



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 8, 2017

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 (6:30 p.m. Flag Salute)

INTRODUCTIONS AND RECOGNITION

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

Classified Employees (Newly Appointed)

- **Melissa Alvarez-Mejorado**, Administrative Specialist III (Research and Institutional Effectiveness)
- **Tabitha Groves**, Laboratory Assistant, Child Development Observation (Business Division)
- **Andrea Rodriguez**, Administrative Specialist III (Facilities Planning and Management)

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.

Management Employees (Newly Appointed)

- **Darren Grosch**, Director, International Students (Student Services)

Classified Employees (Promoted)

- **Joan Chang**, Learning Lab Assistant (Learning Assistance Services)

Classified Employees (Change of Assignment)

- **Marcus Williams**, Project/Program Specialist (Student Services)

- **Recognition:**

Award a Certificate of Service to the following retiring employees:

- **Sharon Shriver**, Information Technology Specialist (Information Technology), (27 years of service)

APPROVAL OF MINUTES

Approval of minutes of the regular meeting of January 11, 2017 (Pages 1 through 9).

Approval of minutes of the special meeting of January 21, 2017 (Pages 10 through 13).

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

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 14 through 18);
2. Hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines (Pages 19 and 20);
3. Re-issuance of stale-dated warrants (Page 21);
4. Agreement with Margolis Healy & Associates, LLC to provide Clery Act training (Pages 22 and 23);
5. Purchase of lighting for the Studio Theater – Phase 1 – (Bid No. 3145) (Pages 24 and 25);
6. Purchase of Rainbird Maxicom Irrigation System Upgrade – Phase 1 – (Bid No. 3146) (Page 26);

7. Contract with Interact Communications, Inc. for consultant services for marketing for student enrollment and community engagement – (RFP No. 3096) (Pages 27 and 28);
8. Agreement with Psomas to provide professional consulting services for the Solar Photovoltaic Project (Page 29);
9. Agreement with ASM Affiliates to provide consulting services for the 2015 Subsequent Project and Program Environmental Impact Report mitigation measures (Pages 30 and 31);
10. Agreement with P2S Engineering, Inc. to provide professional engineering services for The Center for Deaf and Hard of Hearing Remodel (Temporary Space) (Page 32);
11. Contract Amendment (Page 33):
 - Contract Professional Design and Consulting Services – Added Services – The Center for Deaf and Hard of Hearing Remodel – MDC Engineers – Amendment No. 1;
12. Proposed Gifts and Donations to the College:
 - Gregory A. Rager – Canon AE-1 program cameras, UV/Skylight filters, straps, and lens caps (22), Canon 50mm 1.8 lenses, with UV/Skylight filter (extra lenses) (2), 28mm Canon-mount wide angle lenses, with UV/Skylight filters (5), various focal length Canon-mount wide telephoto zoom lenses, with UV/Skylight filters (14), and various camera cases – single camera and single camera with lens, valued by donor at \$5,261.50, to be used in the Photography Department;

HUMAN RESOURCES:

13. Personnel Transactions (Pages 34 through 46);
14. New and/or Revised Classified Job Classification Descriptions (Pages 47 through 65);
15. Recommendation to Employ Faculty Under Second Contract 2017-18 (Pages 66 through 68);
16. Recommendation to Employ Faculty Under Third Contract 2017-19 (Pages 69 and 70);
17. Recommendation to Grant Tenure 2017-18 (Pages 71 and 72);
18. Contract for Development of Written Tests and Interview Standards – CODESP Public HR (Page 73);

INSTRUCTION:

19. Contract Agreement with Kellogg West Conference Center and Lodge (Page 74);
20. School of Continuing Education Additions and Changes (Pages 75 and 76);
21. Southern California Water Utilities Association Water Grant: Acceptance of Funds (Page 77);

22. Affiliation Agreement with Chino Valley Independent Fire District Training Center (Page 78);
23. Affiliation Agreement with Magan Medical Clinic (Page 79);
24. Contract Agreement with Pacific Palms Resort and Conference Center (Page 80);
25. Sabbatical Leave Applications for Academic Year 2017-18 (Pages 81 through 83);
26. New, 4-Year Review, Modified Courses, Modified Certificates, and New and Modified Degrees Effective with the 2017-18 Academic Year (Pages 84 through 85);
27. California Community Colleges (CCC) Maker Mini-Grant Acceptance of Funds and Approval of Purchases (Page 86);

PRESIDENT'S OFFICE

28. Resolution No. 16-08 – Approval to Compensate Student Trustee Elizabeth Santos for Her Absence from the Regular Meeting of the Board of Trustees on January 11, 2017 (Pages 87 and 88);
29. Renewal of a Contract with Concept3D for a 3D Campus Map (Page 89);

STUDENT SERVICES:

30. Contract with Betty Colonomos to provide training to the Sign Language Interpreters (Page 90);
31. Contract with Dee Hankins for the REACH Programs Foster Youth Awareness Week (Page 91);
32. Contract with Kids That Code for the Upward Bound Program (Page 92);
33. Contract with My Fiesta Supplies for the Cash for College event (Page 93);
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 (Pages 94); and
35. Acceptance of a Student Mental Health Mini-Grant from the Foundation for California Community Colleges (Page 95).

Ratification is requested for the following:

36. Contract Renewal Evans & Sutherland Computer Corporation for the Digistar Encore Maintenance Service Agreement (Page 96).

ACTION ITEMS

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

1. Appointment of a Member to the Citizens Oversight Committee (Pages 97 and 98);
2. Proposal to Initiate Faculty Negotiations for Successor Agreement, July 1, 2017, through June 30, 2020 (Pages 99 through 101); and
3. Public Hearing Regarding the Initial Proposals for Successor Agreement Between the District and CSEA, Chapter 262.

ADJOURNMENT

Future Board Meetings

March 8, 2017
April 12, 2017
May 10, 2017
June 28, 2017

Upcoming Events

February 8-9	American Red Cross Blood Drive , 9:00 a.m.-7:00 p.m., Building 9C
February 9	Black History Month Luncheon , 1:00 p.m., Building 9C Stage
February 11	Cash For College , 9:00 a.m., Campus
February 14-16	Almost, Maine , 8:00 p.m., Studio Theater
February 17	President's Day – Campus Closed
February 19	Winter Intersession Ends
February 20	President's Day – Campus Closed
February 27	Spring Semester Begins

Upcoming Athletics Events

February 3	Softball vs. Santa Ana College , 5:00 p.m., Softball Field Men's Basketball vs. East LA , 5:00 p.m., Gym Women's Basketball vs. East L.A. , 7:00 p.m., Gym
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- February 4 **Baseball vs. Victor Valley College**, 12:00 p.m., Mazmanian Field
- February 9 **Softball vs. Cerritos College**, 3:00 p.m., Softball Field
- February 10 **Softball vs. Grossmont College**, 3:00 p.m., Softball Field
- February 11 **Baseball vs. Cypress College**, 12:00 p.m., Mazmanian Field
- February 14 **Baseball vs. Riverside College**, 6:00 p.m., Mazmanian Field
- February 15 **Men's Basketball vs. Los Angeles Trade Tech**, 5:00 p.m., Gym
Women's Basketball vs. Los Angeles Trade Tech, 7:00 p.m., Gym
- February 16 **Softball vs. L.A. Harbor College**, 3:00 p.m., Softball Field
Baseball vs. Mt. San Jacinto College, 6:00 p.m., Mazmanian Field
- February 17 **Men's Basketball vs. Chaffey College**, 5:00 p.m., Gym
Women's Basketball vs. Chaffey College, 7:00 p.m., Gym
- February 21 **Softball vs. Compton College**, 3:00 p.m., Softball Field
- February 23 **Baseball vs. Santa Ana College**, 6:00 p.m., Mazmanian Field
- February 23-25 **Swim & Dive – Mt. SAC Invite**, 8:00 a.m., Pool
- February 28 **Men's Tennis vs. Cerritos**, 2:00 p.m., Citrus College Tennis Courts
Softball vs. El Camino College, 3:00 p.m., Softball Field
Baseball vs. Irvine Valley College, 6:00 p.m., Mazmanian Field

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

BOARD OF TRUSTEES

**BACKUP INFORMATION PACKET
FOR
REGULAR MEETING**

February 8, 2017





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 11, 2017

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Bader at 6:07 p.m. on Wednesday, January 11, 2017. Trustees Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, and Santos were present.

STAFF PRESENT

Bill Scroggins, President & CEO; Mike Gregoryk, Vice President, Administrative Services; Irene Malmgren, Vice President, Instruction; Audrey Yamagata-Noji, Vice President, Student Services; and Sokha Song, Director, Equal Employment Opportunity Programs were present.

PUBLIC COMMUNICATION REGARDING CLOSED SESSION

None.

CLOSED SESSION

The Board adjourned to Closed Session at 6:08 p.m. to discuss the following item:

1. Conference with Labor Negotiators, President & CEO

PUBLIC SESSION

The meeting reconvened at 6:35 p.m., and the Pledge of Allegiance was led by Bill Rawlings.

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.

REPORTING OF ACTION TAKEN IN CLOSED SESSION

None.

MOMENT OF SILENCE

A moment of silence was observed for employee **Mercedes Clarrett Camara** who passed away on December 6, 2016. Mercedes was an Administrative Specialist in the CalWORKs department and was never without a huge, beautiful smile and a positive word for students and her colleagues. She loved her work and, despite treatments, Mercedes put up a courageous battle and came to work when her health would permit. Mercedes first began her employment with Mt. SAC in 2007 as a part-time receptionist/clerical assistant in DSPS. In 2011, she had the opportunity to transfer to the CalWORKs department where she provided receptionist and clerical assistance to CalWORKs students.

INTRODUCTIONS AND RECOGNITION

- The following newly appointed and promoted employees were introduced:

Classified Employees (Newly Appointed)

- **Nicole Aragon**, Coordinator, Grants (Grants Office) (present)
- **Claude Gonzales**, Fiscal Specialist (Fiscal Services) (present)
- **Tabitha Groves**, Laboratory Assistant, Child Development Observation (Business Division) (absent)
- **Amrik Johal**, Coordinator, Project/Program (Student Services) (present)
- **Naomi Lopez**, Administrative Specialist II (Learning Assistance Center) (present)
- **Catherine Nguyen**, Fiscal Specialist (Fiscal Services) (present)
- **Andrea Rodriguez**, Administrative Specialist III (Facilities Planning and Management) (absent)
- **Janeth Ruvalcaba**, Upward Bound Academic Specialist (Student Services) (present)
- **Yadira Santiago**, Administrative Specialist III (Administrative Services) (present)

Management Employee (Newly Appointed)

- **Duetta Langevin**, Director, Safety and Risk Management (Administrative Services) (present)
- **Sokha Song**, Director, Equal Employment Opportunity (EEO) Programs (Human Resources) (present)

Classified Employees (Promoted)

- **Joan Chang**, Learning Lab Assistant (Learning Assistance Services) (absent)
- **Julie Ann Moreno**, Fiscal Specialist (Fiscal Services) (absent)

Confidential Employees (Promoted)

- **Marlyn Lanuza**, Executive Assistant I (Instruction Office) (present)
- **Carol Nelson**, Executive Assistant to the President and Board of Trustees (President's Office) (present)
- A Certificate of Service was presented to the following Citizens Oversight Committee Member:
 - **Michael Shay**, 4 years of service
- Trustee Bader thanked Trustee Chen Haggerty for her exemplary service as the Board President for 2016, and presented her with a commemorative plaque.

APPROVAL OF MINUTES

It was moved by Trustee Baca, seconded by Trustee Chen Haggerty, and passed to approve the minutes of the regular meeting of December 14, 2016.

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

Noes: None

Abstained: Chen Haggerty

Absent: None

PUBLIC COMMUNICATION

- Student Kim Corona commented on the closure of the Paramedic program.
- Student Thomas Nguyen commented on the closure of the Paramedic program.
- Student Karen Osorio commented on behalf of undocumented students and thanked the Board for the Resolution that is being taken into consideration tonight.
- Student Perla Gonzales thanked the Board for the Resolution that is being taken into consideration tonight.
- Student Alejandro Juarez thanked the Board for the Resolution that is being taken into consideration tonight.
- Community member Madeline Rios, Chair of the Immigrants' Rights Committee of the Latino Roundtable of Pomona and San Gabriel Valley, commented on immigrants' rights.

REORDER OF AGENDA

It was moved by Trustee Baca and seconded by Trustee Hall to reorder the Agenda to move the vote on Action Items 1 and 6.

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

Noes: None

Abstained: None

Absent: None

REPORTS

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

- **Aneca Abcede**, President, Associated Students
- **Jeff Archibald**, President, Academic Senate
- **John Lewallen**, President, Classified Senate
- **Eric Kaljumagi**, President, Faculty Association
- **Sandra Bollier**, President, CSEA 262 (no written report provided)
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

BOARD COMMUNICATION

- A. Trustee Bader read the following reminder: “At this time, the Board of Trustees will report on matters related to attendance at conferences, professional affiliations, and community involvement directly related to their functions as Board members.”
- B. All Board members shared the following comments:
- They welcomed and congratulated newly appointed and promoted employees.
 - They thanked Mike Shay for his four years of service to the Citizens Oversight Committee.
- C. Trustee Chen reported the following:
- Attended the SGV Civic Alliance holiday party.
 - Attended the Hanukkah celebration with Eric Garcetti.
 - Interviewed by Tucker Carlson on Fox News.
 - Attended a retreat for Asian Pacific Islanders.
 - Attended a salute to Vice President Joe Biden.
- D. Trustee Santos reported the following:
- Attended several holiday parties.
 - Attended the SGV Civic Alliance holiday party.
 - Attended the Baldwin Park Women’s Club meeting.
 - Attended the Irwindale Lions Club meeting.
 - Participated in the West Covina Home for the Holidays tour.
 - Attended the Latino Roundtable membership meeting.
 - Attended the Mt. SAC RN Pinning ceremony.
 - Participated with Educators for Immigrants Rights by attending the La Puente City Council meeting in support of their resolution supporting the undocumented. She commented that some of our students also attended and were very well-spoken.
- E. Trustee Baca reported the following:
- Acknowledged the passing of donor Pete Reynolds.
 - Participated in the Walnut Valley Kiwanis food project.
- F. Trustee Hidalgo reported the following:
- Wished everyone a Happy New Year.

- Interviewed by Brad Pomerance from Charter Communications about the Safe Haven status.
- Thanked Judy for her service as Board President.

G. Trustee Chen Haggerty reported the following:

- Commented that she's glad to support the Resolution on the Agenda on student rights.
- Thanked her colleagues for supporting her as Board President last year.
- Wished everyone a Happy New Year.

H. Trustee Hall reported the following:

- Wished everyone a Happy Chinese new year.
- Commented that women's basketball is ranked #2 and men are 10-7.
- Attended the SGV Civic Alliance holiday party.
- Commented that the SGV Civic Alliance is having their Board Retreat on campus on Friday.
- Commented on the passing of Pete Reynolds, and that Pete was in the first student body and has been a supporter of Mt. SAC for over 70 years.

I. Trustee Bader reported the following:

- Commented on the passing of Pete Reynolds and his commitment and dedication to the College.
- Commented that one of the people who attended Wassail has made donation to the Foundation.
- Commended Jill Dolan on the look of the Annual Report.
- Wished everyone a Happy New Year.

PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed and congratulated newly appointed and promoted employees.
- He thanked Mike Shay for his four years of service to the Citizens Oversight Committee.
- He discussed the annual Board Study Session scheduled for January 21, 2017.
- He discussed the management staff retreat, which was well organized and attended by 70 managers. He is happy to be providing the managers professional development support.
- He introduced Rick Alonzo of Vavrinek, Trine, Day, & Co., LLP, Certified Public Accountants, to present on the Bond audit.
- He introduced Dave Wilson, Chief of Public Safety, to present a report on changes in the Public Safety Department.

CONSENT CALENDAR

It was moved by Trustee Baca, seconded by Trustee Hidalgo, 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-issuance of stale-dated warrants;
4. 2017-18 Nonresident Tuition Fees;
5. Agreement with Ellucian to provide consulting services;
6. Agreement with Capitol Door Service to provide semi-annual service on all campus automatic doors;
7. Reject Bid No. 3136 – Building 9A The Center for Deaf and Hard of Hearing Remodel;
8. Agreement with PAL id Studio to provide professional interior design and furniture consulting services on the Continuing Education Building 40 Remodel – Phase II and Student Services Improvements;
9. Agreement with IDS Group to provide professional structural engineering services on the Performing Arts Mezzanine Extension project;
10. Agreement with Marlene Imirzian & Associates, Architects to provide professional design and consulting services on the Counseling Annex Renovation;
11. Contract Amendment:
 - Contract Professional Design and Consulting Services – Added Services – Lot M Site Improvements – HMC Architects – Amendment No. 3;
12. Contract Amendment:
 - Contract Professional Design and Consulting Services – Added Services – The Center for Deaf and Hard of Hearing Remodel – PAL id Studio – Amendment No. 1;
13. Change Order for the Athletics Modular Structure:
 - Contract American Modular Systems (Modular Contractor) – Change Order No. 5;
14. Personnel Transactions;
15. New and/or Revised Classified Job Classification Descriptions;
16. School of Continuing Education Additions and Changes;
17. Affiliation Agreement with Centrelake Imaging;
18. Career Technical Education (CTE) Pathways Program (SB 1070): Acceptance of Augmentation Funds;
19. In-N-Out Burger Contract Agreement and Advance Payment for Special Events Celebration;

20. New, 4-Year Review, Modified Courses, Modified Certificates, and New and Modified Degrees Effective with the 2017-18 Academic Year;
21. Hispanic-Serving Institutions – Science, Technology, Engineering, or Mathematics and Articulation Programs Subcontract: Acceptance of Funds;
22. Undergraduate International Studies and Foreign Languages Program Subcontract: Acceptance of Funds;
23. This item was pulled and acted upon separately below;
24. Contract with Michael Le for the Lion Dance Performance;
25. 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
26. Agreement with Kern County Superintendent of Schools for professional consulting services for the Emergency Communications Tower.

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

Noes: None

Abstained: None

Absent: None

CONSENT ITEM #23 – RESOLUTION NO. 16-07 – APPROVAL TO COMPENSATE TRUSTEE JUDY CHEN HAGGERTY FOR HER ABSENCE FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES ON DECEMBER 14, 2016

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

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

Noes: None

Abstained: Chen Haggerty

Absent: None

ACTION ITEM #1 – APPROVAL TO ACCEPT THE AUDIT REPORTS FROM VAVRINEK, TRINE, DAY, & CO., LLP, CERTIFIED PUBLIC ACCOUNTANTS, FOR THE FISCAL YEAR ENDING JUNE 30, 2016, RELATING TO BOOKS AND RECORDS OF THE MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT PROPOSITION 39, GENERAL OBLIGATION BONDS (MEASURE RR, NOVEMBER 2008; LEASE REVENUE BONDS, 2007; AND BOND ANTICIPATION NOTES, 2009) PERFORMANCE AND FINANCIAL AUDITS (DISTRIBUTED AS SEPARATE DOCUMENTS)

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

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos
Noes: None
Abstained: None
Absent: None

ACTION ITEM #2 – PRESIDENT & CEO EMPLOYMENT AGREEMENT RENEWAL

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

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos
Noes: None
Abstained: None
Absent: None

ACTION ITEM #3 – NOMINATIONS FOR THE 2016 CCCT BOARD OF DIRECTORS

There was discussion on this item and no action was taken.

ACTION ITEM #4 – REAPPOINTMENT OF MEMBER TO THE CITIZENS OVERSIGHT COMMITTEE

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

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos
Noes: None
Abstained: None
Absent: None

ACTION ITEM #5 – PROPOSAL TO INITIATE CSEA, CHAPTER 262 NEGOTIATIONS FOR SUCCESSOR AGREEMENT, JULY 1, 2017, THROUGH JUNE 30, 2020

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

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos
Noes: None
Abstained: None
Absent: None

ACTION ITEM #6 – RESOLUTION NO. 16-08 – SUPPORT OF UNDOCUMENTED STUDENTS AND AFFIRMING THE PRIVACY OF STUDENT RECORDS

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

Ayes: Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos
Noes: None

Abstained: None

Absent: None

ADJOURNMENT

The meeting adjourned at 8:58 p.m.

WTS:CN



MT. SAN ANTONIO COLLEGE

SPECIAL MEETING OF THE BOARD OF TRUSTEES

Saturday, January 21, 2017

MINUTES

CALL TO ORDER

The special meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Bader at 8:33 a.m. on Saturday, January 21, 2017. Trustees Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos, and Student Trustee Santos were present.

STAFF PRESENT

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

PUBLIC COMMUNICATION REGARDING CLOSED SESSION

- Community Member Mansfield Collins commented regarding Closed Session item 1.

CLOSED SESSION

The Board adjourned to Closed Session at 8:38 a.m. to discuss the following items:

1. Conference with Real Property Negotiators, per California Government Code Section 54956.8 – Property: Assessor’s ID No 8709-087-023; District Negotiators: Michael Gregoryk; Negotiating Parties: Mt. San Antonio College and Horizon Pacific; Under Negotiation: Price and terms of payment

PUBLIC SESSION

The meeting reconvened at 10:29 a.m., and the Pledge of Allegiance was led by Gary Nellesen.

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.

REPORTING OF ACTION TAKEN IN CLOSED SESSION

None.

PUBLIC COMMUNICATION

- Community Member Mansfield Collins commented regarding resolution of pending issues between United Walnut Taxpayers and Mt. SAC.

1. EDUCATIONAL AND FACILITIES MASTER PLANNING

Irene Malmgren, Vice President, Instruction and Gary Nellesen, Director, Facilities Planning and Management gave a presentation entitled 2018 Educational and Facilities Master Plan.

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

2. POTENTIAL NOVEMBER 2018 FACILITIES BOND MEASURE

Mike Gregoryk, Vice President, Administrative Services and Gary Nellesen, Director, Facilities Planning and Management gave a presentation entitled Potential 2018 Facilities Bond Measure.

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

3. OVERVIEW OF RECENT CHANGES IN HUMAN RESOURCES

Abe Ali, Vice President, Human Resources gave a presentation entitled 2017 Board of Trustees Retreat Human Resources.

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

4. FACULTY, STAFF, AND STUDENT DIVERSITY

This information was included in the above presentation.

The Board recessed for lunch at 12:19 p.m.

The Board reconvened at 12:45 p.m.

5. ACCREDITATION VISIT

Bill Scroggins, President & CEO and Irene Malmgren, Vice President, Instruction discussed the upcoming external evaluation visit and took the Board through a mock interview.

6. 2017-18 BUDGET – LONG RANGE PLANNING

Mike Gregoryk, Vice President, Administrative Services gave a presentation entitled Future Budget Issues.

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

7. DUAL ENROLLMENT

Bill Scroggins, President & CEO; Irene Malmgren, Vice President, Instruction; Joumana McGowan, Associate Vice President, Instruction; Audrey Yamagata-Noji, Vice President, Student Services, and Francisco Dorame, Associate Dean, Counseling gave a presentation entitled Dual Enrollment.

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

8. PATHWAYS PROJECT

Bill Scroggins, President & CEO; Irene Malmgren, Vice President, Instruction; Audrey Yamaga-Noji, Vice President, Student Services; and Jeff Archibald, President, Academic Senate gave a presentation entitled Guided Pathways.

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

9. BOARD SELF-EVALUATION AND PRIORITY SETTING

A compilation of survey responses from Board Members to questions regarding the Board's areas of strengths and those areas they thought needed improvement were distributed.

The first part of the self-evaluation required Board members to give themselves a letter grade (A through F). The responses of Board Members were reviewed.

The responses of Board members to each of the open-ended questions were reviewed.

Discussion/Comments:

- After the lawsuit is settled, it would be an interest to have a joint meeting with the Walnut City Council to discuss how to better work with them on ongoing construction issues.

- It was recommended to have a joint meeting with all of the mayors in our District to keep them updated on the College, similar to the Joint Board Dinner with the District K-12s.
- It was also recommended to have a joint meeting with newly-elected representatives.
- There was discussion on improving information flow to Trustees on critical issues as they are happening.
- It was requested to provide regular litigation summaries to the Board.
- The goals identified in number 7 will be listed as a separate document.

The Board of Trustees Self-Evaluation compilation for 2017 is posted on the College website with these minutes.

10. ADJOURNMENT

The meeting adjourned at 4:14 p.m.

WTS:cn

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 8, 2017</u>	CONSENT
SUBJECT:	<u>Appropriation Transfers and Budget Revisions Summary</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

**APPROPRIATION TRANSFERS
For the period 12/7/16 - 1/16/17**

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 104,094
7950 Unassigned Fund Balance	231,700
Total	\$ 335,794

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 141,150
2000 Classified/Other Nonacademic Salaries	17,912
3000 Employee Benefits	10,724
4000 Supplies/Materials	1,444
6000 Capital Outlay	61,314

Prepared by: <u>Steven N. Garcia</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #1</u>

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: February 8, 2017

7000	Other Outgo	\$	103,250
Total		\$	335,794

Restricted General Fund - 17

From:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	60,942
2000	Classified/Other Nonacademic Salaries		34,141
3000	Employee Benefits		6,671
Total		\$	101,754

To:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	49,630
5000	Other Operating Expenses/Services		13,969
6000	Capital Outlay		24,855
7000	Other Outgo		13,300
Total		\$	101,754

Farm Operations Fund - 34

From:

<u>Budget Classification</u>			<u>Amount</u>
7940	Assigned Fund Balance	\$	20,000
Total		\$	20,000

To:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	6,000
6000	Capital Outlay		14,000
Total		\$	20,000

Capital Outlay Projects Fund - 41

From:

<u>Budget Classification</u>			<u>Amount</u>
6000	Capital Outlay	\$	2,950
Total		\$	2,950

To:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	2,950
Total		\$	2,950

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: February 8, 2017

Bond Construction Fund No. 2 - 45

From:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 622,839
Total	\$ 622,839

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 2,247
5000 Other Operating Expenses/Services	592,839
6000 Capital Outlay	27,753
Total	\$ 622,839

Associated Students Trust Fund - 71

From:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 72,299
Total	\$ 72,299

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 36,000
5000 Other Operating Expenses/Services	30,000
6000 Capital Outlay	6,299
Total	\$ 72,299

BUDGET REVISIONS
For the period 12/7/16 - 1/16/17

Unrestricted General Fund - 13

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
883100 All Americas, Inc., contract #1617-001	\$ 293,382
883100 Metropolitan Water District, contract #1516-004	24,188
883100 Los Angeles County Office of Education, contract #1617-003	196,100
Total	\$ 513,670

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 181,968
3000 Employee Benefits	11,124

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: February 8, 2017

4000	Supplies/Materials	\$	16,500
5000	Other Operating Expenses/Services		304,078
Total		\$	513,670

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
862909	2015-16 Student Equity-Special Reallocation	\$	107,300
Total		\$	107,300

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	2,334
6000	Capital Outlay		104,966
Total		\$	107,300

Capital Outlay Projects Fund - 41

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
889000	Energy Projects-District	\$	16,519
Total		\$	16,519

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
6000	Capital Outlay	\$	16,519
Total		\$	16,519

Student Financial Aid Trust - 74

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
882001	Occupational Work Experience	\$	50,000
898001	Occupational Work Experience		102,250
Total		\$	152,250

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
7000	Other Outgo	\$	152,250
Total		\$	152,250

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: February 8, 2017

Scholarship and Loan Trust - 75

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
898001 NASA Jet Propulsion Laboratory (JPL) Scholars	\$ <u>1,000</u>
Total	\$ <u>1,000</u>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7000 Other Outgo	\$ <u>1,000</u>
Total	\$ <u>1,000</u>

RECOMMENDATION

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$335,794), Restricted General Fund (\$101,754), Farm Operations Fund (\$20,000), Capital Outlay Projects Fund (\$2,950), Bond Construction Fund No. 2 (\$622,839), and Associated Students Trust Fund (\$72,299) 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 (\$513,670), Restricted General Fund (\$107,300), Capital Outlay Projects Fund (\$16,519), Student Financial Aid Trust (\$152,250), and Scholarship and Loan Trust (\$1,000) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

DATE: February 8, 2017

CONSENT

SUBJECT: Independent Contractors

BACKGROUND

Approval of Independent Contractors.

ANALYSIS AND FISCAL IMPACT

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

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Coker, Stephen	Instruction – Music	Adjudicator – Chamber Singers Choral Festival	3/15/17	\$500
Gruver, Eric	Administrative Services – Public Safety	Psychological evaluations for twelve employees in Public Safety	2/19/17- 6/30/17	\$5,100
Messoloras, Irene	Instruction – Music	Adjudicator – Chamber Singers Choral Festival	3/15/17	\$500
Sanchez, Gabriel	Instruction – Prop 39 Grants, HVAC Funds	Services to comply with industry standards/codes for the installation of HVAC equipment	12/15/16- 2/15/17	\$2,000
Sears, Bill	Instruction – Professional and Organizational Development	Facilitator – Workshop on Brain Health	3/29/17	\$1,500
Washington, Gregory	Student Services/Student/Life/ Associated Students	Speaker - Black History Month	2/19/17	\$1,500

Prepared by: Steven N. Garcia

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

SUBJECT: Independent Contractors

DATE: February 8, 2017

Prouty Castrey, Bonnie	Human Resources	Arbitration Services	7/1/16- 12/31/16	\$1,700
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Funding Sources

Unrestricted General Fund – Instruction – Music; Professional and Organizational Development; Administrative Services – Public Safety; Student Services/Student Life/Associated Students; Human Resources.

Restricted Fund – Instruction – Prop 39 Grant HVAC funds.

RECOMMENDATION

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

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

DATE: February 8, 2017

CONSENT

SUBJECT: Re-issuance of Stale-Dated Warrants

BACKGROUND

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

The payees listed below have been located and have submitted an affidavit to receive their payment.

ANALYSIS AND FISCAL IMPACT

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

Warrant No.	Original Issue Date	Payee	Amount
H0098866	07/08/13	Nelson Hsu Kan	\$46.00
H0112151	09/09/13	Justin B. Young	\$138.00
H0124714	10/21/13	Randy S. Gudadi	\$294.50
H0137819	02/10/14	Olivia K. Bernstein	\$20.00
H0148769	03/04/14	Olivia K. Bernstein	\$20.00
H0154421	03/10/14	Andres Olvera	\$184.00
H0169419	04/08/14	Dennis W. Tow	\$25.50
H0180377	05/20/14	Lizette A. Ponce	\$86.49
H0154461	03/10/14	Mark A. Ortez	\$25.50

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Steven N. Garcia

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #3

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>February 8, 2017</u>	CONSENT
SUBJECT: <u>Agreement with Margolis Healy & Associates, LLC</u>	

BACKGROUND

Margolis Healy & Associates, LLC proposes two days of a Clery Act Training Program for Mt. San Antonio College key administrators and managers or others who have primary or secondary responsibility for Clery Act compliance. The program will include a 60-minute orientation for senior executives of the College, one day of overview training for institution staff and key stakeholders, and a half-day Campus Security Authority Train-the-Trainer Program.

Margolis Healy prides themselves in being national thought leaders on campus safety and security, and for the depth of their understanding of the many challenges facing the higher education community. In 2013, the United States Department of Justice awarded Margolis Healy the responsibility of establishing and leading the National Center for Campus Public Safety, created by Congress to serve as the national think tank for higher education safety and security needs.

Margolis Healy leverages their work with scores of client institutions of all sizes and types in Title IX and the Clery Act to support colleges and universities in their efforts to objectively assess policies and ensure they are implementing best and evolving promising practices, especially in the prevention of, and response to, sexual and gender violence. They have over 15 years chairing the International Association of Campus Law Enforcement Administrator’s Government Relations Committee and participation in the last three Department of Education Negotiated Rulemaking Sessions for the Clery Act implementing regulations. They have developed a unique methodology for this work based on years of experience, research, reflection, and evaluation.

ANALYSIS AND FISCAL IMPACT

The Clery Act Training cost is \$15,000 plus direct expenses estimated at 15% to 20% of the total agreement, not to exceed \$3,000. The total cost of the agreement will not exceed \$18,000.

Margolis Healy requests 50% of the total amount upon execution of the agreement and 50% upon completion of services.

Prepared by: W. David Wilson Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #4

SUBJECT: Agreement with Margolis Healy & Associates, LLC

DATE: February 8, 2017

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>February 8, 2017</u>	CONSENT
SUBJECT: <u>Purchase of Lighting for the Studio Theater – Phase 1 - (Bid No. 3145)</u>	

BACKGROUND

Over the past decade, LED lighting technology has become a major component of entertainment and theater technology. The lighting inventory currently in use by students in the Performing Arts Center does not include any LED lighting, resulting in a decreased capability to teach relevant practices and technology. To bring the teaching inventory up to current standards, a number of key pieces of LED lighting technology equipment have been selected to be purchased for Phase 1 of this project. This initial purchase sets the groundwork for expansion in this area of technology.

ANALYSIS AND FISCAL IMPACT

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Four bids were requested with three bids received and publicly opened on January 6, 2017.

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

The lowest bidder for Sections 1, 3, and 4 is Barbizon Light of the Rockies, Denver, CO. The lowest bidder for Section 2 is 4Wall Entertainment, Los Angeles, CA. A summary of bids is as follows:

Section No./Electronic Theatre Control Items	BCT Entertainment, Anaheim, CA	Barbizon Light of the Rockies, Denver, CO	4Wall Entertainment, Los Angeles, CA
1 - Source Four LED2 with Shutter Barrel	\$56,387.88	\$55,303.40	\$61,443.76
2 - Source Four Lens Tubes	\$5,517.60	\$5,525.40	\$5,377.92
3 - ColorSource LED PAR	\$22,854.80	\$22,444.00	\$25,238.40
4 - Accessories & Cables	\$6,833.99	\$6,345.40	\$6,765.36

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

SUBJECT: Purchase of Lighting for the Studio Theater – Phase 1 - (Bid No. 3145)

DATE: February 8, 2017

The total cost for this equipment is \$89,470.72 plus any applicable taxes.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Purchase of Lighting for the Studio Theater – Phase 1 – (Bid No. 3145), as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 8, 2017</u>	CONSENT
SUBJECT:	<u>Purchase of Rainbird Maxicom Irrigation System Upgrade – Phase 1</u> <u>(Bid No. 3146)</u>	

BACKGROUND

Due to the current drought conditions, it is essential to upgrade the College’s aging central control irrigation system. The Rainbird Maxicom central control irrigation system is crucial to our sustainability. The current irrigation system is comprised of 450 megahertz radios and a weather station. These radios are outdated technology, do not meet logistical needs due to campus growth, and manage nearly 2,000 irrigation valves on a daily basis excluding the Farm, which is on its own system. The existing weather station, located at Sherman Park, has a different microclimate than our sports fields and is obsolete. However, this weather station will still be utilized as a teaching tool for our Horticulture students.

As a result, the College wishes to purchase the Rainbird Maxicom Irrigation System Upgrade to start Phase 1 of the Retrofit Project. This will consist of improving the software system and primary communication to the Ethernet; replacing the old satellites, antennas, and radios; and installing a new weather station between the soccer fields and the baseball field. This new technology will provide accurate weather readings for all our sport fields as well as the campus.

The Metropolitan Water District offers a \$100,000 rebate reservation, which will be applied to the cost of Phase 1 for this project.

ANALYSIS AND FISCAL IMPACT

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Two bids were requested with one bid received and publicly opened on December 21, 2016. The single responsive, responsible bidder is Site One Landscape Supply, located in Anaheim, CA for the amount of \$255,601.57.

Funding Sources

Measure RR Bond (Series A) funds.
Metropolitan Water District Commercial Reservation Program Incentives.

RECOMMENDATION

It is recommended that the Board of Trustees approve Bid No. 3146 – Purchase of Rainbird Maxicom Irrigation System Upgrade – Phase 1 and awards the project to Site One Landscape Supply, Anaheim, CA for \$255,601.57.

Prepared by:	<u>Teresa Patterson/Gary L. Nellesen</u>	Reviewed by:	<u>Michael D. Gregoryk</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #6</u>

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

DATE: February 8, 2017

CONSENT

SUBJECT: Contract with Interact Communications, Inc. for Consultant Services
for Marketing for Student Enrollment and Community Engagement -
(RFP No. 3096)

BACKGROUND

Mt. San Antonio College is looking to improve and strengthen its marketing campaigns and web presence to increase enrollment, improve student experiences, and share the College's resources and successes with the broader community. The College wishes to contract with a vendor to provide services and guidance in strategic marketing for student enrollment and community engagement.

ANALYSIS AND FISCAL IMPACT

In October 2016, the College issued a Request for Proposals (RFP) for Marketing for Student Enrollment and Community Engagement Consultant Services.

The RFP documents were issued to eight firms with six firms responding: 25th Hour Communication, Westwood, MA; Barkley REI, Pittsburgh, PA; Ferrum Media, Los Angeles, CA; Interact Communications, Onalaska, WI; KPS3, Reno, NV; and Ruffalo Noel Levitz, Cedar Rapids, IA.

Proposals were reviewed and evaluated by a five-member Review Committee using a common evaluation form. After review of all proposals the committee interviewed the three highest ranked firms: 25th Hour Communication, Interact Communications, and Ruffalo Noel Levitz. Four of the five committee members were present and conducted the interviews using a prepared set of questions targeted to elicit whether the firm's experience and staff fit with the College's needs and how they could best meet the College's expectations. Upon completion of the interviews, the committee's rankings were totaled and averaged to establish the final ranking.

Based on the RFP responses and interview rankings the Review Committee recommends Interact Communications, Inc. to provide consulting services to the College. Interact Communication has a proven track record of successfully helping other community colleges in the country meet their student and enrollment needs. The cost for these services will not exceed \$50,000.

Prepared by: Teresa Patterson/Uyen Mai

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #7

SUBJECT: Contract with Interact Communications, Inc. for Consultant Services for
Marketing for Student Enrollment and Community Engagement -
(RFP No. 3096)

DATE: February 8, 2017

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves a contract with Interact Communications, Inc. for consultant services for Marketing for Student Enrollment and Community Engagement – (RFP No. 3096).

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

DATE: February 8, 2017

CONSENT

SUBJECT: Agreement with Psomas to Provide Professional Consulting Services
for the Solar Photovoltaic Project

BACKGROUND

In 2014, the Board of Trustees approved an agreement with HMC Architects to develop construction drawings for the West Parcel project in advance of the installation of solar photovoltaic panels for electrical generation. Psomas was contracted as a sub-consultant to HMC to produce the civil engineering drawings. This work was completed in November 2015.

At this time it is necessary to produce additional documents that align with the specific requirements of the City of Walnut and the Los Angeles County Department of Public Works related to the design and construction of on-site improvements which affect drainage, road conditions, and/or grading. The College will contract for this work directly with Psomas.

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

	Consultant:	Psomas
	Project:	Solar Photovoltaic Project
Item	Description:	Amount
	Professional consulting services to produce additional construction documents for the Solar Photovoltaic Project.	\$23,900.00
	Reimbursable expenses, not to exceed	\$2,000.00
	Contract Amount:	\$25,900.00

Funding Source

Proposition 39 Energy Efficiency Grant 2015/16.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Psomas to provide professional consulting services for the Solar Photovoltaic Project, as presented.

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 8, 2017</u>	CONSENT
SUBJECT:	<u>Agreement with ASM Affiliates to Provide Consulting Services for the 2015 Subsequent Project and Program Environmental Impact Report Mitigation Measures</u>	

BACKGROUND

The 2015 Facilities Master Plan Update and Physical Education Projects Supplement Environmental Impact Report (SEIR) included a Mitigation Monitoring Plan, which was approved by the Board at the October 2016 meeting.

Part of the Mitigation Measures include actions related to cultural resources, specifically the historically relevant facilities that may be demolished. The College has received a proposal from ASM Affiliates to address Mitigation Measures CR-04, CR-05, CR-06, and CR-07 which address historical reports and photographs for existing buildings which will be affected by the implementation of the Master Plan. All reports and photographs will follow the Historic American Buildings Survey Guidelines for Historical Reports (National Park Service 2007). Following completion of the reports, archivally-stable copies will be provided to the historic collection in the College Library.

ANALYSIS AND FISCAL IMPACT

	Consultant:	ASM Affiliates
	Project:	2015 SEIR Mitigation Measures
Item	Description:	Amount
	Professional consulting services to implement mitigation measures for the 2015 Facilities Master Plan Update and Physical Education Projects SEIR. Services provided will include a narrative historical report for 17 buildings, archival reproduction of as-build drawings for these 17 buildings, and photographs of three buildings not previously photographed. The photographs will be produced by a qualified Historic American Buildings Survey photographer.	\$26,708.88
	Contract Amount:	\$26,708.88

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #9

SUBJECT: Agreement with ASM Affiliates to Provide Consulting Services for the 2015
Subsequent Project and Program Environmental Impact Report Mitigation
Measures

DATE: February 8, 2017

Funding Sources

Measure RR Bond (Series A) funds.
Bond Anticipation Note (BAN) (Series 2) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with ASM Affiliates to provide consulting services for the 2015 Subsequent Project and Program Environmental Impact Report mitigation measures, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 8, 2017</u>	CONSENT
SUBJECT:	<u>Agreement with P2S Engineering, Inc. to Provide Professional Engineering Services for The Center for Deaf and Hard of Hearing Remodel (Temporary Space)</u>	

BACKGROUND

The Center for Deaf and Hard of Hearing (DHH) is located in the former Bursar’s office space at the Bookstore building. A project is in progress to remodel this space which includes the replacement of lighting, removal and replacement of walls, installation of carpeting, and upgrade to the electrical system.

While this work is underway, it will not be possible for the department to continue to operate in the same space as the construction, and a temporary location for the office will be necessary. Space has been found in Building 20. Construction documents for revisions to the electrical system at this location are required to accommodate the move.

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

	Consultant:	P2S Engineering, Inc.
	Project:	The Center for Deaf and Hard of Hearing Remodel (Temporary Space)
Item	Description:	Amount
	Professional engineering services for the preparation of electrical system construction documents as required to accommodate the DHH office temporarily in Building 20.	\$4,000.00
	Contract Amount:	\$4,000.00

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with P2S Engineering, Inc. to provide professional engineering services for The Center for Deaf and Hard of Hearing Remodel (Temporary Space), 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: February 8, 2017

CONSENT

SUBJECT: Professional Design and Consulting Services – Added Services
(Contract Amendment) – The Center for Deaf and Hard of Hearing
Remodel

BACKGROUND

The Center for Deaf and Hard and Hearing was relocated to Bookstore Building (9A) in the space previously occupied by the Bursar's Office in 2012. Bids for the renovation of this space were received in November 2016 and were significantly over budget, primarily due to the extent of asbestos abatement required to reconfigure the space. The project will be revised to meet available funds. This contract will include revisions to the mechanical, electrical, and data engineering plans.

ANALYSIS AND FISCAL IMPACT

The following Contract Amendment is presented for approval:

	Consultant:	MDC Engineers	No.	1
	Project:	The Center for Deaf and Hard of Hearing Remodel		
Item	Change and Justification:		Amount	
	Additional mechanical, electrical, and data engineering services necessary to accommodate reduced project scope.		\$12,500.00	
	Total		\$12,500.00	
	Original Contract Amount		\$48,500.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$48,500.00	
	Amount of Amendment No. 1		\$12,500.00	
	New Contract Sum		\$61,000.00	
	Total Project Budget		\$850,000	
	Percentage of this Change to the Total Project Budget		1.47%	

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Contract Amendment for professional design and consulting services – added services for The Center for Deaf and Hard of Hearing Remodel, as presented.

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

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>February 8, 2017</u>	CONSENT
SUBJECT <u>Personnel Transactions</u>	

CLASSIFIED EMPLOYMENT

Permanent New Hires

Name: Bloom, Danielle
Position: Administrative Specialist I New: No
Department: Education for Older Adults & Adults with Disabilities
Range/Step: A-69, Step 2 Salary: \$1,836.65/month
Job FTE: 0.475/12 months
Effective: TBD

Name: Brambila, Alexander
Position: Administrative Specialist II New: Yes
Department: EOPS
Range/Step: A-75, Step 1 Salary: \$3,909.07/month
Job FTE: 1.00/12 months
Effective: TBD

Name: Butler, Kimberly
Position: Custodian New: No
Department: Custodial Services
Range/Step: B-34, Step 1 Salary: \$3,163.68/month
Job FTE: 1.00/12 months
Effective: TBD

Name: Duffy, Pattie
Position: Business Analyst New: Yes
Department: Information Technology
Range/Step: A-120, Step 3 Salary: \$6,743.93/month
Job FTE: 1.00/12 months
Effective: 1/18/17

Prepared by: Human Resources Staff Reviewed by: Abe Ali
Recommended by: Bill Scroggins Agenda Item: Consent #13

SUBJECT: Personnel Transactions

DATE: February 8, 2017

Permanent New Hires (continued)

Name: Gamboa, Christina
 Position: Human Resources Technician New: No
 Department: Human Resources
 Range/Step: A-90, Step 1 Salary: \$4,538.31/month
 Job FTE: 1.00/12 months
 Effective: TBD

Name: Guerrero, Michael
 Position: Custodian New: No
 Department: Custodial Services
 Range/Step: B-34, Step 3 Salary: \$3,484.57/month
 Job FTE: 1.00/12 months
 Effective: 2/9/17

Name: Hartnett, Catherine
 Position: Administrative Specialist II New: No
 Department: School of Continuing Education
 Range/Step: A-75, Step 1 Salary: \$3,909.07/month
 Job FTE: 1.00/12 months
 Effective: TBD

Name: Jacoby, Brandon
 Position: Laboratory Technician II, Biological Sciences New: No
 Department: Natural Sciences Division
 Range/Step: A-86, Step 1 Salary: \$4,361.22/month
 Job FTE: 1.00/12 months
 Effective: TBD

Name: Khalil, Dalia
 Position: Administrative Specialist I New: No
 Department: Adult Basic Education
 Range/Step: A-69, Step 1 Salary: \$1,749.18/month
 Job FTE: 0.475/12 months
 Effective: TBD

Name: Vukojevic, Stephanie
 Position: Administrative Specialist II New: Yes
 Department: Short-Term Vocational
 Range/Step: A-75, Step 1 Salary: \$1,856.80/month
 Job FTE: 0.475/12 months
 Effective: TBD

SUBJECT: Personnel Transactions

DATE: February 8, 2017

Promotions

Name: Alcalá, Heidi
Position: Coordinator, VESL New: Yes
Department: ESL
Range/Step: A-95, Step 1 Salary: \$4,723.72/month
Job FTE: 1.00/12 months
Effective: 2/9/17
Remarks: Previously, ESL Outreach Specialist

Name: Chen, Tiffany
Position: Senior Buyer New: No
Department: Purchasing
Range/Step: A-88, Step 3 Salary: \$4,904.89/month
Job FTE: 1.00/12 months
Effective: 2/9/17
Remarks: Previously, Buyer

Change in Assignment

Name: Williams, Marcus
Position: Project/Program Specialist
Department: Student Services
Range/Step: A-79, Step 1 Salary: \$4,067.80/month
Job FTE: 1.00/12 months
Effective: 2/9/17
Remarks: Increase from 0.55 Job FTE

Temporary Out-of-Class Assignments

Name: Diaz, Diana
From: Administrative Specialist I
Department: Disabled Student Programs and Services
Range/Step: A-69, Step 2 Salary: \$3,866.63/month
Job FTE: 1.00/12 months
To: Coordinator, Project/Program
Department: Disabled Student Programs and Services
Range/Step: A-95, Step 1 Salary: \$4,722.58/month
Job FTE: 1.00/12 months
Effective: 1/3/17
End Date: 6/30/17

SUBJECT: Personnel Transactions

DATE: February 8, 2017

Temporary Out-of-Class Assignments (continued)

Name: Gallegos, Ashley
 From: Construction Project Specialist
 Department: Facilities Planning and Management
 Range/Step: A-81, Step 3 Salary: \$4,574.89/month
 Job FTE: 1.00/12 months
 To: Administrative Specialist IV
 Department: Facilities Planning and Management
 Range/Step: A-88, Step 3 Salary: \$4,856.33/month
 Job FTE: 1.00/12 months
 Effective: 1/23/17
 End Date: 2/10/17

Name: Rodriguez, Giovanni
 From: Student Center Specialist
 Department: Student Life
 Range/Step: A-79, Step 2 Salary: \$4,271.18/month
 Job FTE: 1.00/12 months
 To: Coordinator, Student Activities
 Department: Student Life
 Range/Step: A-105, Step 1 Salary: \$5,268.83/month
 Job FTE: 1.00/12 months
 Effective: 2/9/17
 End Date: 6/30/17

Reclassification

Name: Azul, Amy
 Position: Coordinator, Supplemental Instruction Program
 Department: Humanities and Social Sciences
 Range/Step: A-95, Step 5 Salary: \$5,797.73/month
 Job FTE: 1.00/12 months
 Effective: 1/6/17
 Remarks: Previously, Tutorial Services Specialist

Position Classification Description Changes-CSEA, Chapter 262 effective 2/9/17

Current Title	Current Range	Recommended Title	Proposed Range
Account Clerk I	69	Dispatcher I	69
Clerical Specialist I	69		
Parking/Security Technician	77	Dispatcher II	77
Public Safety Officer	88	Public Safety Officer I	88
New		Public Safety Officer II	98

SUBJECT: Personnel Transactions**DATE:** February 8, 2017**Position Classification Description Range Placements-CSEA, Chapter 262** effective 2/9/17

Name	Description	Title	Range	Step	Longevity	FTE	Months	Monthly Salary
Castillo, Olga	Current	Public Safety Officer	88	4	-	1.00	12	\$5,150.14
Castillo, Olga	New	Public Safety Officer I	88	4	-	1.00	12	\$5,150.14
Duarte, Carlos	Current	Public Safety Officer	88	6	L20	1.00	12	\$7,777.15
Duarte, Carlos	New	Public Safety Officer I	88	6	L20	1.00	12	\$7,777.15
Flores, Jesse	Current	Public Safety Officer	88	5	-	1.00	12	\$5,407.55
Flores, Jesse	New	Public Safety Officer I	88	5	-	1.00	12	\$5,407.55
Gamble, James	Current	Public Safety Officer	88	6	-	1.00	12	\$5,678.04
Gamble, James	New	Public Safety Officer I	88	6	-	1.00	12	\$5,678.04
Hoffman-Hinkle, Sylvia	Current	Parking / Security Technician	77	6	L15	1.00	12	\$6,725.31
Hoffman-Hinkle, Sylvia	New	Dispatcher II	77	6	L15	1.00	12	\$6,725.31
House, Kevin	Current	Public Safety Officer	88	6	-	1.00	12	\$5,678.04
House, Kevin	New	Public Safety Officer I	88	6	-	1.00	12	\$5,678.04
Hummell, Joseph	Current	Public Safety Officer	88	6	L15	1.00	12	\$7,514.16
Hummell, Joseph	New	Public Safety Officer I	88	6	L15	1.00	12	\$7,514.16
Martinez, Gerald	Current	Public Safety Officer	88	6	L20	1.00	12	\$7,777.15
Martinez, Gerald	New	Public Safety Officer I	88	6	L20	1.00	12	\$7,777.15
Quiroz, David	Current	Public Safety Officer	88	6	L25	1.00	12	\$8,049.25
Quiroz, David	New	Public Safety Officer I	88	6	L25	1.00	12	\$8,049.35
Ruiz, Victoria	Current	Clerical Specialist	69	6	L15	1.00	12	\$6,217.13
Ruiz, Victoria	New	Dispatcher I	69	6	L15	1.00	12	\$6,217.13
Smith, Shoshawna	Current	Account Clerk I	69	6	L15	1.00	12	\$6,217.13
Smith, Shoshawna	New	Dispatcher I	69	6	L15	1.00	12	\$6,217.13

SUBJECT: Personnel Transactions

DATE: February 8, 2017

Position Classification Description Range Placement-CSEA, Chapter 262 effective 2/9/17
(continued)

Name	Description	Title	Range	Step	Longevity	FTE	Months	Monthly Salary
Taylor, Leoscar	Current	Public Safety Officer	88	6	L10	1.00	12	\$7,156.34
Taylor, Leoscar	New	Public Safety Officer I	88	6	L10	1.00	12	\$7,156.34
Villegas, Alejandro	Current	Public Safety Officer	88	6	L10	1.00	12	\$7,156.34
Villegas, Alejandro	New	Public Safety Officer I	88	6	L10	1.00	12	\$7,156.34
White, Valerie	Current	Public Safety Officer	88	6	-	1.00	12	\$5,678.04
White, Valerie	New	Public Safety Officer I	88	6	-	1.00	12	\$5,678.04
Yang, Randall	Current	Public Safety Officer	88	3	-	1.00	12	\$4,904.89
Yang, Randall	New	Public Safety Officer I	88	3	-	1.00	12	\$4,904.89

Resignations

Matthew Naas, Laboratory Technician, Natural Sciences (Natural Sciences), effective 1/4/17
Michelle Sanchez, Library Technician (Library and Learning Resources), effective 1/4/17

Retirement

Sharon Shriver, Information Technology Specialist (Information Technology), effective 2/1/17

ACADEMIC EMPLOYMENT

Initial Salary Placement Adjustments

Name: Caldwell, Ellen
 Position: Professor, Art History
 Department: History and Art History
 Column/Step: III-5
 Job FTE: 1.00/10 months
 Effective: 8/29/16
 Remarks: Initially placed at Column I, Step 1

Salary: \$82,624.00/annual

SUBJECT: Personnel Transactions**DATE:** February 8, 2017**Initial Salary Placement Adjustments** (continued)

Name: Rubio, Jesus
 Position: Professor, CIS (Network/Security)
 Department: Computer Information Systems
 Column/Step: II-8 Salary: \$88,606.00/annual
 Job FTE: 1.00/10 months
 Effective: 2/27/17
 Remarks: Initially placed at Column I, Step 1

Name: Velazquez, Lorena
 Position: Professor, Counseling (Short-term Vocational)
 Department: School of Continuing Education
 Column/Step: I-4 Salary: \$79,742.74/annual
 Job FTE: 1.00/11 months
 Effective: 1/17/17
 Remarks: Initially placed at Column I, Step 1

Retirement

George Dorough, Professor, Sign Language (Humanities and Social Sciences), effective 2/1/17

Additional Assignments

Provider	Area/Department	Service/Agreement	Dates	Amount
Alcala, Heidi	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$44.72/hr.
Barreto, Norma	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$46.27/hr.
Barry, Angela	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$49.57/hr.
Belblidia, Abdel	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$51.31/hr.
Bhowmick, Nivedita	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$49.57/hr.
Brink, Janna	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$49.57/hr.
Carmelli, Orna	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$47.90/hr.
Casian, Elizabeth	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$51.31/hr.
Cheng, Anny	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$51.31/hr.

SUBJECT: Personnel Transactions

DATE: February 8, 2017

Additional Assignments (continued)

Provider	Area/Department	Service/Agreement	Dates	Amount
Chung, Casey	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$44.72/hr.
Danielsen, Marissa	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$44.72/hr.
De Franco, Xinhua	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$51.31/hr.
Drewry Van Ommen, Woltertje	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$51.31/hr.
Evans, Douglas	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$51.31/hr.
Fang, Elizabeth	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$47.90/hr.
Foisia, L. E.	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$47.90/hr.
Fowler, Mina	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$51.31/hr.
Giron, Luisa	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$44.72/hr.
Goncalves, Mauricio	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$44.72/hr.
Gyurindak, Katalin	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$51.31/hr.
Hannon, Laura	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$51.31/hr.
Harwell, Elizabeth	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$44.72/hr.
Hayes, Mihaela	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$49.57/hr.
Herbst, Mark	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$47.90/hr.
Im, Anne	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$51.31/hr.
Jacob, Laura	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$49.57/hr.
Johnson, Clayton	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$44.72/hr.
Kao, Brenda	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$51.31/hr.
Kim, Grace	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$51.31/hr.
Kim, Jung	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$44.72/hr.

SUBJECT: Personnel Transactions**DATE:** February 8, 2017**Additional Assignments** (continued)

Provider	Area/Department	Service/Agreement	Dates	Amount
Kletzien, Kristi	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$51.31/hr.
Kolta, Shirley	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$51.31/hr.
Laffey, Mary	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$51.31/hr.
Lee, Esther	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$44.72/hr.
Lee, Kyu	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$44.72/hr.
Lew, Maling	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$44.72/hr.
Lundblade, Shirley	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$51.31/hr.
Malley, Michael	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$46.27/hr.
Martinez, Adelina	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$44.72/hr.
McLaughlin, Marina	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$47.90/hr.
Messore, James	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$47.90/hr.
Musser, Gabrielle	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$44.72/hr.
Nixon, Lorrie	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$49.57/hr.
Ortega, Sonia	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$53.12/hr.
Park, Rose	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$44.72/hr.
Park, Sonya	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$44.72/hr.
Pham Xuan, Josiah	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$44.72/hr.
Powell, Anna	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$44.72/hr.
Prasad, Gayarti	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$51.31/hr.
Ramalingam, Leah	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$46.27/hr.
Rodriguez, Corinna	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$44.72/hr.

SUBJECT: Personnel Transactions

DATE: February 8, 2017

Additional Assignments (continued)

Provider	Area/Department	Service/Agreement	Dates	Amount
Sanetrick, Michael	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$51.31/hr.
Schumaker, Denise	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$44.72/hr.
Strand, Richard	Instruction/Theater	Technical Director & Stage Design Coordinator-Winter Production of "Almost Maine"	1/9/17-2/19/17	\$51.31/hr. Not to exceed \$15,000
Sunnaa, Andrea	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$53.12/hr.
Szok, Kenneth	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$53.12/hr.
Toloui, Mitra	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$51.31/hr.
Van Dyke-Kao, Rita	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$46.27/hr.
Vandepas, Deborah Jill	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$51.31/hr.
Vanegas, Yazmin	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$51.31/hr.
Wang, Vivian	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$44.72/hr.
Warner, Benjamin	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$49.57/hr.
Windisch, Todd	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$46.27/hr.
Yanuaría, Christina	Instruction/English as a Second Language	ESL Flex Day	2/24/17	Not to exceed \$51.31/hr.

MANAGEMENT EMPLOYMENT

Renewal of Contract, One Year Period, 7/1/17-6/30/18

Irene Herrera, Director, EOPS and CARE (EOPS)

Resignation

Zolita Fisher, Special Project Director (Upward Bound), effective 6/30/17

SUBJECT: Personnel Transactions**DATE:** February 8, 2017**TEMPORARY EMPLOYMENT****Professional Expert Salary Schedule****Classified Short-Term Hourly Employees**

<u>Name</u>	<u>Title</u>	<u>Rationale</u>	<u>Department/Program</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Arthur, Mala	Lab. Tech., Natural Sci.	Vacancy	Natural Sciences	23.47	01/04/17-06/18/17
Hallmark, Michelle	Administrative Spec. IV	Absence	Technology & Health	25.67	01/01/17-06/30/17
Mejia, Crystal	Administrative Spec. III	Vacancy	Lib. & Learning Res.	24.00	01/20/17-06/30/17
Poehlman, Joseph	Lab. Tech., Photography	Vacancy	Arts	23.24	01/09/17-06/30/17

Hourly Non-Academic Employees

<u>Name</u>	<u>Title</u>	<u>Department/Program</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Chau, Tesia	Administrative Aide	Arts	13.00	02/09/17-06/30/17
Corado, Fergie	Administrative Aide	EOPS/CARE	13.00	01/03/17-06/30/17
Ortega, Silvia	Executive Secretary III	Foundation	24.00	01/12/17-06/30/17
Roman, Shannon	Tutor II	Learning Assistance Ctr.	10.75	02/09/17-06/30/17
Vasquez, Liliana	Instructional Aide	Child Development Ctr.	10.50	02/09/17-06/30/17

Student Employees

<u>Name</u>	<u>Title</u>	<u>Department/Program</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Abdelmour, Sandra	Student Assistant III	Learning Assistance Ctr.	11.50	01/09/17-02/16/17
Acevedo, Arlyne	Student Assistant II	Information Technology	10.75	01/03/17-02/26/17
Alexander, Robert	Student Assistant I	Air Conditioning & Welding	10.50	01/03/17-02/26/17
Ativalu, Abigail	Student Assistant V	SSEED Program	13.00	01/03/17-02/26/17
August, Ayanna	Student Assistant III	American Language	11.50	08/29/16-02/26/17
Aumua Uiagalelei Soliai, Nathan	Student Assistant III	Student Life Center	11.50	08/29/16-02/26/17
Bentley, Tshlene	Student Assistant I	Kinesiology, Ath. & Dance	10.00	10/01/16-12/18/16
Bodie, Shonnardo	Student Assistant III	Kinesiology, Ath. & Dance	11.50	08/29/16-02/26/17
Bonilla, Stephanie	Student Assistant II	Assessment Center	10.75	01/03/17-02/17/17
Bonilla, Stephanie	Student Assistant II	Assessment Center	10.75	01/03/17-02/17/17
Briseno-Roach, Araceli	Student Assistant II	Admissions & Records	10.75	01/03/17-02/24/17
Browne, Celeste	Student Assistant I	Kinesiology, Ath. & Dance	10.00	10/01/16-12/30/16
Bucknor, Desiree	Student Assistant III	Payroll	11.50	01/03/17-02/26/17
Cabrera, Andria	Student Assistant III	DSP&S	11.50	01/13/17-02/25/17
Carrasco, Autumn Rose	Student Assistant III	Child Development Ctr.	11.50	11/22/16-02/26/17
Carter, Demetre	Student Assistant I	Kinesiology, Ath. & Dance	10.50	01/03/17-02/26/17
Castillo, Ashley	Student Assistant II	Assessment Center	10.75	01/03/17-02/17/17
Ceralde, Dionne	Student Assistant IV	Arise Program	12.25	01/02/17-02/24/17
Cervera, Jayra	Student Assistant IV	Dream Program	12.25	08/29/16-02/26/17
Chen, Hui Wen	Student Assistant V	Radiologic Technology	13.00	02/27/17-06/30/17
Claudio, Sebastian	Student Assistant III	Learning Assistance Ctr.	11.50	11/17/16-02/26/17
Cordero, Elijah	Student Assistant II	Marketing	10.75	01/03/17-02/26/17
Cornejo, Maria	Student Assistant II	Admissions & Records	10.75	01/03/17-02/19/17

SUBJECT: Personnel Transactions**DATE:** February 8, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department/Program</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Cosslo, Abdullah	Student Assistant I	STEM	10.50	01/03/17-02/26/17
Covarrubias, Susana	Student Assistant V	Assessment Center	13.00	01/03/17-02/17/17
Dabney, Desiree	Student Assistant IV	Technology & Health	12.25	01/03/17-02/26/17
Dandridge, Pebbles	Student Assistant III	Arise Program	11.50	01/03/17-02/26/17
Dennis, Willie	Student Assistant IV	Technical Services	12.25	01/03/17-02/26/17
DeVaughn, Danielle	Student Assistant V	Student Life Center	13.00	01/03/17-02/26/17
Diaz, Carolina	Student Assistant III	Child Development Ctr.	11.50	01/03/17-02/26/17
Dillard-Gregoire, Karrena	Student Assistant III	Counseling	11.50	01/03/17-02/26/17
Edwards, Lonnell	Student Assistant III	Research & Inst. Effect.	11.50	01/03/17-02/26/17
Engle, Shantel	Student Assistant I	Natural Sciences	10.50	01/03/17-02/26/17
Enriquez, Joey	Student Assistant III	STEM	11.50	01/03/17-02/26/17
Escobedo, Bianca	Student Assistant V	Theater	13.00	01/03/17-02/26/17
Espinoza-Ortega, Raquel	Student Assistant II	DSP&S	10.75	01/05/17-02/24/17
Espiritu Torralba, Anahi	Student Assistant II	DSP&S	10.75	01/05/17-02/24/17
Faamafoe, Manumalotaum	Student Assistant III	Environmental Services	11.50	12/15/16-02/26/17
Farrar, Jeffery	Student Assistant IV	Public Safety	12.25	01/03/17-02/26/17
Ferman, Kenny	Student Assistant III	Health Services	11.50	08/29/16-02/26/17
Fernandez, Jonathan	Student Assistant III	Tutorial Services	11.50	01/09/17-02/16/17
Fernandez, Khris	Student Assistant III	Health Services	11.50	08/29/16-02/26/17
Finau, Sateki	Student Assistant IV	Arise Program	12.25	01/02/17-02/17/17
Fisher, Christopher	Student Assistant IV	Technical Services	12.25	01/03/17-02/26/17
Flemings, Keshon	Student Assistant III	Kinesiology, Ath. & Dance	11.50	01/03/17-02/26/17
Frazier, Amanda	Student Assistant III	Career & Transfer Svcs.	11.50	08/29/16-02/26/17
Gabriel, Unique	Student Assistant II	Assessment & Matric.	10.75	08/29/16-02/17/17
Garcia, Jazmin	Student Assistant II	Human Resources	10.75	02/27/17-06/30/17
Garcia, Terumi	Student Assistant V	Arch. Ind. Design Eng.	13.00	12/01/16-02/24/17
Gonzalez, Anthony	Student Assistant V	Electron. & Comp. Tech.	13.00	01/09/17-02/19/17
Gonzalez, Perla	Student Assistant IV	Dream Program	12.25	08/29/16-02/26/17
Hawkins Jr., Gary	Student Assistant III	Learning Assistance Ctr.	11.50	11/08/16-02/26/17
Horn, Crystal	Student Assistant IV	Business	12.25	12/22/16-02/26/17
Hornsby, Queana	Student Assistant I	Child Development Ctr.	10.00	12/22/16-02/26/17
Hunter, Trent	Student Assistant III	School of Continuing Ed.	11.50	12/22/16-02/26/17
Jackson, Christopher	Student Assistant II	Kinesiology, Ath. & Dance	10.75	12/22/16-02/26/17
Krolik, Hannah	Student Assistant III	Technical Services	11.50	01/03/17-02/26/17
Le, Khan	Student Assistant III	Business	11.50	01/01/17-02/26/17
Leon-Garcia, Diana	Student Assistant III	Planetarium	11.50	01/01/17-02/26/17
Lim, Gabriel	Student Assistant III	STEM	11.50	01/01/17-02/26/17
Liu, Jennie	Student Assistant II	Assessment & Matric.	10.75	01/03/17-02/17/17
Lopez, Anthony	Student Assistant III	TRIO Access	11.50	01/01/17-02/26/17
Lopez, Naomi	Student Assistant III	Learning Lab Division	11.50	10/19/16-02/26/17
Luong, Anh	Student Assistant V	Instruction	13.00	02/27/17-06/30/17
Lyles, Kennadie	Student Assistant III	Career & Transfer Svcs.	11.50	01/01/17-02/26/17
Magalei, Maika	Student Assistant II	Admissions & Records	10.75	01/01/17-02/26/17
Manalo, Julia	Student Assistant III	Health Services	11.50	01/01/17-02/26/17

SUBJECT: Personnel Transactions**DATE:** February 8, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department/Program</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Marquez, Breanna	Student Assistant I	Kinesiology, Ath. & Dance	10.50	10/01/16-12/18/16
Marquez, Gilbert	Student Assistant III	Earth Science & Astron.	11.50	01/01/17-02/26/17
Marshall, Alicea	Student Assistant I	Professional & Org. Dev.	10.50	01/01/17-02/26/17
Martinez, Jose	Student Assistant III	Career & Transfer Svcs.	11.50	01/01/17-02/26/17
Martinez, Shawdae	Student Assistant II	Assessment & Matric.	10.75	01/03/17-02/17/17
Matavaio, Ruth	Student Assistant IV	Arise Program	12.25	01/02/17-02/24/17
Mendez, Ailyn	Student Assistant III	Student Life Center	11.50	01/01/17-02/26/17
Miranda, Yelena	Student Assistant III	Student Life Center	11.50	01/01/17-02/26/17
Misheva, Yoana	Student Assistant II	Assessment & Matric.	10.75	01/03/17-02/17/17
Molera, Gerald	Student Assistant III	ACES Program	11.50	01/01/17-02/26/17
Montes, Daisy	Student Assistant II	Assessment & Matric.	10.75	01/03/17-02/17/17
Montoya, Kimberly	Student Assistant III	Consumer & Design Tech.	11.50	01/09/17-02/26/17
Nava Olvera, Cesar	Student Assistant V	Arise Program	13.00	01/09/17-02/26/17
Nguyen, Melissa	Student Assistant III	Architecture	11.50	01/23/17-02/24/17
Otico, Divine	Student Assistant IV	Counseling	12.25	01/02/17-02/24/17
Reyna, Marvin	Student Assistant V	Tutorial Services	13.00	01/09/17-02/16/17
Richardson, Axel	Student Assistant IV	Commercial & Ent. Arts	12.25	01/09/17-02/24/17
Sanchez-Ayala, Raul	Student Assistant II	Human Resources	10.75	02/27/17-06/30/17
Schexnayder, Kevin	Student Assistant III	Kinesiology, Ath. & Dance	11.50	12/22/16-02/26/17
Siufanua, KJ	Student Assistant II	Arise Program	10.75	12/22/16-02/26/17
Solorzano, Yesenia	Student Assistant II	Arch. Ind. Design Eng.	10.75	01/09/17-02/24/17
Steig, Corbin	Student Assistant III	Nursing	11.50	11/14/16-02/26/17
Tuia, Harvest	Student Assistant III	Career & Transfer Svcs.	11.50	12/22/16-02/26/17
Tupuola, Daisy	Student Assistant III	Kinesiology, Ath. & Dance	11.50	12/22/16-02/26/17
Uiagalelei, Merosa	Student Assistant III	Financial Aid	11.50	01/09/17-02/26/17
Vainikolo, Atunaisa Vainik	Student Assistant III	ACES Program	11.50	08/29/16-02/26/17
Valdez, Joshua	Student Assistant I	Child Development Ctr.	10.00	12/22/16-02/26/17
Villa, Abigail	Student Assistant III	Learning Resource Ctr.	11.50	12/22/16-02/26/17
Villatoro, Christopher	Student Assistant III	Kinesiology, Ath. & Dance	11.50	12/22/16-02/26/17
Vincent, Kameron	Student Assistant III	The Writing Center	11.50	12/22/16-02/26/17
Wilkerson, D'Andre	Student Assistant III	Kinesiology, Ath. & Dance	11.50	12/22/16-02/26/17
Wilkerson, Grace	Student Assistant I	School of Continuing Ed.	10.00	12/22/16-02/26/17
Wright, Ty	Student Assistant I	Kinesiology, Ath. & Dance	10.00	12/22/16-02/26/17
Zuniga, Adrian	Student Assistant V	Kinesiology, Ath. & Dance	13.00	07/01/16-02/26/17

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

DATE: February 8, 2017

CONSENT

SUBJECT: New and/or Revised Classified Job Classification Descriptions

BACKGROUND

To reflect the current needs of the College, the following Classified job classification descriptions are being submitted as new and/or revised. Please note additions are underlined and deletions are stricken:

- Dispatcher I (New);
- Dispatcher II (New);
- Public Safety Officer I (New); and
- Public Safety Officer II (New).

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, as presented.

Recommended by: <u>Bill Scroggins</u>	Reviewed by: <u>Abe Ali</u>
	Agenda Item: <u>Consent #14</u>

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: February 8, 2017

**DISPATCHER I
FLSA NON-EXEMPT – A-69**

DEFINITION

Under general supervision, receives public safety and emergency calls and dispatches public safety units following prescribed procedures; maintains effective and efficient communications with law enforcement and other agencies; answers emergency and non-emergency calls for public safety and other District divisions/departments; performs a variety of general administrative support duties, including record keeping, typing, and filing.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from management personnel. Exercises no supervision of staff.

CLASS CHARACTERISTICS

Incumbents in this classification independently perform the full range of public safety dispatch, customer service, and related office support duties. This class is distinguished from Dispatcher II, in that the latter performs a more complex range of duties and exercises independent judgement within the scope of the Public Safety Office.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Receives and evaluates public safety and emergency calls, and related business calls for the District; provides information and/or transfers calls to the appropriate division/department, agency, or response organization; takes messages for department personnel.
- Dispatches public safety emergency units in accordance with established procedures and policies using a radio dispatch system, including determining priority of emergency and contacting and sending appropriate response unit.
- Maintains contact with field units, including accounting for location and status of units and maintaining records of field calls.
- Logs call data in a written or automated format; monitors calls after initial dispatch to provide additional coordination, support, or information.
- Assists public at front counter and directs public to appropriate locations and/or staff; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from the public.
- Assists callers and visitors with and provides information regarding parking permits, citations, appeals, appeal denials, administrative hearings, and related policies, procedures, rules and regulations.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

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- Performs a variety of routine office administrative duties to support departmental operations, including word processing, data entry and organization, counter reception, record-keeping, preparing records and basic reports, filing, and maintaining office and related supplies.
- Assists in maintaining accurate and detailed records, verifies accuracy of information, researches discrepancies, and records information.
- Assists in verifying and reviewing forms and basic reports for completeness and conformance with established procedures; applies departmental and program policies and procedures in determining completeness of records, and files.
- Prepares, copies, collates, and distributes a variety of documents; ensures proper filing of copies in departmental or central files.
- Composes, types, formats, and proofreads a variety of routine reports, letters, documents, flyers, brochures, and memoranda; types from rough drafts or verbal instructions; checks drafts for punctuation, spelling, and grammar; suggests corrections.
- Receives, opens, time stamps, sorts, and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail.
- Assists in compiling information and data for administrative and basic statistical reports; checks data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Terminology and procedures used in public safety dispatching.
- Functions, principles, and practices of law enforcement agencies.
- Operation of computer-aided communications equipment, including multiple telephone lines and radio systems.
- Modern office administrative support practices and procedures, including the use of standard office and computer equipment.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Applicable codes, regulations, policies, including Penal, Vehicle, and Health and Safety Codes and regulations.
- Technical processes and procedures related to the Public Safety Department.
- Principles and practices of data collection and basic report preparation.
- Business letter writing and the standard format for reports and correspondence.
- Business arithmetic and statistical techniques.
- Record keeping principles and procedures.
- Alphabetical and numerical filing methods.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

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

Skills & Abilities to:

- Assess and prioritize emergency situations while remaining calm and using sound, independent judgment.
- Operate computer, telephone, radio, and telecommunication equipment simultaneously while performing dispatching activities.
- Memorize codes, names, locations, and other information.
- Interpret, apply and explain policies, procedures, and regulations.
- Obtain necessary information from individuals in stressful or emergency situations.
- Compile and summarize information to prepare accurate, clear, and concise reports.
- Perform responsible administrative support work with accuracy and speed.
- Provide varied and responsible office administrative work requiring the use of tact and discretion.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply District policies and procedures.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently or from brief instructions.
- Understand and carry out oral and written directions.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Schedule and coordinate projects; set priorities; adapt to changing priorities; meet critical time deadlines.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Operate modern office equipment, including computer equipment and word-processing, database, and spreadsheet application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.

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- 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 that 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 twelfth (12th) grade and one (1) year of general office clerical experience or one (1) year of experience in a public safety or law enforcement agency dispatch center.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment;
- Possession of, or ability to obtain, a P.O.S.T. Basic Dispatcher certificate.

PHYSICAL DEMANDS

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

ENVIRONMENTAL ELEMENTS

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

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DATE: February 8, 2017

**DISPATCHER II
FLSA NON-EXEMPT – A-77**

DEFINITION

Under general supervision, receives public safety and emergency calls and dispatches public safety units following prescribed procedures; maintains effective and efficient communications with law enforcement and other agencies; answers emergency and non-emergency calls for public safety and other District divisions/departments; performs a variety of general administrative support duties, including record keeping, typing, and filing.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from management personnel. Exercises no supervision of staff.

CLASS CHARACTERISTICS

Incumbents in this classification independently perform the full range of public safety dispatch, customer service, and related office support duties. This class is distinguished from Dispatcher I, in that it performs a more complex range of duties and exercises independent judgement within the scope of the Public Safety Office.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Receives and evaluates public safety and emergency calls, and related business calls for the District; provides information and/or transfers calls to the appropriate division/department, agency, or response organization; takes messages for department personnel.
- Dispatches public safety emergency units in accordance with established procedures and policies using a radio dispatch system, including determining priority of emergency and contacting and sending appropriate response unit.
- Maintains contact with field units, including accounting for location and status of units and maintaining records of field calls.
- Maintains, troubleshoots, and updates departmental record and dispatch system; enters and updates information with departmental activity, inventory files, and report summaries; retrieves information from computer aided dispatch and databases as required.
- Receives information regarding facility issues and generates work orders.
- May review and grant or deny parking citation appeals.
- Provides monthly reports on parking meter activity, citation statistics, and requests for service calls.
- Logs call data in a written or automated format; monitors calls after initial dispatch to provide additional coordination, support, or information.

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DATE: February 8, 2017

- Assists public at front counter and directs public to appropriate locations and/or staff; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from the public.
- Assists callers and visitors with and provides information regarding parking permits, citations, appeals, appeal denials, administrative hearings, and related policies, procedures, rules and regulations.
- Performs a variety of routine office administrative duties to support departmental operations, including word processing, data entry and organization, counter reception, record-keeping, preparing records and basic reports, filing, and maintaining office and related supplies.
- Maintains accurate and detailed records, verifies accuracy of information, researches discrepancies, and records information.
- Verifies and reviews forms and basic reports for completeness and conformance with established procedures; applies departmental and program policies and procedures in determining completeness of records, and files.
- Prepares, copies, collates, and distributes a variety of documents; ensures proper filing of copies in departmental or central files.
- Composes, types, formats, and proofreads a variety of routine reports, letters, documents, flyers, brochures, and memoranda; types from rough drafts or verbal instructions; checks drafts for punctuation, spelling, and grammar; suggests corrections.
- Receives, opens, time stamps, sorts, and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail.
- Compiles information and data for administrative and basic statistical reports; checks data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Terminology and procedures used in public safety dispatching.
- Functions, principles, and practices of law enforcement agencies.
- Operation of computer-aided communications equipment, including multiple telephone lines and radio systems.
- Modern office administrative support practices and procedures, including the use of standard office and computer equipment.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Applicable codes, regulations, policies, including Penal, Vehicle, and Health and Safety Codes and regulations.

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- Technical processes and procedures related to the Public Safety Department.
- Principles and practices of data collection and basic report preparation.
- Business letter writing and the standard format for reports and correspondence.
- Business arithmetic and statistical techniques.
- Record keeping principles and procedures.
- Alphabetical and numerical filing methods.
- 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, socio-economic and ethnic groups.

Skills & Abilities to:

- Assess and prioritize emergency situations while remaining calm and using sound, independent judgment.
- Operate computer, telephone, radio, and telecommunication equipment simultaneously while performing dispatching activities.
- Memorize codes, names, locations, and other information.
- Interpret, apply and explain policies, procedures, and regulations.
- Obtain necessary information from individuals in stressful or emergency situations.
- Compile and summarize information to prepare accurate, clear, and concise reports.
- Perform responsible administrative support work with accuracy and speed.
- Provide varied and responsible office administrative work requiring the use of tact and discretion.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply District policies and procedures.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently or from brief instructions.
- Understand and carry out oral and written directions.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Schedule and coordinate projects; set priorities; adapt to changing priorities; meet critical time deadlines.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Operate modern office equipment, including computer equipment and word-processing, database, and spreadsheet application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.

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- 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 that 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 twelfth (12th) grade and two (2) years of general office clerical experience or one (1) year of experience in a public safety or law enforcement agency dispatch center.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment;
- Possession of, or ability to obtain, a P.O.S.T. Basic Dispatcher certificate.

PHYSICAL DEMANDS

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

ENVIRONMENTAL ELEMENTS

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

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: February 8, 2017

**PUBLIC SAFETY OFFICER I
FLSA NON-EXEMPT – A-88**

DEFINITION

Under general supervision, maintains a safe environment for students, staff, and faculty by performing public safety work within the District campus, including patrolling and securing buildings, grounds, and other District property, enforcing campus rules and regulations, as well as, the State Vehicle and Penal Code, providing information, escort, and other assistance to students, staff, faculty, and campus visitors. Serves as a first responder and liaison to a wide variety of local and federal authorities, including the County Fire Department, FBI, DEA, County Sheriff's Department, District Attorney's Office and others; determines most efficient access route; assists other law enforcement agencies in arresting suspects as necessary. The Public Safety Department is a 24/7 operation.

SUPERVISION RECEIVED AND EXERCISED

Receives general day-to-day supervision from a Public Safety Sergeant. Incumbents also receive oversight and direction from the Chief or Deputy Chief of Public Safety. May provide technical and functional direction to student workers or hourly workers, and to administrative support staff, as assigned.

CLASS CHARACTERISTICS

This is the first level in the public safety class series that performs public safety work within the District campus, including patrolling and securing buildings, grounds, and other District property, enforcing campus rules and regulations and other duties as described below. Responsibilities require the use of tact, discretion, and independent judgment. This class is distinguished from Public Safety Officer II which is required to have and maintain current training in the use of firearms and is required to undergo psychological testing and specialized training as per Penal Code 832 and Education Code 72330.5. The Public Safety Officer I is not authorized to carry firearms.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Patrols the District campus, including buildings, facilities, grounds, and other property to provide security support, deter crime, and maintain a safe environment for students, staff, and faculty.
- Monitors and assists in controlling traffic and crowds as required.
- Performs campus public safety duties; verifies credentials of persons on campus and denies access when appropriate; escorts visitors from campus and other restricted areas; secures buildings, locks doors and gates.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: February 8, 2017

- Assists in maintaining positive relationships with students, parents, staff, faculty, and administrators; provides information and responds to inquiries from students, staff, and visitors; provides directions to campus locations and information related to District programs and services; responds to staff requests for assistance in the classroom and around campus; works to resolve conflicts, assists students, staff and faculty with locked keys or disabled vehicles; communicates with students and staff regarding on-going crime related problems.
- Enforces District and State laws, rules, and regulations including the Vehicle and Penal Code; issues citations and escorts individuals from campus as necessary.
- Responds to a variety of public safety situations such as traffic accidents, terrorist and bomb threats, workplace violence, stalking, assault, industrial accidents, and gang incidents.
- Assists with and performs investigations, including evidence collection and searches at crime scenes; obtains information regarding thefts, accidents, lost and found property, photographs pertinent aspects of incidents; obtains information to satisfy risk management requirements; provides support to crime victims; and prepares and submits incident reports to appropriate personnel.
- Assists with picking up and transporting currency from various sites and locations to the campus vault.
- Serves as a first responder and liaison to a wide variety of local and federal authorities, including the County Fire Department, FBI, DEA, County Sheriff's Department, District Attorney's Office and others; determines most efficient access route; assists other law enforcement agencies in arresting suspects as necessary.
- Assists and responds to various medical emergencies according to established procedures; performs CPR/First Aid and operates an Automatic External Defibrillator (AED) as necessary; summons appropriate medical personnel.
- Operates various campus systems, including water valves, electric switches, and related systems during emergency situations; investigates unusual conditions and takes immediate action to reduce danger and possible malfunction of equipment; notifies appropriate agencies or staff of impaired equipment.
- Prepares and processes a variety of reports and records following established formats, distributes to the proper individual or agency, files reports, and maintains automated or manual logs of departmental actions.
- Assists in the Public Safety Office with dispatching, window traffic, and phone calls.
- Opens buildings at the beginning of the day and as required on weekends and holidays.
- Assists with securing buildings at the close of business.
- Provides access control for after hour emergency repairperson and staff not having keys.
- Properly raises and lowers the United States, California, and Mt. SAC flags around campus.
- Safely captures stray animals on campus and notifies animal control.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: February 8, 2017

QUALIFICATIONS

Knowledge of:

- Principles, practices, and methods of effective campus law enforcement and emergency response and evacuation.
- Campus geography, maps, streets, landmarks, and driving directions.
- Applicable Federal, State, and local laws, regulatory codes, and procedures relevant to District public safety operations.
- Safety practices and equipment related to the work.
- Techniques of first aid and CPR.
- Operating a motor vehicle in a safe manner under patrol conditions.
- Record keeping and reporting methods, techniques, and procedures.
- Hazardous materials and related abatement methods.
- Modern office practices, methods, and computer equipment and applications related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.
- 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 & Abilities to:

- Learn, interpret, apply, explain, and ensure compliance with Federal, State, and campus policies and procedures, laws, codes, regulations, and ordinances.
- Obtain necessary information from individuals in stressful or emergency situations.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Observe accurately, recall faces, names, descriptive characteristics, facts of incidents, and places.
- Operate radio communication equipment.
- Operate a patrol vehicle and patrol emergency equipment in a safe and effective manner.
- Conduct investigations and interviews concerning crime, traffic, and related incidents.
- Encourage adherence to safety standards.
- Perform basic first aid and CPR procedures, including the operation of an Automatic External Defibrillator (AED).
- Prepare clear, comprehensive, and concise reports and other information related to observed violations.
- Work confidentially with discretion.

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- Understand scope of authority in making independent decisions.
- 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.
- 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.
- Complete and pass a Tactical Telescoping Baton course.
- Complete and pass an Automatic External Defibrillator course.

Education and Experience:

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

Equivalent to completion of the twelfth (12th) grade and two (2) years of public safety, security, law enforcement, or related experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Pepper Spray certification.
- The incumbent may periodically be required to use a Tactical Telescoping Baton. If using a Tactical Telescoping Baton, employees must have the ability to complete and pass a Tactical Telescoping Baton course.
- Possession of or ability to obtain College Security Officer Training certification.
- Possession of or ability to obtain and maintain American Red Cross First Aid and CPR certification.
- Complete and pass an Automatic External Defibrillator course.
- Possession of or ability to obtain California Bureau of Security and Investigative Services Guard Card.

PHYSICAL DEMANDS

Must possess the mobility and physical strength and stamina to respond to emergency situations and accidents; 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 or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing and descending structures to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate various equipment and devices. Incumbents in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pound

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ENVIRONMENTAL ELEMENTS

Incumbents work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: February 8, 2017

**PUBLIC SAFETY OFFICER II
FLSA NON-EXEMPT – A-98**

DEFINITION

Under general supervision, maintains a safe environment for students, staff, and faculty by performing public safety work within the District campus, including patrolling and securing buildings, grounds, and other District property, enforcing campus rules and regulations, as well as, the State Vehicle and Penal Code, providing information, escort, and other assistance to students, staff, faculty, and campus visitors. Serves as a first responder and liaison to a wide variety of local and federal authorities, including the County Fire Department, FBI, DEA, County Sheriff's Department, District Attorney's Office and others; determines most efficient access route; assists other law enforcement agencies in arresting suspects as necessary. The Public Safety Department is a 24/7 operation.

SUPERVISION RECEIVED AND EXERCISED

Receives general day-to-day supervision from a Public Safety Sergeant. Incumbents also receive oversight and direction from the Chief or Deputy Chief of Public Safety. May provide technical and functional direction to student workers or hourly workers, and to administrative support staff, as assigned.

CLASS CHARACTERISTICS

This is the second level in the public safety class series that performs public safety work within the District campus, including patrolling and securing buildings, grounds, and other District property, enforcing campus rules and regulations and other duties as described below. Responsibilities require the use of tact, discretion, and independent judgment. This class is distinguished from Public Safety Officer I which is not required to have and maintain current training in the use of firearms and is not required to undergo psychological testing and specialized training as per Penal Code 832 and Education Code 72330.5. It is further distinguished from the Police Officer in that the latter has full peace officer authority throughout the state of California. The Public Safety Officer II may be authorized to use appropriate force as determined by law.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Patrols the District campus, including buildings, facilities, grounds, and other property to provide security support, deter crime, and maintain a safe environment for students, staff, and faculty.
- Safely use authorized tactics, equipment, and techniques up to and including the exertion of appropriate force as determined by law.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: February 8, 2017

- Responds to a variety of public safety situations, both criminal and non-criminal. Assess and evaluate various medical emergencies according to established procedures; performs CPR/First Aid and operates an Automatic External Defibrillator (AED) as necessary; summons appropriate medical personnel.
- Assess and respond to situations that may put public safety at risk.
- Monitors and assists in controlling traffic and crowds as required.
- Performs campus public safety duties; verifies credentials of persons on campus and denies access when appropriate; escorts visitors from campus and other restricted areas; secures buildings, locks doors and gates.
- Assists in maintaining positive relationships with students, parents, staff, faculty, and administrators; provides information and responds to inquiries from students, staff, and visitors; provides directions to campus locations and information related to District programs and services; responds to staff requests for assistance in the classroom and around campus; works to resolve conflicts, assists students, staff and faculty with locked keys or disabled vehicles; communicates with students and staff regarding ongoing crime related problems.
- Enforces District and State laws, rules, and regulations including the Vehicle and Penal Code; issues citations and escorts individuals from campus as necessary.
- Conducts preliminary investigations, including evidence collection; obtains information regarding thefts, accidents, lost and found property, photographs pertinent aspects of incidents; obtains information to satisfy risk management requirements; provides support to crime victims; and prepares and submits incident reports to appropriate personnel.
- Picks up and transports currency from various sites and locations, as assigned, to and from the campus vault.
- Serves as a first responder and liaison to a wide variety of local and federal authorities, including the County Fire Department, FBI, DEA, County Sheriff's Department, District Attorney's Office and others; determines most efficient access route; assists other law enforcement agencies in arresting suspects as necessary.
- Operates various campus systems, including water valves, electric switches, and related systems during emergency situations; investigates unusual conditions and takes immediate action to reduce danger and possible malfunction of equipment; notifies appropriate agencies or staff of impaired equipment.
- Prepares and processes a variety of reports and records following established formats, distributes to the proper individual or agency, files reports, and maintains automated or manual logs of departmental actions.
- Assists in the Public Safety Office with dispatching, window traffic, and phone calls.
- Opens buildings at the beginning of the day and as required on weekends and holidays.
- Assists with securing buildings at the close of business.
- Provides access control for after hour emergency repairperson and staff not having keys.
- Properly raises and lowers the United States, California, and Mt. SAC flags around campus.
- Safely captures stray animals on campus and notifies animal control.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: February 8, 2017

QUALIFICATIONS

Knowledge of:

- Principles, practices, and methods of effective campus law enforcement and emergency response and evacuation.
- Proper use of officer safety tactics, equipment, and techniques up to and including the exertion of appropriate force as determined by law.
- Campus geography, maps, streets, landmarks, and driving directions.
- Applicable Federal, State, and local laws, regulatory codes, and procedures relevant to District public safety operations.
- Safety practices and equipment related to the work.
- Techniques of first aid and CPR.
- Operating a motor vehicle in a safe manner under patrol conditions.
- Record keeping and reporting methods, techniques, and procedures.
- Hazardous materials and related abatement methods.
- Modern office practices, methods, and computer equipment and applications related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.
- 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 & Abilities to:

- Learn, interpret, apply, explain, and ensure compliance with Federal, State, and campus policies and procedures, laws, codes, regulations, and ordinances.
- Properly use authorized tactics, equipment, and techniques including the appropriate use of force.
- Obtain necessary information from individuals in stressful or emergency situations.
- Assess and respond to situations that may put public safety at risk.
- Analyze situations and identify possible problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Observe accurately, recall faces, names, descriptive characteristics, facts of incidents, and places.
- Operate radio communication equipment.
- Operate a patrol vehicle and patrol emergency equipment in a safe and effective manner.
- Conduct investigations and interviews concerning crime, traffic, and related incidents.
- Encourage adherence to safety standards.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: February 8, 2017

- Perform basic first aid and CPR procedures, including the operation of an Automatic External Defibrillator (AED).
- Prepare clear, comprehensive, and concise reports and other information related to observed violations.
- Work confidentially with discretion.
- Understand scope of authority in making independent decisions.
- 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.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

Education and Experience:

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

Equivalent to completion of the twelfth (12th) grade and two (2) years of public safety, security, law enforcement, or related experience.

Preferred

Equivalent to an Associate's degree from a regionally accredited college in criminal justice, security management, law enforcement, or a related field.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Must pass a P.O.S.T. background investigation, which includes fingerprint and criminal history check of local, state, and national files; background investigation to ensure good moral character [per GC§1031(e)]; and medical and psychological suitability examinations [per GC§1031(f)].
- Possession of, or ability to obtain, Penal Code 832 Laws of Arrest and Firearms Certificates.
- Possession of, or ability to obtain, Pepper Spray certification.
- Complete and pass a State certified Tactical Telescoping Baton course.
- Possession of, or ability to obtain, College Security Officer Training certification, per Education Code Section 72330.5(b).
- Possession of, or ability to obtain, American Red Cross First Aid and CPR certification.
- Complete and pass an Automatic External Defibrillator course.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: February 8, 2017

PHYSICAL DEMANDS

Must possess the mobility and physical strength and stamina to respond to emergency situations and accidents; 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 or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing, and descending structures to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate various equipment and devices. Incumbents in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials, and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. 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:	<u>February 8, 2017</u>	CONSENT
SUBJECT:	<u>Recommendation to Employ Faculty Under Second Contract 2017-18</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

Unrestricted/Restricted General funds and Measure RR Series A and B.

RECOMMENDATION

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

Recommended by:	<u>Bill Scroggins</u>	Reviewed by:	<u>Abe Ali</u>
		Agenda Item:	<u>Consent #15</u>

SUBJECT: Recommendation to Employ Faculty Under Second Contract 2017-18

DATE: February 8, 2017

<u>Name</u>	<u>Department</u>
Avila, Naomi	Counseling
Barrios, Mary Beth	Counseling
Bates, Bobby J.	Accounting and Management
Bazikyan, Ivet	Child Development
Berch, Kari A.	Nursing
Boquiren, Sophie A.	Nursing
Browne, Errol T.	History and Art History
Cammayo, Christina G.	Consumer and Design Technologies
Case, Marissa C.	Mathematics, Computer Sciences
Chavez, Dalia	Counseling (Adult Basic Education)
Chavez, Susan	Consumer and Design Technologies
Flameno, Bernadette M.	Counseling
Flisik, Tyler J.	Biological Sciences
Garcia, Vanessa J.	Counseling (English as a Second Language)
Gutierrez, Daisy B.	Counseling
Hayward, Jason A.	Counseling
Heredia, Evelyn G.	Counseling (Short-term Vocational)
Hernandez, Elizabeth	Counseling (DSP&S)
Ito Rocha Santana, Naluce	Biological Sciences
Knott, John E.	Kinesiology
Kuroki, Hirohito	Archt., Industrial Design, Engineering and Mfg.
Larson, Sandon S.	Sign Language
Lopez, Jesse	Counseling
Mah, David	Medical Services
Mahjoor, Parisa	Chemistry
Marston, Karen L.	Music
Mestas, Sara M.	Counseling
Morales, Lisa M.	Mathematics, Computer Science
Necke, Donna M.	Adult Basic Education
Ngo, Michael	Counseling (English as a Second Language)
Norvell, John M.	Anthropology
Oliver, Allison	Kinesiology
Paredes, Natalie M.	Counseling (EOPS)
Perea, Chaz	Agricultural Sciences
Piluso, Robert	English, Literature, Journalism
Rios-Alvarado, Eva M.	Library and Learning Resources
Rivera, David	Kinesiology
Rivera, Kelly A.	Geography and Political Science

SUBJECT: Recommendation to Employ Faculty Under Second Contract 2017-18

DATE: February 8, 2017

<u>Name</u>	<u>Department</u>
Roueintan, Masoud M.	Chemistry
Santacruz, Rudy A.	Counseling
Shear, Michelle J.	Dance
Staley, Garrett H.	Mental Health
Tharp, Nathan M.	Music
Tull, Amy E.	Mental Health
Turcios, Ana S.	Counseling
Valdes, Steven	Accounting and Management
Vane, Sierra J.	Geography and Political Science
Villasenor, Stephen P.	Accounting and Management
Weidner, Ned B.	English, Literature, Journalism

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

DATE: February 8, 2017

CONSENT

SUBJECT: Recommendation to Employ Faculty Under Third Contract 2017-19

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

Unrestricted/Restricted General funds and Measure RR Series A and B.

RECOMMENDATION

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

Recommended by: Bill Scroggins Prepared by: Abe Ali
Agenda Item: Consent #16

SUBJECT: Recommendation to Employ Faculty Under Third Contract 2017-19

DATE: February 8, 2017

<u>Name</u>	<u>Department</u>
Anders, Tania	Earth Sciences and Astronomy
Bachor, Alana	Counseling
Blacksher, Shiloh	Psychology
Bouskill, Brian	Commercial and Entertainment Arts
Burton, Jared	Library and Learning Resources
Cummings, Christine	Theater
Doonan, Shelley	Consumer and Design Technology
Espy, Sheila	Consumer and Design Technology
Hallsted, Christopher	English, Literature, Journalism
Kobzoff, Fred	Air Conditioning and Welding
Lai, Irving	Mathematics, Computer Science
Lanaro, Giovanni	Kinesiology, Athletics and Dance
Mahmoud, Eugene	Physics, Engineering
Muniz, Edgar	English, Literature and Journalism
Nakamatsu, Stacie	Counseling
Newell, Allan	Air Conditioning and welding
Powell, Chara	Psychology
Rivas, Karla	Mathematics, Computer Science
Somers, Bernard	Counseling (Veterans)
Versace, Emily	Counseling (Title V)
Wang, Allen	Counseling (International Students)

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

DATE: February 8, 2017

CONSENT

SUBJECT: Recommendation to Grant Tenure 2017-18

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

Unrestricted/Restricted General funds and Measure RR Series A and B.

RECOMMENDATION

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

Recommended by: Bill Scroggins Prepared by: Abe Ali
Agenda Item: Consent #17

SUBJECT: Recommendation to Grant Tenure 2017-18

DATE: February 8, 2017

Name

Crichlow, Brian
Gilbert, Cheryl
Guo, Hong
Perez, Jason
Willis, Roger

Department

Kinesiology
Mental Health
Library & Learning Resources
Commercial and Entertainment Arts
Communication

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

DATE: February 8, 2017

CONSENT

SUBJECT: Contract for Development of Written Tests and Interview Standards –
CODESP Public HR

BACKGROUND

The Human Resources department staff requires the services of a firm that specializes in the development of written tests, interview standards, and other selection devices while maintaining quality, cost savings, and effectiveness. CODESP Public HR, has been providing such services for 12 years.

ANALYSIS AND FISCAL IMPACT

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

The intent is to use the services of CODESP Public HR, on an as-needed basis as determined by the Vice President, Human Resources. The scope of work is to develop written tests and interview standards for recruitments.

The proposed rate is \$975.00 for joining mid-year, through June 30, 2017. Joining mid-year requires us to also contract with CODESP Public HR for the 2017-18 fiscal year, for an annual proposed amount of \$2,050.00.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the award of a contract for the development of written tests and interview standards with CODESP Public HR, as presented.

Recommended by: Bill Scroggins Reviewed by: Abe Ali
Agenda Item: Consent #18

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>February 8, 2017</u>	CONSENT
SUBJECT: <u>Contract Agreement with Kellogg West Conference Center and Lodge</u>	

BACKGROUND

Per Assembly Bill AB104, Adult Education Block Grant, the Mt. San Antonio Regional Consortium for Adult Education has been engaged in collaborative planning to improve educational opportunities and create pathways for adult learners. The consortium will be hosting a one-day professional development conference at Kellogg West Conference Center and Lodge on April 27, 2017, for faculty and staff from the nine member institutions. Consortium faculty and staff will present instructional, student services, and technology best practices that promote student outcomes and transitions.

ANALYSIS AND FISCAL IMPACT

Authorization is requested to enter into a contract with Kellogg West Conference Center and Lodge for facilities and equipment rental, audiovisual needs, and catering not to exceed \$20,000.

Funding Source

AB104 Grant Restricted Funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Kellogg West Conference Center and Lodge, as presented.

Prepared by: Madelyn A. Arballo/Ryan Whetstone Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #19

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

DATE: February 8, 2017

CONSENT

SUBJECT: School of Continuing Education Additions and Changes

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

1. Contract Changes

Course Title/Program	Change	Detail
<u>Contract #1617-004</u> Metropolitan Water District of Southern California - Apprenticeship Program	Additional Instructors	Eisley, Ben 80 hours @ \$70.00/hour, not to exceed \$5,600 Littman, Dan 16 hours @ \$70.00/hour, not to exceed \$1,120
<u>Contract #16-0386</u> State of California Employment Training Panel (ETP)	Instructor Rate Change New Instructor	Quintana, Yolanda \$70/hour Haro, Yolanda \$60/hour

2. Contract Education Development Programs – Contract Change

Agency (Description of Services)	From	To
<u>Statewide Marketing for Contract Education</u> August 18, 2016 – June 30, 2017 Jon Wollenhaupt Go Launch Marketing 3984 McKinley Blvd. Sacramento, California 95819	Services not to exceed \$13,346	Services not to exceed \$49,346

Prepared by: Madelyn A. Arballo

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #20

SUBJECT: School of Continuing Education Additions and Changes

DATE: February 8, 2017

Funding Source

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

RECOMMENDATION

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

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

DATE: February 8, 2017

CONSENT

SUBJECT: Southern California Water Utilities Association, Inc. Water Education
Grant: Acceptance of Funds

BACKGROUND

The Community Education and Fee-based program offered through the School of Continuing Education received an award notification for a grant titled "Water Education," funded by the Southern California Water Utilities Association, Inc. The purpose of the grant is to support students enrolled in the Water Technology program as they prepare to pass the Drinking Water Operator Certification Program certification exam. Funds received will be utilized to update the program's video library to the newest digital format, to hire professional services for closed captioning, and to purchase test gauging instruments needed in the Water Technology Lab.

ANALYSIS AND FISCAL IMPACT

The grant award is \$1,000.

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

Funding Source

The Southern California Water Utilities Association, Inc.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the Water Education grant funds, as presented.

Prepared by: Madelyn A. Arballo

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #21

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 8, 2017</u>	CONSENT
SUBJECT:	<u>Affiliation Agreement with Chino Valley Independent Fire District Training Center</u>	

BACKGROUND

Mt. San Antonio College’s Fire Academy requires the use of a fire training center. The Chino Valley Independent Fire District Training Center, located in Chino, California, has space and structures for skills training in the use of ladders, hoses, breathing apparatus, and all other related firefighting equipment. A full-time fire academy is conducted twice each year and will provide our students with 560 hours of skills-based training.

ANALYSIS AND FISCAL IMPACT

Authorization is requested to renew the agreement with Chino Valley Independent Fire District Training Center, at a cost not to exceed \$10,000, for each of six possible fire academies. The agreement shall be effective July 1, 2017, through June 30, 2020. The previous contract was for the period July 1, 2015, through June 30, 2017. The academy contract amount has not changed.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the renewal of the affiliation agreement with Chino Valley Independent Fire District Training Center, as presented.

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

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

DATE: February 8, 2017

CONSENT

SUBJECT: Affiliation Agreement with Magan Medical Clinic

BACKGROUND

Students enrolled in the Radiologic Technology Program require use of facilities for training. Magan Medical Clinic located in Covina, California, has agreed to accept Radiologic Technology students and will provide our students with excellent training opportunities.

ANALYSIS AND FISCAL IMPACT

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

The agreement shall be effective February 27, 2017, through January 8, 2020.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the affiliation agreement with Magan Medical Clinic, as presented.

Prepared by: Jemma Blake Judd

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #23

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE: <u>February 8, 2017</u>	CONSENT
SUBJECT: <u>Contract Agreement with Pacific Palms Resort and Conference Center</u>	

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. Authorization is requested to enter into a contract with Pacific Palms Resort and Conference Center for hotel and meeting room accommodations for the visiting team members.

ANALYSIS AND FISCAL IMPACT

The Pacific Palms Resort and Conference Center will provide guestrooms, a meeting room, audio visual equipment, and internet connectivity at a cost not to exceed \$10,243. Additionally, Pacific Palms Resort and Conference Center requires an advance payment (deposit) not to exceed \$3,250.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Pacific Palms Resort and Conference Center, as presented.

Recommended by: Bill Scroggins Reviewed by: Irene M. Malmgren
Agenda Item: Consent #24

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

DATE: February 8, 2017

CONSENT

SUBJECT: Sabbatical Leave Applications for Academic Year 2017-18

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

The current contractual agreement provides that the number of unit members who may be authorized for sabbatical leave at any one time shall not be more than 3% of the total number of full-time equivalent unit members. The maximum sabbatical leave allotment for the 2017-18 academic year is 24 semesters. The proposals recommended total 10 semesters. This leave is compensated at 80% of the faculty member's regular salary.

The teaching load for these applicants for sabbatical leave will be taught by adjunct faculty at a cost of approximately \$134,400.

The proposals presented to the Board are described below:

Elisabeth Eatman (two semesters) Interior Design – Combination. Professor Eatman's proposal is titled "From Professor to Student and Back Again." She will explore how technology has impacted interior design through a formal study, work experience, and an examination of e-commerce and its new role in interior design. Having been out of the industry for more than a decade, the proposed sabbatical will afford her the opportunity to reconnect with industry trends, insiders, and innovations; gain a working knowledge of new tools and technologies that have emerged; and investigate the future of interior design to assist our students in what is a growing e-commerce market.

Recommended by: Bill Scroggins Reviewed by: Irene M. Malmgren
Agenda Item: Consent #25

SUBJECT: Sabbatical Leave Applications for Academic Year 2017-18

DATE: February 8, 2017

Dr. Sandra Esslinger (two semesters) Art History - Independent Study. Dr. Esslinger proposes a two semester interdisciplinary inquiry. This inquiry is intended to provide critical global intervention into traditional approaches to the art history survey that will spur critical thinking and globalize how we see Western culture. The project will culminate in an introductory faculty guide for preparation for teaching more globalized introductory art history curriculum and will demonstrate how to use materials from the literature review. The developed anthology, *Global Art and the Practice of the University Museum*, will be introduced for students to understand better how to globalize thinking and through completing three complete critical global interventions that may be used by faculty for course content for students as an in-depth global intervention into Western Art History through a Mt. SAC Group Site.

Dr. Tamra Horton (two semesters) English - Independent Study. Dr. Tamra Horton will develop six teaching units covering non-Western, non-Classical mythology to be disseminated to Mt. SAC faculty for classroom use. The teaching units will each include a short myth, related readings, a Directed Learning Activity featuring the myth, and a multimedia presentation on the myth designed for screening in class or posting in Canvas. Dr. Horton will write critical thinking tasks for each of the works included in a unit as well as an overall teaching guide for each unit.

Dr. Misty Kolchakian (two semesters) Psychology - Independent Study. During her graduate coursework in counseling psychology, Dr. Kolchakian learned many skills (both therapeutic and research-based) that enable her to assist others in improving their mental and emotional well-being. For her sabbatical, she will create interesting and informative webinars on important mental health topics that could be utilized by students and employees. She will create 11 closed-captioned webinars on topics of emotional well-being that could be placed on the College's website (or anywhere deemed appropriate by the administration) and accessed by students and faculty on an "as needed" basis. Students and employees could view these when struggling in a particular area of their life (e.g., stress management, work-life, or school-life balance, improving relationships), or faculty and staff could refer students to such resources as the need arises. Dr. Kolchakian asserts that students and employees who view these webinars will be less stressed, more productive, and more successful in reaching their academic and professional goals.

Dr. Elizabeth Lawlor (two semesters) Biological Sciences - Combination. Dr. Lawlor proposes to update her skills and then produce laboratory activities and teaching materials using Geographic Information Systems (GIS), 3D printing, resin casting, and digital manipulation, including captioning) of vintage Native American films. This combination of formal and independent study would enable her to teach students about recent advances in archaeological methods, including a shift towards listening to indigenous cultures explain their own ancestral sites. Among benefits to the College would be her new familiarity with makerspaces; her ability to print 3D models of ancient bones in the news, such as Lucy's shoulder fracture, as soon as one week after the research is published; and hands-on Q&A sessions open to all on campus. It would boost her own curiosity and enthusiasm for science to be able to share these advances with her students and colleagues.

Funding Source

SUBJECT: Sabbatical Leave Applications for Academic Year 2017-18

DATE: February 8, 2017

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the sabbatical leaves for Academic Year 2017-18, as presented.

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

DATE: February 8, 2017

CONSENT

SUBJECT: New, 4-Year Review, Modified Courses, Modified Certificates, and New
and Modified Degrees Effective with the 2017-18 Academic Year

BACKGROUND

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

New Courses

Course Title

MFG 140 Shop Practices
MFG 160 Introduction to Mechanical Principles

4-Year Review

Course Title

CISD 14L VBA for Excel and Access Laboratory
CNET 50 PC Servicing
KINI 37C Tai Chi Chuan – Advanced
MATH 180 Calculus and Analytic Geometry
MATH 280 Calculus and Analytic Geometry
SPAN 2 Continuing Elementary Spanish
THTR 12 Principles of Acting II

Modified Courses

Course Title

PHOT 1C Laboratory Studies: Studio Photography

New Certificates

Engineering and Construction Technology – Level I

Modified Certificates

Computer and Networking Technology – Level II
Engineering and Construction Technology – Level II

Prepared by: Joumana McGowan

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #26

SUBJECT: New, 4-Year Review, Modified Courses, Modified Certificates, and New
and Modified Degrees Effective with the 2017-18 Academic Year
DATE: February 8, 2017

Modified Degrees

Architectural Technology Concentration AS

ANALYSIS AND FISCAL IMPACT

New, 4-year review, modified courses, as well as new and modified degrees and certificates, were developed and approved by their respective College departments and Divisions. Documentation has been reviewed by the Educational Design Committee and approved by the Curriculum and Instruction Council.

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

Funding Source

Not Applicable.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 8, 2017</u>	CONSENT
SUBJECT:	<u>California Community Colleges (CCC) Maker Mini-Grant: Acceptance of Funds and Approval of Purchases</u>	

BACKGROUND

Mt. San Antonio College received an award notification for a mini-grant titled “California Community Colleges (CCC) Maker,” funded by the California Community Colleges Chancellor’s Office and passed through Sierra College. The purpose is to develop and/or strengthen college-supported makerspaces and educational strategies that prepare students for highly skilled careers, including technical and entrepreneurial occupations. During the mini-grant project period, the College will develop an implementation plan that, if approved by the funding agency, will lead to a significantly larger two-year grant beginning July 1, 2017.

ANALYSIS AND FISCAL IMPACT

The mini-grant award is \$40,000 and the performance period is December 14, 2016, through June 30, 2017.

As part of the grant activities, authorization is requested to purchase food for advisory committee and other grant-related meetings.

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

Funding Source

California Community Colleges Chancellor’s Office through Sierra College.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the CCC Maker mini-grant funds and approves the purchases, as presented.

Prepared by:	<u>Adrienne J. Price</u>	Reviewed by:	<u>Irene M. Malmgren</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #27</u>

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

DATE: February 8, 2017

CONSENT

SUBJECT: Resolution No. 16-08 – Approval to Compensate Student Trustee
Elizabeth Santos for Her Absence from the Regular Meeting of the
Board of Trustees on January 11, 2017

BACKGROUND

California Education Code Section 72024(d) states, “A member may be paid for any meeting when absent if the board, by resolution duly adopted and included in its minutes, finds that, at the time of the meeting, he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. The compensation shall be a charge against the funds of the district.”

ANALYSIS AND FISCAL IMPACT

Student Trustee Elizabeth Santos was not present at the regular meeting of January 11, 2017, due to an illness.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees adopts Resolution No. 16-08 – Approval to Compensate Student Trustee Elizabeth Santos for Her Absence from the Regular Meeting of the Board of Trustees on January 11, 2017.

Recommended by: Bill Scroggins Agenda Item: Consent #28

**RESOLUTION NO. 16-08
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA
APPROVAL TO COMPENSATE STUDENT TRUSTEE ELIZABETH SANTOS
FOR HER ABSENCE FROM THE REGULAR MEETING OF THE
BOARD OF TRUSTEES ON JANUARY 11, 2017**

The following resolution is adopted by the Governing Board of the Mt. San Antonio Community College District:

WHEREAS, Student Trustee Elizabeth Santos was absent from the regular meeting of the Board of Trustees on January 11, 2017, due to an illness;

WHEREAS, California Education Code Section 72024(d) states, "A member may be paid for any meeting when absent if the board, by resolution duly adopted and included in its minutes, finds that, at the time of the meeting, he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. The compensation shall be a charge against the funds of the district."

NOW, THEREFORE, BE IT RESOLVED, that this Board of Trustees authorizes to compensate Student Trustee Elizabeth Santos even though she was not present at the regular meeting of the Board of Trustees on January 11, 2017.

PASSED AND ADOPTED by the vote of the members of the Governing Board of the Mt. San Antonio Community College District on the 8th day of February 2017 by a vote of:

AYES:

NOES:

ABSENT:

I, William T. Scroggins, Clerk/Secretary of the Governing Board of the Mt. San Antonio Community College District, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by said Board at a regularly called and conducted meeting held on said date.

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

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

DATE: February 8, 2017

CONSENT

SUBJECT: Renewal of a Contract with Concept3D for a 3D Campus Map

BACKGROUND

Mt. San Antonio College has recently updated its website. Among the improvements was a new 3D CampusBird map from Concept3D. It includes a 3D vector map, which provides a clean, simple, and modern view of the campus. Users have an easier time exploring the campus and finding their way to buildings and locations across campus. Users can click on a location to view more information, such as building descriptions, pictures, and video. The 3D virtual map can be sorted so users can filter out only what they want to view, such as parking lots or academic buildings. They can also get directions to locations on campus. The map has been used for the past year and generated positive feedback and regular use.

ANALYSIS AND FISCAL IMPACT

The product was purchased in September 2015 for a cost of \$20,000 for the initial map setup, on-boarding, and training. This included the creation and integration of the 3D map.

The annual license subscription term was February 2016 through February 2017, at a cost of \$400 per month. The subscription service includes unlimited users and editing, hosting of the map, and dedicated support. Authorization is being requested for a renewal of the subscription service for February 2017 through February 2018, at a cost of \$449 per month, for a total of \$5,388.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies a renewal of a contract with Concept3D for use of its campus map product, as presented.

Recommended by: Bill Scroggins Reviewed by: Uyen Mai
Agenda Item: Consent #29

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>February 8, 2017</u>	CONSENT
SUBJECT:	<u>Contract with Betty Colonomos to Provide Training to the Sign Language Interpreters</u>	

BACKGROUND

Sign language interpreting is a practice profession requiring many years to become skilled. It requires the ability to analyze the work and provide feedback to your peers. The model of interpreting/feedback which most interpreters follow was developed by Betty Colonomos. The Deaf and Hard of Hearing Services department is requesting approval to have Betty Colonomos provide specialized trainings called Foundations I and II to the pool of Sign Language Interpreters. These trainings are to be scheduled on two separate dates, March 31-April 2, 2017, and May 12-14, 2017. This training will ensure all Sign Language Interpreters have a strong understanding of this model and can use it to support each other in their on-going skill development.

ANALYSIS AND FISCAL IMPACT

Total amount of expenses for each training session is not to exceed \$4,500 for 15 hours of training, travel, lodging, and meals.

Funding Source

Restricted Fund – Disabled Student Programs and Services.

RECOMMENDATION

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

Prepared by: _____	Don Potter	Reviewed by: _____	Audrey Yamagata-Noji
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #30

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

DATE: February 8, 2017

CONSENT

SUBJECT: Contract with Dee Hankins for the REACH Programs Foster Youth
Awareness Week

BACKGROUND

In 2015, Mt. SAC established the REACH program to provide foster youth with support services. REACH plans to conduct a Foster Youth Awareness Week (April 17– 21, 2017) to inform the College community of the unique challenges that college-going foster youth face. REACH has identified Dee Hankins as an expert consultant and advocate for foster youth. Approval is requested to contract with Mr. Hankins to present his “B-Better” one-day program. Mr. Hankins will serve as a keynote speaker as well as conduct a workshop for foster youth students.

ANALYSIS AND FISCAL IMPACT

The contract with Dee Hankins’ “B-Better” 1-day program will not exceed \$2,897, and is inclusive of all expenses.

Funding Source

Restricted Fund – Student Equity.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Dee Hankins for the REACH programs Foster Youth Awareness Week, as presented.

Prepared by: Chao Dao

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #31

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>February 8, 2017</u>	CONSENT
SUBJECT: <u>Contract with Kids That Code for the Upward Bound Program</u>	

BACKGROUND

Mt. San Antonio College Upward Bound Program is requesting approval of a contract with the Kids that Code curriculum for Upward Bound students with no prior knowledge or experience with computer programming. The workshop will be held for two Saturday sessions on March 4, 2017, and April 10, 2017, at Mt. San Antonio College. The purpose of the Upward Bound grant is to provide low-income and potential first-generation college students with instruction, services, and activities that will enable them to stay in school, graduate from high school, and successfully enter and graduate from post-secondary education.

As part of the grant activities, permission is requested to enter into the contract with the Kids That Code program.

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio College will enter into a contract with Kids That Code in an amount not to exceed \$750. The contract will provide funds for the following:

- 5 hours total; breakdown of 2.5 hours per scheduled dates;
- learn the application of math in computer programming, game design, and mobile app development;
- learn variables and how they are used in computer science; and
- design and program a game project.

Funding Source

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

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Kids That Code for the Upward Bound Program.

Prepared by: Jose Martinez-Saldana Reviewed by: Audrey Yamagata-Noji
Recommended by: Bill Scroggins Agenda Item: Consent #32

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

DATE: February 8, 2017

CONSENT

SUBJECT: Contract with My Fiesta Supplies for the Cash for College Event

BACKGROUND

Cash for College is a community outreach event to provide hands-on assistance to low-income families to complete financial aid applications for the upcoming school year. This is a mandatory activity as required from the California Community Colleges Chancellor's Office for districts utilizing the BFAP category funding. The Cash for College event is scheduled to be held on campus, Saturday, February 11, 2017. This event connects Mt. SAC to the community as well as connects the community to Mt. SAC. We have averaged about 400 participants in prior years. Approval is requested to contract with My Fiesta Supplies as the vendor to provide balloon designs to help navigate community members around the campus to the various labs and workshops.

ANALYSIS AND FISCAL IMPACT

The cost of the balloon decoration services for the event on Saturday, February 11, 2017, will not exceed \$505.

Funding Source

Restricted Fund – Student Equity.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with My Fiesta Supplies for the Cash for College event, as presented.

Prepared by: Chau Dao

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #33

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>February 8, 2017</u>	CONSENT
SUBJECT: <u>Independent Contractors: Note Takers for the Disabled Student Programs and Services</u>	

BACKGROUND

Approval of Note Takers as Independent Contractors for the Disabled Student Programs and Services for the Winter 2017 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:

Providers	Not to Exceed
Basulto, David	\$96
Calderon Mondragon, Sandra	\$96
Channon, Alivia	\$96
Chavez, Randi	\$96
Cox, Morgan	\$96

Providers	Not to Exceed
Gonzalez Hernandez, Yarely	\$48
Hurst, Mitchel	\$96
Outley, Rozaluia	\$96
Sanchez, Erik	\$96
Vasquez, Luz Elena	\$96

Funding Source

Restricted 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: February 8, 2017

CONSENT

SUBJECT: Acceptance of Student Mental Health Mini-Grant from the Foundation
for California Community Colleges

BACKGROUND

Mt. San Antonio College Student Health has received notification of funding for a mini-grant from the Foundation of California Community Colleges. The purpose of the grant is for California community colleges to host and plan mental health and wellness related activities/events on their campuses. Student Health mental health counselors will be hosting a De-Stress Fest in May 2017. The event will offer learning opportunities for the students to manage stress and increase coping skills.

ANALYSIS AND FISCAL IMPACT

The mini-grant award is \$750 and the event must be completed by June 1, 2017. The funding agency has approved the expenditure of grant funds to purchase healthy food snacks, activity materials, and yoga mats.

Funding Source

Foundation for California Community Colleges.

RECOMMENDATION

It is recommended that the Board of Trustees approves the acceptance of a Student Mental Health Mini-Grant from the Foundation for California Community Colleges, as presented.

Prepared by: Marti Whitford

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #35

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>February 8, 2017</u>	CONSENT
SUBJECT: <u>Contract Renewal: Evans & Sutherland Computer Corporation for the Digistar Encore Maintenance Service Agreement</u>	

BACKGROUND

The annual maintenance and service contract between Evans & Sutherland Computer Corporation and Mt. SAC requires renewal. The contract provides on-site inspection, instrument adjustment, projection alignment, and special software upgrades to assure optimum operation of the Digistar 5 computer hardware, software, and planetarium projection system. This service agreement contract also provides a technical support service hotline and the continuation of equipment warranties. The contract is effective November 1, 2016, through October 31, 2017.

ANALYSIS AND FISCAL IMPACT

The contract is essential for the effective operation of the Randall Planetarium projection system. The cost of this maintenance agreement is \$5,000. The previous contract cost was \$2,500 for the period of September 1, 2015, through August 31, 2016, and was approved at the January 13, 2016, Board Meeting. The reduced cost of that contract was as a result of a portion of the maintenance agreement being included in a previously approved purchase of a software/equipment upgrade. There is no actual cost increase from the last contract.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is requested that the Board of Trustees ratifies the maintenance and service contract with Evans & Sutherland Computer Corporation, as presented.

Prepared by: Matthew Judd Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #36

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

DATE: February 8, 2017

ACTION

SUBJECT: Appointment of a Member to the Citizens Oversight Committee

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:
 - Andrew Jared (Glendora)
 - Chester Sasaki (San Dimas)
 - Robert Carter (Walnut)
 - Emmett Badar (San Dimas)
 - Judy Nieh (Rowland Heights)
 - Marc Hawkins (Diamond Bar)
 - Paula Lantz (Pomona)
 - Mario Barragan (Hacienda Heights)

Recommended by: Bill Scroggins

Agenda Item: Action #1

SUBJECT: Appointment of a Member to the Citizens Oversight Committee

DATE: February 8, 2017

- 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:
 - Alta Skinner (San Dimas)

Brandy Turnbow, of Hacienda Heights, has submitted an application (under separate cover) to fill a Business/Community Member position.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees appoints Brandy Turnbow (Business/Community Representatives) to the Citizens Oversight Committee, effective February 9, 2017, through December 31, 2018.

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

DATE: February 8, 2017

ACTION

SUBJECT: Proposal to Initiate Faculty Negotiations for Successor Agreement
July 1, 2017, through June 30, 2020

BACKGROUND

Chapter 10.7, Sections 3440-3549 of the California Government Code requires that items to reopen negotiations for 2017-2020 must first be identified by both parties and be presented in advance to the Board, prior to the start of negotiations. Public comment on these items will be permitted during a Public Hearing at the March 8, 2017, Board of Trustees meeting.

ANALYSIS AND FISCAL IMPACT

The District and the Faculty Association have agreed to begin negotiations for the successor agreement during the Winter intersession of 2017. Negotiations for the successor agreement will begin no later than February 23, 2017. The successor contract is proposed to begin on July 1, 2017, and end June 30, 2020. The District and the Faculty Association have submitted the attached initial proposals, with the intention of using the traditional approach to negotiations.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the initial proposals submitted by the District and the Faculty Association.

Recommended by: Bill Scroggins Prepared by: Abe Ali
Agenda Item: Action #2

SUBJECT: Proposal to Initiate Faculty Negotiations for Successor Agreement
July 1, 2017 through June 30, 2020

DATE: February 8, 2017

Proposals for Successor Agreement

From the District:

The Mt. San Antonio Community College District submits the following topical proposals to the Mt. San Antonio College Faculty Association for the purpose of opening negotiations for a successor agreement for July 1, 2017, through June 30, 2020. It is the intention of the District to open the complete Articles which include the topics provided, as this is for a successor agreement.

Article 8:	Contract Employee Benefits
Article 10:	Work Load
Article 13:	Distance Learning
Article 16:	Leaves of Absence
Article 18:	Faculty Evaluation Procedures and Personnel Files
Article 20:	Grievance Procedures
Appendix A:	Salary Schedule for Unit Members on Contract
Appendix C:	Faculty Overload and Other than Contract Salary Rates
Appendix D:	Athletic Coaches and Performance Arts Coaches Remuneration
Appendix H:	Evaluation Forms

From the Faculty Association:

The Mt. San Antonio College Faculty Association submits the following conceptual proposals to the Mt. San Antonio Community College District for the purpose of opening negotiations for a successor agreement for July 1, 2017, through June 30, 2020.

Article 2:	Term of Agreement
Article 5:	Rights of Association and Members
Article 7:	Salaries
Article 8:	Contract Employee Benefits
Article 10:	Workload
Article 13:	Distance Learning
Article 15:	Lab Parity
Article 16:	Leaves of Absence
Article 18:	Faculty Evaluation Procedures and Personnel Files
Article 19:	Retirement
Article 21:	Dispute Process
Article 27:	Health and Safety
Appendix A:	Salary Schedule for Unit Members on Contract
Appendix C:	Faculty Overload and Other than Contract Salary Rates
Appendix H:	Evaluation Forms
Appendix J:	Documentation of Student Complaint
New Article:	Dual Enrollment

SUBJECT: Proposal to Initiate Faculty Negotiations for Successor Agreement
July 1, 2017 through June 30, 2020

DATE: February 8, 2017

The 2018-19 Academic Calendar and Appendix E Reassigned Time for Special Assignments must be negotiated per the current Faculty Agreement.

This list may not be all-inclusive as additional items may arise that are deemed appropriate by either the Faculty Association and/or the District.

All items deemed appropriate will be discussed during these successor negotiations.