.00	07/01/16-08/26/16
Rhoads, Carrie	Interpreter III	DSP&S	35.00	07/01/16-06/30/17
Rhoads, Jason	Interpreter III	DSP&S	35.00	07/01/16-06/30/17
Rider, Shannon	Project Coordinator	Research & Inst. Effect.	35.00	07/01/16-06/30/17
Rieben, Michael	Aquatics Assistant VII	Technical Services	16.00	07/01/16-06/30/17
Rincon, Priscilla	Paramedic Specialist	Medical Services	27.00	07/01/16-06/30/17
Rincon, Priscilla	EMT Specialist	Medical Services	21.00	07/01/16-06/30/17
Rodriguez, Linda	Project/Program Spec.	Continuing Education	25.00	07/01/16-12/30/16
Rosado, Jacklyn	Program Supervisor II	Technical Services	16.75	08/01/16-06/30/17
Sandoval, Mayra	CDC Teacher II	Child Development Center	11.25	07/01/16-06/30/17
Scotti, Lauren	Paramedic Specialist	Medical Services	27.00	07/01/16-06/30/17
Shih, Tien Hua	Tutorial Specialist IV	Tutorial Services LAC	23.25	07/01/16-06/30/17
Smith, Dallas	Paramedic Specialist	Medical Services	27.00	07/01/16-06/30/17
Sosa, Alexandria	Event Supervisor II	Technical Services	13.75	07/01/16-06/30/17
Sotomayor, Meghan	Interpreter I	DSP&S	25.00	07/01/16-06/30/17
Suh, Hansol	Interpreter I	DSP&S	25.00	07/01/16-06/30/17
Tanuvasa, Tamafaiga	Project Expert/Specialist	Student Services/GRASP	25.00	07/01/16-12/31/16
Todd, Kaitlyn	House Manager II	Technical Services	12.75	07/01/16-06/30/17
Torres, Candy	CDC Assistant	Child Development Ctr.	10.00	07/01/16-06/30/17
Tromble, Emily	Interpreter I	DSP&S	25.00	07/01/16-06/30/17
Tsai, Wilson	Paramedic Specialist	Medical Services	27.00	07/01/16-06/30/17
Tsai, Wilson	EMT Specialist	Medical Services	21.00	07/01/16-06/30/17
Tyra, Marie	Project Administrator	Grants	60.00	07/01/16-06/30/17
Uliana, Regina	Licensed Clinical Psych.	Student Health Services	49.00	07/01/16-06/30/17
Valencia, Susana	Program Supervisor II	Adult Basic Education	16.75	07/01/16-06/30/17
Valenzuela, Andrea	Tutorial Specialist I	Tutorial Services - LAC	17.00	06/20/16-06/30/16
Valenzuela, Andrea	Tutorial Specialist I	Tutorial Services - LAC	17.00	07/01/16-07/31/16

SUBJECT: Personnel Transactions**DATE:** August 17, 2016**Professional Expert Employees-Extended Assignments** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Vela, Edgar	Paramedic Specialist	Medical Services	27.00	07/01/16-06/30/17
Villa, Alfonso	Program Supervisor II	Adult Basic Education	16.75	07/01/16-06/30/17
Whetstone, Ryan	Project Administrator	School of Continuing Ed.	60.00	07/25/16-08/21/16
Wong, Martin	Teaching Aide	Adult Basic Education	13.50	06/20/16-06/30/16
Wong, Martin	Teaching Aide	Adult Basic Education	13.50	07/01/16-08/26/16
Yeo, Cody	Aquatics Assistant V	Aquatics	14.00	06/01/16-06/30/16

Student Employees

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Abdelnaour, Shady	Student Assistant II	Technology & Health	10.75	07/01/16-07/29/16
Acuna, Sean	Student Assistant IV	Student Health Services	12.25	07/01/16-08/28/16
Afutiti, Harriet	Student Assistant III	Information Technology	11.50	07/01/16-08/28/16
Agreda-Chavarry, Samantha	Student Assistant V	Child Development	13.00	07/01/16-07/31/16
Aguilera, Jessica	Student Assistant I	Child Development Center	10.00	07/01/16-08/26/16
Aguillon, Yadira	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Akhter, Sharmin	Student Assistant III	Business Division	11.50	07/01/16-08/28/16
Alayass, Khaoula	Student Assistant I	Child Development Center	10.00	07/01/16-08/26/16
Alberry, Katelyn	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Albertson, Catalina	Student Assistant III	Tutorial Services-LAC	11.50	07/01/16-07/29/16
Aldana, Carlos	Student Assistant V	Tutorial Services-LAC	13.00	07/01/16-07/31/16
Altamirano, Mayra	Student Assistant I	Agriculture	10.00	07/01/16-08/27/16
Alzaga, Angeuka	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Ambos, Justin	Student Assistant I	Child Development Center	10.00	07/01/16-08/26/16
Anaya, Sara	Student Assistant IV	Bridge Program	12.25	07/01/16-08/28/16
Ancira, Celia	Student Assistant III	Learning Assistance Ctr.	11.50	07/01/16-08/26/16
Anderson, Dane	Student Assistant III	Agriculture	11.50	07/01/16-08/27/16
Anderson-Hernandez, Krysten	Student Assistant II	Agriculture	10.75	07/01/16-08/27/16
Aneke, Eric	Student Assistant III	Writing Center	11.50	07/01/16-08/26/16
Antonios, Michael	Student Assistant II	Learning Assistance Ctr.	10.75	07/01/16-07/31/16
Araujo, Xally	Student Assistant II	Counseling	10.75	08/29/16-12/23/16
Arellano, Esther	Student Assistant I	Child Development Center	10.00	07/01/16-08/26/16
Arvizu, Irma	Student Assistant V	Agriculture	13.00	07/01/16-08/27/16
Ascencio, Juan	Student Assistant IV	Agriculture	12.25	07/01/16-08/27/16
Ascencio, Yvette	Student Assistant II	DSP&S	10.75	07/01/16-08/26/16
Ativalu, Abigail	Student Assistant IV	SSEED Program	12.25	07/01/16-08/28/16
August, Ayanna	Student Assistant III	AMLA	11.50	07/01/16-08/28/16
Avina Horta, Angelica	Student Assistant II	Counseling	10.75	08/29/16-12/23/16
Ayala, Luis	Student Assistant V	Natural Science Division	13.00	06/20/16-06/30/16
Banuchi, Ryan	Student Assistant III	Agriculture	11.50	07/01/16-08/27/16
Barajas, Alex	Student Assistant IV	Bridge Program	12.25	07/01/16-08/28/16
Barcenas, Jesus	Student Assistant IV	Bridge Program	12.25	07/01/16-08/28/16
Barton, Juliana	Student Assistant I	Child Development Center	10.00	06/20/16-06/30/16
Baydoun, Nawal	Student Assistant IV	Tutorial Services-LAC	12.25	07/01/16-07/31/16
Baydoun, Rola	Student Assistant II	Technology & Health	10.75	07/01/16-07/29/16

SUBJECT: Personnel Transactions**DATE:** August 17, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Beauzille, Annabelle	Student Assistant III	Learning Assistance Ctr.	11.50	07/01/16-08/28/16
Bernal, Amber	Student Assistant IIV	Financial Aid	12.25	07/05/16-07/31/16
Blas, Rodrigo	Student Assistant III	Adult Basic Education	11.50	07/05/16-07/28/16
Bodie, Shonnardo	Student Assistant III	Athletics	11.50	07/01/16-08/28/16
Bordallo, Ava	Student Assistant IV	ARISE Program	12.25	06/20/16-06/30/16
Brelle, Brittany	Student Assistant II	Technical Services	10.75	07/01/16-08/28/16
Briggs, Charles	Student Assistant V	Tutorial Services–LAC	13.00	07/01/16-07/31/16
Brockes, Christina	Student Assistant I	Animation	10.00	07/05/16-08/26/16
Buendia, Cindy	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Burleson, Travis	Student Assistant V	Agriculture	13.00	07/01/16-08/27/16
Cabanillas, Karen	Student Assistant II	DSP&S	10.75	07/01/16-08/26/16
Calderon, Nathalie	Student Assistant II	DSP&S	10.75	07/01/16-08/26/16
Campa, Saul	Student Assistant II	Counseling	10.75	08/29/16-12/23/16
Canete, Beatrice	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Cardenas, Anna	Student Assistant IV	EOPS/CARE	12.25	06/18/16-06/30/16
Cardozo, Rudolpho	Student Assistant IV	Tutorial Services-LAC	12.25	07/01/16-07/31/16
Carmona, Maegan	Student Assistant I	Bursar Office	10.00	07/05/16-08/26/16
Castellanos, Veronika	Student Assistant IV	EOPS/CARE	12.25	06/18/16-06/30/16
Castillo, Ashley	Student Assistant II	Assessment Center	10.75	07/01/16-08/26/16
Castillo, Ashley	Student Assistant II	Technical Services	10.75	07/01/16-08/26/16
Ceralde, Junnica Mae	Student Assistant IV	ARISE Program	12.25	06/13/16-06/30/16
Cervantes, Yoseline	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Cervera, Jayra	Student Assistant IV	Student Services-DREAM	12.25	07/01/16-08/28/16
Chaldron, Carlos	Student Assistant IV	Learning Assistance Ctr.	12.25	07/01/16-08/26/16
Charrette, Chelsea	Student Assistant I	Child Development Center	10.00	07/01/16-08/26/16
Chavarin, Stephanie	Student Assistant IV	Tutorial Services-LAC	12.25	07/01/16-07/31/16
Chen, Haoyu	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Chen, Haoyu	Student Assistant II	Tutorial Services- LAC	10.75	06/20/16-06/30/16
Chen, Haoyu	Student Assistant II	Tutorial Services-LAC	10.75	07/01/16-07/31/16
Chenet, Kevin	Student Assistant III	Bridge Program	11.50	07/01/16-08/28/16
Cho, Eddie	Student Assistant III	Learning Assistance Ctr.	11.50	06/20/16-06/30/16
Choi, Taehwan	Student Assistant I	Agriculture	10.00	07/01/16-08/27/16
Cobb, Raymond	Student Assistant III	Aspire Program	11.50	07/01/16-08/26/16
Cobian, Abraham	Student Assistant II	Public Safety	10.75	07/01/16-08/28/16
Contreras, Elizabeth	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Corcuera, Raul	Student Assistant III	Agriculture	11.50	07/01/16-08/27/16
Cornejo-Acosta, Veronica	Student Assistant I	Child Development Center	10.00	07/01/16-08/26/16
Corona, Victoria	Student Assistant IV	Agriculture	12.25	07/01/16-08/27/16
Cortez, Danny	Student Assistant II	Public Safety Dept	10.75	07/01/16-08/28/16
Cosme Lopez, David	Student Assistant IV	Student Services-DREAM	12.25	07/01/16-08/28/16
Covarrubias, Susana	Student Assistant V	Assessment Center	13.00	07/01/16-08/26/16
Cunningham, Mercedes	Student Assistant III	Aspire Program	11.50	07/11/16-08/26/16
Dalman, Samantha	Student Assistant I	Child Development Center	10.00	07/01/16-08/26/16
Davis, Tina	Student Assistant II	Agriculture	10.75	07/01/16-08/27/16
De Arco, Sebastian	Student Assistant V	STEM	13.00	06/21/16-06/30/16

SUBJECT: Personnel Transactions**DATE:** August 17, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
De Haro, Adrian	Student Assistant IV	Agriculture	12.25	07/01/16-08/27/16
Dela Cruz, Vanessa	Student Assistant III	Tutorial Services-LAC	11.50	07/01/16-07/31/16
DeLeon, Ariel	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Deyan, Briana	Student Assistant II	Agriculture	10.75	07/01/16-08/27/16
Dimitrious, Ghada	Student Assistant I	Child Development Center	10.00	07/01/16-08/26/16
Divens, Dianne	Student Assistant V	Business Division	13.00	07/05/16-08/28/16
Dizon, Courtney	Student Assistant II	DSP&S	10.75	07/01/16-08/26/16
Draper, Angela	Student Assistant I	Child Development Center	10.00	07/01/16-08/26/16
Duenas, Lara	Student Assistant III	Career Services	11.50	07/01/16-08/26/16
Duffin, Joshua	Student Assistant III	Agriculture	11.50	07/01/16-08/27/16
Dunlap, Dorian	Student Assistant III	Agriculture	11.50	07/01/16-08/27/16
Duran, Jacqueline	Student Assistant II	Writing Center	10.75	07/01/16-08/26/16
Duran, Lorena	Student Assistant III	Perkins - Career	11.50	07/12/16-08/26/16
Eap, Vichika	Student Assistant V	IT	13.00	07/01/16-08/26/16
Edwards, Lonnel	Student Assistant III	Research & Instruction	11.50	07/01/16-08/28/16
Elmassian, Erin	Student Assistant IV	Theater	12.25	07/01/16-08/26/16
Emerson, Ana	Student Assistant III	Career Services	11.50	07/01/16-08/26/16
Engle, Shantel	Student Assistant I	Natural Science Division	10.00	07/01/16-08/27/16
Escobar, Emily	Student Assistant I	Agriculture	10.00	07/01/16-08/27/16
Escobedo, Bianca	Student Assistant IV	Theater	12.25	07/01/16-08/26/16
Espiritu Toralloa, Anahi	Student Assistant II	DSP&S	10.75	08/29/16-02/24/17
Espiritu Toralloa, Anahi	Student Assistant II	DSP&S	10.75	07/01/16-08/26/16
Faamafoe, Manumalotaumafili	Student Assistant III	Foundation Office	11.50	07/01/16-08/28/16
Farrar, Brooke	Student Assistant II	Tutorial Services-LAC	10.75	07/01/16-07/31/16
Fernandez, Khris	Student Assistant III	Student Health Services	11.50	07/01/16-08/28/16
Fernandez, Rudolph	Student Assistant II	Agriculture	10.75	07/01/16-08/27/16
Figueroa, Maria	Student Assistant III	Counseling	11.50	08/29/16-12/23/16
Figueroa, Mario	Student Assistant V	Tutorial Services - LAC	13.00	07/01/16-07/31/16
Finau, Sateki	Student Assistant IV	ARISE Program	12.25	06/13/16-06/30/16
Flor, Raphael	Student Assistant IV	Student Services-DREAM	12.25	07/01/16-08/28/16
Flores, Anthony	Student Assistant III	ACES Program	11.50	06/20/16-06/30/16
Flores, Anthony	Student Assistant III	ACES Program	11.50	07/01/16-07/30/16
Flores, Brenda	Student Assistant I	Agriculture	10.00	03/15/16-06/30/16
Fonseka, Hewafonsekage	Student Assistant I	Business Division	10.00	07/05/16-07/28/16
Franco, Andrew	Student Assistant V	Grounds	13.00	07/01/16-08/28/16
Franco, Guillermo	Student Assistant III	Financial Aid	11.50	07/05/16-08/28/16
Frazier, Amanda	Student Assistant III	Child Development Center	11.50	07/01/16-08/28/16
Gabriel, Unique	Student Assistant II	Assessment & Matric.	10.75	07/01/16-08/26/16
Gallardo, Christopher	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Garay, Javier	Student Assistant II	Tutorial Services-LAC	10.75	07/01/16-07/31/16
Garcia, Jessica	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Garcia, Madeline	Student Assistant I	Child Development Center	10.00	07/01/16-08/26/16
Garcia, Raul	Student Assistant II	Public Safety	10.75	07/01/16-08/28/16
Garcia, Ricardo	Student Assistant II	DSP&S	10.75	07/01/16-08/26/16
Garcia, Terrence	Student Assistant III	Technology & Health	11.50	07/01/16-07/29/16

SUBJECT: Personnel Transactions**DATE:** August 17, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Garica, Alexis	Student Assistant III	Learning Assistance Ctr.	11.50	06/20/16-06/30/16
Garica, Alexis	Student Assistant III	Learning Assistance Ctr.	11.50	07/01/16-07/31/16
Gause, Kelsie	Student Assistant I	Child Development Center	10.00	07/01/16-08/26/16
Giannotti, Julia	Student Assistant IV	Agriculture	12.25	07/01/16-08/27/16
Gillett, Brandon	Student Assistant II	Business Division	10.75	07/05/16-07/28/16
Goff, Michael	Student Assistant V	Adult Basic Education	13.00	07/11/16-07/28/16
Gonzales, Catalina	Student Assistant II	Assessment Center	10.75	07/01/16-08/26/16
Gonzales, Vincent	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Gonzalez, Perla	Student Assistant IV	Student Services-DREAM	12.25	07/01/16-08/28/16
Gonzalez, Saharra	Student Assistant I	Child Development Center	10.00	07/01/16-08/26/16
Grajeda, Jeffrey	Student Assistant IV	Bridge Program	12.25	07/01/16-08/28/16
Guida,Ivana	Student Assistant III	ACES Program	11.50	07/01/16-07/30/16
Guida,Ivana	Student Assistant III	ACES Program	11.50	06/20/16-06/30/16
Guzman, Jasmine	Student Assistant IV	Financial Aid	12.25	07/05/16-07/31/16
Guzman, Steven	Student Assistant I	Technical Services	10.00	07/13/16-08/28/16
Gyras, Bola	Student Assistant II	Tutorial Services-LAC	10.75	07/01/16-07/31/16
Hadley, Sidonia	Student Assistant II	Counseling	10.75	08/29/16-12/23/16
Halliburton, Ashley	Student Assistant II	Tutorial Services-LAC	10.75	06/20/16-06/30/16
Halliburton, Ashley	Student Assistant II	Tutorial Services-LAC	10.75	07/01/16-07/31/16
Harris, Christopher	Student Assistant III	Perkins - Drafting	11.50	07/13/16-08/26/16
Hasenbein, John	Student Assistant IV	Tutorial Services-LAC	12.25	07/01/16-07/31/16
Hayman, Jason	Student Assistant III	Information Tech.	11.50	07/01/16-08/28/16
Hernandez, Diana	Student Assistant IV	Bridge Program	12.25	07/01/16-08/28/16
Hernandez, Jamie	Student Assistant I	Counseling	10.00	08/29/16-12/23/16
Hernandez, Roselia	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Herrera, Clara	Student Assistant I	Child Development Center	10.00	07/01/16-08/26/16
Herring, Andrea	Student Assistant II	Veterans Affairs	10.75	07/01/16-07/31/16
Hillman, Michael	Student Assistant III	Natural Science Division	11.50	07/01/16-08/28/16
Hilton, Jonathan	Student Assistant III	Aeronautics	11.50	07/01/16-08/18/16
Hinrichs, Kelly	Student Assistant IV	Tutorial Services-LAC	12.25	07/01/16-07/31/16
Hollins-Muhammad, Bashir	Student Assistant II	Horticulture	10.75	07/01/16-08/27/16
Holmes, Anita	Student Assistant II	Assessment Center	10.75	07/01/16-08/26/16
Houston, Malika	Student Assistant III	Aspire Program	11.50	07/01/16-08/26/16
Houston, Terrance	Student Assistant III	Aspire Program	11.50	07/01/16-08/26/16
Howard, Brenae	Student Assistant III	Child Development Center	11.50	07/01/16-08/28/16
Huang, Terry	Student Assistant III	ACES Program	11.50	07/01/16-08/28/16
Huang, Terry	Student Assistant III	ACES Program	11.50	06/03/16-06/30/16
Hunt, Jamar	Student Assistant III	Aspire Program	11.50	07/01/16-08/26/16
Hunter, Trent	Student Assistant III	Athletics	11.50	07/01/16-08/28/16
Huynh, Quyen	Student Assistant II	Assessment & Matric.	10.75	07/01/16-08/26/16
Huynh, Xuan	Student Assistant II	Assessment & Matric.	10.75	07/01/16-08/26/16
Iniguez, Michelle	Student Assistant III	Agriculture	11.50	07/01/16-08/27/16
Iskarder, Hiriam	Student Assistant II	Tutorial Services-LAC	10.75	07/01/16-07/31/16
Jara, Liliacna	Student Assistant III	Learning Assistance Ctr.	11.50	06/20/16-06/30/16
Jara, Liliacna	Student Assistant III	Learning Assistance Ctr.	11.50	07/01/16-07/31/16

SUBJECT: Personnel Transactions**DATE:** August 17, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Jett, Dakota	Student Assistant III	Tutorial Services-LAC	11.50	07/01/16-07/31/16
Jim, Michael	Student Assistant III	Agriculture	11.50	07/01/16-08/27/16
Jimenez, Adriana	Student Assistant V	Health Careers Res. Ctr.	13.00	07/01/16-08/18/16
Jimenez, Carlos	Student Assistant II	Agriculture	10.75	07/01/16-08/27/16
Jimerez, Carlos	Student Assistant III	Adult Basic Education	11.50	07/05/16-07/28/16
Johansen, Andrea	Student Assistant I	Child Development Center	10.00	07/01/16-08/26/16
Johnson, Shavonn	Student Assistant III	Adult Basic Education	11.50	07/05/16-08/26/16
Juarez, Ashley	Student Assistant II	Agriculture	10.75	07/01/16-08/27/16
Juarez-Ugalde, Alejandro	Student Assistant IV	Bridge Program	12.25	07/01/16-08/28/16
Juvera, Itzumi	Student Assistant IV	Student Services-DREAM	12.25	07/01/16-08/28/16
Kleve, Jeremy	Student Assistant II	Business Division	10.75	07/05/16-07/28/16
Lares, Deane	Student Assistant IV	Writing Center	12.25	07/01/16-08/26/16
Le, Khan	Student Assistant III	Information Tech.	11.50	07/01/16-08/28/16
Le, Sarah	Student Assistant I	Kinesiology, Ath. & Dance	10.00	06/01/16-06/30/16
Le, Sarah	Student Assistant I	Kinesiology, Ath. & Dance	10.00	07/01/16-08/28/16
Le, Sarah	Student Assistant I	Natural Science Division	10.00	07/01/16-08/28/16
Lee, Hoekgung	Student Assistant II	Library	10.75	06/20/16-06/30/16
Lee, Hoekgung	Student Assistant II	Tutorial Services - LAC	10.75	07/01/16-07/31/16
Lee, Phillip	Student Assistant I	Kinesiology, Ath. & Dance	10.00	06/01/16-06/30/16
Lewis, John	Student Assistant IV	Writing Center	12.25	07/01/16-08/26/16
Liu, Jennie	Student Assistant II	Assessment Center	10.75	07/01/16-08/26/16
Lizama, Breanne	Student Assistant III	HSO	11.50	07/01/16-08/28/16
Lopes, Blanca	Student Assistant III	Agriculture	11.50	07/01/16-08/27/16
Lopez, Anthony	Student Assistant III	ACES Program	11.50	06/03/16-06/30/16
Lopez, Anthony	Student Assistant III	ACES Program	11.50	07/01/16-08/28/16
Lopez, Mark	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Love, Yaminah	Student Assistant I	Business Division	10.00	07/05/16-08/28/16
Lu, Alice	Student Assistant V	Tutorial Services-LAC	13.00	07/01/16-07/31/16
Luc, Khoi	Student Assistant IV	EOPS/CARE	12.25	06/18/16-06/30/16
Lujanmonreal, Marco	Student Assistant II	Counseling	10.75	08/29/16-12/23/16
Luzuriaga-Aguirre, Rodrigo	Student Assistant III	Information Tech.	11.50	07/01/16-08/28/16
Lwanga, Peace	Student Assistant III	Perkins-Psychiatric	11.50	07/13/16-08/26/16
Macedo, Olimpia	Student Assistant III	Admissions & Records	11.50	07/01/16-08/28/16
Macias, Paige	Student Assistant V	STEM	13.00	06/20/16-06/30/16
Macias, Rhianna	Student Assistant IV	Writing Center	12.25	07/01/16-08/26/16
Magallon, Jesus	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Mahan, Megan	Student Assistant V	DSP&S	13.00	08/29/16-02/24/17
Malhotra, Rajat	Student Assistant IV	Bridge Program	12.25	07/01/16-08/28/16
Manrique,Adrian	Student Assistant III	ACES Program	11.50	07/01/16-07/30/16
Manrique,Adrian	Student Assistant III	ACES Program	11.50	06/20/16-06/30/16
Mares, Octavio	Student Assistant IV	Agriculture	12.25	07/01/16-08/27/16
Marinelli, Ana-Lia	Student Assistant III	Writing Center	11.50	07/05/16-08/26/16
Mariscal, Mayra	Student Assistant II	Tutorial Services-LAC	10.75	07/01/16-07/31/16
Marquez, Johnny	Student Assistant II	Business Division	10.75	07/05/16-07/28/16
Martinez, Adriana	Student Assistant II	Public Safety Dept	10.75	07/01/16-08/28/16

SUBJECT: Personnel Transactions**DATE:** August 17, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Martinez, Crystal	Student Assistant II	Counseling	10.75	08/29/16-12/23/16
Martinez, Eliane	Student Assistant II	DSP&S	10.75	07/01/16-08/26/16
Martinez, Fabian	Student Assistant IV	EOPS/CARE	12.25	07/01/16-08/27/16
Martinez, Graciela	Student Assistant III	Learning Assistance Ctr.	11.50	06/20/16-06/30/16
Martinez, Grauela	Student Assistant III	Tutorial Services-LAC	11.50	07/01/16-07/31/16
Martinez, Janell	Student Assistant IV	Bridge Program	12.25	07/01/16-08/28/16
Martinez, Shawdae	Student Assistant II	Assessment & Matric.	10.75	07/01/16-08/26/16
Martinez-Luna, David	Student Assistant III	Bridge Program	11.50	07/01/16-08/28/16
Matavaio, Ruth	Student Assistant IV	ARISE Program	12.25	06/13/16-06/30/16
Mathis-Thomas, Crystal	Student Assistant IV	Learning Assistance Ctr.	12.25	07/01/16-08/26/16
McLaughlin, Sean	Student Assistant IV	Agriculture	12.25	07/01/16-08/27/16
Medina, Danielle	Student Assistant II	DSP&S	10.75	07/01/16-08/26/16
Mendoza, Jasmine	Student Assistant III	Bridge Program	11.50	07/01/16-08/28/16
Miranda, Jaimie	Student Assistant V	Agriculture	13.00	07/01/16-08/27/16
Moberg, Jessyca	Student Assistant I	Child Development Center	10.00	07/01/16-08/26/16
Mody, Paran	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Moline, Jordan	Student Assistant IV	Writing Center	12.25	07/01/16-08/26/16
Montes, Daisy	Student Assistant II	Assessment Center	10.75	07/01/16-08/26/16
Montoya, Kimberly	Student Assistant III	Fashion/Business Division	11.50	07/05/16-08/28/16
Morales, Lucky	Student Assistant III	Financial Aid	11.50	07/05/16-08/28/16
Morales, Michelle	Student Assistant III	Learning Assistance Ctr.	11.50	07/01/16-08/28/16
Morales, Ryan	Student Assistant I	Kinesiology, Ath. & Dance	10.00	03/01/16-06/12/16
Moreno, David	Student Assistant IV	Adult Basic Education	12.25	06/13/16-06/30/16
Moreno, David	Student Assistant IV	Adult Basic Education	12.25	07/05/16-08/26/16
Morkos, Christina	Student Assistant IV	Tutorial Services-LAC	12.25	07/01/16-07/31/16
Morlera, Gerald	Student Assistant III	ACES Program	11.50	06/17/16-06/30/16
Morlera, Gerald	Student Assistant III	ACES Program	11.50	07/01/16-08/28/16
Muehlen, Brian	Student Assistant V	Agriculture	13.00	07/01/16-08/27/16
Muhammad, Bashir	Student Assistant III	Agriculture	11.50	07/01/16-07/28/16
Myers, Andrea	Student Assistant III	Admissions & Records	11.50	07/01/16-08/26/16
Natatsui, Mark	Student Assistant III	Agriculture	11.50	07/01/16-08/27/16
Nebedum, Adaeze	Student Assistant IV	Chemistry	12.25	07/01/16-08/26/16
Nguyen, Catherine	Student Assistant III	Career & Transfer Center	11.50	07/01/16-08/26/16
Nguyen, My	Student Assistant V	STEM	13.00	06/20/16-06/30/16
Nguyen, My	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Nguyen, Tam	Student Assistant III	Tutorial Services-LAC	11.50	07/01/16-07/31/16
Nguyen, Thanh	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Nunez, Destiny	Student Assistant IV	Student Services	12.25	07/01/16-08/28/16
O'Brien, Sophia	Student Assistant IV	Writing Center	12.25	07/01/16-08/26/16
Ocegueda, Dania	Student Assistant III	ACES Program	11.50	06/20/16-06/30/16
Ocegueda, Dania	Student Assistant III	ACES Program	11.50	07/01/16-07/30/16
Ochoa, Orlando	Student Assistant V	Agriculture	13.00	07/01/16-08/27/16
Ochoa-Rojas, Isamar	Student Assistant II	DSP&S	10.75	07/01/16-08/26/16
Ochotorena, Martin	Student Assistant II	Counseling	10.75	08/29/16-12/23/16
Olivas, Juanita	Student Assistant II	Counseling	10.75	08/29/16-12/23/16

SUBJECT: Personnel Transactions**DATE:** August 17, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Orihuela, Mariafe	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Orona, Cynthia	Student Assistant I	Library	10.00	06/13/16-06/30/16
Orona, Cynthia	Student Assistant I	Library	10.00	07/01/16-08/26/16
Osei-Akosa, Justinian	Student Assistant III	Agriculture	11.50	07/01/16-08/27/16
Pacheco, Ismael	Student Assistant III	Adult Basic Education	11.50	07/05/16-08/28/16
Paez, Julian	Student Assistant II	Counseling	10.75	08/29/16-12/23/16
Palma-Tejeda, Edith	Student Assistant IV	Bridge Program	12.25	07/01/16-08/28/16
Paniagua, Manicarmen	Student Assistant I	Learning Assistance Ctr.	10.00	07/01/16-07/31/16
Pardorla, Carlos	Student Assistant IV	Bridge Program	12.25	07/01/16-08/28/16
Pavon, Fabian	Student Assistant IV	Bridge Program	12.25	07/01/16-08/28/16
Pena, Kelly	Student Assistant III	Bridge Program	11.50	07/01/16-08/28/16
Perez, Anthony	Student Assistant III	IT	11.50	07/01/16-08/28/16
Perez, David	Student Assistant V	Music	13.00	07/01/16-08/26/16
Perez, Robert	Student Assistant III	Agriculture	11.50	07/01/16-08/27/16
Phillips, Donna	Student Assistant V	Writing Center	13.00	07/01/16-08/26/16
Pia, Tiffany	Student Assistant I	DSP&S	10.00	07/01/16-08/28/16
Pina, Melissa	Student Assistant II	Agriculture	10.75	07/01/16-08/27/16
Pineda, Alexander	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Porras, Victoria	Student Assistant V	Agriculture	13.00	07/01/16-08/27/16
Porter, Charles	Student Assistant I	Agriculture	10.00	07/01/16-08/27/16
Pringle, Kristen	Student Assistant V	Writing Center	13.00	07/01/16-08/26/16
Prizio, Victoria	Student Assistant IV	Student Health Services	12.25	07/01/16-08/28/16
Pulido, Angel	Student Assistant III	Payroll	11.50	07/01/16-08/28/16
Pulido, Angel	Student Assistant III	Payroll	11.50	06/22/16-06/30/16
Quinones, Christian	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Quiroz, Miguel	Student Assistant I	Child Development Center	10.00	07/12/16-08/26/16
Qureshi, Maryam	Student Assistant V	Assessment & Matric.	13.00	07/01/16-08/26/16
Qureshi, Maryam	Student Assistant V	Technical Services	13.00	07/01/16-08/26/16
Raigoza, Dalya	Student Assistant II	Counseling	10.75	08/29/16-12/23/16
Ramirez Ruelas, Wendy	Student Assistant I	Child Development Center	10.00	07/01/16-08/26/16
Ramirez, Abraham	Student Assistant IV	Writing Center	12.25	07/01/16-08/26/16
Ramirez, Rocio	Student Assistant II	DSP&S	10.75	07/01/16-08/26/16
Rancano, Mitzy	Student Assistant II	Assessment & Matric.	10.75	07/01/16-08/26/16
Ravel, Michelle	Student Assistant II	Natural Science Division	10.75	07/01/16-08/27/16
Reyes, Maribel	Student Assistant I	Agriculture	10.00	07/01/16-08/27/16
Reyna, Marvin	Student Assistant V	Tutorial Services - LAC	13.00	07/01/16-07/31/16
Richmond, London	Student Assistant III	Financial Aid	11.50	07/05/16-08/28/16
Rivera, Julia	Student Assistant II	DSP&S	10.75	07/01/16-08/26/16
Rivera, Lysania	Student Assistant I	Child Development Center	10.00	07/01/16-08/26/16
Robinson, Jacob	Student Assistant I	Learning Assistance Ctr.	10.00	06/20/16-06/30/16
Robinson, Jacob	Student Assistant I	Learning Assistance Ctr.	10.00	07/01/16-07/31/16
Rodriguez, Ashley	Student Assistant III	Business Division	11.50	07/05/16-08/28/16
Rodriguez, Carolina	Student Assistant IV	Tutorial Services - LAC	12.25	07/01/16-07/31/16
Romero, Alexandria	Student Assistant V	Tutorial Services - LAC	13.00	07/01/16-07/29/16
Rowlett, Becky	Student Assistant II	DSP&S	10.75	07/01/16-08/26/16

SUBJECT: Personnel Transactions**DATE:** August 17, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Ruiz, Sigfredo	Student Assistant IV	Writing Center	12.25	07/01/16-08/26/16
Salazar-Bredin, Theresa	Student Assistant III	Agriculture	11.50	07/01/16-08/27/16
Sanchez, Anthony	Student Assistant III	Career Services	11.50	07/01/16-08/26/16
Sanchez, Xochitl	Student Assistant II	DSP&S	10.75	07/01/16-08/26/16
Sandoval, Cassandra	Student Assistant III	Bridge Program	11.50	07/01/16-08/28/16
Sanford, Nicole	Student Assistant III	Fashion/Business Division	11.50	07/01/16-08/28/16
Santana, Madison	Student Assistant IV	Bridge Program	12.25	07/01/16-08/28/16
Saucedo, Jose	Student Assistant V	STEM	13.00	06/20/16-06/30/16
Schaupp, Matthew	Student Assistant V	Tutorial Services-LAC	13.00	07/01/16-07/29/16
Schmidt, Hannah	Student Assistant IV	Aquatics	12.25	06/01/16-06/30/16
Schmidt, Hannah	Student Assistant IV	Aquatics	12.25	07/01/16-08/28/16
Schneider, Eric	Student Assistant IV	Learning Assistance Ctr.	12.25	07/01/16-08/26/16
Seumalo, Kataferu	Student Assistant III	Learning Lab	11.50	07/01/16-08/28/16
Shen, Dylan	Student Assistant IV	Learning Assistance Ctr.	12.25	07/01/16-08/26/16
Sifuentes, Sergio	Student Assistant I	Child Development Center	10.00	07/01/16-08/26/16
Siufanua, KJ	Student Assistant III	Business Computer Lab	11.50	07/01/16-08/28/16
Soemardy, Ebryanto	Student Assistant II	Tutorial Services-LAC	10.75	07/01/16-07/31/16
Soliai, Nathan	Student Assistant III	Student Life Center	11.50	07/01/16-08/28/16
Sommers, Rhys	Student Assistant III	Tutorial Services-LAC	11.50	07/01/16-07/31/16
Sotomayor, Vidal	Student Assistant IV	Learning Assistance Ctr.	12.25	07/01/16-08/26/16
Spellman, Matthew	Student Assistant V	Information Tech.	13.00	07/01/16-08/26/16
Stella, Michael	Student Assistant V	DSP&S	13.00	06/20/16-06/30/16
Stella, Michael	Student Assistant V	DSP&S	13.00	07/01/16-08/26/16
Tabuena, Vincent	Student Assistant III	Tutorial Services-LAC	11.50	07/01/16-07/31/16
Tadrous, Monika	Student Assistant III	Technology & Health	11.50	07/01/16-07/29/16
Tafao, Kaleb	Student Assistant III	Student Life Center	11.50	07/01/16-08/28/16
Tapia Lopez, Saydi	Student Assistant III	Bridge Program	11.50	07/01/16-08/28/16
Thomas, Oliana	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Tikande, Kote	Student Assistant III	ACES Program	11.50	06/17/16-06/30/16
Tikande, Kote	Student Assistant III	ACES Program	11.50	07/01/16-08/28/16
Togiai, Andrew	Student Assistant III	Learning Assistance Ctr.	11.50	07/01/16-08/28/16
Torres, Alejandro	Student Assistant IV	Financial Aid	12.25	07/05/16-07/31/16
Torres, Ised	Student Assistant I	Child Development Center	10.00	07/01/16-08/26/16
Tran, Tina	Student Assistant II	Adult Basic Education	10.75	07/05/16-07/28/16
Trejo, Marilyn	Student Assistant III	Counseling	11.50	08/29/16-12/23/16
Trujillo-Nesrole, Adriana	Student Assistant IV	Student Services-DREAM	12.25	07/01/16-08/28/16
Tse, Romand	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Tseng, Mercedes	Student Assistant III	Perkins- Career	11.50	07/20/16-08/26/16
Uiagalelei. Merosa	Student Assistant III	Financial Aid	11.50	07/01/16-08/28/16
Vaca, John	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Valladares, Destina	Student Assistant III	HSS Division	11.50	07/05/16-08/26/16
Valladares, Dunia	Student Assistant III	DSP&S	11.50	06/20/16-06/30/16
Valladares, Dunia	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Van Winkle, Rachel	Student Assistant III	Fashion/Business Division	11.50	07/01/16-08/28/16
VanGordon, Dolores	Student Assistant V	STEM	13.00	06/20/16-06/30/16

SUBJECT: Personnel Transactions**DATE:** August 17, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
VanGordon, Dolores	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Vaquerano, Carolina	Student Assistant II	Tutorial Services – LAC	10.75	07/01/16-07/31/16
Vargas, Erica	Student Assistant I	Child Development Center	10.00	07/01/16-08/26/16
Vazques-Ceja, Jorge	Student Assistant IV	Bridge Program	12.25	07/01/16-08/28/16
Velasco Garcia, Liliana	Student Assistant I	DSP&S	10.00	07/01/16-08/26/16
Villa, Abigail	Student Assistant III	Learning Assistance Ctr.	11.50	07/01/16-08/28/16
Villa, Maria	Student Assistant I	Child Development Center	10.00	07/01/16-08/26/16
Villanueva, Adrian	Student Assistant IV	Animation	12.25	07/05/16-08/26/16
Villanueva, Lorenzo	Student Assistant V	Agriculture	13.00	07/01/16-08/27/16
Villatoro, Christopher	Student Assistant IV	Bridge Program	12.25	07/01/16-08/28/16
Villegas, Amanda	Student Assistant V	Technology & Health	13.00	07/01/16-08/18/16
Villegas, Melissa	Student Assistant IV	Technology & Health	12.25	06/27/16-06/30/16
Villegas, Melissa	Student Assistant IV	Technology & Health	12.25	07/01/16-08/18/16
Vincent, Kameron	Student Assistant IV	Child Development Center	12.25	07/01/16-08/28/16
Wallace, Michael	Student Assistant V	STEM	13.00	07/01/16-08/27/16
Walper, Sydney	Student Assistant V	STEM	13.00	07/01/16-08/27/16
Wangsadipura, Amy	Student Assistant V	Communication	13.00	06/20/16-06/30/16
Wangsadipura, Amy	Student Assistant V	Communication	13.00	07/01/16-08/26/16
Wei, Carolyn	Student Assistant I	Child Development Center	10.00	07/01/16-08/26/16
Wenceslao, Joanne	Student Assistant III	DSP&S	11.50	06/27/16-06/30/16
Wenceslao, Joanne	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Williams, Courtney	Student Assistant V	Agriculture	13.00	07/01/16-08/27/16
Wilson, Ariana	Student Assistant III	Aspire Program	11.50	07/01/16-08/28/16
Woolvett, Mackenzie	Student Assistant IV	Agriculture	12.25	07/01/16-08/27/16
Wu, Hannah	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Yassa, Anthony	Student Assistant III	Bridge Program	11.50	07/01/16-08/28/16
Yen, Tiffany	Student Assistant V	STEM	13.00	07/01/16-08/28/16
Yip, Darren	Student Assistant II	Perkins - Interior Design	10.75	07/01/16-08/26/16
Yusufali, Zoher	Student Assistant III	ACES Program	11.50	06/16/16-06/30/16
Yusufali, Zoher	Student Assistant III	ACES Program	11.50	07/01/16-08/28/16
Zamitiz, Cihali	Student Assistant I	Business Division	10.00	07/05/16-07/28/16
Zapata, Alexander	Student Assistant V	Adult Basic Education	13.00	07/05/16-07/28/16
Zaw, Pyae	Student Assistant II	Natural Science Division	10.75	07/01/16-08/01/16
Zendejas, Trinidad	Student Assistant IV	Agriculture	12.25	07/01/16-08/27/16
Zhang, Juefan	Student Assistant II	Tutorial Services - LAC	10.75	07/01/16-07/31/16
Zuinga, Adrian	Student Assistant III	Kinesiology	11.50	07/01/16-08/28/16

Student Trustee

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Nuyda, Aneca	Assoc. Student Pres.	Student Life Center	500.00*	07/01/16-06/30/17
Santos, Elizabeth	Student Trustee	President's Office	400.00*	07/01/16-06/30/17

*Paid on a monthly basis

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

DATE: August 17, 2016

CONSENT

SUBJECT: Mediation Training with American Arbitration Association

BACKGROUND

The Faculty Association Agreement will be shifting from a mediation to a conciliation step in the grievance process. In an effort to train the Faculty Association and District in this process, the District and Faculty Association require the service of a firm that specializes in conflict resolution training. The American Arbitration Association can provide such services. This training will provide insight and discussion on conciliation issues, examining conflict and its impact on people, and organization from the managerial perspective. Participants will explore the "Alternative Dispute Resolution" continuum in terms of the benefits, costs, and risks underlying each alternative; will identify basic "interest-based" communication and negotiation techniques in managing conflict; and will learn to apply mediation and conciliation principles in context of Level II (20.B.2) of the grievance process set forth in the District/Faculty Association Collective Bargaining Agreement.

ANALYSIS AND FISCAL IMPACT

The services of the American Arbitration Association for mediation training on September 16, 2016, will be split between the District and the Faculty Association and will not exceed \$4,000. In addition, food will be provided to the participants and will not exceed \$750.

Funding Source

Unrestricted General Fund - \$2,750 and the Faculty Association - \$2,000.

RECOMMENDATION

It is recommended that the Board of Trustees approves the mediation training with the American Arbitration Association.

Reviewed by: Peter Parra
 Recommended by: Bill Scroggins Agenda Item: Consent #18

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 17, 2016</u>	CONSENT
SUBJECT:	<u>New and/or Revised Management Job Classification Descriptions</u>	

BACKGROUND

To reflect the current needs of the College, the following Management job classification descriptions are being submitted for additions and/or modifications. Please note additions are underlined and deletions are stricken:

- Associate Vice President, Instruction; and
- Director, Honors Program.

ANALYSIS AND FISCAL IMPACT

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

Funding Source

Not applicable.

RECOMMENDATION

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

Recommended by:	<u>Bill Scroggins</u>	Reviewed by:	<u>Peter Parra</u>
		Agenda Item:	<u>Consent #19</u>

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: August 17, 2016

**~~EXECUTIVE DEAN~~ ASSOCIATE VICE PRESIDENT, INSTRUCTIONAL SERVICES
FLSA: EXEMPT – M-23**

DEFINITION

Under administrative direction of the Vice President of Instruction, plans, organizes, controls, and provides administrative direction and oversight for all operations and support functions of the Instructional Services Department, including credit and non-credit instructional programs and services. Provides leadership and oversight for development, implementation and analysis of enrollment management strategies, initiatives and efficiencies. Oversees department-wide planning and program development in accordance with mission, goals, and objectives of the District and department. Provides direct support to and coordination among other managers in the Instructional Services Department. Exercises general direction and supervision over professional, technical, and administrative support staff through subordinate levels of management and supervision. Coordinates assigned programs with other District divisions, departments, officials, outside agencies, and the public. Fosters cooperative working relationships among District divisions and departments and with various public and private groups. Provides highly responsible and complex professional assistance to the Vice President of Instruction in areas of expertise and performs related work as required. Serves as a member of the Instruction Team and coordinates and directs communication, information, resources, and personnel to meet the Instructional needs of the college and enhance the effectiveness of academic programs.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Vice President, Instruction. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

The Associate Vice President ~~Executive Dean~~ position oversees, controls, and directs programs and services of the Instructional Services Department, including short- and long-term planning and program development, enrollment management and administration of departmental policies, procedures, and programs. This position provides direct assistance to the Vice President of Instruction in a variety of administrative, management, analytical, and liaison capacities. Responsibilities include developing, implementing and analyzing enrollment management strategies, coordinating activities of the department with those of other divisions, departments, and outside agencies, and managing and overseeing the complex and varied functions of the Instructional division. The incumbent is accountable for accomplishing Instructional division planning, goals, and objectives and for furthering District goals and objectives within general policy guidelines.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: August 17, 2016

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Plan, organize, control and direct instructional support functions to assist the Vice President in planning, development, and implementation of college processes and Instruction Office support services.
- Directly represent the Vice President of Instruction as assigned.
- Provide administrative leadership and oversight for implementation of enrollment management strategies/initiative/efficiencies. Facilitate development of college FTES and other targets based on financial and enrollment goals.
- Promote effectiveness, efficiency, cooperation, coordination, and communication among departments and all constituencies within the Instruction Team.
- Develop, disseminate and interpret analytical information related to programs, services, and processes and analytics supportive of educational planning, student learning outcomes, enrollment trends, accreditation, and required internal and state/federal external reports and provide and/or oversee training in these areas.
- Assess, develop, implement and, evaluate strategies to monitor and improve the quality of educational services. Coordinate the preparation, development, design, composition and dissemination of class schedules, catalogs and a variety of other promotional and informational publications and materials.
- Serve as liaison between the Instruction Office and other College departments and teams to resolve instructional issues in a timely manner.
- Provide leadership on designated college committees and task force groups in addressing issues of importance to the college.
- Assist in ensuring that instructional programs and services comply with established College, State, and Federal standards, requirements, laws, codes, rules, regulations, policies and procedures.
- Facilitate and enhance governance processes/relationships. Understand and support the role of faculty in participatory governance as delineated in Education Code and Title 5.
- Collaborate closely with the Academic Senate in reviewing and monitoring curriculum for instructional programs and courses to assure compliance with established curriculum standards and Education Code requirements. Provide program analysis, assist in program development, and plan for curriculum additions, modifications, and deletions.
- Work effectively with community groups, educational entities, business, industry, government and legislative bodies to develop partnerships which result in improved service to the community and students.
- Maintain current knowledge of new developments and innovations in community colleges and higher education in general; recommend changes to maintain relevance of programs and services to meet student and community needs. Plan, implement, and evaluate change with appropriate consultation. Foster a culture of evidence in support of decision making processes.
- Supervise and evaluate the performance of assigned classified staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; coordinate staff work assignments and schedules, and review work to assure compliance with established standards, requirements, and procedures.

SUBJECT: New and/or Revised Management Job Classification Descriptions

DATE: August 17, 2016

- Provide consultation and technical expertise to staff, faculty, administrators and others concerning College operations and activities; respond to inquiries and provide detailed and technical information concerning College programs, departments, services, curriculum, courses and related matters; assure proper and timely resolution of student, staff, faculty, and administrative issues, complaints, and conflicts.
- Develop and prepare the annual preliminary budget for assigned categorical programs; monitor and analyze operations, activities, programs and courses to determine educational and financial effectiveness and operational efficiency; periodically analyze and review budgetary and financial data; control and authorize expenditures related to these categorical program activities.
- Direct the preparation and maintenance of a variety of records including annual program review, enrollment management, and curriculum; assure that mandated reports are submitted appropriately according to established timelines.
- Provide technical information and assistance to the Vice President of Instruction regarding instructional services, activities, needs and issues; participate in the formulation and development of policies, procedures and programs.
- Provide technical guidance and direction for collective bargaining activities as assigned by the position; participate in negotiations with unions and management; maintain confidentiality regarding issues related to negotiations and collective bargaining issues.
- Attend and conduct various meetings as assigned; serve as a member of the Instruction Team; attend and participate in various advisory boards and committees; prepare and deliver oral presentations concerning College programs, courses, services, needs and issues.
- Operate a variety of office equipment including a computer and assigned software.
- Assume leadership and additional duties within the Division and College as needed.

QUALIFICATIONS

Knowledge of:

- Successful performance of the work requires knowledge of education policy, and functions and activities and the ability to develop, oversee, and implement projects and programs in a variety of areas.
- College, State and federal standards and requirements governing academic programs.
- Instructional techniques and strategies related to assigned instructional departments and courses; Student Learning Outcomes assessment best practices.
- Principles and practices of effective administration, QUAL supervision, evaluation, and training.
- Principles, practices, procedures and techniques involved in the development and implementation of curriculum standards and instructional programs, services, plans, strategies, processes, systems, projects, courses, goals, and objectives.
- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and supervision of staff, either directly or through subordinate levels of supervision.

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- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Technical, legal, financial, and public relations issues associated with the management of instructional services and programs.
- 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.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and staff, including individuals of various ages, disabilities, and socio-economic and ethnic groups.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.

Skills and Abilities to:

- Work effectively with students, faculty, and staff from multi-cultural backgrounds and promote access and equity.
- Analyze situations accurately and adopt an effective course of action; plan-prioritize, and organize work; meet schedules and timelines.
- Make independent decisions within legal and general policy and regulatory guidelines.
- Identify resources and develop grant or special project applications in partnership with Grant's Office.
- Plan, organize, coordinate, evaluate and direct college-wide instructional operations, activities, programs, and services.
- Coordinate and direct communications, educational planning activities, program development functions, courses, curriculum and information to meet College and student needs and enhance the educational effectiveness of the College.
- Supervise and evaluate the performance of assigned faculty and classified staff.
- Direct and participate in the development, analysis, and implementation of College programs, services, plans, strategies, processes, systems, projects, courses, goals and objectives.
- Recommend course amendments and curriculum changes as appropriate.
- Assure proper and timely resolution of student, staff, faculty, department, program and related issues, complaints and conflicts.
- Provide consultation and technical expertise concerning college operations and activities
- Communicate effectively, both orally and in writing.
- Direct the maintenance of a variety of reports, records and files related to assigned activities; prepare comprehensive narrative and statistical reports.

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- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the departments and assigned program areas.
- Prepare and administer large and complex 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 management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Conduct effective negotiations and effectively represent the department in meetings with governmental agencies and various educational, businesses, 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.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- 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 any academic discipline.
- Five (5) years of increasingly responsible experience involving leadership of instructional services or related programs.

Desirable Qualifications:

- Direct oversight and supervision of an instructional division.
- A minimum of five (5) years as an instructor at the college level.
- Previous experience with curriculum development and innovation; design and implementation of planning, research and assessment activities; utilization of enrollment management in schedule planning and analysis.
- Previous experience with accreditation processes, including development of self-study, evidence collection and organization, and related reports.

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- General understanding of various facets of information technology and knowledge management support systems and Student Learning Outcome design, development, implementation and assessment.
- Demonstrated support for faculty and staff professional development.

Licenses and Certifications:

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

PHYSICAL DEMANDS

This is primarily a sedentary office classification although standing and walking between work areas may be required. Must possess mobility to work in a standard office and classroom setting; operate a motor vehicle, and to visit various on and off campus sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment and occasional bending stooping, kneeling, reaching, pushing, and pulling. Ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

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

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**DIRECTOR, HONORS PROGRAM
FLSA: EXEMPT – M-10 15**

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).~~
- Serves as primary advisor for Alpha Omega Alpha chapter of PTK and Honors Ambassadors; train co-advisors; attends general and officers meetings on a weekly basis.
- Oversees leadership training for new officers; consults regularly with each officer concerning his/her duties, program, and events.
- Coordinates with other departments and divisions in scheduling program classes. Coordinate Honors course scheduling; review schedule of classes for accurate information and course listings relating to the Honors program.

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- Work with professors, departments, and deans to optimize Honors enrollment management policies.
- Maintain ongoing communication with administration and faculty regarding Honors events and opportunities and enrollment trends in Honors courses.
- ~~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 Prepare and administer the annual Honors Program budget, monitor budget and auxiliary accounts for Honors programs and secures alternate sources of funding as appropriate such as grants and other relevant sources.~~
- ~~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. Hires, trains, evaluates, and develops assigned personnel.~~
- Facilitate the development of strategic plans for the program and manages relevant and appropriate activities resulting from the goals of that strategic planning. Prepare annual reports as needed.
- Work with other faculty, departments, divisions and various disciplines to offer appropriate honors courses.
- ~~Participates in the recruitment of students Supports marketing and recruitment efforts on campus and in local high schools to recruit qualified students for Honors. evaluates applications, transcripts, and other academic records, and approves students for program admission. and continued program eligibility.~~
- ~~Evaluates applications, transcripts, and other academic records to approve students for program admission.~~
- ~~Plans, organizes, and implements program events, including orientation for new program participants, graduation parties, conferences, and mandatory meetings. Plans events including orientations and student workshops to support Honors students' efforts for transfer and securing scholarships.~~
- ~~Counsels students on college admission processes, study abroad programs, projects, and award submissions. Maintain current communication with Honors students and various campus offices to ensure that students in the program are aware of Honors program activities as well as deadlines for transfer and scholarship applications.~~
- Advise and monitors students in person, writing, e-mail, and by phone.
- Review student records to certify completion of program and Transfer Articulation Program (TAP) certification.

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- ~~Compiles and analyzes data and prepares comprehensive technical records and reports, including reports for transfer partners, ePIE, and program reviews. Compiles materials and analyzes data regarding enrollment, student success, retention, and transfer.~~
- ~~Reviews and selects student work for conference presentations; assists students with presentation preparation. Publicize undergraduate conference opportunities for Honors students and facilitates student participation in conference presentations, accompanying students to conferences.~~
- ~~Schedule, plan, and provide leadership for Honors Advisory Council meetings; consults with Council members concerning policy revisions and emerging trends within the Honors Program.~~
- ~~Organizes workshops for faculty members teaching in the Honors Program. Collaborate in the recruitment of new Honors professors and assists Honors professors in understanding Program policies and practices.~~
- ~~Interacts with transfer partner institutions, including four-year universities and colleges. Maintain contact with transfer partners, especially concerning scholarship opportunities and articulation with their Honors programs; represents Mt. SAC at monthly Honors Transfer Council of California meetings.~~
- ~~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. Maintain communication with Honors directors and counselors of other community college Honors programs; attends regional and national meetings to maintain currency in areas such as transfer articulation, leadership, undergraduate research opportunities, and best practices for excellent Honors programs.~~
- ~~Manage, track, and coordinate relevant and appropriate activities for the Honors College cohort students including, scheduling classes, workshops, trainings, and fieldtrips.~~
- ~~Manage Honors peer mentor program including hiring, supervising and tracking the recruitment of target populations including coordinating retreats, leadership trainings, field trips, and providing training and supervision for peer mentors.~~
- ~~Maintain and update Honors website to function as a dynamic communication tool for the students and the campus.~~
- ~~Advise, provide guidance, and prepare and deliver presentations on issues pertaining to the Honors Program.~~
- ~~Supervise collaborative planning processes for events, projects and activities.~~
- ~~Maintains and directs the maintenance of working and official departmental files.~~
- ~~Monitor 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.~~

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- ~~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.~~
- Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ~~Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff. Planning, organizing, and directing the operations of a comprehensive Honors Program (including Phi Theta Kappa Honors Society and the Honors Ambassadors Club).~~
- ~~Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs. Budget preparation and control.~~
- ~~Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures. Principles, practices, and procedures for the evaluation and supervision of personnel.~~
- ~~Principles and practices of developing, implementing, and evaluating the Honors Program. Instructional techniques, materials, and strategies related to effective maintenance of a high quality Honors program.~~
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.
- Curriculum model standards for Honors courses.
- Effective policies and practices in supporting the needs of Honors program students.
- Application and transfer process for four-year colleges and universities.
- Effective practices for event planning.
- 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.

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- 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.
- ~~➤ 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. Interpret, apply, and explain laws, codes, regulations, policies, and procedures related to Honors programs.
- ~~➤ 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.~~
- Coordinate activities to ensure compliance with established requirements for Honors programs.
- Analyze situations accurately and adopt an effective course of action.
- Monitor, evaluate, and modify services and procedures to enhance/the educational effectiveness of the Honors programs and their capacity to meet student needs.
- Develop, Implement, and conduct new student orientations and assist with workshops necessary for successful student applications to transfer institutions.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare comprehensive narrative and statistical reports including management and analysis of data.
- ~~➤ 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. Meet schedules and timelines.
- Operate modern office equipment including computer equipment and specialized software applications programs (i.e. Banner, OnBase, Argos, Sandbox, OmniUpdate, and Acrobat Professional). Operate a computer and assigned office equipment.
- Use technology including Banner, OnBase, Argos, Sandbox, OmniUpdate, and Acrobat Professional.

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- 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. Work independently with little direction; plan and organize work.~~
- ~~Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work. Establish and maintain cooperative and effective working relationships with students, faculty, and administrators related to assigned programs.~~

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.~~

Equivalent to a Master's degree from a regionally accredited college or university and two (2) years college program management experience.

Preferred Qualifications:

- Five years community college teaching.
- Two years community college Honors teaching.
- Two years Honors program administration.

Licenses and Certifications:

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

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

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and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

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: <u>August 17, 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 descriptions are being submitted for additions and/or modifications. Please note additions are underlined and deletions are stricken:

- Business Analyst;
- Coordinator, CARE;
- Coordinator, Health Programs; and
- Lab Assistant, Child Development Observation.

ANALYSIS AND FISCAL IMPACT

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

Funding Source

Not applicable.

RECOMMENDATION

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

Recommended by: Bill Scroggins Reviewed by: Peter Parra
Agenda Item: Consent #20

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: August 17, 2016

**BUSINESS ANALYST
FLSA: NON-EXEMPT – A-120**

DEFINITION:

Under the general supervision of the assigned manager ~~Director, Financial Aid~~ in collaboration with the Director, Enterprise Application Systems, assists with processes within the department with automating office procedures and transforming day-to-day operations to paperless electronic processes. The incumbent is specifically responsible for expanding accessibility of data driven systems, by leveraging varied resources, including student and information management systems, such as OnBase and Banner, to store, manipulate and electronically capture or transfer data necessary for business operations. The incumbent will also provide the expertise to properly document, implement, support and train on office automation solutions and ensure data quality, integrity and accuracy. Collaborates with and acts as a liaison to the College's Information Technology Department (IT) in order to ensure technological integration between IT ~~the Financial Aid Department and Enterprise Application assigned area(s)~~.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision and work assignments from the assigned manager ~~Director of Financial Aid~~. Receives oversight from the Director of Enterprise Application Systems to ensure integration with the College's Information Technology Department.

CLASS CHARACTERISTICS

This is a specialized classification responsible for assisting departmental managers and staff users with implementing electronic systems that replace existing paper bound processes and transactions. Incumbents are expected to possess knowledge of business process mapping and information management applications necessary to implement electronic solutions that maximize efficiency and improve the accuracy and timeliness of day-to-day and cyclical processes and transactions. This classification is distinguished from other information technology classifications by specializing in understanding and translating existing business processes into electronic solutions.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Assist departments with planning, conducting, and implementing office automation improvements to operational practices and systems in order to adhere to federal, state, and district rules and regulations, and enhance organizational effectiveness.
- Oversee project specific database design and testing of data management systems to ensure the delivery of accurate, timely, and consistent quality data.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

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- Provide functional support and training on document management and storage projects to areas in transition, as well as follow-up support once the transition is completed.
- Develop and maintain data quality standards and related standard operating procedures and ensure adherence to the standards by federal, state, district, and external vendors.
- Responsible for the overall data management operations process, supporting projects/programs, standards and security associated with assigned projects; implement and maintain internal data management standards (ensuring compliance with any related laws and regulations such as HIPPA and FERPA), external data transfer, and documentation processes for messaging and dashboarding.
- Maintain frequent contact with departments and personnel throughout the college, other IT management and staff, contract programmers and external information systems vendors.
- Coordinate efforts between departments, IT units, and external participants to improve departmental workflows.
- Support improvement initiatives to enhance efficiency and quality of IT deliverables.
- Perform needs and outcomes assessments as needed to assess process improvements.

QUALIFICATIONS

Knowledge of:

- Business process documentation and mapping.
- Information technology, networking and security standards, and privacy standards and regulations (such as HIPPA and FERPA).
- Principles, practices, and methods of data system security.
- Business and Student Information Systems (e.g. OnBase, Banner, Oracle SQL in a production environment).
- Principles and practices of computer operations, data processing and analysis functions, and production of computerized forms, documents, and reports.
- Principles of data management concepts and structures, including data collection, manipulation, and distribution requirements for analysis and reporting functions.
- Principles, practices, and methods of operating computers and peripheral equipment.
- Procedures for creating and modifying systems security.
- District data processing systems and software applications.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: August 17, 2016

Skills and Abilities to:

- Develop solutions using Oracle SQL in a production environment.
- Develop sophisticated, efficient database queries from a highly-normalized Oracle database.
- Design, develop, implement and execute business process improvements.
- Analyze customer requirements and propose effective and efficient technical solutions.
- Plan, organize and prioritize work tasks and manage assigned projects; meet established deadlines.
- Interpret, apply, explain, and ensure compliance with applicable District standards, policies, and procedures related to assigned area of responsibility.
- Compose clear and concise correspondence and reports.
- Understand and follow oral and written instructions.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications.
- 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 a Bachelor's degree from a regionally accredited college in computer science, information systems, information technology, or a related field, and three (3) years of progressively responsible experience in process and data requirements, design mock-ups, prototypes and statements of work, preferably in a higher education setting. Working knowledge of document management systems and an effective project management track record is also required.

Licenses and Certifications:

The incumbent may periodically be required to travel to a variety of locations. If required to operate a vehicle in the position, employees must demonstrate possession of a valid California Driver's License.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: August 17, 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.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees occasionally work in the field and are exposed to loud noise levels, inclement weather conditions, confining workspace, chemicals, electrical and/or mechanical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff, students, and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: August 17, 2016

CALWORKS/CARE PROGRAM SPECIALIST COORDINATOR, CARE
FLSA: NON-EXEMPT – A-105

DEFINITION

Under general supervision, plans, organizes, coordinates, and provides direction and oversight of assigned projects and/or programs; provides routine administrative and operational support for assigned projects and/or programs; plans and coordinates education and outreach efforts; evaluates program effectiveness and makes recommendations for operational, policy, and procedural improvements; develops, summarizes, and maintains program records and reports; and fosters cooperative working relationships with students, staff, and faculty.

SUPERVISION

Receives general supervision from assigned supervisory and managerial staff. May exercise technical and functional direction over and provide training to student workers.

CLASS CHARACTERISTICS

This is a coordinator classification responsible for planning, organizing, and coordinating assigned programs, projects, services, and/or activities. Incumbents at this level are required to be fully trained in all procedures related to the CARE program; also known as Cooperative Agencies Resources for Education, is a state funded program designed to recruit and assist single parents who are heads of household with children 13 years old and under and who are CalWORKs recipients attending community college. CARE students receive additional support through counseling, tutoring, assistance with books and supplies, grants, and other services designed to help students complete their educational goals; working with a high degree of independent judgment, tact, and initiative. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations. Successful performance of the work requires the knowledge of program/project and District activities, and extensive student, faculty, and staff contact. This class is distinguished from the Director, EOPS/CARE in that the latter has overall responsibility for EOPS/CARE programs, functions, and activities.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Reports Management Information System (MIS) and fiscal data for the CARE Program to the State Chancellor's office.
- Organizes, participates, and serves on the CARE Advisory Committee and attends regional and state-wide CARE meetings and trainings.
- Verifies student eligibility, monitors student needs and progress, and monitors and oversees CARE funds and expenditures, child care allowances, grants, transportation, books, recruitment, and other support services.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: August 17, 2016

- Performs a variety of specialized duties in support of CARE programs, services, and activities including recruitment, outreach and student support services to enhance College enrollment and retention of single parents receiving CalWORKs/TANF assistance.
- Provides CARE support services to meet student needs; confers with students concerning interests, goals, objectives, and academic concerns and refers students to appropriate counselor, educational or vocational programs and services.
- Distributes, collects, and assists students with completing enrollment forms and applications for CARE services; processes forms and applications and reviews criteria for eligibility for students in CARE programs; assists students with enrolling at the College as needed.
- Establishes and maintains contact with community service agencies and department of social services in promotion of the College and CARE programs and services; develops, prepares, and distributes recruitment, outreach, and informational materials and documents to promote the College and CARE programs and services.
- Assists in developing the CARE budget including monitoring expenditures and ordering supplies, materials, and equipment.
- Assists in the planning, development, and implementation of programs and services; monitors and adjusts programs and services for educational effectiveness as directed; enters and maintains EOPS/CARE data on the EOPS database, and views Financial Aid data.
- Compiles information and prepares and maintains a variety of records, reports, and case files related to outreach, recruitment, contacts, students, and assigned activities.
- Communicates with College personnel, outside agencies and the public to exchange information and facilitate college and program enrollment and retention for CARE students.
- Assists in developing and implementing strategies and activities to enhance the enrollment of single parents returning to school.
- Attends and participates in various meetings as assigned.
- Plans and coordinates assigned programs, projects, services, and/or activities; establishes schedules and methods for providing program, projects, services, and/or activities; recommends improvements or modifications; assists in developing and implementing procedures and policies.
- Provides training, orientation, and guidance to assigned staff; prepares weekly and daily schedules; reviews and controls quality of work; assists in the recruitment and selection of staff and provides recommendations.
- Participates in developing goals, objectives, policies, procedures, and work standards for assigned programs and/or projects.
- Plans, coordinates, and implements various events, workshops, and outreach and recruitment activities.
- Coordinates assigned programs and/or projects, including identifying stakeholders, conducting needs assessments, gathering data and information, and implementing changes and/or updates; provides on-going support to ensure program and/or project success.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: August 17, 2016

- Administers evaluation and assessment tools; provides input and documentation for program and/or project evaluations and assessments.
- Markets programs, projects, services, activities, and events through various communication venues and social media; assists in developing flyers, brochures, and other marketing materials.
- Coordinates with other departments and divisions to ensure effective and efficient operations, technology, and services of assigned programs and/or projects.
- Researches, compiles, and organizes information and data on topics related to assigned programs and/or projects; prepares and assembles reports and other informational materials.
- Serves as a liaison and contact person to students, staff, and faculty; provides consultative services and advice on assigned programs and/or projects; provides requested data, answers questions, and refers inquiries to the appropriate resource within or outside the District; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
- Provides administrative assistance and operational support to assigned programs and/or projects; composes, types, edits, and proofreads a variety of documents, including forms, memos, reports, and correspondence.
- Maintains and updates various databases and filing and record-keeping systems for assigned programs and/or projects.
- Learns and applies emerging technologies as necessary to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Standards, practices, goals, objectives, and procedures of college recruitment, vocational, degree, transfer, and outreach services.
- General practices, procedures, standards, requirements, and techniques involved in college admissions and enrollment.
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
- Policies and objectives of the EOPS/CARE programs and activities.
- Basic principles and practices of providing technical and functional direction and training to assigned staff.
- Principles, practices, and service delivery needs related to the CARE program.
- Procedures for planning, implementing, and maintaining the CARE programs and/or projects.
- Research and reporting methods, techniques, and procedures.
- Principles and practices of data collection and report preparation.
- Basic principles and practices of budget administration and accountability.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

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- Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned, i.e. EOPS/CARE and Title V regulations and CalWORKSs state and county regulations.
- Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Record-keeping principles policies and procedures according to Chancellor's Office guidelines.
- Principles, practices, and techniques of effectively dealing with the public and basic public relations.
- Principles of training and providing work direction.
- Basic public relations techniques.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills and Abilities to:

- Plan, schedule, assign, and oversee activities of assigned personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and coordinate the CARE program and/or project operations, services, and activities.
- Participate in the development of goals, objectives, policies, procedures, and work standards for assigned programs and/or projects.
- Conduct research and analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Perform a variety of specialized duties in support of CARE programs, services, and activities including recruitment, outreach, vocational, and student support functions.
- Confer with students concerning interests, goals, objectives, academic planning, and refer students to appropriate counselor and educational or vocational programs and services.
- Distribute, collect, and assist the public with completing enrollment forms and applications.
- Process forms and applications used to determine eligibility of students for CARE programs.
- Develop, prepare, and distribute recruitment, outreach, and informational materials and documents to promote the College to specialized groups.
- Work independently with little direction.
- Operate a computer and assigned software.
- Meet schedules and timelines.
- Make public presentations regarding the College and EOPS/CARE programs and services.

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- Make accurate mathematical, financial, and statistical computations.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Interpret, apply and explain applicable District policies, rules, and regulations related to areas of responsibility.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications 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 graduation from a regionally accredited four-year college or university with major coursework in education, social science, human services, public administration, or a related field, and two (2) years of increasingly responsible program or project coordination experience working with diverse students in an educational setting.

Licenses and Certifications:

- Possession of, and ability to maintain, a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standards office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, 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. 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, typically weighing 20 pounds.

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ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may occasionally work outdoors for assigned events and be exposed to loud noise levels, cold and/or hot temperatures, and dust, fumes, and allergens. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: August 17, 2016

**LAB ASSISTANT, CHILD DEVELOPMENT OBSERVATION
FLSA: NON-EXEMPT – A-45 (NEW)**

DEFINITION

Under general supervision, provides technical and instructional support services for students; provides orientation sessions, prepares and sets up child observation laboratory, instructional materials, and supplies; assists students in the use and operation of observation equipment, and materials related to the District's Child Development discipline.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Dean, Business. Exercises no direct supervision of staff. Provides technical and functional direction and guides students enrolled in Child Development courses with assignments requiring child observation or early childhood classroom observations.

CLASS CHARACTERISTICS

This is a journey-level class responsible for conducting a variety of technical and instructional support activities to ensure student learning. Incumbents perform the full range of duties as assigned, working independently, and exercising judgment and initiative. 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 assigned area of responsibility. This classification is distinguished from other laboratory assistant classifications by having subject matter expertise in the District's Child Development program, equipment, and materials.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Prepare and sets up laboratory environment, organizes, arranges, stocks supplies and distributes materials; monitors equipment.
- Train, assist, and monitor students, Child Development faculty, and CDC staff use of lab equipment.
- Manage computer and paper files.
- Create and modify various computer files (i.e. documents, spreadsheets, presentations).
- Attend SARS Grid, camera, and sound system technical trainings.
- Download, store, and print photographs for CDC and students' educational use.
- Organize, restock, clean, and maintain lab facility, equipment, and supplies.
- Monitor operating status of cameras and observation equipment.
- Assess and report technical problems with observation equipment to supervisor.
- Identify and resolve small technical problems with observation equipment.
- Assist in CDC data collection for observational use (i.e. children's photo rosters, height, and weight).

SUBJECT: New and/or Revised Classified Job Classification Descriptions

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- Enforce lab code of conduct with student observers.
- Identify and direct students to use appropriate cameras for observation.
- Assign focus children based on criteria, including children's age, children's schedule, students' schedules, students' observation course and assignments, children's special needs (if applicable), and the CDC classroom schedules.
- Maintain confidentiality of students', children's, and staff information, documentation, and discussion shared in the lab.
- Attend lab staff meetings.
- Communicate professionally with students, lab staff, CDC staff, Child Development faculty, and representatives from other Mt. SAC departments, as needed.
- Maintain open communication with fellow Lab Assistants, CDC staff, and Child Development faculty.
- Performs other related duties, as assigned.

QUALIFICATIONS

Knowledge of:

- Terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the District's Child Development Program.
- Child Development Center Licensing requirements.
- Principles and practices used in the operations, maintenance, and administration of network operating systems, personal computer system hardware, and related software systems.
- Personal computer and network system application software packages, including word, Excel, PowerPoint, Lotus Notes.
- Occupational hazards and standard safety procedures.
- Set-up, operation, demonstration, and maintenance of various equipment used in the Child Development Observation Lab.
- Methods, practices, and techniques of student learning and instruction.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Record keeping principles and procedures.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills and Abilities to:

- Train students and staff how to use observation cameras and equipment.
- Tutor student with methods of child observation writing techniques and concepts.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: August 17, 2016

- Assist students and faculty in the use and operation of equipment and materials related to the assigned Child Development assignments.
- Create an engaging and positive learning environment in the observation laboratory, or other learning environments.
- Demonstrate proper use and maintenance of equipment, materials, and supplies used in the assigned Child Development Observation Laboratory.
- Interpret, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility.
- Estimate and order required supplies and equipment.
- Establish and maintain a filing, record keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to the completion of the twelfth (12th) grade and evidence of at least 3 units of college level Child Development coursework specific to child observation with passing grades, and completion of 3 units of college level English composition from a regionally accredited college.

Licenses and Certifications:

- Current immunization against influenza, pertussis, and measles/mumps/rubella.
- The incumbent may periodically be required to travel to a variety of locations. If required to operate a vehicle in the position, employees must demonstrate possession of a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a child observation laboratory and use standard office equipment, including a computer; to operate a motor vehicle to visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in the

SUBJECT: New and/or Revised Classified Job Classification Descriptions

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child observation laboratory which requires standing and walking between work areas frequently. 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 frequently 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 50 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work indoors and outdoors, and are frequently exposed to dust, fumes, and allergens and occasionally exposed to loud noise levels, inclement weather conditions, and communicable diseases. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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

DATE: August 17, 2016

CONSENT

SUBJECT: Accreditation Expenditures for the 2016-17 Academic Year

BACKGROUND

The next Accreditation visit will be conducted March 6-9, 2017, under the new Accreditation Standards released by the Accrediting Commission for Community and Junior Colleges (ACCJC) in June 2014. The Accrediting Commission requires the advance payment of an Evaluation deposit for the site visit. Additionally, the *Institutional Self-Evaluation Report in Support of Re-affirmation of Accreditation* draft is being edited and will be submitted to the campus community for review and input.

ANALYSIS AND FISCAL IMPACT

Authorization is requested to provide ACCJC with advance payment for the site visit, at a cost not to exceed \$3,000. Additional authorization is requested for promotional, marketing endeavors, and activities related to dissemination of the draft self-evaluation, not to exceed \$7,000 for the 2016-17 academic year.

Funding Source

Unrestricted General Fund (\$10,000).

RECOMMENDATION

It is recommended that the Board of Trustees approves the Accreditation Expenditures for the 2016-17 academic year, as presented.

Recommended by: Bill Scroggins Reviewed by: Irene M. Malmgren
Agenda Item: Consent #21

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 17, 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. Community Services Additional Classes

Course Title/Program	Presenter	Payment	Fee
Mixed Martial Arts	Maldonado, Saul	40%	\$67

2. Community Services Program Changes

Course Title/Program	From	To
Pass the Real Estate Sales Exam on the First Try	\$99 Material Fee: \$30	\$59 Material Fee: \$40
Become a Professional Child Visitation Mentor	Title Change	Become a Professional Child Visitation Monitor
Accelerated Personal Financial Planning	\$101 Material Fee: \$10	\$50 Material Fee: \$10
CSET Math Subtest 211	Title Change	CSET Math Subtest

3. New Contracts

Agency (Description of Services)	Expenses	Fee
Contract #1617-003 Los Angeles County Office of Education 11411 Valley Boulevard El Monte, CA 91731	Catering - \$2,200 Instruction – Not to Exceed: \$53,000 (800 hours @ \$60-\$70/hour)	Fee: \$196,100

Prepared by: Madelyn A. Arballo Reviewed by: Irene M. Malmgren
 Recommended by: Bill Scroggins Agenda Item: Consent #22

SUBJECT: School of Continuing Education Additions and Changes

DATE: August 17, 2016

Agency (Description of Services)	Expenses	Fee
Microsoft Office, Bookkeeping, Payroll, and Accounts Payable/Receivable, Administrative Assistant Training July 1, 2016–June 30, 2017 Instruction: <ul style="list-style-type: none"> • Buchanan, Gilbert (Buchanan & Associates) • Leadership Build, LLC • Madrigal, Lisa • Quintana, Yolanda • Valdez, Crystal 	See above	See above

4. Education for Older Adults

Course Title/Program	Payment
<u>Use of Facility Agreement</u> William Steinmetz Senior Center 1545 South Stimson Avenue Hacienda Heights, CA 91745	No Cost

5. Contract Changes

Contract	From	To
City of San Dimas – San Dimas Swim and Racquet Club 990 West Covina Boulevard San Dimas, CA 91779 Healthy Aging – Aquatic Resistance Course Fiscal Year 2015-16	Not to exceed \$10,620	Not to exceed \$10,680

6. Contract Education Development Programs

Agency (Description of Services)	Expenses
Jon Wollenhaupt Go Launch Marketing 1 Andrew Drive #54 Tiburon, CA 94920	Services Not to exceed \$5,000
<u>Statewide Marketing for Contract Education</u> August 18, 2016-June 30, 2017	Not to exceed \$2,500 Deposit required: \$500

SUBJECT: School of Continuing Education Additions and Changes

DATE: August 17, 2016

Agency (Description of Services)	Expenses
Omni Rancho Las Palmas Resort & Spa 41000 Bob Hope Drive Rancho Mirage, CA 92270 <u>CE Advisory Group Meeting</u> September 27, 2016	Facility Rental includes audio-visual setup

Funding Sources

Community Services – Student Registration Fees.

New Contracts – Contracting Agency.

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: August 17, 2016

CONSENT

SUBJECT: Acceptance of Basic Skills Initiative Grant Funds and Activities

BACKGROUND

Mt. San Antonio College has submitted a local plan for acceptance of funds through the Basic Skills Initiative (BSI) Grant. This grant funds activities that support development of the basic skills programs and services and are in alignment with identified categories associated with the statewide Basic Skills Initiative.

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio College has completed a self-assessment of BSI-funded programs and activities serving English as a Second Language/basic skills students. This report will be published to the campus in Fall 2016.

Authorization is requested for expenditures such as food, beverages, grant-approved promotional items, and marketing endeavors related to BSI-funded programs and activities and will not exceed \$35,000 for the 2016-17 academic year.

Funding Source

California Community Colleges Chancellor's Office, Basic Skills Initiative Grant.

RECOMMENDATION

It is recommended that the Board of Trustees approves the acceptance of funds and activities for the Basic Skills Initiative Grant, as presented.

Prepared by: Madelyn A. Arballo

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #23

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 17, 2016</u>	CONSENT
SUBJECT:	<u>Technical Assistance Provider for Contract Education Grant Renewal: Acceptance of Funds and Approval of Purchases</u>	

BACKGROUND

Mt. San Antonio College has received notification of funding for a grant renewal titled "Technical Assistance Provider for Contract Education." The purpose of the grant is to provide guidance, professional development, and technical assistance to California community colleges at the local, regional, and statewide level in order to expand, improve, and promote contract education (CE) for California community colleges, employers, and incumbent workers.

ANALYSIS AND FISCAL IMPACT

The grant award totals \$237,525. The grant period is July 1, 2016, through June 30, 2017. The funding agency has approved the expenditure of grant funds to support the following: a project director, faculty, hourly, and student personnel; employee benefits; travel and professional development for grant personnel; participant support costs; instructional supplies and materials; printing/marketing; consultant services; contracted services; facilities and catering; indirect costs; and other grant-related expenses.

As part of the grant activities, project staff will conduct periodic professional development, CE conferences, and other meetings. Authorization is requested for facilities rental, the purchase of food and/or catering services, and advance payment or deposit fees. Additionally, authorization is requested to utilize honorariums in order to effectively coordinate meetings and conferences, purchase training industry membership, establish a quarterly newsletter, and to conduct statewide surveys of CE.

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

Funding Source

California Community Colleges Chancellor's Office.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Technical Assistance Provider for Contract Education Grant funds and approves the purchases, as presented.

Prepared by: _____	Madelyn A. Arballo	Reviewed by: _____	Irene M. Malmgren
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #24

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

DATE: August 17, 2016

CONSENT

SUBJECT: Memorandum of Understanding with Mount Saint Mary's University

BACKGROUND

Mt. San Antonio College entered into an agreement with Mount Saint Mary's University (MSMU) for the period of August 1, 2016, through July 31, 2018. A Memorandum of Understanding has been presented to increase the number of Mt. SAC transfer units MSMU will accept for upper division credit toward a Bachelor of Science in Nursing degree to 23. The remaining 31 units of the 124 units required for the Bachelor of Science in Nursing degree will be completed in residence with MSMU. The current tuition rate represents a 33% discount for Mt. SAC students. This rate will be subject to any annual increases at the same percentage rate as the standard tuition rate. The general studies course unit tuition is the same tuition as the nursing course unit.

ANALYSIS AND FISCAL IMPACT

This agreement shall be effective August 1, 2016, through July 31, 2018. There is no residual cost to the District.

Funding Source

Not applicable.

RECOMMENDATION

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

Prepared by: Jemma Blake-Judd

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #25

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 17, 2016</u>	CONSENT
SUBJECT:	<u>Child Development Center Acceptance of Los Angeles Universal Preschool/Quality Rating and Improvement System Grant Funds</u>	

BACKGROUND

Los Angeles Universal Preschool (LAUP) received funds from the Quality Rating and Improvement System (QRIS) Block Grant authorized by California Senate Bill 858 for the support of local early learning programs. LAUP has directed part of its block grant funds to develop a Facilities Development Grant for its partners participating in the Early Learning Challenge. These grant funds are intended to improve the outdoor learning environment or playground for participating grantees. As a partner with LAUP, the Child Development Center (CDC) and Laboratory School has been awarded up to \$70,000 in grant funds to address safety enhancements, add play equipment, create outdoor learning areas, and extend existing outdoor play areas for the CDC playgrounds.

ANALYSIS AND FISCAL IMPACT

Enhancement projects will be carried out with grant funds. Matching funds are not required.

Funding Source

Los Angeles Universal Preschool and California Department of Education – QRIS Block Grant.

RECOMMENDATION

It is recommended that the Board of Trustees approves the acceptance of grant funds from Los Angeles Universal Preschool, as presented.

Prepared by: <u>Tamika Addison/Jennifer Galbraith</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #26</u>

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

DATE: August 17, 2016

CONSENT

SUBJECT: Contract with Citrus College

BACKGROUND

The Mt. SAC Athletics Men's and Women's Tennis Teams continue to be relocated off campus for the 2016-17 academic year, due to construction and loss of the 11 tennis courts previously used for classes and competition. Authorization is requested to enter into a Contract with Citrus College for the use of their courts for classes, practices, and the competition season. Citrus will charge the Athletics Department fees for use of the courts for the 2016-17 terms. They will also charge for parking on their campus for each semester.

ANALYSIS AND FISCAL IMPACT

The Athletics Department reviewed local opportunities for hosting our competitive intercollegiate tennis teams (men and women) and determined this contract to be optimal. Citrus College provides a high quality facility, is in close proximity, and is extremely affordable. Mt. SAC will save approximately \$25,000 from the previous 2015-16 contract with another facility. The cost for rental during the Fall and Winter terms is approximately \$2,700, but will not exceed \$5,000 and does not include parking. We are currently negotiating the parking fees, but anticipate it will not exceed \$5,000. Citrus requires payment in full prior to the beginning of the semester; therefore, we are seeking authorization to make full payment to Citrus College.

Funding Source

Measure RR (Series A) funds (\$10,000).

RECOMMENDATION

It is recommended that the Board of Trustees approves the Contract with Citrus College, as presented.

Prepared by: Joe Jennum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #27

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 17, 2016</u>	CONSENT
SUBJECT:	<u>Memorandum of Understanding with Pomona Unified School District</u>	

BACKGROUND

Assembly Bill (AB) 288 (Holden) was enacted January 1, 2016, and added to the California Education Code Section 76004. AB 288 enables the governing board of a community college district to enter into a College and Career Access Pathways (CCAP) partnership with the governing board of a school district. The AB 288 CCAP Partnership Agreement shall be for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness.

ANALYSIS AND FISCAL IMPACT

Mt. SAC will offer credit courses at Pomona Unified School District and will require a Memorandum of Understanding (MOU). The MOU will expire on June 30, 2017, and will award college credit for high school students enrolled in the Mt. SAC dual enrollment program. Courses may be taught during the regular school day and are limited solely to high school students. High school students pay no fees for registration and textbooks. Mt. SAC will pay the Mt. SAC hourly rate of instruction for the Mt. SAC credit class and will purchase the student textbooks.

Funding Source

Unrestricted General Fund (not to exceed \$90,000).

RECOMMENDATION

It is recommended that the Board of Trustees approves the Memorandum of Understanding with Pomona Unified School District, as presented.

Prepared by: <u>Joumana McGowan</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #28</u>

SUBJECT: Memorandum of Understanding with Pomona Unified School District

DATE: August 17, 2016

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is made and entered into effective June 28, 2016 ("Effective Date"), by and between POMONA UNIFIED SCHOOL DISTRICT, a public agency of the State of California ("District"), and MT. SAN ANTONIO COLLEGE, a community college of the State of California ("College").

RECITALS

WHEREAS, College and District desire to make available to District's high school students a dual enrollment program developed and provided by College ("Program") under which District's students will have the opportunity to take certain courses for college credit; and

WHEREAS, College and District desire to set forth the terms upon which College will provide the Program to District students at various District high school sites, and District will make available its facilities for such purpose, all for the mutual benefit of the parties hereto (the "Parties") and in furtherance of their respective missions.

OPERATIVE PROVISIONS

NOW, THEREFORE, in consideration of the above recitals and of the covenants and agreements contained herein, the Parties agree as follows:

1. Term. The term of this MOU ("Term") shall commence on the Effective Date and terminate on June 30, 2017, unless earlier terminated pursuant to Section 10 hereof. The Term of this MOU may be extended for successive periods of one (1) to three (3) years, upon written consent of the Parties.
2. Responsibilities of College.
 - 2.1. College shall provide at the District high schools set forth in Exhibit "A" appropriate curriculum, instruction, and student services, and award college credit for courses provided at the request of District in accordance with Exhibit "B," Schedule of Courses. Courses offered shall adhere to the official course outline of record and the student learning outcomes established by the associated academic department within the College. College courses offered at the District shall be of the same quality and rigor as those offered on the college campus.

SUBJECT: Memorandum of Understanding with Pomona Unified School District

DATE: August 17, 2016

- 2.2. The College shall be solely responsible for determining and administering the Program offered by it pursuant to this MOU, and for offering and/or cancelling classes. All persons employed by the College in connection with the Program shall be selected and hired solely by the College, shall be its employees exclusively, and shall be subject solely to its direction, control, compensation, evaluation, and discharge. The College shall bear all liabilities and expenses imposed by law or contract incident to such employment including, but not limited to, workers' compensation insurance, unemployment insurance, Social Security contributions, if applicable, and tax withholdings.
- 2.3. The College shall provide timelines for course selection, enrollment, and related student deadlines to District.
- 2.4. The College shall supply to District an enrollment packet for each student 60 days prior to each term, with instructions to return completed enrollment packets to College no later than 30 days prior to the term start date.
- 2.5. Faculty shall meet the minimum qualifications established by the College. The College shall have the primary right to control and direct the instructional activities of faculty while they are providing instruction in the Program.
- 2.6. The College shall, in accordance with its Program requirements, require all students to go through student assessment and will provide a schedule of assessment appointments. After student assessment is completed, the College will notify the District of any student deficiencies and will provide recommendations for the elimination of any deficiencies.
- 2.7. The College shall ensure that, if a course is offered for credit, participants in the course will earn academic credit in accordance with the College policy regarding eligibility, attendance, course work, examinations, and the like.
- 2.8. The College shall designate a College employee to serve as liaison to the Program ("College Coordinator"), who shall be Dr. Joumana McGowan, Executive Dean of Instruction, or her successor, as identified in a writing delivered to the District.
- 2.9. The College shall provide the Program at no cost to the District, and the College shall not be entitled to any compensation or benefit from the District of any kind or type. Notwithstanding the foregoing, the District understands that students will be required to pay fees as needed through the College (course material fees, registration/tuition fees, textbook costs, etc.), on their own.

SUBJECT: Memorandum of Understanding with Pomona Unified School District

DATE: August 17, 2016

- 2.10. The College reserves the right to cancel courses that fail to meet a minimum enrollment of 75% of the official College class size.
- 2.11. The College shall dedicate funding to each participating District school site for operating expenses of the Program including, but not limited to, expenses of photocopying to be done at the College and appropriate instructional supplies.
- 2.12. The College will provide supplemental learning and support services at the College campus, provided that the District provides and assumes all costs to transport students to and from the College for these visits. If mutually agreed, the College will align supplemental student learning and support services visits to the College with classroom instruction and/or Program outcomes.
- 2.13. The College shall be solely responsible for completing faculty evaluations for all courses offered under this MOU.
- 2.14. In providing the Program, the College shall comply with the District's policies respecting confidentiality of District student information and the provisions of the Family Educational Rights and Privacy Act ("FERPA") and FERPA implementing regulations at 34 C.F.R. Part 99.
- 2.15. In providing the Program, the College shall defer to the District's policies regarding student conduct, discipline, and school safety, which are consistent with and regulated by the California Code of Regulations and the State Board of Education (California Education Codes 35291, 35291.5; State Board of Education Policy #01-02). In cooperation with the District, the College shall pursue student misconduct as appropriate, which may include expulsion from classes.
- 2.16. The College and the College's employees participating in the Program under this MOU shall comply with all provisions of Education Code Section 45125.1, and all of the District's procedures related to fingerprinting and criminal background checks prior to having any substantial contact with District students including, without implied limitation, prior to coming on to District school grounds or having any contact with the District's students in locations other than District school grounds. The College shall conduct criminal background checks of all its employees participating in the Program under this MOU, and shall certify that none of the College employees who are required by Section 45125.1 of the Education Code to submit or have their fingerprints submitted to the Department of Justice, and who may have contact with District students pursuant to this MOU has been convicted of a serious or violent felony, as defined in Section 45122.1 of the Education Code.

SUBJECT: Memorandum of Understanding with Pomona Unified School District

DATE: August 17, 2016

2.17. The College shall ensure that College employees serving as coordinators or support staff in the Program under this MOU will adhere to College's reporting structure and will refer all personnel issues to the College Coordinator.

3. Responsibilities of District.

3.1. The District shall provide classroom/instructional facilities suitable for the Program at the participating District high school sites.

3.2. The District shall recruit and select students for the Program.

3.3. The District shall ensure that students have applied to College and shall provide a list to the College of all students to be enrolled in each course selection.

3.4. The District shall ensure that the total number of enrolled students for each course does not surpass classroom facility capacities and/or the maximum on the official course outline of record.

3.5. The District shall provide all required facilities, equipment, educational technology, and instructional materials for each course offered unless the College agrees (in writing) to provide.

3.6. The District shall provide all necessary Disabled Student Programs and Services to students.

3.7. The District shall assign and dedicate a counselor to the Program. The District counselor will liaison with the College Coordinator and/or designee. The District shall ensure that students meet with the District counselor once per academic year.

3.8. The District administration will assist with resolving academic deficiencies and student misconduct. The District will remove students from the Program who fail one course or who fall below a 2.0 college GPA for two consecutive semesters.

3.9. The District shall designate a District administrator to process student enrollments, registrations, and record-keeping and to serve as liaison to the Program ("Program Administrator"), who shall be Fernando Meza, Director, Pupil & Community Services, or his successor as identified in a writing delivered to College.

3.10. The District agrees that the College course outline of record must be followed for all credit courses offered under this MOU.

SUBJECT: Memorandum of Understanding with Pomona Unified School District

DATE: August 17, 2016

- 3.11. The District understands and acknowledges that the College is obligated to protect, preserve, and promote academic freedom and responsibility through the free pursuit and dissemination of knowledge, and it seeks to foster the integrity of the teaching-learning process.
- 3.12. The District's school site personnel will assume responsibility for student conduct issues. Disciplinary measures due to student infractions will be at the discretion of the District as regulated by District policies and California and State Board of Education regulations regarding conduct, discipline, and school safety.
- 3.13. The District's Program Administrator will be responsible for recognizing the College's reporting structure, and will thus refer College personnel issues to the College Coordinator.

4. Use of Facilities.

- 4.1. The District does hereby grant the College non-exclusive use of the buildings and facilities agreed to by the Parties. The College shall use the granted premises ("Premises") only for the purpose of conducting classes at such levels and in such courses as are agreed to by the District.
- 4.2. In the absence of the College's negligence, intentional misconduct, or reckless disregard for the security of the Premises, the College shall not be responsible for any theft or vandalism to facilities, equipment, instructional materials, supplies, or audio-visual aids that occurs during College's use of the Premises. Repairs and maintenance required due to normal wear or tear from school usage shall be covered by the District.

5. Non-Discrimination. In the performance of this MOU, the Parties shall not discriminate on account of race, color, religion, national origin, ancestry, disability, marital status, gender, gender identity, sexual orientation, age or veteran status.

6. Relationship of the Parties. The Parties are acting herein as independent contractors and independent employers. Nothing herein contained shall create or be construed as creating a partnership, joint venture, employment, or relationship between the Parties, and neither Party shall have the authority to bind the other Party in any respect.

7. Insurance. Each Party shall maintain for the duration of this MOU general liability, sexual abuse and molestation liability, professional liability, automobile liability, workers' compensation, and such other insurance as is necessary to protect against claims for injuries to persons or damages to property which may arise from or in connection with the performance of this MOU by such Party. All such insurance shall be equivalent to coverage offered by a commercial general liability form including, without implied

SUBJECT: Memorandum of Understanding with Pomona Unified School District

DATE: August 17, 2016

limitation, personal injury and contractual liability coverage for the performance by the Party of the indemnity provisions set forth in this MOU. Each Party shall, upon request, provide the other Party a certificate of insurance together with originals of the endorsement(s) naming the other Party as additional insured. Each Party, at its sole option, may satisfy all or any portion of the general liability insurance requirement through a program of self-insurance, commercial insurance, or any combination thereof.

8. Indemnity. Each Party agrees to hold harmless, defend, and indemnify the other Party; and the officers, employees, boards, volunteers, and agents of such other Party from and against any and all losses, claims or expense including reasonable attorneys' fees; or claims for injury or damages arising out of the performance of this MOU, but only in proportion to, and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligence or intentional acts or omissions of the indemnifying Party, its officers, employees, boards, volunteers, or agents.
9. Delivery of Notices. All notices permitted or required under this MOU shall be given to the respective Parties at the following addresses, or at such other address as the respective Parties may provide in writing for this purpose:

COLLEGE:

Mt. San Antonio College
1100 North Grand Avenue
Walnut, CA 91789
Attn: Vice President, Instruction

DISTRICT:

Pomona Unified School District
800 South Garey Avenue
Pomona, CA 91766
Attn: Assistant Superintendent/
Chief Financial Officer

Such notice shall be deemed made when personally delivered or when mailed, 48 hours after deposit in the U.S. Mail, first-class postage prepaid and addressed to the Party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

10. Termination. Except as provided in this MOU, this MOU may be terminated by either Party, for any reason, during the Term of this MOU by giving 90 days' written notice to the other Party. In the event that either Party materially defaults or fails in the performance of any material provision of this MOU, this MOU may be terminated by the other Party upon 10 days' written notice thereof.
11. Integration. This MOU contains the entire agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings, or agreements. Neither of the Parties has relied upon any oral or written representation or oral or written information given to the Party by any representative of the other Party.

SUBJECT: Memorandum of Understanding with Pomona Unified School District

DATE: August 17, 2016

- 12. Modification. No change or modification of the terms or provisions of this MOU shall be deemed valid unless set forth in writing and signed by both Parties. If any actual or physical deletions or changes appear on the face of the MOU, such deletions or changes shall only be effective if the initials of both contracting Parties appear beside such deletion or change.
- 13. Attorneys' Fees. In the event that any action is brought by either Party to enforce or interpret the terms of this MOU, the prevailing Party shall be entitled to recover its costs and reasonable attorney's fees in addition to such other relief as the court may deem appropriate.
- 14. Counterparts. This MOU may be executed in any number of counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.
- 15. Education Code Section 17604. In accordance with Education Code Section 17604, this MOU is not valid or an enforceable obligation against the District until approved or ratified by motion of the Board of the District duly passed and adopted.
- 16. APPROVED SIGNATURE. THIS MOU IS NOT VALID OR AN ENFORCEABLE OBLIGATION AGAINST THE DISTRICT UNTIL SIGNED BY THE SUPERINTENDENT OR THE SUPERINTENDENT'S APPROVED DESIGNEE.

IN WITNESS WHEREOF, the Parties have executed this MOU as of the Effective Date.

MT. SAN ANTONIO COLLEGE
a community college of the State of California

POMONA UNIFIED SCHOOL DISTRICT
a public agency of the State of California

Dr. William Scroggins, President & CEO
Superintendent/

Leslie A. Barnes, Assistant
Chief Financial Officer

Approved by Board: _____

Michael D. Gregoryk
Vice President, Administrative Services

Approved as to Form:

MUNDELL, ODLUM & HAWS
General Counsel

SUBJECT: Memorandum of Understanding with Pomona Unified School District

DATE: August 17, 2016

EXHIBIT "A"

Participating District High School Sites

Diamond Ranch High School 100 Diamond Ranch Drive Pomona, CA 91766

Ganesha High School
1151 Fairplex Drive
Pomona, CA 91768

Garey High School
321 W. Lexington Avenue
Pomona, CA 91766

Pomona High School
475 Bangor Street
Pomona, CA 91767

Village Academy High School
1444 E. Holt Avenue
Pomona, CA 91767

EXHIBIT "B"

Schedule of Courses

School

Courses

Diamond Ranch High School

English 1A and 1C

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

DATE: August 17, 2016

CONSENT

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

BACKGROUND

Mt. San Antonio College received notification of an augmentation to the 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; and
- 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 notification is for an augmentation of \$140,899. The total funding is now \$1,430,590. 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.

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #29

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

DATE: August 17, 2016

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 Basic Skills and Student Outcomes Transformation Program Grant funds, as presented.

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

DATE: August 17, 2016

CONSENT

SUBJECT: Mt. SAC STEM Teacher Preparation Program Grant: Contract
Amendment with The Regents of the University of California

BACKGROUND

Mt. San Antonio College has an Advanced Technological Education grant titled “Mt. SAC Science, Technology, Engineering, and Mathematics Teacher Preparation Program (STEM TP²),” funded by the National Science Foundation. The purpose of the grant is to develop a sustainable, multi-dimensional program that will recruit, counsel, and direct likely students that have the desire and potential to become highly qualified middle school and high school mathematics and science teachers. The project will achieve its goal and four associated objectives by providing a cluster of academic support, enrichment activities, teaching opportunities, and authentic research experiences designed to promote student success. These objectives and a pipeline established to two local universities will provide a seamless transfer to a baccalaureate teacher preparation program in STEM. Recipients will be selected from students majoring in STEM areas with particular emphasis on recruiting students of color, females, Hispanics, veterans, and first-generation college students that have a desire to teach.

As part of the grant activities, authorization is requested to amend an existing contract with The Regents of the University of California, on behalf of its Irvine campus.

ANALYSIS AND FISCAL IMPACT

The College will amend an existing subcontract with The Regents of the University of California, on behalf of its Irvine campus, to oversee Mt. SAC student summer research projects. This amendment will increase the contract by an amount not to exceed \$2,000, for a new total not to exceed \$8,000. The contract commenced on June 20, 2016, and will terminate on August 31, 2016.

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

Funding Source

National Science Foundation.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract amendment with The Regents of the University of California, as presented.

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #30

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 17, 2016</u>	CONSENT
SUBJECT:	<u>Agreement with James Event Production Company for Community Carnival and Open House</u>	

BACKGROUND

Mt. San Antonio College is celebrating its 70th anniversary this fall. To celebrate the major milestone, unite the campus community, and build relationships with our external community, we would like to host a Community Carnival and Open House. We will invite our District residents to our campus, where participants can enjoy free carnival rides and Mt. SAC entertainment. Student groups will provide games and prizes for a small fee, offering them a fund-raising and outreach opportunity. Most importantly, the College can showcase the wonderful programs and resources we have to offer our community. Mt. SAC requires specialized equipment and staffing for the carnival component of the event.

ANALYSIS AND FISCAL IMPACT

James Event Productions has more than 25 years of experience creating successful large-scale events including carnivals, concerts, and corporate events. The company will provide carnival rides, entertainers (such as balloon and caricature artists), portable restrooms and hand-washing stations, décor, staging, equipment, professional staffing, delivery and set-up, tear-down, and insurance. The total cost of the agreement will not exceed \$50,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with James Event Production to provide the rentals, equipment, and staffing support the District requires to host a successful Community Carnival and Open House.

Prepared by: Uyen Mai

Recommended by: Bill Scroggins

Agenda Item: Consent #31

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

DATE: August 17, 2016

CONSENT

SUBJECT: Contract with Kellogg West Conference Center and Lodge for the
Minority Male Initiative Summer Retreat

BACKGROUND

Approval of a contract with Kellogg West Conference Center and Lodge for the Minority Male Initiative Summer Retreat is requested. The retreat is to be held August 18-19, 2016, at Cal Poly Pomona Kellogg West Conference Center. The retreat is part of the approved activities in the Student Equity Plan. College administrators, faculty, staff, and students will participate in Student Equity-focused planning activities related to the development of initiatives to support minority male student success. Additionally, leadership development activities will be provided for participating students.

ANALYSIS AND FISCAL IMPACT

The contract covers lodging, food, and use of facilities. The Minority Male Initiative Summer Retreat will host 32 students and 18 staff. The total amount of the contract is not to exceed \$8,000.

Funding Source

Restricted Fund – Student Equity.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Kellogg West Conference Center and Lodge for the Minority Male Initiative Summer Retreat.

Prepared by: Zolita Fisher

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #32

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>August 17, 2016</u>	CONSENT
SUBJECT: <u>Annual Contract Service Fee Payment to Maxient, LLC</u>	

BACKGROUND

Maxient LLC’s Conduct Manager is a fully web-based solution for managing the processes and records related to student behavior including discipline, behavioral intervention/threat assessment, and Title IX complaints. Federal and State requirements related to identifying, tracking, and monitoring of student conduct issues and complaints require the College to utilize an elaborate and integrated record-keeping system. This software enables online incident reporting, potentially through multiple, customized reporting forms; streamlines the production of letters to students and notification between campus departments including e-mails which can be confirmed received; produces detailed reports instantaneously; and allows an office to become as paperless as desired. In order to continue services with Maxient, LLC, the annual contract service fee must be paid.

ANALYSIS AND FISCAL IMPACT

Maxient’s annual contract service fee of \$11,000 is for the period of September 1, 2016, through September 1, 2017.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the annual contract service fee payment to Maxient LLC, as presented.

Prepared by: Carolyn S. Keys Reviewed by: Audrey Yamagata-Noji
Recommended by: Bill Scroggins Agenda Item: Consent #33

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

DATE: August 17, 2016

CONSENT

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

BACKGROUND

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

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
Chou, Debra	\$96
Hong, Sarah	\$96

Funding Source

Restricted Categorical 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 #34

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>August 17, 2016</u>	CONSENT
SUBJECT: <u>Independent Contractors</u>	

BACKGROUND

Approval of Independent Contractors.

ANALYSIS AND FISCAL IMPACT

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

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Cardenas, Frank	Instruction – English, Literature, and Journalism	Conduct Video Editing Workshop	9/8/16	\$50
Coney, Sara	Student Services/ Student Life/Lead Program	Two presentations for the LEAD Program on “Power & Privilege” and “Leading & Managing a Diverse Group”	8/29/16- 12/16/16	\$150
Claisse, Jeremy	Instruction – STEM Teacher Preparation Grant	Mentor STEP TP ² students	6/1/16- 9/30/16	\$1,000
Costello, Mark dba Costello Sewing Machine, Inc.	Instruction – Consumer Science & Design Technologies	Repair and maintenance of existing sewing machines and equipment including parts and labor	7/18/16- 6/20/17	\$1,500
Fuentes, Ernesto	Instruction – English, Literature, and Journalism	Conduct Photography Workshop	8/31/16	\$50
Horack, Ben	Instruction – English, Literature, and Journalism	Conduct Graphic Design Workshop	9/29/16	\$50

Prepared by: Rosa M. Royce Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #35

SUBJECT: Independent Contractors**DATE:** August 17, 2016

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Howell, Michelle dba Proof Positive Group	Marketing - Accreditation	MS Word Template Design and Formatting	8/22/16- 11/25/16	\$3,500
Lockhart, Heidi	Instruction – Honors Program	Provide direction and oversight of the Honors Program in the absence of an Honors Director, to include up to \$2,000 in reimbursement for conference and travel	8/17/16- 12/21/16	\$42,192
Marquez, Jennifer	Marketing – Accreditation	Editing Post Design	8/22/16- 11/25/16	\$1,800
McSherry, Laura dba McSherry Consulting	Instruction – Center for Excellence	Editing and Proofreading Services – Research Products (additional services to be provided)	8/22/16– 9/30/16	\$2,500 (Increase of \$1,000. \$1,500 submitted at the April 2016 Board meeting)
Pratt, Jessica	Instruction – STEM Teacher Prep Grant	Mentor STEP TP ² students	6/1/16- 9/30/16	\$3,000
Regus, Elaine	Marketing – Accreditation	Editing Before Design	8/22/16- 11/25/16	\$1,800
Schreiner, Laurie	Professional & Organizational Development	Conduct StrengthsFinders Training during Classified Professional Day for Great Staff Retreat Attendees	8/12/16	\$2,000
Shokair, Said	Instruction – STEM Teacher Preparation Grant	Mentor STEP TP ² students	6/1/16- 9/30/16	\$1,000
Su, Francis	Instruction – Natural Sciences	Mathematical Card Tricks Presentation	5/24/16	\$200
Valenzuela, Lysandro	Instruction – LGBTQ Center	Provide Safe Space Training Workshops	8/12/16- 6/20/17	\$10,000

SUBJECT: Independent Contractors

DATE: August 17, 2016

Funding Sources

Unrestricted General Fund – Instruction – English, Literature and Journalism, Consumer Science & Design Technologies, Center of Excellence, Natural Sciences; Marketing – Accreditation, Professional & Organizational Development; Student Services/Student Life/LEAD Program.

Restricted Fund – Instruction – STEM Teacher Preparation Grant, LGBTQ Center.

RECOMMENDATION

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

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

DATE: August 17, 2016

CONSENT

SUBJECT: Agreement with the Los Angeles County Sheriff's Department

BACKGROUND

The College has contracted with the Los Angeles County Sheriff's Department for the past several years to provide necessary and additional law enforcement services and assistance in providing for the safety, security, and order on or near the campus at regular and extracurricular school functions.

ANALYSIS AND FISCAL IMPACT

Certain regular and extracurricular school functions present the potential for substantial law enforcement problems and unusual needs for the College's Public Safety Department. Such events include interscholastic athletic events, graduation, dances, and other school activities as determined by Campus Events and/or in coordination with Public Safety. The services requested by the College of the Sheriff's Department are considered to be in excess of the basic level of services customarily provided for the public purpose of preserving public safety and are authorized in the State of California Government Code Sections 26227 and 53060 as well as Education Code Section 35160.

The current five-year agreement expired on June 30, 2016. Therefore, approval is being sought to enter into a new five-year agreement commencing August 1, 2016, through June 30, 2021. Either party may terminate the agreement with or without cause by giving 60 days advanced notice to the other party.

The hourly billing rates vary depending on the service unit provided. The rates for 2016-17 range from \$74.44 per hour for a Deputy Sheriff Generalist, to \$103.48 per hour for a Sergeant. These rates represent an average increase of 4% over the previous year.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies a new five-year agreement with the Los Angeles County Sheriff's Department, as presented.

Prepared by: Teresa Patterson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #36

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 17, 2016</u>	CONSENT
SUBJECT:	<u>Consulting Agreement with the McCallum Group, Inc.</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

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

The term of the Consulting Agreement is March 1, 2016, through February 28, 2017. The cost to the District will be \$12,000, payable at the rate of \$1,000 per month as invoiced by the Consultant, which represents no change to last year's rate. In addition, if Consultant provides Client with consulting services at a location outside of Sacramento, Consultant shall be reimbursed by Client for all reasonable travel expenses including airline tickets, car rentals, mileage, parking, tolls, hotel accommodations, and meals, as invoiced after the fact by Consultant. If Client asks Consultant to perform services in addition to those specifically listed above, the parties shall negotiate for additional compensation to be paid Consultant for such additional services.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

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

DATE: August 17, 2016

CONSENT

SUBJECT: Contract with South Bay Workforce Investment Board

BACKGROUND

The South Bay Workforce Investment Board (South Bay WIB) is comprised of 60 members representing business, labor, education, economic development, the One-Stop partners, and other local workforce system stakeholders. The Board provides oversight for Los Angeles County's workforce programs and develops policies to ensure compliance and effective operations. The goal of this program is to provide part-time paid internships at Public Agencies to CalWORKs participants enrolled in California community colleges to help offset college expenses and to assist them in meeting their work requirements under Temporary Assistance for Needy Families (TANF) legislation. Mt. SAC is one of only a few colleges that is not sub-contracting with the South Bay Workforce Investment Board to manage and place its CalWORKs students into work study positions.

The contract with South Bay WIB will function as a cost reimbursement agreement and will serve to improve the efficiency in the placement and payment of CalWORKs students participating in work study. The manner in which the present system is designed, an employer, including the college, must pay for 25% of the CalWORKs work study student's pay. In this case, the College's CalWORKs funding will pay for 50% of the student's pay, and the South Bay WIB will cover 50% of the total work study/internship costs as well as handle the monthly payroll for all assigned students. Mt. SAC will be invoiced each month for the total cost of each student's payroll. Another benefit for Mt. SAC students is that the South Bay WIB pay cycle is bi-weekly versus Mt. SAC's monthly pay cycle for work study students, which will be a great help to students currently struggling financially. The contract has already been reviewed and approved by the Mt. SAC Fiscal Services Department.

ANALYSIS AND FISCAL IMPACT

The contract with the South Bay Workforce Investment Board is for March 2016 through February 2019. All activities and expenses related to this contract will be funded out of the CalWORKs funding source, up to 50%, with the remaining 50% funded by the South Bay WIB for CalWORKs-eligible students. There will be no cost to the District. The funds will be used to fully subsidize Work Study students in their respective job placements.

Prepared by: Carolyn Keys

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #38

SUBJECT: Contract with South Bay Workforce Investment Board

DATE: August 17, 2016

Funding Source

CalWORKs funding, not to exceed \$150,000.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the contract for employment services with the South Bay Workforce Investment Board.

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

DATE: August 17, 2016

CONSENT

SUBJECT: Contract with Student Insurance for International Student Health Insurance

BACKGROUND

Since 2013, Mt. San Antonio College has entered into a contract with Student Insurance to provide insurance coverage for International F-1 visa students. Administrative Procedure 5012 – International Students, requires that international students provide proof of current medical insurance from an approved company. After conducting extensive research, it has been determined that most community colleges in California require students to purchase insurance from a college-approved vendor in order to ensure adequate coverage as well as compliance. The current contract with Student Insurance is for the Fall 2016 semester only (six months). The International Students Program staff have conducted additional research and has determined that seeking requests for proposals from other vendors and examining more affordable and flexible options for students would be prudent. As such, the College will be seeking formal requests for proposals from student insurance vendors in time for approval for the Winter and Spring 2017 sessions.

ANALYSIS AND FISCAL IMPACT

The Student Insurance Student Accident and Sickness Insurance Plan is for the six-month period of August 1, 2016, through January 31, 2017, and includes the following coverage and premium rates:

International Student Accident and Sickness Coverage	
Semi Annual Premium for Student if paid by the student, directly to Student Insurance	\$675
Maximum Benefit (student)	
Copay Per Office Visit	\$20 co-pay
Copay Per Hospital Visit	\$50
Wellness Benefit	\$250 maximum benefit
Emergency Ambulance Services	Up to a maximum of \$1,000 by ground Up to a maximum of \$10,000 by air
Emergency Room Visit	\$100 co-pay
Prescriptions	100% covered if dispensed as inpatient in the hospital

Prepared by: Patricia Montoya

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #39

SUBJECT: Contract with Student Insurance for International Student Health Insurance

DATE: August 17, 2016

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the contract with Student Insurance for international student health insurance for the period of August 1, 2016, through January 31, 2017, as presented.

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

DATE: August 17, 2016

CONSENT

SUBJECT: Contract with Rancho Magdalena for the Arise Program Annual Student Leadership Retreat

BACKGROUND

The Arise Program, funded by the Asian American Native American Pacific Islander Serving Institution (AANAPISI) federal grant program, is requesting that the Board ratify a contract with Rancho Magdalena for its student leadership retreat to be held August 1-3, 2016, at its facility located in Valley Center, CA. The retreat is part of the approved grant activities and is designed to address the project goal to enhance students' personal and leadership development. Students will learn about components of leadership, explore their cultural identity, and participate in team-building activities.

ANALYSIS AND FISCAL IMPACT

The contract covers lodging and use of ranch facilities. The retreat will host 25-30 students, four to five peer advisors, and four to five staff. The total amount of the contract is not to exceed \$9,000. Rancho Magdalena requires prepayment of the total contract.

Funding Source

U. S. Department of Education, AANAPISI Grant.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the contract with Rancho Magdalena for the Arise Program Annual Student Leadership Retreat, as presented.

Prepared by: Aida Cuenza-Uvas

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #40

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 17, 2016</u>	CONSENT
SUBJECT:	<u>Agreement with Controltec Systems for 2016-17</u>	

BACKGROUND

As part of the funding terms and conditions of existing State contracts and Federal grants, the Mt. San Antonio College Child Development Center (CDC) completes multiple annual, bi-annual, quarterly, and monthly reports related to participants' program and funding eligibility and attendance. In addition, the Center processes invoices and collects tuition for services as part of its fee program. The CDC would like to continue to use the CenterTrack© program/software by Controltec Systems to gather, track, and maintain data necessary to complete required State and Federal reports and manage tuition payments and other fees for service for the 2016 -17 academic year.

ANALYSIS AND FISCAL IMPACT

The term of the service agreement with Controltec Systems is 12 months, commencing July 1, 2016, through June 30, 2017. The cost for the service agreement, which includes maintenance and service usage fees, shall not exceed \$4,000.

Funding Source

Unrestricted Child Development Fund.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the Child Development Center service agreement with Controltec Systems, as presented.

Prepared by: <u>Tamika Addison/Jennifer Galbraith</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #41</u>

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

DATE: August 17, 2016

ACTION

SUBJECT: Revised College Mission Statement, Vision Statement, and Core Values

BACKGROUND

The College Mission Statement, Vision Statement, and Core Values are philosophical statements that guide our purpose and focus. The President's Advisory Council is charged with reviewing the College's Mission Statement, Vision Statement, and Core Values on a regular basis.

ANALYSIS AND FISCAL IMPACT

The College's Mission Statement, Vision Statement, and Core Values express our purpose as established by the legislature and further defined by the Board of Governors and the College Board of Trustees. Everything we do should relate to and support these guiding statements.

In a recent review by the President's Advisory Council, it was recommended that the College's College Mission Statement, Vision Statement, and Core Values be revised.

The intent is to post the College's Mission Statement, Vision Statement, and Core Values on its website as well as install framed versions in every major office on campus. While an exact cost is not yet determined, it is expected to be nominal.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the revised College Mission Statement, Vision Statement, and Core Values, as follows:

Recommended by: Bill Scroggins Agenda Item: Action #1

SUBJECT: Revised College Mission Statement, Vision Statement, and Core Values

DATE: August 17, 2016

Mission Statement

The mission of Mt. San Antonio College is to support all students in achieving their educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training so that students become productive members of a diverse, sustainable, global society. The College pledges to prepare students for lifelong learning through the mastery of basic skills, the achievement of associate degrees and certificates, and the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-being, promoting critical thinking, and enriching aesthetic and cultural experiences.

Vision Statement

Mt. SAC strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services.

As a premier community college, we will provide access to quality educational programs and services, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

Core Values

- Integrity: We treat each other honestly, ethically, and respectfully in an atmosphere of trust.
- Equity and Diversity: We respect and welcome all differences, and we foster equal opportunity to succeed throughout the campus community.
- Community Building: We work in responsible partnerships through open communication, caring, and a cooperative spirit.
- Student Focus: We address the needs of students and the community both in our planning and in our actions.
- Lifelong Learning: We promote the continuing pursuit of high educational goals through equal access to excellence in both teaching and support services.
- Positive Spirit: We work harmoniously, show compassion, and take pride in our work.
- **Effective Stewardship: We sustain and improve the institution and environment by efficiently using resources of time, talent, facilities, and funding.**

SUBJECT: Revised College Mission Statement, Vision Statement, and Core Values

DATE: August 17, 2016

*Board Approved: April 2008

Vision and Core Values Revised: December 2001

Reviewed by President's Advisory Council: January 2011. No suggested revisions

Mission Statement Revised: June 2013

Reviewed by President's Advisory Council: September 2014. Proposed revisions

Mission Statement Revised: November 2014

Reviewed by President's Advisory Council: June 2015. Proposed revisions

Mission Statement Revised: June 2015

Reviewed by President's Advisory Council: December 2015. Proposed revisions

Core Values Reviewed by President's Advisory Council: June 2016 – Proposed revisions

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>August 17, 2016</u>	ACTION
SUBJECT: <u>Appointment of a Member to the Citizens Oversight Committee</u>	

BACKGROUND

In November 2001 (Measure R), and again in November 2008 (Measure RR), the College community passed a Bond Measure under Proposition 39 rules, which lowered the threshold for passage from two-thirds to 55%. Proposition 39 also required the College to appoint a Citizens Oversight Committee. The purpose of the Committee is to inform the public at least annually in a written report concerning the expenditure of the bond proceeds. On December 19, 2001, the Board of Trustees appointed the original eleven people to the Citizens Oversight Committee. Every two years, typically in December, the Board appoints community members to this committee.

ANALYSIS AND FISCAL IMPACT

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

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

Currently, the Citizens Oversight Committee is made up of the following representatives:

- Business/Community Representatives:
 - Emmett Badar (San Dimas)
 - Robert Carter (Walnut)
 - Marc Hawkins (Diamond Bar)
 - Andrew L. Jared (Glendora)
 - Paula Lantz (Pomona)
 - Judy Nieh (Rowland Heights)
 - Chester Sasaki (San Dimas)
 - Alta Skinner (San Dimas)

SUBJECT: Appointment of a Member to the Citizens Oversight Committee

DATE: August 17, 2016

- Senior Citizen's Group Representative:
 - Suzanne Gomez (San Dimas)
- Taxpayer Association Group Representative:
 - Paul H. Maselbas (West Covina)
- Student Organization Group Representative:
 - Jonnatthan Ortez (La Puente)
- College Advisory Council or Foundation Group Representative:
 - Mike Shay (Walnut)

Joshua Acevedo (Business/Community Representative) moved out of the District; thereby, leaving an opening on the Committee. With this vacancy, a total of one position is available.

Mario Barragan, of Hacienda Heights, has submitted an application (under separate cover) to fill the Business/Community Representative position.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees appoints Mario Barragan (Business/Community Representative) to the Citizens Oversight Committee, effective August 18, 2016, through December 31, 2017.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 17, 2016</u>	ACTION
SUBJECT:	<u>Streambed Alteration Agreement Notification No. 1600-2015-0022-R5 for the West Parcel Solar Project</u>	

BACKGROUND

On December 11, 2013, the Board of Trustees approved the Mt. San Antonio College Facilities Master Plan 2012 (“2012 Master Plan”), which included the West Parcel Solar Project, and certified the 2012 Master Plan Subsequent Environmental Impact Report (EIR), which included the West Parcel Solar Project. In order to construct the West Parcel Solar Project, the College is required to obtain a Section 404 Nationwide Permit (“404 Permit”) from the U.S. Army Corps of Engineers (USACE), with the consent of the U.S. Fish and Wildlife Service (USFWS), adopt a final Habitat Mitigation Plan, record a restrictive covenant protecting the habitat area, and enter into a Streambed Alteration Agreement (“SAA”) with the California Department of Fish and Wildlife (CDFW). Mt. San Antonio College applied for the 404 Permit and SAA on February 25, 2015, and has been collaborating with USACE, USFWS, and CDFW to fulfill their permitting requirements.

As part of the EIR, Fish and Game Code (FGC) Section 1602 and the application for the SAA, the College will be mitigating the grading impacts to two unimproved and unnamed ephemeral streambeds (tributaries to Snow Creek) located on the West Parcel. The proposed project would impact 0.06 acres of mule fat scrub, and 0.14 acres of sparsely vegetated ephemeral streambed. Habitat mitigation will be achieved through a combination of preservation and creation of new habitat as set forth in the final Habitat Mitigation Plan. This mitigation will occur in areas of the West Parcel outside the solar project site and in an expanded area of the Wildlife Sanctuary. The restrictive covenant will protect this habitat area.

The SAA becomes effective on the date CDFW executes the SAA with the approval of legal counsel for CDFW, which will occur after MT. SAC, as the Permittee, approves and signs the SAA and after Mt. San Antonio College and CDFW comply with all other applicable requirements under the California Environmental Quality Act (CEQA) for the West Parcel Solar Project.

ANALYSIS AND FISCAL IMPACT

The initial cost of preparation and submittal of an application to CDFW for an SAA was covered under a separate contract with Helix Environmental Planning, approved November 20, 2013.

Prepared by:	<u>Mikaela Klein/Gary L. Nellesen</u>	Reviewed by:	<u>Michael D. Gregoryk</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Action #3</u>

SUBJECT: Streambed Alteration Agreement Notification No. 1600-2015-0022-R5
for the West Parcel Solar Project

DATE: August 17, 2016

The Notification of Lake or Streambed Application submitted in February 2015 included payment of the required fee of \$4,912.55. No additional fees are required at this time; however, Mt. San Antonio College will be required to provide CDFW a surety bond in the amount of \$500,000 within 30 days of Mt San Antonio College's executing the SAA as security for the cost of Mt. San Antonio College's mitigation obligations under the SAA. It is estimated that the cost of the surety bond will not exceed \$10,000.

Funding Source

Capital Outlay funds.

RECOMMENDATION

It is recommended that the Board of Trustees takes the following actions: 1) approve the SAA substantially in the Streambed Alteration Agreement (separate document); 2) authorize procurement of the required surety bond; and 3) authorize the Vice President of Administrative Services to execute the SAA substantially in the Streambed Alteration Agreement (separate document).

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>August 17, 2016</u>	ACTION
SUBJECT: <u>Revised Habitat Restrictive Covenant for the West Parcel Solar Project</u>	

BACKGROUND

On December 11, 2013, the Board of Trustees approved the Mt. San Antonio College Facilities Master Plan 2012 (“2012 Master Plan”), which included the West Parcel Solar Project, and certified the 2012 Master Plan Subsequent Environmental Impact Report (EIR), which included the West Parcel Solar Project. In order to construct the West Parcel Solar Project, the College is required to obtain a Section 404 Nationwide Permit (“404 Permit”) from the U.S. Army Corps of Engineers (USACE), with the consent of the U.S. Fish and Wildlife Service (USFWS), adopt a final Habitat Mitigation Plan, record a restrictive covenant protecting the habitat area, and enter into a Streambed Alteration Agreement (SAA) with the California Department of Fish and Wildlife (CDFW). Mt. San Antonio College applied for the 404 Permit and SAA on February 25, 2015, and has been collaborating with USACE, USFWS, and CDFW (collectively the “permitting agencies”) to fulfill their permitting requirements.

As part of the EIR and the applications for the 404 Permit and the SAA, Mt. San Antonio College will be mitigating the habitat removed from the West Parcel through a combination of preservation and creation of new habitat. The amount of preserved and created habitat will be twice the amount removed. This mitigation will occur in areas of the West Parcel outside the solar site and in an expanded area of the Wildlife Sanctuary, as set forth in the final Habitat Mitigation Plan.

As a condition to issuance of the 404 Permit and approval of the SAA for the West Parcel Solar Project, the permitting agencies are requiring the College to execute and record in the Official Records of Los Angeles County a restrictive covenant that will require the College to preserve and maintain the new habitat areas in perpetuity through the final Habitat Mitigation Plan, which will detail the specifics of the habitat installation, maintenance, management, and funding requirements.

Although the Habitat Mitigation and Management Plans are still being finalized, the permitting agencies are requiring the Board of Trustees’ approval of the form of the Habitat Restrictive Covenant to minimize the time for the permitting agencies to process the 404 Permit and SAA. The proposed Habitat Restrictive Covenant also bestows enforcement rights to the permitting agencies as required under applicable law.

Prepared by: <u>Mikaela Klein/Gary L. Nellesen</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Action #4</u>

SUBJECT: Revised Habitat Restrictive Covenant for the West Parcel Solar Project

DATE: August 17, 2016

On October 21, 2015, The Board of Trustees approved an initial version of the Habitat Restrictive Covenant. Since that time, Mt. San Antonio College and the permitting agencies have been finalizing the Habitat Mitigation Plan and, as a result of this process, have agreed to revise the form of the Habitat Restrictive Covenant to be consistent with the requirements established by the permitting agencies.

The Habitat Restrictive Covenant would not become effective until the 404 Permit is issued, the SAA is approved, the final Habitat Mitigation Plan is adopted by Mt. San Antonio College, and the West Parcel Solar Project is completed.

ANALYSIS AND FISCAL IMPACT

The initial cost of developing the Long-Term Management Plan that will be in the final Habitat Mitigation Plan for the habitat mitigation was covered under a separate contract with Helix Environmental Planning, approved by the Board of Trustees on November 20, 2013.

The required habitat mitigation area includes 16.72 acres of coastal sage scrub preservation and restoration, 0.18 acre of mule fat scrub creation and enhancement, and 0.14 acre of streambed creation.

The projected annual monitoring, reporting, maintenance, and management cost of the habitat mitigation area is \$12,500.

The form of the revised Habitat Restrictive Covenant is attached hereto as agreed upon with the permitting agencies.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the revised Habitat Restrictive Covenant including the annual management cost substantially in the Habitat Restrictive Covenant form (separate document) and authorizes the Vice President of Administrative Services to execute the Habitat Restrictive Covenant substantially in the form (separate document).

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 17, 2016</u>	ACTION
SUBJECT:	<u>Proposed Revisions to Board Policy 5010 – Admissions</u>	

BACKGROUND

Board Policy 5010 – Admissions. This policy has been revised, as presented.

ANALYSIS AND FISCAL IMPACT

After careful review and deliberation and utilizing the College’s shared governance process, revisions to Board Policy 5010 have been recommended based on recent legislation that requires the changes to our policies.

The proposed language has been reviewed by President’s Cabinet, President’s Advisory Council and the Academic Mutual Agreement Council, Academic Senate, and Student Preparation and Success Council.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves proposed revisions to Board Policy 5010 – Admissions, as presented.

Prepared by: <u>George Bradshaw</u>	Reviewed by: <u>Audrey Yamagata-Noji</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Action #5</u>

SUBJECT: Proposed Revisions to Board Policy 5010 – Admissions

DATE: August 17, 2016

Chapter 5 – Student Services

BP 5010 Admissions

References:

Education Code Sections 76000, 76001, 76002; Labor Code Section 3077; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; 34 Code of Federal Regulations Part 668.16(p)

The College shall admit any person possessing a high school diploma or its equivalent.

The College may provisionally admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- persons who are over the age of 18, but who are not currently enrolled in a K-12 district; or
- persons who are apprentices, as defined in Section 3077 of the Labor Code; or
- highly gifted persons whose age or class level is equal to grades K-12, but who wish to attend advanced scholastic or vocational courses on a part-time basis; or
- other persons, who in the judgment of the College President/CEO or his/her designee, are capable of profiting from the instruction offered.

The District may deny or place conditions on a student's enrollment upon finding that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

Students who are admitted provisionally shall thereafter be required to comply with the District's rules, regulations, and standards for provisional students as a condition of being re-admitted in any succeeding term.

Special Admission of Highly Gifted Students - The College President & CEO shall approve procedures generated via the College's shared governance process regarding the evaluation of requests for the special admission of a student who is identified as highly gifted. If the College denies a request by such a student, the Board will record its findings and the reason for denying the request in writing within 60 days. The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that occurs at least 30 days after the pupil submits the request to the District.

SUBJECT: Proposed Revisions to Board Policy 5010 – Admissions

DATE: August 17, 2016

Claims for State Apportionment for Concurrent Enrollment – Claims for State apportionment submitted by the District, based on enrollment of high school pupils, shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The College President & CEO shall approve procedures generated via the College’s shared governance process regarding compliance with statutory and regulatory criteria for concurrent enrollment.

Admission to Specialized Programs - In addition to meeting the academic standards for admission to the College, students wishing to enroll in a specialized course of study, especially those governed by outside licensing agencies, must satisfy additional admissions requirements. Specific criteria for admission to these programs shall be approved by the College President & CEO and included in the Administrative ~~Regulations and~~ Procedures.

Approved: June 23, 2004

Revised: September 23, 2009

Revised: June 10, 2013

Reviewed: June 25, 2013

Revised: January 8, 2014

Reviewed: November 26, 2013

Reviewed: June 9, 2015

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

DATE: August 17, 2016

DISCUSSION

SUBJECT: Proposed Revisions to Board Policy 2310 – Regular Meetings of the Board

BACKGROUND

Board Policy 2310 – Regular Meetings of the Board. This policy has been revised, as presented.

ANALYSIS AND FISCAL IMPACT

After careful review and deliberation and utilizing the College's shared governance process, revisions to Board Policy 2310 have been recommended based on the Brown Act and changes by the Board that require revisions to this policy.

The proposed language has been reviewed by President's Cabinet, President's Advisory Council and the Academic Mutual Agreement Council, Academic Senate, and Student Preparation and Success Council.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives the revisions to Board Policy 2310 – Regular Meetings of the Board, for first reading and discussion.

Recommended by: Bill Scroggins Reviewed by: Bill Scroggins
Agenda Item: Discussion #1

SUBJECT: Proposed Revisions to Board Policy 2310 – Regular Meetings of the Board

DATE: August 17, 2016

Chapter 2 – Board of Trustees

BP 2310 Regular Meetings of the Board

References:

Education Code Section 72000(d); Government Code Sections 54952.2, 54953 et seq., 54961

Regular meetings of the Board shall be held on the ~~fourth~~ **second** Wednesday of each month at 6:30 p.m. Regular meetings of the Board shall normally be held at Mt. San Antonio College, 1100 North Grand Avenue, Walnut, CA 91789, in Founders Hall.

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ~~ten days~~ **72 hours** prior to the meeting and shall remain posted until the day and time of the meeting. All regular meetings of the Board shall be held within the boundaries of the District, except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

Approved: March 24, 2004

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

DATE: August 17, 2016

DISCUSSION

SUBJECT: Proposed Revisions to Board Policy 3530 – Weapons on Campus

BACKGROUND

Mt. SAC is updating the College's Board Policies and proposes the following changes to Board Policy 3530 – Weapons 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 its programs are being met.

Board Policy 3530 has gone through the governance process of the College and was approved by President's Cabinet and President's Advisory Council.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives for first reading and discussion proposed revisions to Board Policy 3530 – Weapons on Campus.

Recommended by: Bill Scroggins Reviewed by: Michael D. Gregoryk
Agenda Item: Discussion #2

SUBJECT: Proposed Revisions to Board Policy 3530 – Weapons on Campus

DATE: August 17, 2016

Chapter 3 – General Institution

BP 3530 Weapons on Campus

Reference:

Penal Code Sections 626.9, and 626.10, and 30310

Firearms and other dangerous or deadly weapons shall be prohibited on the College campus or in any facility of the College except for activities conducted ~~under the direction of~~ **with the permission of the** College **President or his/her designee** ~~officials~~ or as authorized by **the California Penal Code.** ~~an official law enforcement agency.~~

Approved: April 28, 2004

Revised: April 2010 (referenced citations only)

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

DATE: August 17, 2016

DISCUSSION

SUBJECT: Proposed Revisions to Board Policy 4500 – Athletics

BACKGROUND

Mt. SAC is updating the College's Board Policies and proposes the following changes to Board Policy 4500 – Athletics.

ANALYSIS AND FISCAL IMPACT

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

Board Policy 4500 has gone through the governance process of the College and was approved by President's Cabinet, President's Advisory Council, and the Academic Senate.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives for first reading and discussion proposed changes to Board Policy 4500 – Athletics.

Recommended by: Bill Scroggins Reviewed by: Irene M. Malmgren
Agenda Item: Discussion #3

SUBJECT: Proposed Revisions to Board Policy 4500 – Athletics

DATE: August 17, 2016

Chapter 4 – Academic Affairs

BP 4500 Athletics

References:

Title IX, Education Amendments of 1972, Education Code Section 78223, 66271.6, 66271.8; 20 U.S. Code Sections 1681 et seq.

If the College maintains an organized program for men and women in intercollegiate athletics, the program shall not discriminate on the basis of gender in the availability of athletic opportunities.

The College President/CEO shall assure that the athletics program complies with the California Community Colleges ~~Commission on~~ Athletics Association Constitution and ~~Sports Guides~~ Championship Handbooks, and appropriate Conference Constitution regarding student athlete participation.

Adopted: May 26, 2004

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

DATE: August 17, 2016

INFORMATION

SUBJECT: Revisions to Administrative Procedure 3255 – Participation in Local
Decision-Making

BACKGROUND

Administrative Procedure 3255 – Participation in Local Decision-Making. This procedure has been revised, as presented.

ANALYSIS AND FISCAL IMPACT

After careful review and deliberation and utilizing the College's shared governance process, revisions to Administrative Procedure 3255 have been made based on recent legislation that requires the changes to our procedures.

The proposed language has been reviewed by President's Cabinet, President's Advisory Council and the Academic Mutual Agreement Council, Academic Senate, and Student Preparation and Success Council.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives the revisions to Administrative Procedure 3255 – Participation in Local Decision-Making.

Recommended by: Bill Scroggins Reviewed by: Bill Scroggins
Agenda Item: Information #1

SUBJECT: Revisions to Administrative Procedure 3255 – Participation in Local Decision-Making

DATE: August 17, 2016

Chapter 3 - General Institution

AP 3255 Participation in Local Decision-Making

References:

Education Code Section 70902(b)(7); Title 5 Sections 53200 et seq., 51023.5, and 51023.7; Accreditation Standards; BP 3255

Appropriate members of the College advise the President on matters related to planning for the future and in developing policies, regulations, and recommendations under which the College is governed and administered.

In adherence to Title 5, Subchapter 2, Academic Senates, Sections 53200-53204, the Board of Trustees, and, as appropriate, the College President, will rely primarily upon the faculty, acting through its Senate, in the following academic and professional matters:

- curriculum including establishing prerequisites and placing courses within disciplines;
- degree and certificate requirements;
- grading policies;
- educational program development;
- standards or policies regarding student preparation and success; and
- policies for faculty professional development activities.

The faculty and the Board of Trustees and, as appropriate, the College President shall reach mutual agreement on the following academic and professional matters:

- District and College governance structures, as related to faculty roles;
- faculty roles and involvement in the accreditation processes including self-study and annual reports;
- process for program review;
- processes for institutional planning and budget development; and
- any other District and College policy, procedure, or related matter that the District Board of Trustees determines will have a significant effect on students.

SUBJECT: Revisions to Administrative Procedure 3255 – Participation in Local Decision-Making

DATE: August 17, 2016

In accordance with Title 5 Section 53203(f), the appointment of faculty members to serve on College committees, task forces, or other groups dealing with academic and professional matters shall be made, after consultation with the College President/CEO or his/her designee, by the Academic Senate.

In accordance with Education Code Section 70901.2, the exclusive representative of classified employees shall appoint the representatives for the respective CSEA unit members for designated councils, committees, task forces, and other groups. The Classified Senate, representing all College and Auxiliary Services employees, also makes appointments to designated councils, committees, task forces, and other groups.

In accordance with Title 5, Section 51023.7, the selection of student representatives to serve on College committees, task forces, or other governance groups shall be made by the Associated Students after consultation with the College President/CEO or his/her designee.

The President's Advisory Council reviews and updates the campus committee list annually.

General Goals and Operating Principles

1. To base the participatory governance process on cooperation, trust, and shared values rather than on confrontation.
2. To reach solutions that are made better through the expertise of the participants and made more acceptable through the participatory process.
3. To foster a climate of mutual trust, creative conflict resolution, and positive communications skills.
4. To communicate regularly and accurately with those directly affected by decisions made in the participatory governance process.
5. To create effective decision-making and use of time by streamlining the process and by avoiding duplications of effort. This implies the expanded use of ad-hoc task-specific work groups rather than the proliferation of standing committees.
6. To assign management, faculty, staff and/or students appropriate for the committee function and to adhere to the principle of balance of representation. Committees that report to the Academic Senate will have a faculty chair or co-chair.
7. To establish working size committees no larger than is required to do the task at hand.
8. To have reasonable resources available to faculty and management in order to carry out and complete assignments efficiently and effectively including adequate reassigned time for faculty leadership.

SUBJECT: Revisions to Administrative Procedure 3255 – Participation in Local Decision-Making

DATE: August 17, 2016

9. To establish regular meeting times to permit members to plan their schedules.
10. To expect representatives to committees to become familiar with committee functions, to be responsible for attendance, and for consulting with and keeping their constituents informed.

The following includes definitions used in the College's committee structure:

- Governance: Any organization or group of people who participate in the short- and long-term global planning of the College. Functions of these bodies include: recommending rules, procedures, direction, and processes.
- Academic Senate: Any organization or group of people whose primary function is to make recommendations with respect to academic and professional matters, as mandated by law.
- Operational: Any group of people who participate in the short- and long-term planning of individual departments or cross department groups. These bodies recommend and make decisions affecting local projects and operations.
- Task Forces: Any group of people assembled to accomplish a specific charge which must be completed by a specific date.

The President's Office will maintain a current committee list, with designations, on the College's website.

List of Committee Designations

1. ~~Governance Committees~~
 - Budget Committee
 - President's Advisory Council
2. ~~Academic Senate Committees~~
 - Academic Mutual Agreement Council
 - Assessment and Matriculation
 - Curriculum and Instruction Council
 - Distance Learning
 - Educational Design
 - Student Learning Outcomes
 - Student Equity
 - Student Preparation and Success
 - Equivalency

SUBJECT: Revisions to Administrative Procedure 3255 – Participation in Local
Decision-Making

DATE: August 17, 2016

3. Operational Committees

Appeals

Insurance

Campus Equity and Diversity

Information Technology Advisory Council

Professional Development Council

Health and Safety Issues

Scholarship

Institutional Effectiveness

4. Other

Associated Students

— Classified Senate

CSEA (2)

— Faculty Association

— Management Steering

Revised: May 11, 2016

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>August 17, 2016</u>	INFORMATION
SUBJECT: <u>Changes to Administrative Procedure 3516 – Registered Sex Offender Information</u>	

BACKGROUND

Mt. SAC is updating the College’s Administrative Procedures and has made the following changes to Administrative Procedure 3516 – Registered Sex Offender Information.

ANALYSIS AND FISCAL IMPACT

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

Administrative Procedure 3516 has gone through the governance process of the College and was approved by President’s Cabinet and President’s Advisory Council.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives as information Administrative Procedure 3516 – Registered Sex Offender Information.

Recommended by: Bill Scroggins Reviewed by: Michael D. Gregoryk
Agenda Item: Information #2

SUBJECT: Changes to Administrative Procedure 3516 – Registered Sex Offender Information

DATE: August 17, 2016

Chapter 3 - General Institution

AP 3516 Registered Sex Offender Information

References:

Education Code 72330.5; Penal Code 290 and 290.01; 34 CFR 668; Campus Sex Crimes Prevention Act 42 U.S.C. §14071j; 20 U.S.C. §1092(f)(1)(I); 20 U.S.C. §1232g(b)(7)(A)

The College shall include in its Annual Security Report a statement advising the campus community where information pertaining to registered sex offenders may be obtained.

Sex offenders are required to register with law enforcement in the jurisdiction in which they reside and with the **campus** police department of any institution of higher learning if they are students there or if they work there as employees, contractors, or volunteers. ~~The Mt. San Antonio College Public Safety Department is not a Police Department, but a non-sworn Security Department, in accordance with Education Code Section 72330.5.~~ Sex offenders who are required to register in accordance with Penal Code Section 290.01 should do so at the Los Angeles County Sheriff's Department station at 21695 East Valley Boulevard, Walnut, California.

Information concerning registered sex offenders can be obtained from the Los Angeles **Angeles** County Sheriff's Department station located at the above address in Walnut.

Revised: June 22, 2016

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE: <u>August 17, 2016</u>	INFORMATION
SUBJECT: <u>Changes to Administrative Procedure 3530 – Weapons on Campus</u>	

BACKGROUND

Mt. SAC is updating the College’s Administrative Procedures and has made the following changes to Administrative Procedure 3530 – Weapons on Campus.

ANALYSIS AND FISCAL IMPACT

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

Administrative Procedure 3530 has gone through the governance process of the College and was approved by President’s Cabinet and President’s Advisory Council.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives as information Administrative Procedure 3530 – Weapons on Campus.

Recommended by: Bill Scroggins Reviewed by: Michael D. Gregoryk
Agenda Item: Information #3

SUBJECT: Changes to Administrative Procedure 3530 – Weapons on Campus

DATE: August 17, 2016

Chapter 3 - General Institution

AP 3530 Weapons on Campus

References:

Penal Code Sections 626.9; and 626.10; **30310; and AP 3510**

Firearms, knives, explosives, or other dangerous objects including, but not limited to, any facsimile firearm, knife, or explosive, are prohibited on the College campus or in any facility operated by the College, **unless such possession or use is a requirement of the job or course of instruction.** Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2½ inches upon the grounds is prohibited. **Nothing in this section is intended to prevent staff and/or students from bringing kitchen utensils to be utilized in a course of instruction or for food preparation.**

Before taking place, activities on College property involving firearms or other weapons conducted under the direction of **the** College **President, his/her designee,** officials or as authorized by ~~an official law enforcement agency~~ **the California Penal Code** shall be reported to the College Public Safety Department who, in turn, may as necessary notify the Los Angeles County Sheriff's Station in Walnut.

The California Penal Code specifies exemptions from the above for duly appointed peace officers, authorized security guards, or honorably retired peace officers authorized to carry a concealed or loaded firearm.

Revised: April 2010 (referenced citations only)

Revised: June 8, 2016

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>August 17, 2016</u>	INFORMATION
SUBJECT: <u>Administrative Procedure 4500 – Athletics</u>	

BACKGROUND

Mt. SAC is updating the College’s Administrative Procedures and proposes the following changes to Administrative Procedure 4500 – Athletics.

ANALYSIS AND FISCAL IMPACT

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

Administrative Procedure 4500 has gone through the governance process of the College and was approved by President’s Cabinet, President’s Advisory Council, and the Academic Senate.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives changes to Administrative Procedure 4500 – Athletics.

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

SUBJECT: Administrative Procedure 4500 – Athletics

DATE: August 17, 2016

Chapter 4 – Academic Affairs

BP 4500 Athletics

References:

Title IX, Education Amendments of 1972, Education Code Section 78223, 66271.6, 66271.8; 20 U.S. Code Sections 1681 et seq.

~~Mt. San Antonio College's strong commitment to Physical Education, Athletics, and Dance is exhibited by the College's dedication to the health and well-being of the students as well as community members. Comprehensive class offerings, certificate programs, Fire and Law Testing (PAT)/Conditioning Program, dance productions, athletic programs, and athletic special events demonstrate this commitment.~~

~~Mt. SAC is home to one of the nation's largest and most successful athletic programs for men and women. The Athletic Program offers 22 individual sports and is an integral part of the College's overall educational offerings. Mt. SAC student athletes excel on the field and in the classroom. The "WIN" academic support program provides testing, tutoring, and counseling services for student athletes and serves as the 'model' academic support program for all community colleges.~~

~~Mt. SAC's five 'world famous' annual athletic special events: the Mt. SAC Relays, Mt. SAC Cross Country Invitational, Footlocker Western Regional Cross Country Championship, AAF Youth Days Program, and the International Pole Vault Camp reach over 100,000 participants, coaches, and spectators and bring millions of dollars into the local economy.~~

The District complies with the California Community College Athletic Association (CCCAA) Constitution and Championship Handbooks and appropriate Conference Constitutions regarding student athlete participation.

The Kinesiology, Athletics, and Dance Division is committed to promoting and tracking student athlete academic success and provides services such as testing, tutoring, and counseling for students as part of an academic support program.

The District is committed to nondiscrimination and providing equitable opportunities, benefits, and resources to all students. This commitment promotes an atmosphere that is free from sexual harassment or discrimination in its programs on the basis of race, color, national origin, sex, gender, religion, age, disability, political beliefs, and marital or familial status.

Reviewed: June 9, 2015

Revised: June 8, 2016

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>August 17, 2016</u>	INFORMATION
SUBJECT: <u>Administrative Procedure 4555 – Athletics Special Events</u>	

BACKGROUND

Mt. SAC is updating the College’s Administrative Procedures and proposes the following changes to Administrative Procedure 4555 – Athletics Special Events.

ANALYSIS AND FISCAL IMPACT

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

Administrative Procedure 4555 has gone through the governance process of the College and was approved by President’s Cabinet, President’s Advisory Council, and the Academic Senate.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives changes to Administrative Procedure 4555 – Athletics Special Events.

Recommended by: Bill Scroggins Reviewed by: Irene M. Malmgren
Agenda Item: Information #5

SUBJECT: Administrative Procedure 4555 – Athletics Special Events

DATE: August 17, 2016

Chapter 4 – Academic Affairs

AP 4555 ~~Mt. SAC Relays~~ Athletics Special Events

~~The world renown, Mt. SAC Relays is the nation’s largest track and field competition. Each April, over 14,000 athletes compete at Hilmer Lodge Stadium on the campus of Mt. San Antonio College. Premier athletes from throughout the world annually attend this event to compete on the finest track facilities in the world, “where the world’s best athletes compete”.~~

~~The Mt. SAC Relays has played host to numerous Olympic legends and track and field stars including gold medalists: Carl Lewis, Edwin Moses, Evelyn Ashford, Maurice Green, Marion Jones, Bob Seagren, Arnie Robinson, Al Oerter, Mac Wilkins, Hal Connolly, Ralph Boston, Lee Evans, Tim Mack, Nick Hysong, Stacy Dragila, Rex Cawley, Randy Matson, Ria Stalman, Dan Quarrie, Bill Toomey, Tommie Smith, Dan O’Brien, Mike Marsh, Allen Johnson, and many more.~~

Mt. SAC is committed to hosting local, national, and international athletics events such as the Mt. SAC Relays, the Cross Country Invitational, and the LA84 Youth Days.

General Organization Mt. SAC Relays

- A. The organization shall be called the Mt. San Antonio College Relays, hereafter referred to as the “Relays.”
- B. The Relays shall be scheduled annually in April, in accordance with the College’s facilities policy **located in AP 6700.**
- C. The Relays shall be operated within the rules and regulations of the College, under the supervision of the Dean of ~~Physical Education (Relays Executive Director)~~ **Kinesiology, Athletics, and Dance.** It is intended to promote the following:
 1. ~~Mt. San Antonio College~~
 2. ~~Positive relations between the local communities and the College~~
 3. ~~Amateur Athletic Competition~~
 4. ~~The U.S. Olympic movement~~
 5. ~~The sport of track and field~~
 - **Mt. San Antonio College;**
 - **positive relations between the local communities and the College;**
 - **amateur athletic competition;**
 - **the U.S. Olympic movement; and**
 - **the sport of track and field.**

SUBJECT: Administrative Procedure 4555 – Athletics Special Events

DATE: August 17, 2016

D. ~~The Relays shall be a Mt. SAC self-supported Physical Education Division Program. Any funds accumulated in excess of operating expenses will be placed in a reserve.~~ **Operations of the Relays will be overseen by the Relays Executive Board. The function of the Relays Executive Board is to formulate policy, prepare an annual budget, recommend contracts to the Executive Director (appointed by the College President/CEO), approve fund-raising activities, and, in general, oversee the operation of the Relays held under the auspices of Mt. San Antonio College. The Relays Executive Board may recommend changes regarding Relays operative procedures. The membership of the Relays Executive Board will be appointed and maintained by the Dean of Kinesiology, Athletics, and Dance, or designee.**

E. ~~Any reserve funds may be used for Relays' related projects upon approval of the Dean of Physical Education (Relays Executive Director).~~

F. ~~Funds will be deposited into an Auxiliary Services account.~~

The Special Events Executive Team

Operations of special events, such as the Cross Country Invitational or LA84, will be overseen by ~~The function of the Special Events Executive Team.~~ **The function of the Special Events Executive Team** is to formulate policy, prepare an annual budget, recommend contracts to the Executive Director (appointed by the College President/CEO), approve fund-raising activities, and, in general, oversee the operation of all Athletic Special Events held under the auspices of Mt. San Antonio College. ~~The Special Events Executive Team is comprised of the following individuals:~~ **The membership of the Special Events Executive Team will be appointed and maintained by the Dean of Kinesiology, Athletics, and Dance, or designee.**

Funding

A. **Any funds accumulated in excess of operating expenses will be placed in a reserve.**

B. **Any reserve funds may be used for the Relays or other special events projects upon approval of the Dean of Kinesiology, Athletics, and Dance, or designee.**

C. **Funds will be deposited into a District account.**

Special Events Executive Team Membership

1. ~~Executive Director (Athletic Director/Dean of Physical Education)~~
2. ~~Director of Special Events~~
3. ~~Men's Head Track and Field Coach~~
4. ~~Women's Head Track and Field Coach~~
5. ~~Relays Director (Coordinator)~~
6. ~~Cross Country Invitational Coordinator~~
7. ~~Footlocker Cross Country Championships Coordinator~~

SUBJECT: Administrative Procedure 4555 – Athletics Special Events

DATE: August 17, 2016

- ~~8. AAF Youth Days Coordinator~~
- ~~9. Appointed Position (Appointed by the Executive Director)~~
- ~~10. Appointed Position (Appointed by the Executive Director)~~

The Relays Executive Board

The function of the Relays Executive Board is to oversee the operation of the Relays. All Relays Executive Board members shall be appointed by the Executive Director except Numbers 6 and 7 below.

Relays Executive Board Membership

- ~~1. Executive Director (Athletic Director/Dean of Physical Education)~~
- ~~2. Director of Special Events~~
- ~~3. Relays Director (Coordinator)~~
- ~~4. Assistant Athletic Director~~
- ~~5. Auxiliary Services Director~~
- ~~6. Finance Coordinator~~
- ~~7. Facilities Coordinator~~
- ~~8. Relays Games Committee Chairperson~~
- ~~9. Mt. SAC Student Appointee (Appointed by the Associated Students)~~
- ~~10. Public Relations/Media Coordinator~~
- ~~11. Special Projects Coordinator~~
- ~~12. Entry Coordinator~~
- ~~13. Grounds Coordinator~~
- ~~14. Technical Services Director~~
- ~~15. City of Walnut Liaison~~
- ~~16. High School Division Director~~
- ~~17. Invitational/Open Division Director~~
- ~~18. Community College Division Director~~
- ~~19. AAF Youth Days Director~~

Changes in Procedure

The Relays Executive Board may recommend changes regarding Relays operating procedure to the Executive Director (Athletic Director/Dean of Physical Education).

Revised: June 8, 2016