



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, August 9, 2017

5:00 p.m. – Open and Adjourn to Closed Session

6:30 p.m. – Public Session

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

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

AGENDA

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

CALL TO ORDER (5:00 p.m.)

PUBLIC COMMUNICATION

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

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

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

CLOSED SESSION

1. **Conference with Legal Counsel** (Pursuant to Government Code Section 54956.9(d) – Existing Litigation – one case:
 - Los Angeles County Superior Court Case No. BC 576587 [consolidated for all purposes with Case Nos. BS 154389 and BS 159953]
2. **Appeal of Administrative Review** (Per Administrative Procedure 3435 – Discrimination and Harassment Investigations) – one case, regarding Student No. ...8024

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

REPORTING OF ACTION TAKEN IN CLOSED SESSION

INTRODUCTIONS AND RECOGNITION

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

Classified Employee (Newly Appointed)

- **Irene Martinez**, Administrative Specialist III (Health Services)

Confidential Employee (Newly Appointed)

- **Maria Ceja-Vasquez**, Human Resources Specialist (Human Resources)

Management Employee (Newly Appointed)

- **Juan Carlos Madrigal Rincon**, Assistant Director, Center of Excellence (Business)

Classified Employees (Promoted)

- **Kimberly Leisure**, Fiscal Specialist (Fiscal Services)

Management Employees (Promoted)

- **Michelle Sampat**, Associate Dean, Instruction (Instruction)
- **Dale Vickers**, Chief Technology Officer (Information Technology)

- **Recognition:**

Award a Certificate of Service to the following retiring employee:

- **Rebecca Coder**, Fiscal Technician II (Payroll), 27 years of service
- **David Royce**, Custodian (Custodial Services), 13 years of service
- **George Shira**, Warehouse Worker I (Warehouse), 21 years of service

APPROVAL OF MINUTES

1. Approval of minutes of the regular meeting of July 12, 2017 (Pages 1 through 8).

PUBLIC COMMUNICATION

At this time, the Board of Trustees will listen to communication from the public on matters that are not on the agenda or on other matters of interest to the public that are within the subject matter jurisdiction of the Board. 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 and Alumni Association
8. Management Steering Committee
9. 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.

10. President's Report – Bill Scroggins, President & CEO
 - Informational Report – Title IX/Clery Act Update (Pages 9 and 10)
 - Educational and Facilities Master Plan Update (Page 11)

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 12 through 18);
2. Hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines (Pages 19 through 22);
3. Re-issuance of stale-dated warrant (Page 23);
4. Contract for the Chancellor's Office Tax Offset Program for 2018 (Page 24);
5. Memorandum of Understanding with Foothill Transit for Student Transportation Fee (Page 25);
6. Claim Against the College (Page 26);
7. Contract with Nuventive for Improve Analytics (Page 27);
8. Contract with OmniUpdate (Page 28);
9. Purchase of Hewlett Packard Computers, Displays, and Printers (Pages 29 through 31);
10. Purchase of Furniture for the Business and Computer Technology Buildings A, B, and C – Phase 3 (Pages 32 through 34);
11. Termination of Contract for South Campus Site Improvements – Demo, Grading, and Paving (Bid No. 3055) (Page 35);
12. Consulting Agreement for the South Campus Parking Planning Study (Pages 36 and 37);
13. Consulting Agreement for Engineering Services for the Science, Technology, Engineering, and Math (STEM) Center Secondary Effects (Page 38);
14. Contract for Storm Drain and Water Line Replacement – Construction Management Services and Project General Conditions (Page 39);
15. Agreement with Energize Colleges (Pages 40 and 41);

HUMAN RESOURCES:

16. Personnel Transactions (Pages 42 through 56);
17. New Classified Job Classification Description (Pages 57 through 61);

INSTRUCTION:

18. School of Continuing Education Additions and Changes (Page 62 and 63);
19. Acceptance of Funds: SB 1070 Memorandum of Understanding (Page 64);
20. Contract Agreement with Library Consulting Services (Page 65);
21. Child Development Center Student Field Trips (Page 66);
22. Memorandum of Understanding between the Center of Excellence and Rancho Santiago Community College District (Page 67);
23. Contract Agreement: California School Employees Association (Page 68);
24. Contract Agreement: Penguin Random House Speakers Bureau (Page 69);
25. Memorandum of Understanding between the Southern California Foothills Consortium and Mt. San Antonio College (Page 70);
26. Contract Agreement with Cole-Schafer for the 2017 Football Season (Page 71);
27. Contract Agreement with Covina District Field to Host Football Games for the 2017-18 Academic Year (Page 72);
28. Contract Agreement with El Camino College to Host the 2017 Mt. San Antonio College Relays (Page 73);
29. Contract Agreement with Pacific Palms Hotel and Conference Center for the 8th Annual Athletics Hall of Fame Dinner (Page 74);
30. Program Fees for Students in the Kinesiology, Athletics, and Dance Division for the 2017-18 Academic Year (Page 75);
31. Renewal of Application Services Agreement with PrestoSports (Page 76);
32. Renewal of Contract Agreement with ArbiterSports RefPay for the 2017-18 Academic Year (Page 77);
33. Memorandum of Understanding between Azusa Unified School District and Mt. San Antonio College – Non-Assembly Bill 288 (Dual Enrollment) (Page 78);
34. Advanced Technological Education Grant: Acceptance of Funds and Approval of Activities (Page 79 and 80);

35. California Community Colleges Maker Grant: Acceptance of Funds and Approval of Activities (Page 81 and 82);
36. College Futures Foundation Grant: Approval of Contract with National Center for Inquiry and Improvement (Page 83);
37. Improving Undergraduate Science, Technology, Engineering, and Mathematics Education Grant: Acceptance of Funds (Page 84);
38. Upward Bound Grant: Acceptance of Funds and Approval of Activities (Pages 85 and 86);

STUDENT SERVICES:

39. Contract with Cal Poly Pomona, Foundation, Inc. for the Associated Students Officer Training (Page 87);
40. Contract with Pacific Palms Resort and Conference Center for the Associated Students Educators and Students of Distinction Ceremony (Page 88);
41. Contract with PALI Retreat for the Arise Program Annual Student Leadership Retreat (Page 89);
42. Contract with UCLA Conferences and Catering – Housing and Hospitality Services for the Minority Male Initiative Planning and Development Retreat (Page 90);
43. Approval to participate in the My Veterans Resource Center pilot program as offered by Intelcom (Page 91);

Ratification is requested for the following:

44. Memorandum of Understanding with the Los Angeles County Sheriff's Department (Pages 92 and 93);
45. General Liability/Property Insurance Program Renewal (Pages 94 and 95);
46. Consulting Agreements for the West Parcel Solar Draft Subsequent Environmental Impact Report (SEIR) (Pages 96 and 97);
47. Contract Amendment (Page 98):
 - Added Services – HMC Architects for the Design Technology Center Radio Station HVAC Improvements - Amendment No. 1;
48. Agreement with QCERA Inc. for LeaveSource Enterprise (Page 99);
49. Operational Agreement with Project Sister Family Services (Page 100); and
50. Contract Agreement with Dr. Bryan for Health Screenings and Required Attendance at Football Games for 2017-18 Academic Year (Page 101).

ACTION ITEMS

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

1. Public Hearing on the Mt. San Antonio College Physical Education Projects Draft Subsequent Project Environmental Impact Report (2017 subsequent Project EIR) (SCH 2002041161);
2. Resolution No. 17-01 – A Resolution of the Board of Trustees of Mt. San Antonio College Certifying the Mt. San Antonio College 2015 Physical Education Projects Draft Subsequent Project Environmental Impact Report (2017 Subsequent Project EIR) (SCH 2002041161), Adopting a Statement of Overriding Considerations, and Adopting a Mitigation Monitoring Program (Pages 102 through 109); and
3. Year One-of-Two Negotiated Agreement between the Faculty Association and the District for 2017-19 (Pages 110 through 113).

DISCUSSION ITEM

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

1. Proposed revisions to Board Policy 5010 – Admissions (Pages 114 through 117); and
2. Proposed New Board Policy 7601 – Police and Campus Safety Department Internal Policies and Procedures (New) (Pages 118 and 119).

INFORMATION ITEMS

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

1. Revisions to Administrative Procedure 4243 - Pass/No-Pass Grading (Pages 120 and 121); and
2. Revisions to Administrative Procedure 5011 – Admission and Concurrent Enrollment of High School and Other Young Students (Pages 122 through 132).

ADJOURNMENT

Future Board Meetings

September 13, 2017
October 11, 2017
November 8, 2017
December 13, 2017

Upcoming Events

- August 17 **Dynamic Earth**, 6:00 p.m., Planetarium
- August 21 **Partial Solar Eclipse Viewing**, 8:45 a.m.-12:00 p.m., Planetarium
- August 28 **First Day of Fall Semester**
Wassail Tickets on Sale, Box Office
- September 4 **Labor Day – Campus Closed**

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

BOARD OF TRUSTEES

**BACKUP INFORMATION PACKET
FOR
REGULAR MEETING**

August 9, 2017





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 12, 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 5:09 p.m. on Wednesday, July 12, 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; Audrey Yamagata-Noji, Vice President, Student Services; and Abe Ali, Vice President, Human Resources, were present.

PUBLIC COMMUNICATION REGARDING CLOSED SESSION

CLOSED SESSION

The Board adjourned to Closed Session at 5:10 p.m. to discuss the following items:

1. **Conference with Legal Counsel** (Pursuant to Government Code Section 54956.9(d) – Existing Litigation – one case:
 - Los Angeles County Superior Court Case No. BC 576587 [consolidated for all purposes with Case Nos. BS 154389 and BS 159953]
2. **Conference with Real Property Negotiators** (Pursuant to 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

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

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

3. **Conference with Labor Negotiators** (Pursuant to California Government Code Section 54957.6):

- Bill Scroggins, Chief Negotiator (CSEA 262)
- Abe Ali, Chief Negotiator (CSEA 651)
- Jennifer Galbraith, Chief Negotiator (Faculty Association)

PUBLIC SESSION

The meeting reconvened at 6:41 p.m., and the Pledge of Allegiance was led by Mike Taylor.

ADMINISTER OATH OF OFFICE TO STUDENT TRUSTEE

The Oath for the Office of Student Trustee was administered to Corey Case by Dr. Bill Scroggins.

REPORTING OF ACTION TAKEN IN CLOSED SESSION

None. The Board will be reconvening to Closed Session after the Regular Meeting.

INTRODUCTIONS AND RECOGNITION

- The following newly appointed and promoted employees were introduced:

Classified Employees (Newly Appointed)

- **Desmondvail Choi**, Computer Facilities Assistant (Information Technology) (absent)
- **Mary Garcia**, Administrative Specialist III (Business) (present)
- **Steve Gomez**, Coordinator, Grants (Grants Office) (present)
- **Michelle Hallmark**, Administrative Specialist IV (Technology and Health) (present)
- **Alexandria Lacayo**, Athletic Trainer (Kinesiology, Athletics, and Dance) (present)
- **Allen Nguyen**, Administrative Specialist I (Human Resources) (present)
- **Eric Omori**, Laboratory Technician, Photography (Commercial and Entertainment Arts) (present)
- **Carolina Perez**, Library Technician (Library and Learning Resources) (absent)
- **Vivian Ruiz**, Administrative Specialist III (Instruction) (absent)
- **Catherine Sengsourichanh**, Laboratory Technician, Food (Business) (absent)
- **Kelly Velasquez**, ESL Outreach Specialist (English as a Second Language) (present)
- **Kari Yahiro**, Project/Program Specialist (English as a Second Language) (present)

Management Employees (Newly Appointed)

- **Lianne Maldonado-Greenlee**, Director, Professional and Organizational Development (Professional and Organizational Development) (present)

- **Koji Uesugi**, Dean, Student Service (Student Services) (present)
- **Ryan Wilson**, Manager Title IX/EEO Investigations (Human Resources) (present)

Classified Employees (Promoted)

- **Nadine Hernandez**, Coordinator, Project/Program (EOPS/CARE) (present)
- **Alsace Kam**, Fiscal Specialist (Fiscal Services) (absent)

Management Employees (Promoted)

- **Jamie Hirsch**, Assistant Director, Public Safety Programs (Technology and Health) (absent)
 - **Karelyn Hoover**, Dean, Humanities and Social Sciences (Humanities and Social Sciences) (present)
 - **Stephen Shull**, Director, Public Safety Programs (Technology and Health) (absent)
- Award a Certificate of Service to the following retiring employees:
 - **Victor Belinski**, Chief Technology Officer (Information Technology), 11 years of service (absent)

APPROVAL OF MINUTES

It was moved by Trustee Chen Haggerty, seconded by Trustee Hall, and passed to approve the minutes of the regular meeting of June 28, 2017.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

PUBLIC COMMUNICATION

None.

REPORTS

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

- **Brian Moon and Dan Garcia**, President and Vice President, Associated Students
- **John Lewallen**, President, Classified Senate
- **Lee Jones**, Vice President, CSEA 262
- **Marisa Fierro**, Director, Development and Alumni Relations, Mt. SAC Foundation
- **Jennifer Galbraith**, Representative, Management Steering Committee

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 congratulated Vic Belinski on his retirement.
 - They welcomed Corey Case as the new Student Trustee.
- C. Trustee Hall reported the following:
- Attended the Installation Dinner for the Regional Chamber of Commerce San Gabriel Valley where he was installed as the President. He thanked Dr. Scroggins for the presentation he provided that evening.
 - Attended the La Verne Fourth of July Parade.
 - Attended the New Faces Luncheon sponsored by the Regional Chamber of Commerce where Senator Portantino and Assemblywoman Blanco Rubio spoke.
 - Looking forward to attending the San Gabriel Valley Civic Alliance Annual Officeholders BBQ being held on July 26 at the Mountie Café.
- D. Trustee Chen Haggerty reported the following:
- Attended the Rowland Heights Coordinating Council meeting.
- E. Trustee Hidalgo reported the following:
- None.
- F. Trustee Baca reported the following:
- Attended the Installation Dinner for the Regional Chamber of Commerce San Gabriel Valley, and commented that Dr. Hall and Dr. Scroggins represented the College well in their speeches.
 - Attended the Hacienda Heights Fourth of July Parade.
 - Worked the Kiwanis fireworks stand in Diamond Bar.
- G. Trustee Santos reported the following:
- Attended the Installation Dinner for the Regional Chamber of Commerce San Gabriel Valley.
 - Attended the New Faces Luncheon sponsored by the Regional Chamber of Commerce.
 - Worked the Irwindale Lions fireworks stand in Irwindale.
 - Attended the Mt. SAC court hearing.
 - Attended a Baldwin Park Business Association’s mixer.
 - Attended the grand opening of the LA Fitness in Baldwin Park.
 - Attended a tour of the Miller Coors Brewing Company in Irwindale hosted by Assemblymember Blanca Rubio, and commended their conservation efforts.

H. Trustee Chen reported the following:

- Attended the Installation Dinner for the Regional Chamber of Commerce San Gabriel Valley, and commented on the great involvement of Mt. SAC in the Regional Chamber.
- Attended the La Puente July 3rd Fireworks Celebration.
- Attended the Hacienda Heights Fourth of July Parade.

I. Student Trustee Case reported the following:

- Attended the Continuing Education Commencement Ceremony.
- Attended the Installation Dinner for the Regional Chamber of Commerce San Gabriel Valley.
- Attended the La Verne Fourth of July Parade.

J. Trustee Bader reported the following:

- Attended the La Verne Fourth of July Parade.
- Attended an Open House for Supervisor Hilda Solis.
- Attended the ribbon cutting for the video production trailer, and commented how impressive the truck was.

PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed and congratulated newly appointed and promoted employees.
- He congratulated Vic Belinski on his retirement.
- He introduced Dr. Chau Dao, Director, Financial Aid, and Jenny Phu, Assistant Director, Financial Aid to present the Financial Aid and Scholarships Update (presentation attached).
- He introduced Gary Nellesen, Director, Facilities Planning and Management, to present the Physical Education Project Update (presentation attached).

CONSENT CALENDAR

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 warrant;
4. Donation of theatre lighting equipment to Montclair and Rowland High Schools;
5. Amendment No. 2 to the Communications Site Lease Agreement with T-Mobile West LLC;
6. Agreement with Soderberg Consulting;
7. Five-year agreement with PeopleAdmin, Inc.;
8. Purchase of furniture for the Business and Computer Technology Buildings A, B, and C – Phase 2;
9. This item was pulled and acted on below;

10. Consulting agreement with IDS Group for utility cart storage structure;
11. Environmental impact assessment consultant services with Psomas for Campus Parking and Circulation;
12. Contract Amendment:
 - Contract Central Plant Expansion and Thermal Energy Storage Tank – Automated Controls Engineers - Amendment No. 1;
13. Personnel Transactions;
14. School of Continuing Education Additions and Changes;
15. Memorandum of Understanding with Southern Illinois University Carbondale, Health Care Management Program for Radiologic Technology Students;
16. Memorandum of Understanding with Southern Illinois University Carbondale, Health Care Management Program for Respiratory Therapy Students;
17. Memorandum of Understanding with Southern Illinois University Carbondale, Radiologic Sciences: Education and Management Program;
18. Program Fees for Students in the Technology and Health Division;
19. Acceptance of Los Angeles Universal Preschool/Quality Rating and Improvement System Block Grant Funds – Fiscal Year 2016-17, Second Amendment;
20. Activities and Acceptance of Funds: Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) Title 1C Grant and Career Technical Education Transitions;
21. Child Development Center Annual Report;
22. Subscription Agreement: California Community College Chancellor's Office – Student Right-To-Know Act;
23. Contract for Interpreting Services with Accommodating Ideas, Inc.;
24. Contract for Interpreting Services with Language People, Inc.;
25. Contract Agreement: Child Development Center with Sodexo American, LLC Food Services;
26. Service Agreement: Child Development Center and Laboratory School with Controltec Systems; and
27. Contract for Legal Services with Harriet Buhai Center for Family Law.

It was moved by Trustee Baca, seconded by Trustee Chen, and passed to approve the above items.

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

CONSENT ITEM #9 – FUNDAMENTAL COMMISSIONING SERVICES CONTRACT WITH ECOTYPE CONSULTING FOR THE ATHLETICS COMPLEX EAST PROJECT

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

It was moved by Trustee Hall and seconded by Trustee Chen to table this item until after discussion of Action Items #2 and #3.

It was moved by Trustee Baca and seconded by Trustee Hall to approve this item with the following language:

No definite steps have been taken towards committing Mt. SAC to the PEP or any portion thereof. The award of the Olympic Trials is not such a commitment. Any prior construction work at the site is outside the scope of PEP and is not a project as defined by CEQA. The award of contracts, which are conditional and non-binding, are intended only to preserve the option of constructing PEP to maintain pricing schedules and, further, to responsibly finance the project (acting as responsible stewards). The award of contracts is best understood as a mechanism for maintaining pricing for the proposed Project, but the Project may be modified or not implemented at all depending upon a number of factors, including CEQA environmental review.

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

ACTION ITEM #1 – MEMORANDUM OF UNDERSTANDING BETWEEN POMONA UNIFIED SCHOOL DISTRICT AND MT. SAN ANTONIO COLLEGE – ASSEMBLY BILL 288 (DUAL ENROLLMENT)

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
Student Trustee concurred.

ACTION ITEM #2 – AWARD OF THE ATHLETICS COMPLEX EAST PROJECT – PHASE 2, BID PACKAGES 3103-3126

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

It was moved by Trustee Hidalgo to amend the motion to include:

No definite steps have been taken towards committing Mt. SAC to the PEP or any portion thereof. The award of the Olympic Trials is not such a commitment. Any prior construction work at the site is outside the scope of PEP and is not a project as defined by CEQA. The award of contracts, which are conditional and non-binding, are intended only to preserve the option of constructing PEP to maintain pricing schedules and, further, to responsibly finance the project (acting as responsible stewards). The award of contracts is best understood as a mechanism for maintaining pricing for the proposed Project, but the Project may be modified or not implemented at all depending upon a number of factors, including CEQA environmental review.

The motion to amend was accepted by Trustee Baca.

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

Noes: Chen, Santos

Abstained: None

Absent: None

Student Trustee concurred.

ACTION ITEM #3 – AWARD OF BID NO. 3127 TO BALI CONSTRUCTION, INC. OF EL MONTE, CA – BID NO. 3127 – STORM DRAIN UTILITY REPLACEMENT

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

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

Noes: Chen, Santos

Abstained: None

Absent: None

Student Trustee did not concur.

CLOSED SESSION

The meeting adjourned to Closed Session at 9:31 p.m.

REPORTING OF ACTION TAKEN IN CLOSED SESSION

None.

ADJOURNMENT

The meeting adjourned at 10:30 p.m.

WTS:CN

Title IX/Clery Act Update
Sokha Song, Koji Uesugi, Marti Whitford, David Wilson
August 9, 2017

Background on Title IX/Clery Act

Mt. San Antonio College offers a rich educational experience for students so that they can achieve their educational and life goals at a world-class educational institution. In order to maintain a safe and vibrant learning space for all its students, Mt. SAC ensures compliance with all Title IX complaints under Title 5 of the California Code of Regulations. With the expansion of Title IX through the Violence Against Women's Act (VAWA) in 1994 and the 2011 Dear Colleague Letter, educational institutions must ensure protections are in place to respond to sexual harassment and violence. In 2013, the Campus SaVE Act further mandated extensive primary prevention and awareness programs regarding sexual misconduct related offenses as a part of the amended Clery Act. As a recipient of federal funding through the State Chancellor's Office, Mt. SAC uses a multi-disciplinary integrative approach to developing and executing its policies and procedures per the guidance and advisories of the General Counsel of the State Chancellors Office. While Human Resources receives and handles all Title IX complaints from students, employees, and third parties, it does so by collaborating with campus partners including Health Services, Public Safety, and Student Services.

Update on Mt. SAC's Title IX/Clery Act Efforts

Campus Collaboration

Mt. SAC's collaborative approach to meeting the Title IX/Clery Act guidelines has resulted in the following:

- Health Services established community partnerships with Project Sister and House of Ruth, and delivered an Intervention Bystander training and Denim Day prevention campaign with student peer educators.
- Title IX case management is occurring via weekly meetings between Student Services and Human Resources staff to discuss student cases, interim remedies, resolutions, and projects.

Achievements

The following Title IX and Clery Act achievements represent the progress made at various levels since last reported in 2015:

- In Spring 2017, Health Services conducted Sexual Violence outreach to 367 students, Newsletter "Consent...get Some" outreach to 400 students, and class presentations to 1,796.
- Filled Title IX Coordinator, Judicial Affairs Officer, Dean of Student Services, and Title IX Investigator positions.
- Human Resources established monthly Equal Employment Opportunity Representative Trainings.
- Purchased Maxient, a web-based case management platform to manage Title IX , Unlawful Discrimination, Student Conduct, Leaves, and behavioral and wellness cases.

Title IX/Clery Act Update
Sokha Song, Koji Uesugi, Marti Whitford, David Wilson
August 9, 2017

- Clery Trainings for faculty, staff, and administrators are now offered throughout the year.
- Clery Report is posted and accessible online (<http://www.mtsac.edu/safety/disclosures.html>)
- Joint presentations on Conduct, Grievance and Harassment have been provided at faculty Flex Day, department meetings, and Student Services Division meetings.

Future Plans

We are committed to ensuring to a campus environment that is intolerant of sexual misconduct and where students and employees feel safe in reporting such incidents. This will be accomplished by:

- Direct services and resources to the campus community include:
 - Launching a crisis text line for students to chat with counselors in times of crisis.
 - Student Life and Human Resources offering a Title IX Resource Brochure available to all students, employees, and third parties in 2017/18 academic year.
 - Facilitating ongoing Title IX trainings.
 - Providing Maxient trainings for specific constituent groups.
- Ongoing improvement of institutional policies and procedures:
 - Student Services and Human Resources are working together to update BP 3540 (Sexual and Other Assaults on Campus) and AP 3540 (Sexual Assaults on Campus) to reflect sexual misconduct, stalking, dating violence, and domestic violence per VAWA, OCR guidance, and ATIXA (Association for Title IX Investigators) best practices.
 - Human Resources is working on updates to BP/AP 3430 (Prohibition of Harassment) and AP 3435 (Discrimination and Harassment Investigations).
 - Under the Clery Act, identify and train employees to serve as Campus Security Authorities. These individuals report acts of violence and alcohol or drug use on campus, or its proximities, to public safety.

2018 Educational and Facilities Master Plan Update
Gary Nellesen and Mikaela Klein
August 9, 2017

Background

The integrated 2018 Educational and Facilities Master Plan (EFMP) effort currently underway will guide the next phase of major facilities improvements. These physical improvements will be based on educational needs and will provide modern, efficient facilities with current learning technology and flexibility for the future.

An integrated and comprehensive master plan includes both educational (EMP) and facilities (FMP) master plan components. While either effort can be successfully completed independently from the other, linking the two efforts improves both planning efforts. California community colleges are required to prepare both educational and facilities long-range plans, however, the content is to be locally determined.

The Board of Trustees approved both the EMP consultant team and the FMP consultant team in August 2016 and collaborative planning efforts began in September of 2016.

Development of the Plans

Since the Fall of 2016, the consultant teams have interviewed over 200 Mt. SAC representatives from our instructional disciplines and our Student Services, Administrative Services, and Human Resources departments. Simultaneously, the consultants were preparing a data profile of the College's students and community and conducting an analysis of existing facilities conditions.

Throughout this process, the consultant teams have met with the Master Plan Steering Task Force that was created to guide and review this effort six times to present data, observations, and collect feedback in order to build consensus around a clearly defined strategy for the College's future.

Additionally, the College has met with the Community Facilities Plan Advisory Committee seven times in their role as a conduit to the broader community for the purposes of publicizing participation opportunities and soliciting input, in effect, helping to widen the circle of engagement in the Educational and Facilities Master Plan process.

In February and March 2017, the Board of Trustees hosted a series of nine interactive public workshops aimed to introduce the EFMP project and encourage community feedback while informing the public about programming, resources, and all that the College has to offer its service area.

This integrated planning effort also included a sustainability workshop in March 2017, student focus groups in April and May 2017, a "town/gown" design charrette with the City of Walnut in June 2017, and various focused meetings with specific campus constituent groups.

At this time, the first six chapters, which comprise the educational master plan portion of the EFMP document, have been drafted and are under review:

- 1 Background
- 2 Profile of the College's Communities and Students
- 3 Instructional Programs
- 4 Student Services
- 5 Administrative Services and Human Resources
- 6 Master Plan Interview Themes

The remaining five chapters that focus on the Facilities Master Plan are currently being authored and are approximately 60% complete.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 9, 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 6/5/17 - 7/9/17

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 118,401
5000 Other Operating Expenses/Services	179,793
7950 Unassigned Fund Balance	7,500
Total	\$ 305,694

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 232,558
3000 Employee Benefits	35,244
4000 Supplies/Materials	481
6000 Capital Outlay	35,411

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

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: August 9, 2017

7000	Other Outgo	\$	<u>2,000</u>
Total		\$	305,694

Restricted General Fund - 17

From:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	81,078
2000	Classified/Other Nonacademic Salaries		42,099
3000	Employee Benefits		49,071
Total		\$	<u>172,248</u>

To:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	27,569
5000	Other Operating Expenses/Services		37,078
6000	Capital Outlay		23,436
7000	Other Outgo		84,165
Total		\$	<u>172,248</u>

Farm Operations Fund - 34

From:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	705
Total		\$	<u>705</u>

To:

<u>Budget Classification</u>			<u>Amount</u>
5000	Other Operating Expenses/Services	\$	705
Total		\$	<u>705</u>

Health Services Fund - 39

From:

<u>Budget Classification</u>			<u>Amount</u>
5000	Other Operating Expenses/Services	\$	600
Total		\$	<u>600</u>

To:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	600
Total		\$	<u>600</u>

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: August 9, 2017

Capital Outlay Projects Fund - 41

From:

<u>Budget Classification</u>		<u>Amount</u>
6000	Capital Outlay	\$ 26,175
Total		\$ 26,175

To:

<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$ 12,048
3000	Employee Benefits	2,007
4000	Supplies/Materials	12,120
Total		\$ 26,175

2010 BAN Construction Fund - 44

From:

<u>Budget Classification</u>		<u>Amount</u>
7920	Restricted Fund Balance	\$ 18,000
Total		\$ 18,000

To:

<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$ 18,000
Total		\$ 18,000

Bond Construction Fund No 2 - 45

From:

<u>Budget Classification</u>		<u>Amount</u>
6000	Capital Outlay	\$ 7,528
Total		\$ 7,528

To:

<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$ 7,528
Total		\$ 7,528

Associated Students Trust Fund - 71

From:

<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$ 379
Total		\$ 379

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: August 9, 2017

To:			
	<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$	379
Total		\$	379

Other Trust Funds - 79

From:			
	<u>Budget Classification</u>		<u>Amount</u>
7940	Assigned Fund Balance	\$	29,500
Total		\$	29,500

To:			
	<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$	2,000
5000	Other Operating Expenses/Services		27,500
Total		\$	29,500

BUDGET REVISIONS
For the period 6/5/17 - 7/9/17

Unrestricted General Fund - 13

Revenue:

	<u>Budget Classification</u>		<u>Amount</u>
882000	Discovery Science Day	\$	6
882000	Planetarium		2
882003	Men's Basketball Program		100
882003	Pep Squad Program		210
882003	Softball Program		805
882003	Track and Field Program		4,500
882003	Women's Golf Program		1,600
883900	Continuing Education Division Programs		600
883900	Video Production		11,000
884001	Music-Choral Program		498
884007	Planetarium		14,926
884008	Box Office-Ticket Sales		2,669
884008	Music-Choral Program		2,972
884009	Music-Instrumental Program		843
884023	Championship Events		6,102
884024	Mountaineer Advertising		700
885000	Campus Facility Rentals		23,720

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: August 9, 2017

887500	Animal Sciences Field Trip Fees	\$	819
887730	Architecture/Design, Production Fees		580
887730	Arts, Print Making Fees		540
887730	Business, Color Copy/Laser Fees		601
887730	Ceramics, Clay Fees		1,147
887730	Commercial Art, Print Fees		490
887730	First Aid and CPR Fees		3,954
887730	Industrial Design Technology, Production Fees		50
887730	Interior Design/Fashion, Print Fees		240
887730	Photographics, Production Fees		3,890
887900	Expedited Transcript Fee		15,622
888107	Parking-Facility Rental		2,010
888500	Bursar's Office, Duplicate ID Fees-Noncredit Students		4,430
888500	Flight Training Program		27,592
888500	Music-Choral Program		11
888500	Music-Instrumental Program		150
888545	Air Conditioning, Environmental Protection Agency Test Fees		350
888545	Aircraft Maintenance Fees		1,230
888545	Welding Certification		4,400
889000	Discovery Science Day		329
889000	Printing Services		4,227
889000	Risk Management-Safety Credits		3,240
889000	Technical Assistance Provider Contract Education Events		1,200
889004	Chemistry Awards		344
889005	American Readers Theater Program		2,585
889005	Aquatics Program		725
889005	Championship Events		600
889005	Discovery Science Day		899
889005	Mt. SAC Speakers Program		471
889005	Music-Instrumental Program		175
889005	Summer Science Exploration		4,700
898002	2016-17 President's Award-Paralegal		2,000
Total		\$	160,854

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	1,063
2000	Classified/Other Nonacademic Salaries		5,811

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: August 9, 2017

3000	Employee Benefits	\$	693
4000	Supplies/Materials		36,227
5000	Other Operating Expenses/Services		99,867
6000	Capital Outlay		17,193
Total		\$	160,854

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
819000 2016-17 Child Development Training Consortium	\$ (2,925)
862901 2016-17 Student Success and Support Program (Credit)	(1,394,294)
862901 2016-17 Student Success and Support Program (Noncredit)	155,504
865900 2016-17 Strong Workforce Regional-Career Pathways Specialist	120,000
865900 2016-17 Strong Workforce Regional-Career Technical Education Readiness-Noncredit Bootcamps	(78,000)
865900 2016-17 Strong Workforce Regional-Crosstown Engineering Design Manufacturing HUB	150,000
865900 2016-17 Strong Workforce Regional-Heating, Ventilation, and Air Conditioning (HVAC)	18,279
865900 2016-17 Strong Workforce Regional-Los Angeles Workforce Education Research Center	90,000
865900 2016-17 Strong Workforce Regional-Orange County Regional Data Enhancement	130,000
865900 Course Identification Program	259,383
Total	\$ (552,053)

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ (939,284)
2000 Classified/Other Nonacademic Salaries	148,414
3000 Employee Benefits	(134,472)
4000 Supplies/Materials	24,841
5000 Other Operating Expenses/Services	(6,768)
6000 Capital Outlay	358,141
7000 Other Outgo	(2,925)
Total	\$ (552,053)

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: August 9, 2017

Child Development Fund - 33

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
862900 2016-17 Child Care Tax Bailout	\$ 596
Total	\$ 596

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 562
3000 Employee Benefits	34
Total	\$ 596

Capital Outlay Projects Fund - 41

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
889000 AT&T Wireless Site, Library Building 6	\$ 2,817
Total	\$ 2,817

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 2,817
Total	\$ 2,817

RECOMMENDATION

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$305,694), Restricted General Fund (\$172,248), Farm Operations Fund (\$705), Health Services Fund (\$600), Capital Outlay Projects Fund (\$26,175), 2010 BAN Construction Fund (\$18,000), Bond Construction Fund No. 2 (\$7,528), Associated Students Trust Fund (\$379), and Other Trust Funds (\$29,500) 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 (\$160,854), Restricted General Fund (\$-552,053), Child Development Fund (\$596), and Capital Outlay Projects Fund (\$2,817), pursuant to the California Code of Regulations, Title 5, Section 58308.

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

DATE: August 9, 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. The following is a list of independent contractors for Board approval:

Provider	Area/Department	Service/ Assignment	Date(s)	Not to Exceed
Arbuckle, Christopher	Instruction – SWP Regional HVAC Collaborative	Attend and participate in the HVAC Collaborative Economizer professional development event	6/23/17- 6/24/17	\$300
Atmali, Handy	Marketing and Communication	Graphic design support	8/1/17- 6/30/18	\$24,000
Barthel, Phyllis	Instruction – SWP Regional HVAC Collaborative	Attend and participate in the HVAC Collaborative Economizer professional development event	6/23/17- 6/24/17	\$300
Blatti, Jillian	Instruction – NSF STEM Teacher Prep Grant	Presenter - Summer Science Experience program	6/1/17- 7/31/17	\$800
Brown, George	Instruction – SWP Regional HVAC Collaborative	Attend and participate in the HVAC Collaborative Economizer professional development event.	6/23/17- 6/24/17	\$300
Caramaso, Katherine	Instruction – NSF – Pathways in Geoscience	Assist in the preparation and implementation of the Environmental STEM program	6/16/17- 8/01/17	\$1,200

Prepared by: Myeshia Armstrong

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

SUBJECT: Independent Contractors**DATE:** August 9, 2017

Provider	Area/Department	Service/ Assignment	Date(s)	Not to Exceed
Carruthers, Anthony	Instruction – NSF STEM Teacher Prep Grant	Presenter - Summer Science Experience program	6/1/17- 7/31/17	\$600
Duncan, William	Instruction – SWP Regional HVAC Collaborative	Attend and participate in the HVAC Collaborative Economizer professional development event	6/23/17- 6/24/17	\$300
Frederick, Jeff	Instruction – CCC Makerspace Start Up	Mentor and support participants involved in the Makerspace project	4/1/17- 6/30/17	\$200
Galicia, Ramiro	Instruction – SWP Regional HVAC Collaborative	Attend and participate in the HVAC Collaborative Economizer professional development event	6/23/17- 6/24/17	\$300
Harvey, Jarrod dba Aerial Pro	Administrative Services - Technical Services	Inspect and provide needed repairs to man lifts	7/1/17- 6/30/18	\$2,000
Ijadi, Dr. Jeff	Instruction- Kinesiology	Student/Athlete Health Screenings during 2017-18 school year	7/1/17- 6/30/18	\$10,000
Kirk, Charles	Instruction – SWP Regional HVAC Collaborative	Attend and participate in the HVAC Collaborative Economizer professional development event	6/23/17- 6/24/17	\$300
Lee, Bryan	Instruction – SWP Regional HVAC Collaborative	Attend and participate in the HVAC Collaborative Economizer professional development event	6/23/17- 6/24/17	\$300
Lewallen, Jr., Robert	Instruction – SWP Regional HVAC Collaborative	Attend and participate in the HVAC Collaborative Economizer professional development event	6/23/17- 6/24/17	\$300
Lindholm, Denise	President's Office – Administrative Services	Review and update Board Policies and Administrative Procedures - conduct Parking Hearings as the College's Administrative Hearing Officer	3/7/17- 6/30/18	\$5,000

SUBJECT: Independent Contractors**DATE:** August 9, 2017

Provider	Area/Department	Service/ Assignment	Date(s)	Not to Exceed
Marquez, Jennifer	Marketing and Communication	Writing and editing support	8/1/17-6/30/18	\$2,000
Owens, Joseph	Instruction – SWP Regional HVAC Collaborative	Attend and participate in the HVAC Collaborative Economizer professional development event	6/23/17-6/24/17	\$300
Pearson, Frank	Instruction – SWP Regional HVAC Collaborative	Attend and participate in the HVAC Collaborative Economizer professional development event	6/23/17-6/24/17	\$300
Pratt, Jessica	Instruction – NSF STEM Teacher Prep Grant	Conduct “Research Methods” (as a series of workshops and seminars) for the STEM Teacher Prep Cohort	6/01/17-9/30/17	\$3,500
Regus, Elaine	Marketing and Communication	Writing and editing support	8/1/17-6/30/17	\$1,000
Roberts, John	Instruction – SWP Regional HVAC Collaborative	Attend and participate in the HVAC Collaborative Economizer professional development event	6/23/17-6/24/17	\$300
Rudd, James	Instruction – NSF STEM Teacher Prep Grant	Provide evaluation expertise to ensure the successful achievement of grant objectives and anticipated outcomes	11/13/14-8/31/18 (extension)	\$29,000 (increase)
Ueda, Dale	Instruction – SWP Regional HVAC Collaborative	Attend and participate in the HVAC Collaborative Economizer professional development event	6/23/17-6/24/17	\$300
Upton, Matt	Instruction – Professional and Organizational Development	Keynote Speaker – Classified Professional Development Day	8/18/17	\$1400
Urquidi, Carlos	Instruction – SWP Regional HVAC Collaborative	Attend and participate in the HVAC Collaborative Economizer professional development event	6/23/17-6/24/17	\$300
Zasadzinski, Thomas	Marketing and Communication	Photography support	8/1/17-6/30/17	\$2,000

SUBJECT: Independent Contractors

DATE: August 9, 2017

Funding Sources

Unrestricted General Fund – President’s Office - Administrative Services – Technical Services - Marketing and Communication - Instruction – Professional and Organizational Development.

Restricted Fund – Instruction – SWP Regional HVAC Collaborative, NSF STEM Teacher Prep Grant, NSF – Pathways in Geoscience, CCC Makerspace Start Up, Kinesiology.

RECOMMENDATION

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

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

DATE: August 9, 2017

CONSENT

SUBJECT: Re-issuance of Stale-Dated Warrant

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 payee listed below has been located and has submitted an affidavit to receive their payment.

ANALYSIS AND FISCAL IMPACT

The following payee has requested the re-issuance of their respective warrant:

Warrant No.	Original Issue Date	Payee	Amount
H0238893	03/09/2015	Tomas Rendon	\$25.50

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Myeshia Armstrong

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #3

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 9, 2017</u>	CONSENT
SUBJECT:	<u>Chancellor's Office Tax Offset Program for 2018</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

For the last 19 years, the COTOP program has succeeded in offsetting and returning over \$30 million directly to participating districts. In recovering those funds, a total of 422,150 offsets were made. In the first six months of 2017, \$4 million has already been collected and returned to districts. During the 2016-17 fiscal year, \$85,878 was collected on behalf of Mt. SAC.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the 2018 contract for the Chancellor's Office Tax Offset Program (COTOP).

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

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

DATE: August 9, 2017

CONSENT

SUBJECT: Student Transportation Fee – Memorandum of Understanding with
Foothill Transit

BACKGROUND

The Associated Students held an election in November of 2014 to establish a transportation fee to be paid by credit students each Fall and Spring semester. The measure passed by a margin of 81%, 2,798 in favor and 663 against the fee. The fee is \$9.00 for full-time students and \$8.00 for part-time students, enabling all Mt. SAC credit students to ride certain Foothill Transit lines for free of charge seven days a week. Students who enroll for Fall are covered through the Winter Intersession. Students who enroll for Spring are covered through the Summer Intersession. A Memorandum of Understanding (MOU) with Foothill Transit is proposed to establish the Class Pass Program as an ongoing transportation contract for credit students from September 1, 2017, through August 31, 2018.

ANALYSIS AND FISCAL IMPACT

The College agrees to pay Foothill Transit \$.60 per ride taken by every Mt. SAC credit student during the MOU term, not to exceed the total fee amount due to the College, which shall equal \$8.00 for every part-time student and \$9.00 for every full-time student.

Funding Source

Student Transportation Fee.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the MOU with Foothill Transit.

Prepared by: Michael D. Gregoryk

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #5

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>August 9, 2017</u>	CONSENT
SUBJECT: <u>Claim Against the College</u>	

BACKGROUND

Government Code Sections 910 through 915.4 specifies the procedure by which a claimant may present a claim against the College for injury, damage, or loss.

ANALYSIS AND FISCAL IMPACT

On June 8, 2017, the College received a claim from attorney James Paliwoda on behalf of Claimant alleging that on June 8, 2017, Claimant sustained injuries from a traffic collision with a College vehicle while driving westbound on Temple Avenue in between Bonita Avenue and Mt. SAC Way. The accident, per the police report, occurred on May 19, 2017. The College’s Claims Administrator has reviewed the claim and requests that the Board take action to reject the claim.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees rejects the claim against the College, and Administrative Services be instructed to notify the Claimant of the rejection in accordance with Government Code Sections 910 through 915.4.

Prepared by: Duetta Langevin Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #6

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

DATE: August 9, 2017

CONSENT

SUBJECT: Contract with Nuventive for Improve Analytics

BACKGROUND

Mt. San Antonio College has been a long-time user of Nuventive's software to manage assessment of student learning outcomes. Recently the software has been upgraded and modified to also accommodate the College's program review process. Nuventive is offering the College an opportunity to become an early adopter for their new product called Improve Analytics at a reduced license fee. This new software takes data from the student learning outcomes process and program review process and displays it in online dashboards utilizing Microsoft's Power BI reporting software.

ANALYSIS AND FISCAL IMPACT

The early adopter contract is for two years, from August 15, 2017, through August 14, 2019, at a reduced rate of \$3,000 per year. This is a 50% discount from the list price of \$6,000. After two years, the contract will renew annually at the then current list price of the license. At least 30 days prior to the renewal, Nuventive will provide the annual fee cost at which time the College may elect not to renew.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the contract with Nuventive for Improve Analytics.

Prepared by: Dale S. Vickers

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #7

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>August 9, 2017</u>	CONSENT
SUBJECT: <u>Contract with OmniUpdate</u>	

BACKGROUND

Information Technology requires the expert services of OmniUpdate to assist with development of new features or technical updates to the College’s web management software. Recent projects include the online campus directory and implementation of the Blog module. It is necessary to establish a contract for a limited number of hours so OmniUpdate can provide immediate service, when requested.

ANALYSIS AND FISCAL IMPACT

The contract includes 20 hours of technical assistance at \$150 per hour, not to exceed \$3,000. There are no travel costs since all support is provided remotely. The College will be invoiced for all hours when the contract is executed. The advantage of pre-paying for the service hours is that OmniUpdate reduces their normal hourly rate from \$200 to \$150.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the contract with OmniUpdate.

Prepared by: Dale S. Vickers Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #8

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

DATE: August 9, 2017

CONSENT

SUBJECT: Purchase of Hewlett Packard Computers, Displays, and Printers

BACKGROUND

The College is in need of purchasing computers, displays, and printers for the new Business and Computer Technology Building (BCT) complex. The BCT will house the Business Division, classrooms, laboratories, administrative offices, and a Language Lab with associated classrooms. The College currently utilizes Hewlett Packard equipment for its standard networking infrastructure.

ANALYSIS AND FISCAL IMPACT

To expedite the procurement process within the tight construction deadlines, the use of an existing “piggyback” contract with another public agency was pursued. California Public Contract Code Section 20652 allows the governing board of any community college district without advertising for bids, and when the board has determined it to be in the best interests of the district, may authorize the purchase of materials, supplies, equipment through another public agency that has awarded a contract based on a formal bid process, which permitted its bid to be used “piggybacked” by other public agencies.

Requests for quotes were sent to three vendors to compare overall pricing to ensure the College is receiving the best price for the equipment. All three vendors responded and provided quotes based upon the WSCA-NASPO Contract MNNVP-133 CA PA #7-15-70-34. Sehi Computer Products, Inc. provided the lowest cost for this equipment. A summary of bids is as follows:

<u>Vendor/Location</u>	<u>Total Cost</u>
Sehi Computer Products, Inc., San Clemente, CA	\$941,783.58
CDW Government, Chicago, IL	\$1,177,091.56
Golden Star Technology, Cerritos, CA	\$1,235,132.28

Prepared by: Teresa Patterson/Dale Vickers

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #9

SUBJECT: Purchase of Hewlett Packard Computers, Displays, and Printers

DATE: August 9, 2017

Funding Source

Measure RR Bond funds.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the purchase of Hewlett Packard computer equipment for the Business and Computer Technology Building Complex from Sehi Computer Products, Inc. for the amount of \$941,783.58, plus any applicable tax and shipping.

SUBJECT: Purchase of Hewlett Packard Computers, Displays, and Printers

DATE: August 9, 2017

SUMMARY OF BIDS

Description	Qty	Sehi Computer		CDW-G		Golden Star Technology	
		Unit Price	Extended	Unit Price	Extended	Unit Price	Extended
HP EliteOne 800 G3 All-in-One (AIO) PC 23" Touch UM	174	\$1,256.10	\$218,561.40	\$1,439.06	\$ 250,396.44	\$1,666.52	\$ 289,974.48
HP EliteDesk 800G3 Small Form Factor (SFF) PC	34	\$ 695.26	\$ 23,638.84	\$1,298.00	\$ 44,132.00	\$ 980.81	\$ 33,347.54
HP EliteDesk 800 G3 Desktop Mini (DW) 65W PC	263	\$ 786.77	\$206,920.51	\$1,259.06	\$ 331,132.78	\$1,239.09	\$ 325,880.67
HP Z240 Small Form factor (SFF) Workstation	84	\$1,478.61	\$124,203.24	\$1,461.42	\$ 122,759.28	\$1,785.06	\$ 149,945.04
HP Z240 Tower Workstation	113	\$1,970.43	\$222,658.59	\$1,661.43	\$ 187,741.59	\$2,202.10	\$ 248,837.30
HP Z23n 23-inch Narrow Bezel IPS Display	377	\$ 159.00	\$ 59,943.00	\$ 319.98	\$ 120,632.46	\$ 239.03	\$ 90,114.31
HP DreamColor Z24x 24-inch Professional Display	60	\$ 369.00	\$ 22,140.00	\$ 475.00	\$ 28,500.00	\$ 360.94	\$ 21,656.40
HP EliteDisplay E272q 27-inch QHD Monitor	76	\$ 300.00	\$ 22,800.00	\$ 548.94	\$ 41,719.44	\$ 413.40	\$ 31,418.40
HP LaserJet Enterprise M608dn	21	\$ 979.00	\$ 20,559.00	\$1,192.80	\$ 25,048.80	\$1,055.80	\$ 22,171.80
HP LaserJet Enterprise M609dn	2	\$1,412.00	\$ 2,824.00	\$1,718.05	\$ 3,436.10	\$1,520.73	\$ 3,041.46
HP Color LaserJet Enterprise M653dn	8	\$1,399.00	\$ 11,192.00	\$1,712.45	\$ 13,699.60	\$1,507.51	\$ 12,060.08
HP Color LaserJet Enterprise M750dn	2	\$2,103.00	\$ 4,206.00	\$2,563.98	\$ 5,127.96	\$2,195.80	\$ 4,391.60
HP LaserJet 550-Sheet Paper Feeder	2	\$ 187.00	\$ 374.00	\$ 251.71	\$ 503.42	\$ 206.82	\$ 413.64
HP LaserJet 2,100-Sheet Paper Feeder	1	\$ 675.00	\$ 675.00	\$ 908.83	\$ 908.83	\$ 746.76	\$ 746.76
HP LaserJet Printer Stand	1	\$ 269.00	\$ 269.00	\$ 342.95	\$ 342.95	\$ 302.98	\$ 302.98
HP LaserJet Stapler/Stacker/Mailbox	1	\$ 819.00	\$ 819.00	\$1,009.91	\$ 1,009.91	\$ 829.82	\$ 829.82
Total			\$941,783.58		\$1,177,091.56		\$1,235,132.28

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE:	<u>August 9, 2017</u> CONSENT
SUBJECT:	<u>Purchase of Furniture for the Business and Computer Technology</u> <u>Buildings A, B, and C – Phase 3</u>

BACKGROUND

In July 2017, the Board of Trustees approved the second phase of furniture purchases from multiple vendors for the new Business and Computer Technology (BCT) Buildings. This procurement of Phase 3 furniture will provide for free-standing furniture, marker and tack boards, lounge seating, and tables.

Furniture selections for the free-standing furniture, lounge seating, and tables were developed through the BCT furniture committee. The committee evaluated various manufacturer products through showroom tours, demos, and mock-ups.

From the evaluation process, a short list of products was compiled and costs were submitted by the corresponding vendors. A cost comparison spread sheet was generated for the BCT furniture committee for evaluation and selection based on the following criteria:

- Best meeting the functional requirements
- Most appropriate for student usage/comfort
- Durability/ease of maintenance
- Cost
- Warranty

Specifications for the remaining student furniture were based on standards established from the Design Technology Center Request for Proposals. Specifications for office furniture were based on standards established from the Administrative Services Request for Proposals.

ANALYSIS AND FISCAL IMPACT

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

Prepared by: Gary L. Nellesen/Teresa Patterson Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #10

SUBJECT: Purchase of Furniture for the Business and Computer Technology
Buildings A, B, and C – Phase 3

DATE: August 9, 2017

Company / Product Description	Amount
Corporate Business Interiors: Sit-on-It student classroom seating. (CMAS)	\$9,695.24
Corporate Business Interiors: Allsteel modular systems, freestanding office furniture, and classroom tables both computer and non-computer. (CMAS)	\$66,332.39
Corporate Business Interiors: Labor and installation of modular systems, freestanding office furniture, classroom tables, marker boards, and tack boards.	\$26,851.17
Corporate Business Interiors: Egan Visual marker and tack boards (CMAS)	\$1,410.82
Interior Office Solutions: National lounge chairs (CMAS)	\$6,711.56
Interior Office Solutions: Arcadia lounge tables (CMAS)	\$22,847.28
Interior Office Solutions: Carolina lounge seating - tablet/non-tablet (National IPA)	\$73,121.41
Interior Office Solutions: Labor and installation of lounge seating	\$4,575.00
Total	\$211,544.87

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

CMAS Contracts are contracts established by the State of California offering products and/or services that have been previously bid and awarded on a Federal General Services Administration schedule. The products offered on CMAS contracts must be for the same products and services at equal or lower prices.

The National IPA contracts are contracts that have been competitively bid and awarded by a government entity acting as the lead agency and is a cooperative contract that is available for use by other public agencies.

The costs for all furniture include applicable sales tax and freight. The pricing offered through CMAS includes discounts between 52 - 80% off list prices. The National IPA contract includes a discount of 60% off the list price.

SUBJECT: Purchase of Furniture for the Business and Computer Technology
Buildings A, B, and C – Phase 3

DATE: August 9, 2017

Funding Source

Measure RR Bond Anticipation Notes 2.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the purchase of furniture for the Business and Computer Technology Buildings A, B, and C – Phase 3.

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

DATE: August 9, 2017

CONSENT

SUBJECT: Termination of Contract for South Campus Site Improvements – Demo,
Grading, and Paving (Bid No. 3055)

BACKGROUND

On November 18, 2015, the Board of Trustees awarded the contract for the South Campus Site Improvements – Demo, Grading, and Paving (Bid No. 3055) to Crew, Inc., in the amount of \$3,374,542. Since that time, there have been considerable delays in the commencement of work. As a result, on February 28, 2017, Crew, Inc. notified the College that it can no longer continue with the project and expressed their desire to terminate the agreement.

ANALYSIS AND FISCAL IMPACT

Per Article 15 of the project's contract documents, a Contractor may terminate the contract due to postponement of the project by the College. Therefore, Crew, Inc. has requested, and the College has agreed, to terminate the contract for the South Campus Site Improvements – Demo, Grading, and Paving project.

In addition, per Article 15 of the contract documents, Crew, Inc. is entitled to compensation for work that has been performed up to the time of notification of postponement. Crew's final claim is for the total amount of \$14,819. These costs include management hours for mobilization and preparation, overhead and profit for the portion of work performed, and a portion of the costs of procuring bonds. Staff has reviewed the details of the claim and finds it to be fair and reasonable.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the termination of the contract for the South Campus Site Improvements – Demo, Grading, and Paving (Bid No. 3055) with Crew, Inc.

Prepared by: Gary L. Nellesen/Teresa Patterson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #11

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 9, 2017</u>	CONSENT
SUBJECT:	<u>Consulting Agreement for the South Campus Parking Planning Study</u>	

BACKGROUND

The third phase of the Athletics/Physical Education project includes the construction of parking and tennis courts. In order to advance the project, a preliminary planning study is necessary. The study will include development of a conceptual design and precinct planning for a parking structure with practice and competition tennis courts on the top level. Additionally, the consultant will provide a conceptual design and precinct planning services for a new parking structure to be located at the current location of Parking Lot S.

The scope of services will include the identification of applicable codes and standards for the design of the parking structures, including egress, fire safety, disabled access, etc. They will also provide overall dimensions and location on the site, a preliminary parking layout, pedestrian access points, the location of the broadcast booth and truck circulation, and the location of the tennis courts.

The award of this contract does not guarantee award of the design contract, which will be determined by the Request for Proposals (RFP) process.

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

	Consultant:	HMC Architects
	Project:	South Campus Parking Planning Study
Item	Description:	Amount
	Professional architectural and engineering planning services for the development of a conceptual design for a parking structure including Tennis Courts, and an additional parking structure.	\$83,100.00
	Reimbursable expenses, not to exceed:	\$5,000.00
	Contract Amount:	\$88,100.00

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

SUBJECT: Consulting Agreement for the South Campus Parking Planning Study

DATE: August 9, 2017

Funding Sources

Measure RR Bond (Series A) funds.
Bond Anticipation Notes (BAN) 2017 funds.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the consulting agreement with HMC Architects for the South Campus Parking Planning Study.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 9, 2017</u>	CONSENT
SUBJECT:	<u>Consulting Agreement for Engineering Services for the Science, Technology, Engineering, and Math (STEM) Center Secondary Effects</u>	

BACKGROUND

The College is currently developing a Science, Technology, Engineering, and Math (STEM) Center in the Math Building 61. To provide space for this Center, current labs will be relocated within the building. It is necessary to retain the services of a firm to provide mechanical and electrical engineering services for lighting and HVAC in the project area.

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

	Consultant:	P2S Engineering	
	Project:	Math Building 61 Secondary Effects	
Item	Description:	Amount	
	Professional engineering services to provide construction drawings for lighting and HVAC modifications for renovated rooms.	\$8,000.00	
	Contract Amount:	\$8,000.00	

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the consulting agreement with P2S Engineering for Engineering Services for the Science, Technology, Engineering, and Math (STEM) Center Secondary Effects.

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

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

DATE: August 9, 2017

CONSENT

SUBJECT: Storm Drain and Water Line Replacement - Construction Management
Services and Project General Conditions

BACKGROUND

This project consists of the replacement of an existing storm drain line, water line, and all related site work within the boundaries of the Hilmer Lodge Stadium and Parking Lot R areas.

The project includes the installation of 1,002 linear feet of 30-inch storm drain line, and the demolition and removal of 686 linear feet of existing 10-inch water main.

ANALYSIS AND FISCAL IMPACT

The Storm Drain and Water Line Replacement project will require the support of a qualified construction management firm. Tilden Coil Constructors, Inc. was approved by the Board at the September 9, 2015, meeting to provide construction management services.

Tilden-Coil Constructors, Inc. has submitted a fee proposal for the project's general conditions and construction management. The fee includes a construction management fee of 6% of the construction cost plus an allowance of \$25,000 for additional construction safety oversight for a total of \$76,636. General conditions and general requirements costs are included in the Physical Education Project Budget for construction management.

Funding Source

Bond Anticipation Note (BAN) 2017 funds.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the contract for Storm Drain and Water Line Replacement – Construction Management Services and additional construction safety oversight with Tilden-Coil Constructors, Inc.

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #14

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 9, 2017</u>	CONSENT
SUBJECT:	<u>Agreement with Energize Colleges</u>	

BACKGROUND

Energize Colleges is a program implemented by Strategic Energy Innovations (SEI) that is funded by California rate payer dollars through the Investor Owned Utilities. The goals of the program are to develop students' knowledge, skills, and experience to effectively evaluate energy career options and transition into the green workforce.

A memorandum of understanding was signed on March 17, 2017, to initiate implementation of the Energize Colleges program at the College. Energize Colleges is facilitated on campus through a Fellow who began on April 17, 2017. The Fellow creates meaningful internships and supports faculty academic projects, and is assisting with the development of the Climate Action Plan. The program has placed six Mt. SAC students in experiential learning internship positions with faculty, staff, and community partners. The program also supported the development of a high school engagement event called Solar Day which took place on July 20, 2017.

In addition to internships, Energize Colleges supports the development and improvement of energy-related faculty academic classes, certificates, and degrees. The development of a Solar Certificate, scheduled to launch in 2019, is currently underway with the Engineering and Construction Technology Department.

ANALYSIS AND FISCAL IMPACT

SEI funds the costs for the first 75 hours of the internship. The College wishes to provide funding to the Energize Colleges program for extending internship hours in the Summer 2017 and funding internships and the Fellow position in the 2017-2018 academic year. SEI will serve as employer of record for five interns in order to extend the internships to 150 hours. The campus will reimburse SEI at 30% of student intern salaries to cover SEI employer and administrative fees.

The College cost for five student internships for Summer 2017 totals \$5,850. For the 2017-2018 academic year, the agreement is to provide 12 internships. For this period SEI will fund half of the first 75 hours of the internship, and the College will fund the other half, as well as the next 75 hours to extend the internship to 150 hours. For 12 student internships, the campus contribution totals \$21,060, which includes the 30% administration fee.

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

SUBJECT: Agreement with Energize Colleges

DATE: August 9, 2017

The total cost for the Fellow position in the 2017-2018 academic year is \$35,000. SEI will fund 50% of this cost at \$17,500. The campus contribution for the Fellow position totals \$17,500.

The total cost to implement the Energize Colleges program for Summer 2017 and the 2017-2018 academic year is \$80,180. The College's portion is \$44,410 and SEI will fund \$35,770.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the agreement with Energize Colleges - Strategic Energy Innovations.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 9, 2017</u>	CONSENT
SUBJECT	<u>Personnel Transactions</u>	

CLASSIFIED EMPLOYMENT

*denotes ratification

Permanent New Hires

Name: Montes, Randy
 Position: Laboratory Technician - Welding New: Yes
 Department: Air Conditioning and Welding
 Range/Step: A-79, Step 2 Salary: \$2,467.40/month
 Job FTE: 0.475/12 months
 Effective: 8/14/17

Name: Lopez, Daniel
 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: 8/14/17

Promotions

Name: Coronado, Claudia
 Position: Information Technology Specialist New: No
 Department: Information Technology
 Range/Step: A-95, Step 3 + L10 Salary: \$5,442.76/month
 Job FTE: 1.00/12 months
 Effective: 8/14/17
 Remarks: Previously, Administrative Specialist II

Name: Garcia, Yvette
 Position: Administrative Specialist IV New: No
 Department: Technical Services
 Range/Step: A-88, Step 2 Salary: \$4,671.33/month
 Job FTE: 1.00/12 months
 Effective: 8/14/17
 Remarks: Previously, Administrative Specialist III

Prepared by: Human Resources Staff Reviewed by: Abe Ali
 Recommended by: Bill Scroggins Agenda Item: Consent #16

SUBJECT: Personnel Transactions

DATE: August 9, 2017

Promotions (continued)

Name: Reynoso, Obdulia
 Position: Administrative Specialist II New: No
 Department: Business
 Range/Step: A-75, Step 6 + L10 Salary: \$5,163.62/month
 Job FTE: 1.00/11 months
 Effective: 8/14/17
 Remarks: Previously, Administrative Specialist I

Reclassifications

Name: Douangchampa, Famm
 Position: Equipment Technician
 Department: Air Conditioning and Welding
 Range/Step: A-95, Step 4 Salary: \$5,521.65/month
 Job FTE: 1.00/12 months
 Effective: 3/8/17*
 Remarks: Previously, Laboratory Technician - Welding

Name: Truman, Lori
 Position: Administrative Specialist II
 Department: Information Technology
 Range/Step: A-75, Step 6 + L15 Salary: \$5,422.11/month
 Job FTE: 1.00/12 months
 Effective: 5/1/17*
 Remarks: Previously, Administrative Specialist I

Temporary Out-of-Class Assignments

Name: Castillo, Patricia
 From: Mail Room Operator
 Department: Information Technology
 Range/Step: A-62, Step 6 + L10 Salary: \$4,537.10/month
 Job FTE: 1.00/12 months
 To: Lead Mail Room Operator
 Department: Information Technology
 Range/Step: A-72, Step 5 + L10 Salary: \$4,773.15/month
 Job FTE: 1.00/12 months
 Effective: 7/1/17*
 End Date: 9/22/17

SUBJECT: Personnel Transactions

DATE: August 9, 2017

Temporary Out-of-Class Assignments (continued)

Name: Lokeni, Kare'i
From: Student Services Program Specialist II
Department: Arise
Range/Step: A-79, Step 4 Salary: \$4,708.98/month
Job FTE: 1.00/12 months
To: Educational Advisor
Department: Arise
Range/Step: A-95, Step 2 Salary: \$5,008.31/month
Job FTE: 1.00/12 months
Effective: 7/15/17*
End Date: 9/30/17

Resignation

Ngoc Luu, Student Services Program Specialist II (Counseling), effective 7/31/17

Retirements

Rebecca Coder, Fiscal Technician II (Payroll), effective 8/1/17
George Shira, Warehouse Worker (Warehouse), effective 7/1/17

Temporary Leave of Absence without Pay

Bernice Rose, Fiscal Specialist (Fiscal Services), effective 7/31/17

ACADEMIC EMPLOYMENT

Permanent New Hires

Name: Barnes, Naomi
Position: Professor, Registered Veterinary Technician New: Yes
Department: Agricultural Sciences
Range/Step: Pursuant to the Faculty Association Agreement
Job FTE: 1.00/10 months
Effective: 8/28/17

Name: Mosack, Raymond
Position: Professor, Fire Technology New: No
Department: Public Safety Programs
Range/Step: Pursuant to the Faculty Association Agreement
Job FTE: 1.00/10 months
Effective: 8/28/17

SUBJECT: Personnel Transactions

DATE: August 9, 2017

Permanent New Hires (continued)

Name: Soriano, Venus
 Position: Professor, Short-Term Vocational New: Yes
 Department: Short-Term Vocational
 Range/Step: Pursuant to the Faculty Association Agreement
 Job FTE: 1.00/10 months
 Effective: 8/28/17

Temporary One-Year New Hires

Name: Bladh, Eric
 Position: Professor, Paralegal Studies New: Yes
 Department: Paralegal Studies
 Range/Step: Pursuant to the Faculty Association Agreement
 Job FTE: 1.00/10 months
 Effective: 8/28/17

Name: Doshi, Dhaval
 Position: Professor, Chemistry New: Yes
 Department: Chemistry
 Range/Step: Pursuant to the Faculty Association Agreement
 Job FTE: 1.00/10 months
 Effective: 8/28/17

Name: Foisia, L.E.
 Position: Professor, Basic Skills New: Yes
 Department: School of Continuing Education
 Range/Step: Pursuant to the Faculty Association Agreement
 Job FTE: 1.00/10 months
 Effective: 8/28/17

Name: Nguyen, Hoang-Quyen
 Position: Professor, Mathematics New: Yes
 Department: Mathematics, Computer Science
 Range/Step: Pursuant to the Faculty Association Agreement
 Job FTE: 1.00/10 months
 Effective: 8/28/17

Name: Zeledon, Selena
 Position: Professor, English New: Yes
 Department: English, Literature, and Journalism
 Range/Step: Pursuant to the Faculty Association Agreement
 Job FTE: 1.00/10 months
 Effective: 8/28/17

SUBJECT: Personnel Transactions

DATE: August 9, 2017

Resignation

Kelly Sherwood, Professor, Medical Services (Technology and Health), effective 8/27/17

MANAGEMENT EMPLOYMENT

*denotes ratification

Promotion

Name: Meza, Lorenzo
Position: Supervisor, Custodial Services New: No
Department: Custodial Services
Range/Step: M-5, Step 5 Salary: \$81,300.00/annual
Job FTE: 1.00/12 months
Effective: 8/14/17

Temporary Special Projects Administrator

Name: Kirkwood, Kirk
Position: Manager, Basic Skills & Student Outcomes Transformation & Initiative Program New: Yes
Department: Instruction
Range/Step: M-9, Step 1 Salary: \$351.42/daily rate
Job FTE: 1.00/12 months
Effective: 8/14/17

Temporary Change of Assignment

Name: Rose, Bernice
From: Fiscal Specialist
Department: Fiscal Services
Range/Step: A-95, Step 6 Salary: \$6,087.00/month
Job FTE: 1.00/12 months
To: Manager, Bursar's Office
Department: Fiscal Services
Range/Step: M-6, Step 2 Salary: \$78,672.00/annual
Job FTE: 1.00/12 months
Effective: 7/31/17*
End Date: 10/11/17

Resignation

Matthew Pawlak, Manager, Farm (Agricultural Sciences), effective 8/11/17

SUBJECT: Personnel Transactions**DATE:** August 9, 2017**TEMPORARY EMPLOYMENT****Classified Short-Term Hourly Employees**

<u>Name</u>	<u>Title</u>	<u>Rationale</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Billar, Valerie	Administrative Specialist II	Absence	Admin. Services	22.55	07/01/17-08/09/17
Blanco, James	Mail Room Operator	Absence	Admin. Services	19.82	07/01/17-09/22/17
Mejia, Crystal	Lead Library Technician	Absence	Instruction	23.47	07/24/17-08/02/17
Mejia, Crystal	Administrative Specialist III	Absence	Instruction	23.94	08/03/17-11/03/17
Omori, Eric	Lab. Tech.-Photography	Vacancy	Instruction	23.24	06/26/17-06/28/17
Perez, David	Administrative Specialist I	Vacancy	Student Services	21.25	07/03/17-07/20/17
Rivera, Harold	KSAK Operations Coordinator	Absence	Admin. Services	27.52	07/01/17-12/31/17
Torres, Doris	Administrative Specialist III	Absence	President's Off.	23.94	07/17/17-08/25/17
Villegas, Amanda	Administrative Specialist I	Vacancy	Instruction	21.25	07/01/17-12/31/17

Hourly Non-Academic Employees

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Abdelnour, Shady	Instructional Support I	Instruction	11.00	07/01/17-06/30/18
Aguero, Jesse	Instructional Support IV	Instruction	17.00	07/01/17-08/25/17
Albertson, Catalina Rose	Instructional Support I	Instruction	11.00	07/01/17-06/30/18
Aldana, Carlos	Instructional Support II	Instruction	13.00	07/01/17-06/30/18
Alvarado, Gilbert	Student Services Support III	Student Services	15.00	07/01/17-12/31/17
Arellano, Esther	Instructional Support I	Instruction	11.00	08/09/17-06/30/18
Asuega, Patricia	Administrative Support II	Human Resources	17.00	07/01/17-06/30/18
Baydoun, Mohamad	Instructional Support I	Instruction	11.00	07/01/17-06/30/18
Baydoun, Nawal	Instructional Support II	Instruction	13.00	07/01/17-06/30/18
Bermudez, Loraine	Administrative Support I	Instruction	14.00	07/03/17-06/30/18
Bolden, Victoria	Educational Advising Aide	Student Services	17.25	06/19/17-06/30/17
Bolden, Victoria	Student Services Support IV	Student Services	17.00	07/01/17-08/25/17
Cardozo, Rudolpho	Instructional Support II	Instruction	13.00	07/01/17-06/30/18
Chaltron, Carlos	Instructional Support III	Instruction	15.00	08/10/17-02/23/18
Chau, Tesia	Administrative Support I	Instruction	14.00	07/13/17-06/30/18
Chen, Hui Zu	Instructional Support II	Instruction	13.00	08/10/17-06/30/18
Dominguez, Jasmine	Instructional Support I	Instruction	11.00	08/09/17-06/30/18
Doyle, Sean	Instructional Support II	Instruction	13.00	07/01/17-08/25/17
Draper, Angela	Instructional Support I	Instruction	11.00	08/09/17-06/30/18
Duran, Jacqueline	Instructional Support II	Instruction	13.00	07/01/17-08/25/17
Dvorak, Kristen	Technical Support I	Instruction	12.00	07/01/17-08/28/17
Escobar, Josue	Secretarial Aide	Instruction	12.00	06/07/17-06/30/17
Farg, Sandy	Instructional Support I	Instruction	11.00	07/01/17-06/30/18
Fernandez, Sandra	Student Services Support III	Student Services	15.00	07/01/17-06/30/18
Figuroa, Maria	Administrative Aide	Student Services	13.00	06/19/17-06/30/17
Figuroa, Maria	Student Services Support III	Student Services	15.00	07/01/17-08/25/17
Garavito, Christine	Instructional Support IV	Instruction	17.00	07/01/17-08/25/17
Garcia, Alexis	Instructional Support I	Instruction	11.00	08/14/17-12/17/17
Garcia, Jazmin	Administrative Support II	Human Resources	17.00	07/01/17-09/30/17

SUBJECT: Personnel Transactions**DATE:** August 9, 2017**Hourly Non-Academic Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Gomez-Flores, Brianna	Instructional Support I	Instruction	11.00	08/09/17-06/30/18
Hernandez Rosales, Brianda	Student Services Support II	Student Services	13.00	07/13/17-06/30/18
Houston, Malika	Student Services Support II	Student Services	13.00	07/01/17-08/25/17
Huynh, Richard	Technical Support I	Student Services	12.00	07/13/17-12/30/17
Iskander, Miriam	Instructional Support I	Instruction	11.00	07/01/17-06/30/18
Jorge, Brenda	Instructional Support I	Instruction	11.00	08/09/17-06/30/18
Kimm, Adrienne	Student Services Support III	Student Services	15.00	07/01/17-12/31/17
Lares, Deane	Instructional Support II	Instruction	13.00	07/01/17-08/25/17
Li, Patrick	Instructional Support III	Instruction	15.00	07/01/17-07/31/17
Lu, Alice	Instructional Support II	Instruction	13.00	07/01/17-06/30/18
Miller, Hannah	Instructional Support I	Instruction	11.00	07/01/17-06/30/18
Nochez, Christopher	Student Services Support III	Student Services	15.00	07/05/17-06/30/18
O'Brien, Sophia	Instructional Support II	Instruction	13.00	07/01/17-08/25/17
Ocampo, Robert	Student Services Support II	Student Services	13.00	07/13/17-06/30/18
Pavon, Fabian	Student Services Support IV	Student Services	17.00	07/01/17-08/30/17
Perez, Ashley	Instructional Support I	Instruction	11.00	08/09/17-06/30/18
Perez, David	Instructional Support III	Student Services	15.00	08/28/17-06/30/18
Prater, Raquel	Instructional Support I	Instruction	11.00	08/09/17-06/30/18
Preston, Erin	Student Services Support II	Student Services	13.00	08/28/17-12/31/17
Reaves, Jordyn	Instructional Support I	Instruction	11.00	07/01/17-08/02/17
Reyna, Marvin	Instructional Support II	Instruction	13.00	07/01/17-08/02/17
Roeske, Alison	Instructional Support IV	Instruction	17.00	07/01/17-08/25/17
Sanchez-Camacho, Marivel	Student Services Support II	Student Services	13.00	07/01/17-08/26/17
Sommers, Rhys	Instructional Support I	Instruction	11.00	07/01/17-06/30/18
Song, Flori	Administrative Support I	Instruction	14.00	07/12/17-06/30/18
Stegner, Lisa	Instructional Support II	Instruction	13.00	07/01/17-08/25/17
Veloz, Adrian	Instructional Support II	Instruction	13.00	07/01/17-06/30/18
Villescas, Anisa	Instructional Support I	Instruction	11.00	08/09/17-06/30/18
Wang, Amy	Instructional Support I	Instruction	11.00	08/09/17-06/30/18
Watkins, Jennifer	Student Services Support III	Student Services	15.00	07/01/17-08/27/17
Williams, Cristian	Administrative Support I	Instruction	14.00	08/28/17-06/30/18

Professional Expert Employees

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Adams, Oliver	Project Expert I	Admin. Services	15.00	07/01/17-06/30/18
Allen-Clark, Gaige	Project Expert I	Admin. Services	15.00	07/01/17-06/30/18
Bennett, Makisha	Project Expert I	Admin. Services	15.00	07/01/17-06/30/18
Bobkowski, Eliza	Project Expert I	Admin. Services	15.00	07/01/17-06/30/18
Bowman, Brandin	Project Administrator I	Admin. Services	60.00	07/01/17-06/30/18
Cardenas, Anna	Tutor Expert I	Student Services	15.00	07/03/17-08/26/17
Chavez, Destiny	Project Expert I	Admin. Services	15.00	07/01/17-06/30/18
Chen, Christopher	Aquatics Assistant VII	Instruction	16.00	06/01/17-06/30/17
Cisneros, Alba	Technical Expert III	Instruction	45.00	07/01/17-06/30/18

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Professional Expert Employees (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Cusolito, Alan	Project/Program Aide	Instruction	20.00	06/01/17-06/30/17
Deluca, Keith	Project Expert III	Admin. Services	25.00	07/01/17-06/30/18
Dominguez, Julia	Interpreter II	Student Services	30.00	06/22/17-06/30/17
Duarte, Justin	Project Expert/Specialist	Instruction	25.00	06/01/17-06/30/17
Escobedo, Bianca	Project Expert I	Instruction	15.00	07/01/17-08/27/17
Escobedo, Bianca	Project Expert I	Admin. Services	15.00	07/01/17-06/30/18
Flores, Anthony	Project Expert I	Admin. Services	15.00	07/01/17-06/30/18
Flores, Hilda	Tutor Expert I	Student Services	15.00	07/17/17-08/26/17
Haro, Christopher	Project Expert I	Admin. Services	15.00	07/01/17-08/27/17
Hillman, Michael	Program Aide	Instruction	20.00	06/22/17-06/30/17
Hirst, Tanner	Project Expert I	Admin. Services	15.00	07/01/17-06/30/18
Ignacio, Robert	Project Expert/Specialist	Instruction	25.00	06/01/17-06/30/17
Jimenez, Aliza	Project Expert I	Admin. Services	15.00	07/01/17-06/30/18
Juarez, Jason	Project Expert I	Admin. Services	15.00	07/01/17-06/30/18
Karr, Aimee	Project Expert II	Instruction	20.00	07/01/17-06/30/18
Larson, Laura	Interpreter III	Student Services	35.00	06/22/17-06/30/17
Le, Sarah	Aquatics Assistant II	Instruction	11.00	06/01/17-06/30/17
Mesko, Abby	Tutor Expert I	Student Services	15.00	07/03/17-08/26/17
Negrete Jr, Joe	Project Expert I	Admin. Services	15.00	07/01/17-06/30/18
Orantes, Erik	Project Expert II	Admin. Services	20.00	07/01/17-06/30/18
Ortiz, Jose	Project Expert II	Instruction	20.00	07/01/17-06/30/18
Peek, Corbett	Licensed Professional IV	Student Services	63.00	07/01/17-06/30/18
Perez, Vincent	Project Expert I	Admin. Services	15.00	07/01/17-06/30/18
Pizano-Ayala, Julio	Project Expert I	Admin. Services	15.00	07/01/17-06/30/18
Poolpuong, Nevin	Project Expert I	Admin. Services	15.00	07/01/17-06/30/18
Prizio, Victoria	Project Expert I	Student Services	15.00	07/01/17-06/30/18
Resto, Cristal	Teaching Aide	Instruction	13.50	06/22/17-06/30/17
Rosado, Jacklyn	Project Expert II	Admin. Services	20.00	07/01/17-06/30/18
Sandoval, Daisy	Project Expert I	Student Services	15.00	07/01/17-06/30/18
Shamsi, Wajeeha	Tutor Expert I	Student Services	15.00	07/03/17-08/26/17
Todd, Kaitlyn	Project Expert I	Admin. Services	15.00	07/01/17-06/30/18
Uriostegui, Jasmine	Project Expert I	Admin. Services	15.00	07/01/17-06/30/18
Vail, Tyler	Project Expert I	Admin. Services	15.00	07/01/17-06/30/18
Van Pelt, Steven	Project Expert I	Admin. Services	15.00	07/01/17-06/30/18
VanGerpen, Andre	Project Expert I	Admin. Services	15.00	07/01/17-06/30/18
Vaniman, Barry	Project Expert III	Admin. Services	25.00	07/10/17-06/30/18
Walker, Andrew	Project Expert I	Admin. Services	15.00	07/01/17-06/30/18
Walker, Christopher	Project Expert I	Admin. Services	15.00	07/01/17-06/30/18
Zavala, Samantha	Project Expert I	Admin. Services	15.00	07/01/17-06/30/18

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<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Aceres, Roman	Student Assistant IV	Instruction	12.25	07/01/17-08/27/17
Achi, Birla	Student Assistant III	Instruction	11.50	06/22/17-06/30/17
Acuna, Sean	Student Assistant III	Student Services	11.50	06/22/17-06/30/17
Aguirre, Alexis	Student Assistant IV	Instruction	12.25	07/01/17-08/27/17
Alonso Rangel, Ginger	Student Assistant IV	Instruction	12.25	07/01/17-08/25/17
Altamirano, Mayra	Student Assistant IV	Instruction	12.25	07/01/17-08/27/17
Alvarez, Kahomy	Student Assistant III	Admin. Services	11.50	07/01/17-08/27/17
Ambos, Justin	Student Assistant I	Instruction	10.50	07/01/17-08/27/17
Anderson, Haley	Student Assistant III	Instruction	11.50	06/22/17-06/30/17
Ashouri, Hassib	Student Assistant III	Instruction	11.50	06/22/17-06/30/17
Atchison, Felin	Student Assistant III	Student Services	11.50	07/01/17-08/25/17
Avila, Katie	Student Assistant V	Student Services	13.00	07/01/17-08/25/17
Avina Horta, Angelica	Student Assistant III	Student Services	11.50	07/01/17-08/25/17
Bahena, Karen	Student Assistant I	Student Services	10.50	07/01/17-08/25/17
Balles, Mary	Student Assistant I	Instruction	10.50	07/01/17-08/25/17
Banh, Megan	Student Assistant V	Instruction	13.00	07/01/17-08/27/17
Barbosa, Daniel	Student Assistant III	Student Services	11.50	07/01/17-08/25/17
Barragan, Daniel	Student Assistant I	Admin. Services	10.50	07/01/17-08/27/17
Basurto, Tracy	Student Assistant I	Admin. Services	10.50	07/01/17-08/27/17
Baydoun, Rola	Student Assistant II	Instruction	10.75	07/01/17-08/02/17
Beale, Brigitte	Student Assistant I	Instruction	10.50	06/19/17-06/30/17
Becerra, Maria	Student Assistant II	Instruction	10.75	07/01/17-08/25/17
Bell, Amanda	Student Assistant IV	Instruction	12.25	07/01/17-08/25/17
Bell, Glennon	Student Assistant II	Admin. Services	10.75	07/01/17-08/27/17
Betancourt, Anthony	Student Assistant III	Instruction	11.50	07/01/17-08/27/17
Biddle, Charles	Student Assistant IV	Student Services	12.25	06/18/17-06/19/17
Biddle, Charles	Student Assistant IV	Student Services	12.25	07/01/17-08/27/17
Bista, Himal	Student Assistant IV	Instruction	12.25	07/01/17-08/25/17
Bolanos, Valerie	Student Assistant I	Instruction	10.50	07/01/17-08/27/17
Bonilla, Stephanie	Student Assistant II	Student Services	10.75	07/01/17-08/25/17
Bower, Ryan	Student Assistant V	Admin. Services	13.00	07/01/17-08/25/17
Boykins, Willoctrus	Student Assistant II	Instruction	10.75	07/03/17-08/25/17
Braga, Christina	Student Assistant III	Instruction	11.50	07/01/17-08/27/17
Brelle, Brittany	Student Assistant III	Admin. Services	11.50	07/01/17-08/27/17
Brown, Jackson	Student Assistant IV	Student Services	12.25	06/28/17-06/30/17
Brown, Jackson	Student Assistant IV	Student Services	12.25	07/01/17-08/25/17
Buie, Adrian	Student Assistant III	Instruction	11.50	07/01/17-08/27/17
Bulgarelli, Nancy	Student Assistant II	Human Resources	10.75	07/24/17--08/27/17
Bur, Allison	Student Assistant IV	Instruction	12.25	07/01/17-08/03/17
Burns, Kelynn	Student Assistant III	Instruction	11.50	06/22/17-06/30/17
Bustamante, Paul	Student Assistant II	Instruction	10.75	07/01/17-08/27/17
Campa, Saul	Student Assistant III	Student Services	11.50	07/01/17-08/25/17
Cardenas, Anna	Student Assistant V	Student Services	13.00	06/26/17-06/30/17
Cardenas, Ricardo	Student Assistant III	Instruction	11.50	06/22/17-06/30/17

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Student Employees (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Castillo, Dalila	Student Assistant IV	Student Services	12.25	05/23/17-06/30/17
Castillo, Dalila	Student Assistant III	Student Services	11.50	06/01/17-06/30/17
Castillo, Dalila	Student Assistant III	Instruction	11.50	07/01/17-08/27/17
Castillo, Dalila	Student Assistant IV	Instruction	12.25	07/01/17-08/27/17
Castro, Valeria	Student Assistant III	Instruction	11.50	07/01/17-08/27/17
Ceja, Janet	Student Assistant II	Instruction	10.75	05/01/17-06/30/17
Chagolla, Janeane	Student Assistant IV	Instruction	12.25	06/01/17-06/30/17
Chagolla, Janeane	Student Assistant IV	Instruction	12.25	07/01/17-08/27/17
Chamberlain, Yvonne	Student Assistant V	Instruction	13.00	06/22/17-06/30/17
Chamberlain, Yvonne	Student Assistant V	Instruction	13.00	07/01/17-08/27/17
Chang, Jamie	Student Assistant V	Admin. Services	13.00	07/01/17-08/27/17
Chavez, Valerie	Student Assistant I	Instruction	10.50	07/01/17-08/25/17
Cho, Eddie	Student Assistant III	Instruction	11.50	06/22/17-06/30/17
Chou, Yishiuan	Student Assistant I	Admin. Services	10.50	06/21/17-06/30/17
Chou, Yishiuan	Student Assistant I	Admin. Services	10.50	07/01/17-08/27/17
Church, April	Student Assistant III	Instruction	11.50	07/01/17-08/27/17
Clancy, Kyle	Student Assistant V	Instruction	13.00	07/01/17-08/27/17
Cloutier, Joshua	Student Assistant V	Student Services	13.00	07/10/17-08/24/17
Conant, Tiffany	Student Assistant II	Student Services	10.75	06/19/17-06/30/17
Conant, Tiffany	Student Assistant III	Student Services	11.50	07/01/17-08/25/17
Contreras, Elizabeth	Student Assistant V	Student Services	13.00	06/22/17-06/30/17
Corder, Styles	Student Assistant III	Instruction	11.50	06/20/17-06/30/17
Cordero, Elijah	Student Assistant II	President's Office	10.75	07/01/17-08/27/17
Cornejo-Acosta, Veronica	Student Assistant I	Instruction	10.50	07/01/17-08/25/17
Cortes, Kevin	Student Assistant I	Admin. Services	10.50	07/01/17-08/27/17
Cortez, Gerardo	Student Assistant I	Instruction	10.50	06/21/17-06/30/17
Cortez, Gerardo	Student Assistant I	Instruction	10.50	07/01/17-08/25/17
Covarrubias, Susana	Student Assistant V	Student Services	13.00	07/01/17-08/25/17
Cunningham, Joshua	Student Assistant V	Instruction	13.00	07/01/17-08/27/17
Cwiak, Daniel	Student Assistant V	Admin. Services	13.00	07/01/17-08/27/17
Davis, Tina	Student Assistant II	Instruction	10.75	07/01/17-08/27/17
De Herrera, Kayla	Student Assistant IV	Instruction	12.25	07/01/17-08/27/17
De La Cruz, Karla	Student Assistant I	Instruction	10.50	07/01/17-08/25/17
Decker, Clegg	Student Assistant I	Admin. Services	10.50	07/01/17-08/27/17
Dejbakhsh, Ashcon	Student Assistant V	Instruction	13.00	06/01/17-06/30/17
Dejbakhsh, Ashcon	Student Assistant V	Instruction	13.00	07/01/17-08/27/17
Delgadillo, Breana	Student Assistant V	Instruction	13.00	07/01/17-08/27/17
Diaz, Ashley	Student Assistant I	Instruction	10.50	07/01/17-08/25/17
Diaz, Carolina	Student Assistant I	Instruction	10.50	07/01/17-08/25/17
Diaz, Carolina	Student Assistant III	Instruction	11.50	07/01/17-08/27/17
Dickinson, Kaitlyn	Student Assistant II	Instruction	10.75	06/01/17-06/30/17
Dominguez, Walkiria	Student Assistant II	Student Services	10.75	07/01/17-08/25/17
Dunlap, Dorian	Student Assistant IV	Instruction	12.25	07/01/17-08/27/17
Edwards, Lonnell	Student Assistant III	Instruction	11.50	07/01/17-08/27/17

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<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Elias, Liana	Student Assistant III	Student Services	11.50	07/01/17-08/25/17
Elmassian, Erin	Student Assistant III	Admin. Services	11.50	07/01/17-08/27/17
Engle, Shantel	Student Assistant V	Instruction	13.00	06/19/17-06/30/17
Escobedo, Xavier	Student Assistant II	Instruction	10.75	07/01/17-08/02/17
Espinoza, Victor	Student Assistant IV	Student Services	12.25	07/01/17-08/27/17
Esquivel, Jose	Student Assistant III	Admin. Services	11.50	07/01/17-08/27/17
Estrada, Karla	Student Assistant I	Instruction	10.50	07/01/17-08/25/17
Estrada, Wendy	Student Assistant I	Admin. Services	10.50	07/01/17-08/27/17
Farnsworth, Cheyenne	Student Assistant IV	Instruction	12.25	07/01/17-08/25/17
Flores Contreras, Luis	Student Assistant IV	Instruction	12.25	07/01/17-08/02/17
Flores, Hilda	Student Assistant IV	Student Services	12.25	06/26/17-06/30/17
Flores, Jose	Student Assistant I	Instruction	10.50	07/01/17-08/25/17
Flores, Stephany	Student Assistant III	Instruction	11.50	07/03/17-08/25/17
Fortier, Jeremy	Student Assistant IV	Instruction	12.25	07/01/17-08/25/17
Fortunati, Anthony	Student Assistant IV	Student Services	12.25	07/01/17-08/27/17
Frazier, Amanda	Student Assistant III	Student Services	11.50	07/01/17-08/27/17
Fukutomi, Karen	Student Assistant IV	Instruction	12.25	07/01/17-08/25/17
Gabriel, Unique	Student Assistant II	Student Services	10.75	07/01/17-08/25/17
Garcia, Alexis	Student Assistant III	Instruction	11.50	06/22/17-06/30/17
Garcia, David	Student Assistant III	Instruction	11.50	07/01/17-08/27/17
Garcia, Joel	Student Assistant III	Admin. Services	11.50	07/01/17-08/27/17
Garcia, Madeline	Student Assistant I	Instruction	10.50	07/01/17-08/26/17
Garcia, Raul	Student Assistant II	Admin. Services	10.75	07/01/17-08/27/17
Garner, Chelsea	Student Assistant I	Instruction	10.50	07/01/17-08/25/17
Garoz, Brigham	Student Assistant I	Admin. Services	10.50	07/01/17-08/27/17
Gonzales, Michael	Student Assistant III	Instruction	11.50	07/01/17-08/27/17
Gonzalez, Catalina	Student Assistant II	Student Services	10.75	07/01/17-08/25/17
Gonzalez, Minerva	Student Assistant III	Student Services	11.50	07/01/17-08/25/17
Griswold, William	Student Assistant IV	Instruction	12.25	06/26/17-06/30/17
Guerra, Aaron	Student Assistant IV	Student Services	12.25	07/01/17-08/27/17
Guerra, Angelica	Student Assistant III	Instruction	11.50	07/01/17-08/27/17
Guo, Siyun	Student Assistant I	Student Services	10.50	07/17/17-08/11/17
Guzman, Steven	Student Assistant I	Admin. Services	10.50	07/01/17-08/27/17
Hadley, Sidonia	Student Assistant III	Student Services	11.50	07/01/17-08/25/17
Halabi, Ghaith	Student Assistant I	Admin. Services	10.50	07/01/17-08/25/17
Hambrick, Darrian	Student Assistant III	Instruction	11.50	07/01/17-08/27/17
Han, Ke	Student Assistant I	Student Services	10.50	07/17/17-08/11/17
Hawthorne, Benjamin	Student Assistant III	Instruction	11.50	06/22/17-06/30/17
Hernandez, Carlos	Student Assistant II	Instruction	10.75	07/01/17-08/27/17
Hernandez, Jaime	Student Assistant III	Student Services	11.50	07/01/17-08/25/17
Hernandez, Salvador	Student Assistant III	Instruction	11.50	06/22/17-06/30/17
Herrera, Clara	Student Assistant II	Instruction	10.75	07/01/17-08/25/17
Hill, Treydonte	Student Assistant III	Student Services	11.50	06/20/17-06/30/17
Hill, Treydonte	Student Assistant III	Student Services	11.50	07/01/17-08/27/17

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Student Employees (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Huynh, Xuan	Student Assistant IV	Student Services	12.25	06/26/17-06/30/17
Inouye, Andrea	Student Assistant III	Instruction	11.50	07/01/17-08/28/17
Jimenez, Adriana	Student Assistant I	Instruction	10.50	06/26/17-06/30/17
Jimenez, Raul	Student Assistant V	Admin. Services	13.00	07/01/17-08/27/17
Jimenez Larios, Itsel	Student Assistant IV	Instruction	12.25	07/01/17-08/26/17
Juarez, Ashley	Student Assistant III	Instruction	11.50	07/01/17-08/27/17
Juarez-Ugalde, Alejandro	Student Assistant IV	Student Services	12.25	06/18/17-06/19/17
Juarez-Ugalde, Alejandro	Student Assistant IV	Student Services	12.25	07/01/17-08/27/17
Kohitolu, Finau	Student Assistant IV	Student Services	12.25	07/01/17-08/27/17
Kramer, Victoria	Student Assistant II	Instruction	10.75	07/01/17-08/27/17
Krolik, Hannah	Student Assistant V	Instruction	13.00	07/01/17-08/27/17
Lara, Cleavette	Student Assistant III	Student Services	11.50	07/01/17-08/27/17
Lavaki, Mekemeke	Student Assistant IV	Student Services	12.25	07/01/17-08/27/17
Le, Yen	Student Assistant IV	Admin. Services	12.25	07/01/17-08/27/17
Lee, Kee Heon	Student Assistant I	Student Services	10.50	07/17/17-08/11/17
Leon, Diana	Student Assistant II	Admin. Services	10.75	07/01/17-08/27/17
Lewis, Janell	Student Assistant I	Instruction	10.50	07/01/17-08/25/17
Lira Sanchez, Jasmin	Student Assistant III	Admin. Services	11.50	07/01/17-08/27/17
Liu, Jennie	Student Assistant V	Student Services	13.00	07/01/17-08/25/17
Llamoca Cayllahua, Franki	Student Assistant II	Student Services	10.75	07/01/17-08/28/17
Lo, David	Student Assistant I	Instruction	10.50	07/01/17-08/27/17
Lobo, Danier	Student Assistant III	Student Services	11.50	06/01/17-06/30/17
Lobo, Danier	Student Assistant III	Student Services	11.50	07/01/17-07/31/17
Lopez, Jacqueline	Student Assistant III	Student Services	11.50	06/09/17-06/30/17
Lopez, Jacqueline	Student Assistant III	Student Services	11.50	07/01/17-08/25/17
Lopez-Ibarra, Maria	Student Assistant I	Instruction	10.50	07/01/17-08/25/17
Lu, Alice	Student Assistant V	Instruction	13.00	06/22/17-06/30/17
Lyles, Kennadie	Student Assistant III	Student Services	11.50	07/01/17-08/27/17
Macedo, Olimpia	Student Assistant III	Student Services	11.50	06/18/17-06/19/17
Malhotra, Rajat	Student Assistant III	Student Services	11.50	06/09/17-06/30/17
Malhotra, Rajat	Student Assistant III	Student Services	11.50	07/01/17-08/25/17
Malieitulua, Afeleti	Student Assistant II	Student Services	10.75	06/22/17-06/30/17
Mangold, Marissa	Student Assistant I	Instruction	10.50	07/01/17-08/26/17
Marinez, Tanner	Student Assistant II	Admin. Services	10.75	07/01/17-08/27/17
Martinez, Crystal	Student Assistant III	Student Services	11.50	07/01/17-08/25/17
Martinez, Esteban	Student Assistant V	Instruction	13.00	07/01/17-08/27/17
Martinez, Julian	Student Assistant III	Student Services	11.50	06/22/17-06/30/17
Martinez, Shawdae	Student Assistant II	Student Services	10.75	07/01/17-08/25/17
Martinez Luna, David	Student Assistant III	Student Services	11.50	07/01/17-08/25/17
McBride, Matthew	Student Assistant III	Instruction	11.50	06/22/17-06/30/17
McDill, Scott	Student Assistant V	Instruction	13.00	06/01/17-06/30/17
McDill, Scott	Student Assistant IV	Instruction	12.25	06/27/17-06/30/17
McDill, Scott	Student Assistant IV	Instruction	12.25	07/01/17-08/27/17
McDill, Scott	Student Assistant V	Instruction	13.00	07/01/17-08/27/17

SUBJECT: Personnel Transactions**DATE:** August 9, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Medina, Jacquelyne	Student Assistant V	Admin. Services	13.00	07/01/17-08/26/17
Medina, Robert	Student Assistant IV	Admin. Services	12.25	07/01/17-08/27/17
Mendez, Oral	Student Assistant IV	Student Services	12.25	06/22/17-06/30/17
Mendez, Oral	Student Assistant IV	Student Services	12.25	07/01/17-08/27/17
Mercado Ayon, Rosa	Student Assistant IV	Instruction	12.25	07/01/17-08/25/17
Mesko, Abby	Student Assistant IV	Student Services	12.25	06/26/17-06/30/17
Mier, Milton	Student Assistant I	Admin. Services	10.50	07/01/17-08/27/17
Mier, Milton	Student Assistant III	Admin. Services	11.50	07/01/17-08/27/17
Miller, Paige	Student Assistant V	Instruction	13.00	07/01/17-08/27/17
Moberg, Jessyca	Student Assistant I	Instruction	10.50	07/01/17-08/25/17
Molina-Frias, Rosa	Student Assistant III	Student Services	11.50	06/26/17-06/30/17
Montes, Daisy	Student Assistant II	Student Services	10.75	07/01/17-08/25/17
Morales, Lucky	Student Assistant III	Student Services	11.50	07/01/17-08/25/17
Munoz, Alessandra	Student Assistant III	Instruction	11.50	06/22/17-06/30/17
Munoz, Eddie	Student Assistant I	Admin. Services	10.50	07/01/17-08/27/17
Munoz, Miguel	Student Assistant III	Student Services	11.50	06/18/17-06/19/17
Murguia, Emilie	Student Assistant IV	Instruction	12.25	07/01/17-08/25/17
Murillo, Cassandra	Student Assistant I	Admin. Services	10.50	07/01/17-08/27/17
Naing, May	Student Assistant II	Instruction	10.75	07/01/17-08/02/17
Navarrete, Travis	Student Assistant IV	Instruction	12.25	07/01/17-08/25/17
Navarrete, Travis	Student Assistant IV	Instruction	12.25	08/07/17-11/07/17
Neoh, Alex	Student Assistant V	Instruction	13.00	06/01/17-06/30/17
Neoh, Alex	Student Assistant V	Instruction	13.00	07/01/17-08/27/17
Ngo, Chau	Student Assistant V	Student Services	13.00	06/26/17-06/30/17
Nguyen, Bryant	Student Assistant V	Admin. Services	13.00	07/01/17-08/25/17
Ocegueda, Dania	Student Assistant III	Student Services	11.50	07/01/17-08/25/17
Ochotorena, Martin	Student Assistant III	Student Services	11.50	07/01/17-08/25/17
O'Hara, Cassidy	Student Assistant II	Student Services	10.75	07/01/17-08/25/17
Olivas, Juanita	Student Assistant III	Student Services	11.50	07/01/17-08/25/17
Osorio, Karen	Student Assistant IV	Student Services	12.25	07/01/17-08/27/17
Osuna Zayas, Francisco	Student Assistant III	Student Services	11.50	06/22/17-06/30/17
Osuna Zayas, Francisco	Student Assistant III	Student Services	11.50	07/01/17-08/27/17
Otey Wilson, Jordan	Student Assistant III	Instruction	11.50	06/22/17-06/30/17
Padilla, Precious	Student Assistant III	Instruction	11.50	06/09/17-06/30/17
Padilla, Precious	Student Assistant III	Instruction	11.50	07/01/17-08/25/17
Paek, Jeremy	Student Assistant IV	Instruction	12.25	07/01/17-08/02/17
Paez, Julian	Student Assistant III	Student Services	11.50	07/01/17-08/25/17
Pang, Mark	Student Assistant III	Instruction	11.50	07/01/17-08/25/17
Pangilinan, Sarah Angelique	Student Assistant I	Student Services	10.50	06/22/17-06/30/17
Pascual Ocampo, Tomas	Student Assistant III	Instruction	11.50	06/22/17-06/30/17
Pedraza, Moses	Student Assistant V	Admin. Services	13.00	07/01/17-08/27/17
Peng, Jiazhen	Student Assistant III	Instruction	11.50	07/01/17-08/25/17
Perez, Kimberly	Student Assistant II	Instruction	10.75	07/12/17-08/02/17
Piercy, Mary	Student Assistant IV	Instruction	13.00	07/01/17-08/02/17

SUBJECT: Personnel Transactions**DATE:** August 9, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Pizarro, Lizette	Student Assistant V	Instruction	13.00	07/01/17-08/25/17
Powell, Emily	Student Assistant III	Instruction	11.50	06/22/17-06/30/17
Preston, Erin	Student Assistant III	Student Services	11.50	07/01/17-08/25/17
Puentes, Miguel	Student Assistant I	Admin. Services	10.50	07/01/17-08/27/17
Quintero, Bryan	Student Assistant IV	Instruction	12.25	06/01/17-06/30/17
Quintero, Bryan	Student Assistant IV	Instruction	12.25	07/01/17-08/25/17
Quintero, Nandeye	Student Assistant IV	Instruction	12.25	06/05/17-06/30/17
Raigoza, Dalya	Student Assistant III	Student Services	11.50	07/01/17-08/25/17
Ramirez, John	Student Assistant II	Instruction	10.75	07/01/17-08/02/17
Rancano, Mitzy	Student Assistant II	Student Services	10.75	07/01/17-08/25/17
Reaves, Jordyn	Student Assistant III	Instruction	11.50	06/22/17-06/30/17
Ricker, Elizabeth	Student Assistant III	Student Services	11.50	06/09/17-06/30/17
Ricker, Elizabeth	Student Assistant III	Student Services	11.50	07/01/17-08/25/17
Rivera, Esmeralda	Student Assistant III	Instruction	11.50	07/01/17-08/27/17
Rivera, Lysania	Student Assistant I	Instruction	10.50	07/01/17-08/26/17
Robinson, Jacob	Student Assistant I	Instruction	10.50	07/01/17-08/02/17
Rodriguez, Valerie	Student Assistant I	Instruction	10.50	07/01/17-08/25/17
Rodriguez Soriano, Vanessa	Student Assistant I	Instruction	10.50	07/01/17-08/25/17
Rojas, Alyssa	Student Assistant II	Student Services	10.75	07/01/17-08/25/17
Roman, Ramon	Student Assistant IV	Student Services	12.25	07/01/17-08/27/17
Rono, Errol	Student Assistant IV	Instruction	12.25	07/01/17-08/25/17
Roque, Mark	Student Assistant IV	Instruction	12.25	06/01/17-06/30/17
Roque, Mark	Student Assistant IV	Instruction	12.25	07/01/17-08/25/17
Rubio, Nikita	Student Assistant IV	Admin. Services	12.25	07/01/17-08/25/17
Ruiz, Precylla	Student Assistant III	Instruction	11.50	06/22/17-06/30/17
Sakr, Marie Paule	Student Assistant I	Instruction	10.50	07/01/17-08/25/17
Salas-Sanchez, Edgar	Student Assistant III	Instruction	11.50	07/01/17-08/27/17
Salce, Bryan	Student Assistant III	Admin. Services	11.50	07/01/17-08/27/17
Sanchez, Mayra	Student Assistant II	Instruction	10.75	07/01/17-08/25/17
Sanchez Aldaco, Eric	Student Assistant III	Instruction	11.50	07/01/17-08/27/17
Sanchez Ayala, Raul	Student Assistant I	Admin. Services	10.50	07/01/17-08/27/17
Sandoval, Cassandra	Student Assistant II	Student Services	10.75	06/18/17-06/19/17
Sandoval, Cassandra	Student Assistant II	Student Services	10.75	07/01/17-08/25/17
Schmidt, Hannah	Student Assistant V	Instruction	13.00	06/01/17-06/30/17
Scott, Lindsey	Student Assistant II	Instruction	10.75	07/01/17-08/27/17
Shamsi, Wajeeha	Student Assistant IV	Student Services	12.25	06/26/17-06/30/17
Shen, Chris	Student Assistant IV	Student Services	12.25	07/01/17-08/27/17
Sifuentes, Sergio	Student Assistant I	Instruction	10.50	07/01/17-08/26/17
Siongco, Meryl	Student Assistant I	Student Services	10.50	07/01/17-08/26/17
So, Anthony	Student Assistant IV	Instruction	12.25	07/01/17-08/25/17
Soares, Kailey	Student Assistant V	Instruction	13.00	07/01/17-08/03/17
Solis, Danny	Student Assistant IV	Admin. Services	12.25	07/01/17-08/25/17
Soto, Elizabeth	Student Assistant III	Student Services	11.50	06/19/17-06/30/17
Speak, Margaret	Student Assistant IV	Student Services	12.25	07/01/17-08/25/17

SUBJECT: Personnel Transactions**DATE:** August 9, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Strasburg, Natalie	Student Assistant IV	Instruction	12.25	06/01/17-06/30/17
Strasburg, Natalie	Student Assistant IV	Instruction	12.25	07/01/17-08/25/17
Tamura, Ariana	Student Assistant III	Instruction	11.50	06/22/17-06/30/17
Teja, Emily	Student Assistant III	Instruction	11.50	07/01/17-08/27/17
Thomas, Scott	Student Assistant III	Instruction	11.50	07/01/17-08/27/17
Torres, Matthew	Student Assistant IV	Student Services	12.25	06/18/17-06/30/17
Torres-Casso, Diego	Student Assistant IV	Instruction	12.25	07/01/17-08/27/17
Trejo, Jonathan	Student Assistant IV	Student Services	12.25	07/01/17-08/27/17
Valadez, Natalie	Student Assistant II	Student Services	10.75	07/01/17-08/25/17
Valladares, Aleccio	Student Assistant IV	Student Services	12.25	06/22/17-06/30/17
Valladares, Dunia	Student Assistant IV	Student Services	12.25	06/22/17-06/30/17
Valle-Lara, Jesus	Student Assistant IV	Instruction	12.25	07/01/17-08/25/17
Vargas, Erica	Student Assistant I	Instruction	10.50	07/01/17-08/25/17
Vasquez, Elizabeth	Student Assistant II	Student Services	10.75	07/01/17-08/25/17
Vazquez, Roxanne	Student Assistant III	Instruction	11.50	07/01/17-08/02/17
Velasco, Diana	Student Assistant IV	Instruction	12.25	07/01/17-08/25/17
Veliz, Jonah	Student Assistant IV	Instruction	12.25	06/01/17-06/30/17
Veliz, Jonah	Student Assistant IV	Instruction	12.25	07/01/17-08/25/17
Villa, Maria	Student Assistant I	Instruction	10.50	07/01/17-08/25/17
Villanueva, Adrian	Student Assistant V	Instruction	13.00	07/01/17-08/27/17
Wailase, Priscilla	Student Assistant V	Student Services	13.00	06/18/17-06/19/17
Wallace, Dewayne	Student Assistant IV	Student Services	12.25	07/01/17-08/27/17
Wang, Si	Student Assistant IV	Instruction	12.25	07/01/17-08/25/17
Wangsadipura, Amy	Student Assistant V	Instruction	13.00	07/01/17-08/25/17
Watkins, Jennifer	Student Assistant III	Student Services	11.50	06/22/17-06/30/17
Wigfall, Keishma	Student Assistant III	Student Services	11.50	07/01/17-08/25/17
Williams, Courtney	Student Assistant V	Instruction	13.00	07/01/17-08/27/17
Williams, Cristian	Student Assistant III	Instruction	11.50	07/01/17-08/27/17
Xu Huang, Ouhui	Student Assistant II	Student Services	10.75	07/01/17-08/28/17
Xuan, Shengquan	Student Assistant II	Instruction	10.75	07/01/17-08/02/17
Zapanta, Giancarlo	Student Assistant II	Instruction	10.75	07/01/17-08/27/17
Zehner, Kira	Student Assistant IV	Instruction	12.25	07/01/17-08/27/17
Zehner, Kira	Student Assistant V	Instruction	13.00	07/01/17-08/27/17

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

DATE: August 9, 2017

CONSENT

SUBJECT: New Classified Job Classification Description

BACKGROUND

To reflect the current needs of the College, the following new Classified job classification description is being submitted:

- Graphic Design Studio Specialist

ANALYSIS AND FISCAL IMPACT

This job classification description is being brought forward for Board approval in accordance with Education Code § 88009 and 88010.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the New Classified Job Classification Description, as presented.

Recommended by: <u>Bill Scroggins</u>	Reviewed by: <u>Abe Ali</u>
	Agenda Item: <u>Consent #17</u>

SUBJECT: New Classified Job Classification Description

DATE: August 9, 2017

**GRAPHIC DESIGN STUDIO SPECIALIST
FLSA NON-EXEMPT – A-81**

DEFINITION

Under general supervision, performs a variety of instructional and technical support services for students; prepares and manages Media Design Studio projects; assists students and faculty in designing and producing commercial art products; assists students and faculty in the use and operation of computer equipment, peripherals, and materials related to producing commercial art.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Dean of Arts. Exercises no direct supervision of staff. Provides instructional, technical, and functional direction and training to student workers.

CLASS CHARACTERISTICS

This is a journey-level class responsible for conducting a variety of instructional and technical support activities to ensure student learning. Incumbents perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of assigned area of responsibility. This classification is distinguished from other Laboratory Technicians by having subject matter expertise in the College's commercial art programs, equipment, and materials and production.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Liaises with departments and programs (clients) across campus to provide student-developed commercial art.
- Assists student designers with research relevant to commercial art projects.
- Facilitates the creative process among student designers.
- Assists student designers with layout, design, and production of commercial art.
- Works with faculty to develop effective project management systems.
- Manages commercial art project resources, milestones, and deadlines.
- Manages digital assets.
- Manages student designer studio schedules.
- Manages and maintains studio environment and equipment.
- Maintains accurate logs, reports, and records of work performed.
- Researches, resolves, and follows up on studio problems; refers more complex problems to specialized or higher-level personnel.
- Monitors, orders, receives, stores, and maintains adequate inventory levels of supplies and equipment as directed.

SUBJECT: New Classified Job Classification Description

DATE: August 9, 2017

- Submits work orders for maintenance and repair of equipment and facilities; makes minor facilities and equipment repairs.
- Assists in coordinating activities with help desk, network services, or other information technology staff.
- Communicates with departments and programs (clients) regarding commercial art project updates, status, and completion information.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, theories, terminology, techniques, equipment, and materials related to the design and production of commercial art.
- Industry standard software used for the design and production of commercial art including Photoshop, InDesign, Illustrator, and Dreamweaver.
- Web design, HTML5, CSS3 (PHP, MySQL, WordPress a plus).
- Prepress and offset printing.
- Commercial art project management.
- Operations, maintenance, and administration of personal computer system hardware, Macintosh operating systems, and related software systems.
- Personal computer and network system application software packages, including word-processing and spreadsheets.
- Troubleshooting, configuration, and installation techniques.
- Occupational hazards and standard safety procedures.
- Set-up, operation, demonstration, and maintenance of various equipment used in the Media Design Studio.
- Methods, practices, and techniques of student learning and instruction.
- Record keeping principles and procedures.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and College staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills & Abilities to:

- Perform a variety of functions in the design and production of commercial art projects using Macintosh operating systems; troubleshoot related problems and take appropriate action.
- Identify and resolve hardware and software problems and perform minor repairs.
- Train students on software applications and hardware usage.
- Explain principles, practices, procedures, methods, materials, tools, terminology, and equipment related to the design and production of commercial art.

SUBJECT: New Classified Job Classification Description

DATE: August 9, 2017

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

Education and Experience:

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

Equivalent to an Associate's degree from a regionally accredited college in a commercial art related field, and three (3) years of experience in the design and production of commercial art.

Preferred:

Experience using Macintosh systems in the design and production of commercial art.

Licenses and Certifications:

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

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is frequently 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 frequently bend, stoop, kneel, reach, push, and

SUBJECT: New Classified Job Classification Description

DATE: August 9, 2017

pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

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

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

DATE: August 9, 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. Community Services – Additional Classes

Course Title/Program	Presenter	Payment	Fee
Cardiac Dysrhythmias with Therapeutic Modalities	Moden, Lisa	40%	\$75
Mountie Makerspace	Staff	\$0	\$46

2. Community Services – Program Changes

Course Title/Program	Change	Detail
Passport to Retirement	Fee: \$39	Fee: \$43
Rejuvenate Your Retirement	Fee: \$39	Fee: \$43
Water Distribution Exam Review	Fee: \$177 Materials Fee: \$20	Fee: \$79 Materials Fee: \$10
Water Technology Program	Cross-Connection Control – Certified Tester Cross-Connection Control Certified Specialist	Cross-Connection Control – Backflow Prevention Assembly Tester Cross-Connection Control Program Specialist
Brazilian Jiu-Jitsu	\$57 – Winter \$65 – Spring	\$55-\$65

Prepared by: Madelyn A. Arballo

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #18

SUBJECT: School of Continuing Education Additions and Changes

DATE: August 9, 2017

3. Contract Changes

Course Title/Program	Change	Detail
<u>Contract #16-0384</u> State of California Employment Training Panel (ETP)	Leadership Build, LLC 80 hours	Leadership Build, LLC 400 hours
	Quintana, Yolanda 80 hours	Quintana, Yolanda 200 hours
	Additional Instructor	F.Y.I. Technologies, Incorporated (Garcia, Carlos) 80 hours at \$60/hr.
Motorcycle Safety Program Worker's Comp and Employers' Liability Insurance Effective July 1, 2017–July 1, 2018	<u>Providing Agency:</u> US Insurance Services/Janice Bagley License #P165657 P.O. Box 47380 Jacksonville, Florida 32247	<u>Providing Agency:</u> Affordable Home Services, Incorporated 5506 West Friendly Avenue Suite #100 Greensboro, North Carolina 27410

4. Contract Education Development Programs

Agency (Description of Services)	Expenses
Statewide Marketing for Contract Education August 10, 2017 – December 31, 2017 Jon Wollenhaupt Go Launch Marketing 3984 McKinley Boulevard Sacramento, California 95819	Services not to exceed \$15,000

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 authorizes the approval of the School of Continuing Education additions and changes.

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE: <u>August 9, 2017</u>	CONSENT
SUBJECT: <u>Acceptance of Funds: Senate Bill 1070 Memorandum of Understanding</u>	

BACKGROUND

Mt. San Antonio College is part of the Los Angeles Ring College Collaborative for Senate Bill (SB) 1070. Rio Hondo College serves as the fiscal agent for the Collaborative that was established in January 2014. Funds will be used for staff development and meeting expenses related to articulation and dual enrollment. Funds will also be expended for conference and travel costs.

ANALYSIS AND FISCAL IMPACT

Total funding for the Memorandum of Understanding is \$17,000; grant funds will be available July 13, 2017, through June 30, 2018. There is no residual cost to the District.

Funding Source

California Community Colleges Chancellor’s Office through Rio Hondo College.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the acceptance of the SB 1070 grant funds and approval of the activities.

Prepared by: Jemma Blake-Judd Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #19

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

DATE: August 9, 2017

CONSENT

SUBJECT: Contract Agreement: Library Consulting Services

BACKGROUND

The Library has begun to examine how to maximize its limited space to provide students the best possible services with the current building. Meetings with library staff and faculty have been held to discuss possible solutions. During these meetings, a need for knowing what is happening at other community college libraries has been expressed. Mr. Will Baty, Principle Consultant with Library Consulting Services, has extensive experience and current working knowledge of all aspects of library design and construction projects. He has years of experience serving as a consultant to various community college library renovation or new building projects. Authorization is requested to enter into a contract agreement with Library Consulting Services, which would allow Mr. Baty to provide a day-long workshop that will focus on current trends in academic library design and on critical issues in academic libraries as they relate to facilities.

ANALYSIS AND FISCAL IMPACT

Mr. Baty's workshop will inform the discussions staff and faculty will continue to have on how to maximize the current library space to best service our students. It will also provide current best practices as they relate to library design.

The workshop will be held on September 14, 2017, at a cost not to exceed \$1,400.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the contract agreement with Library Consulting Services.

Prepared by: Meghan Chen/Romelia Salinas

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #20

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>August 9, 2017</u>	CONSENT
SUBJECT: <u>Child Development Center Student Field Trips</u>	

BACKGROUND

The Mt. San Antonio College Child Development Center (CDC) would like to schedule for up to 75 preschool students, along with the Child Development Center Director, Assistant Director, three full-time classified CDC Specialists, and 20 parent chaperones, to travel by school bus to visit Amy’s Farm in Ontario, Kidspace Children’s Museum in Pasadena, the Aquarium of the Pacific in Long Beach, and Pretend City in Irvine. The required ratio of five students per adult will be maintained throughout each trip.

The CDC uses elements of Preschool Pathways to Science curriculum and The California Preschool Foundations and Framework. Both emphasize exploration, investigation, and interaction with nature and the environment. Field trips play a role in curriculum support and are either the culmination or introduction of educational plans (lesson plans) implemented throughout the year in our preschool classrooms. The interactive nature of the field trips will allow the preschool children to further investigate topics introduced to them during class instruction.

ANALYSIS AND FISCAL IMPACT

Full prepayment is required for each event, with the anticipated cost of each event is as follows: Amy’s Farm not to exceed \$600; Kidspace Children’s Museum not to exceed \$820; Aquarium of the Pacific not to exceed \$500; and Pretend City not to exceed \$740. Pricing covers 75 children and the required teachers/chaperones per state licensing requirements.

Funding Source

Parent Fees Account.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes full advance payment of the planned field trips of the Child Development Center’s preschool students and chaperones.

Prepared by: Tamika Addison/Jennifer Galbraith Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #21

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

DATE: August 9, 2017

CONSENT

SUBJECT: Memorandum of Understanding between the Center of Excellence and
Rancho Santiago Community College District

BACKGROUND

The California Community Colleges Strong Workforce Program provided funding to local colleges and regional consortia for investments in Career Technical Education (CTE) programming and efforts supporting CTE. One of the projects proposed and approved for investment of the Orange County regional dollars was additional funding to support the Los Angeles/Orange County Center of Excellence for Labor Market Research (COE).

The regional investment provides the nine community colleges in Orange County with several deliverables including having a dedicated COE representative located in the county. The COE representative will be located at the Rancho Santiago Community College District one day per week for in-person meetings, consultation, workshops, etc.

ANALYSIS AND FISCAL IMPACT

This agreement will provide our part-time COE staff with a cubical space, computer workstation, internet access, and access to copy a machine. The part-time COE employee will work as a dedicated resource for Orange County colleges once per week.

The term of the agreement is August 10, 2017, through June 30, 2020.

There is no fee or monetary payment exchanged between Mt. San Antonio College and Rancho Santiago Community College District.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the MOU between the Center of Excellence and Rancho Santiago Community College District.

Prepared by: Lori Sanchez/Jennifer Galbraith

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #22

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE: <u>August 9, 2017</u>	CONSENT
SUBJECT: <u>Contract Agreement: California School Employees Association</u>	

BACKGROUND

The second annual Mt. San Antonio College Classified Professional Development Day will be held on August 18, 2017, for the purpose of staff development activities. Authorization is requested to enter into a contract with the California School Employees Association (CSEA), who will facilitate workshops for classified employees to build their professional and leadership skills.

ANALYSIS AND FISCAL IMPACT

The contract with CSEA will not exceed \$1,000, which includes presenter fees and travel.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the contract with CSEA.

Prepared by: Lianne Greenlee Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #23

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

DATE: August 9, 2017

CONSENT

SUBJECT: Contract Agreement: Penguin Random House Speakers Bureau

BACKGROUND

Professional and Organizational Development is supporting training for student equity programs. Authorization is requested to enter into a contract with Penguin Random House Speakers Bureau for an equity event to be held on May 8, 2018. The keynote speaker for this event is Colson Whitehead. Colson is the author of six novels, including *The Underground Railroad* (2016) for which he won the 2016 National Book Award for Fiction and the 2017 Pulitzer Prize for Fiction. The evening lecture with Colson will be the culmination of a semester-long series of linked employee professional learning activities designed to advance achievement of the campus equity and pathways integrated plan.

ANALYSIS AND FISCAL IMPACT

The contract with Penguin Random House Speakers Bureau is inclusive of airfare, hotel accommodation, home/city ground travel, and meals and incidental expenses not to exceed \$23,000.

Funding Source

Restricted Student Equity Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the contract with Penguin Random House Speakers Bureau.

Prepared by: Lianne Greenlee

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #24

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 9, 2017</u>	CONSENT
SUBJECT:	<u>Memorandum of Understanding Between the Southern California Foothills Consortium and Mt. San Antonio College</u>	

BACKGROUND

The Southern California Foothills Consortium consists of 13 regional community colleges and the American Institute for Foreign Study (AIFS), and was formed for the purpose of providing both students and faculty members of these colleges the opportunity to study and teach abroad. Each year, we recruit and send several students to study abroad in Europe in one of two programs facilitated by the Consortium. This year, for the first time, we are also sending one of our full-time Geography faculty members, Professor Dafna Golden, to teach in this program in London during the Fall 2017 semester.

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio College will be sending several students and one full-time professor to the Consortium study abroad program in Fall 2017 and requests authorization to enter into a Memorandum of Understanding (MOU) with the Southern California Foothills Consortium in order to participate in their Fall 2017 program. The MOU will be effective August 25, 2017, through December 16, 2017. There is no cost to the College to send students to the program, and the Consortium reimburses Mt. SAC for the services of our participating faculty member up to \$12,000. The balance of the cost to Mt. SAC for replacing that faculty member will not exceed \$11,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the Memorandum of Understanding agreement between the Southern California Foothills Consortium and Mt. San Antonio College.

Prepared by: _____	Karelyn Hoover	Reviewed by: _____	Irene M. Malmgren
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #25

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

DATE: August 9, 2017

CONSENT

SUBJECT: Contract Agreement with Cole-Schafer for the 2017 Football Season

BACKGROUND

As mandated by the California Community College Athletics Association and the Southern California Football Association, Mt. San Antonio College is required to have an ambulance present at home football games. Authorization is requested to enter into an agreement with Cole-Schaefer Ambulance Service for coverage at all five home football games for the 2017 season as well as any playoff games that may be played. Due to Hilmer Lodge Stadium construction, home games will be held at Covina District Field.

ANALYSIS AND FISCAL IMPACT

The cost shall not exceed \$3,000, which remains the same as for the 2016 season. The contract agreement will be effective August 28 2017, through December 9, 2017.

Funding Source

Unrestricted General Fund (\$1,800).
Restricted Championship Events Fund (\$1,200).

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the agreement with Cole-Schaefer Ambulance Service for the 2017 Football Season.

Prepared by: Joe Jennum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #26

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>August 9, 2017</u>	CONSENT
SUBJECT: <u>Contract Agreement with Covina District Field to Host Football Games for the 2017-18 Academic Year</u>	

BACKGROUND

Due to construction on the Hilmer Lodge Stadium, the 2017 Mt. San Antonio College football games will be played at Covina District Field. Covina District Field is scheduled to host five regular season games as well as three possible playoff games.

ANALYSIS AND FISCAL IMPACT

Covina District Field will provide custodial and security services. The cost for rental of the facility is approximately \$500 per hour. The actual expenditure for the 2016-17 academic year was \$26,000, we anticipate the cost to be similar, not to exceed \$30,000.

Funding Source

Measure RR (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the contract agreement with Covina District Field to host the 2017 Mt. SAC Football games.

Prepared by: Joe Jennum Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #27

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

DATE: August 9, 2017

CONSENT

SUBJECT: Contract Agreement with El Camino College to Host the 2017
Mt. San Antonio College Relays

BACKGROUND

Due to construction of the new Stadium, the 60th Annual Mt. San Antonio College Relays will be relocated off campus. El Camino College will, once again, be the site for the 2017 Relays. With such a historic and prestigious event, it was important to find a location that would be able to provide the same competitive environment that Hilmer Lodge Stadium has provided for 57 years. This year's event will be held April 19-21, 2018.

ANALYSIS AND FISCAL IMPACT

El Camino College has a high quality facility that will be able to provide the resources needed to run this event. The cost for rental of the facility will not exceed \$30,000. The cost remains the same as in 2016.

Funding Source

Restricted Relays Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the agreement with El Camino College to host the 2018 Mt. SAC Relays.

Prepared by: Joe Jennum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #28

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 9, 2017</u>	CONSENT
SUBJECT:	<u>Contract Agreement with Pacific Palms Hotel and Conference Center for the 8th Annual Athletics Hall of Fame</u>	

BACKGROUND

The Kinesiology, Athletics, and Dance Division will host the 8th Annual Athletics Hall of Fame dinner at Pacific Palms Hotel and Conference Center on February 10, 2018. The College will be inducting six new members into the Mt. San Antonio College Athletics Hall of Fame. This will be the eighth class, joining the 63 inductees from the previous seven events. Mt. SAC has countless athletes, coaches, and supporters who have a place of honor within this group and should be recognized as a contributor to the success of Mt. SAC Athletics and to others. The six inductees are all worthy of this award.

ANALYSIS AND FISCAL IMPACT

The Athletics Hall of Fame Event will be funded through the athletics program income generating account, sponsorships, and from individuals attending. The event will be at a cost not to exceed \$75 per person, with a current attendance capacity of 250; however, the ability to add more is optional. Pacific Palms will provide the meal and facility at the per person cost named above. Authorization is requested to enter into a contract with Pacific Palms Hotel and Conference Center for facilities and equipment rental, audiovisual needs, and catering not to exceed \$25,000. The cost remains the same as in 2016. Authorization is also requested to make an advance payment (deposit) in the amount of \$3,000.

Funding Source

Athletics Program Revenue-Generating Account, Sponsorship, and Dinner Guests.

RECOMMENDATION

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

Prepared by: _____	Joe Jennum	Reviewed by: _____	Irene M. Malmgren
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #29

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

DATE: August 9, 2017

CONSENT

SUBJECT: Program Fees for Students in the Kinesiology, Athletics, and Dance
Division for the 2017-18 Academic Year

BACKGROUND

Students in our First Aid/Cardiopulmonary Resuscitation (CPR) and Advanced First Aid CPR/Emergency Response courses (KIN-3 and KIN-5) incur charges associated with their American Red Cross CPR card/certificate. The following is being submitted for review:

Program	Explanation	Cost
First Aid/CPR - KIN-3 and Advanced First Aid CPR/Emergency Response - KIN-5	Students take a written and practical exam during the semester to become certified in specific/various levels of First Aid and CPR. Those who pass are required to carry a certification card/certificate from the American Red Cross. Certification cards vary in price; the average cost is \$27.	Not to exceed \$35

ANALYSIS AND FISCAL IMPACT

The estimated fees for students for the 2017-18 academic year are detailed above. The American Red Cross sets the cost, which may change without notice. Fiscal Services will validate the actual fee amount prior to charging students.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Kinesiology, Athletics, and Dance Division program fees.

Prepared by: Joe Jennum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #30

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>August 9, 2017</u>	CONSENT
SUBJECT: <u>Renewal of Application Services Agreement with PrestoSports</u>	

BACKGROUND

In order to maintain the high visibility and image of Mt. San Antonio College's sports teams, the Athletics Department requests authorization to renew an Application Services Agreement with PrestoSports. They will continue to provide technical expertise needed to host a professional-appearing website for Mt. SAC Athletics. PrestoSports is a nationally recognized company that has clients within California Community Colleges National Collegiate Athletic Association Division I and Division II Athletics Programs.

ANALYSIS AND FISCAL IMPACT

The contract will be effective November 15, 2017, through November 14, 2020. The cost will not exceed \$3,000 for each fiscal year. This represents a \$250 decrease from the previous agreement for the period of November 15, 2014, through November 14, 2017.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the renewal of a three-year Application Services Agreement with PrestoSports.

Prepared by: Joe Jennum Reviewed by: Irene Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #31

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

DATE: August 9, 2017

CONSENT

SUBJECT: Renewal of Contract Agreement with ArbiterSports RefPay for the
2017-18 Academic Year

BACKGROUND

The Kinesiology, Athletics, and Dance Division requests authorization to renew an agreement with ArbiterSports RefPay to pay sports officials. RefPay is designed to allow the Division to electronically pay officials assigned through the ArbiterSports Assigning System. Officials from Athletic and Special Events are paid through RefPay.

ANALYSIS AND FISCAL IMPACT

The integration of RefPay and ArbiterSports allows officials to be paid in a quick and accurate fashion, eliminating the need for printing checks as well as the problems that can arise from lost checks. The contract will be in effect from August 10, 2017, through June 30, 2018. The total amount will not exceed \$125,200, which is the same cost as the 2016-17 academic year.

Funding Source

Unrestricted General Fund (\$35,000).
Cross Country Invite Budget (\$10,000).
Mt. SAC Relays Budget (\$25,000)
Athletics Fundraising (\$20,000).
Aquatics Fundraising (\$25,000).
Men's Basketball Fundraising (\$3,000).
Women's Basketball Fundraising (\$3,200).
Track Fundraising (\$2,000).
Wrestling Fundraising (\$2,000).

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the contract renewal with ArbiterSports RefPay.

Prepared by: Joe Jennum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #32

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 9, 2017</u>	CONSENT
SUBJECT:	<u>Memorandum of Understanding Between Azusa Unified School District and Mt. San Antonio College – Non-Assembly Bill 288 (Dual Enrollment)</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio College will offer credit courses at Azusa Unified School District and requests authorization to enter into a Memorandum of Understanding (MOU) (distributed as a separate document) with Azusa Unified School District. The MOU will be effective August 10, 2017, through June 30, 2018, and will award college credit for high school students enrolled in the Mt. SAC dual enrollment program. High school students pay no fees for registration and textbooks. The College will pay the Mt. SAC hourly rate of instruction for the Mt. SAC credit class and student textbooks. The total cost will not exceed \$250,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the Memorandum of Understanding agreement between Azusa Unified School District and Mt. San Antonio College – Non-AB 288 (Dual Enrollment), as presented.

Prepared by:	<u>Joumana McGowan</u>	Reviewed by:	<u>Irene M. Malmgren</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #33</u>

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

DATE: August 9, 2017

CONSENT

SUBJECT: Advanced Technological Education Grant: Acceptance of Funds and Approval of Activities

BACKGROUND

Mt. San Antonio College received an award notification for an augmentation to its Advanced Technological Education grant titled “Mt. SAC STEM (Science, Technology, Engineering, and Mathematics) Teacher Preparation Program (STEM TP2),” funded by the National Science Foundation. The purpose of the grant is to develop a sustainable multi-dimensional program that will recruit, counsel, and direct likely students that have the desire and potential to become highly qualified middle school and high school mathematics and science teachers. The project achieves its goal by providing a cluster of academic support, enrichment activities, teaching opportunities, and authentic research experience designed to promote student success. The purpose of this augmentation is to initiate a process to replicate STEM TP2 at additional local community colleges and to establish transfer pathways to local California State University and University of California campuses.

ANALYSIS AND FISCAL IMPACT

The grant augmentation is \$105,843. The total grant amount is now \$730,511.

The period of performance has been extended and is now September 1, 2014, through August 31, 2018.

The funding agency has approved the expenditure of grant augmentation funds to support the following: instructional and non-instructional salaries, employee benefits, consultant services, contracted services, facilities and catering, and indirect costs.

As part of the grant activities, Mt. SAC will facilitate two meetings of the project leaders and participants to flesh out the details of the project design and implementation. The project plans to enter into a contract with Kellogg West Conference Center, including lodging (for non-commuter participants), conference room, catering, audiovisual equipment, wireless internet access, parking, and other meeting-related expenses. The cost is quoted at approximately \$6,000 per meeting. The funding agency has approved this expenditure. Authorization is requested to enter into a contract with and provide advance payment (deposits) to Kellogg West Conference Center.

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

Prepared by: Adrienne J. Price Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #34

SUBJECT: Advanced Technological Education Grant: Acceptance of Funds and
Approval of Activities

DATE: August 9, 2017

Funding Source

National Science Foundation.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the Advanced Technological Education grant augmentation funds and approves the grant activities.

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

DATE: August 9, 2017

CONSENT

SUBJECT: California Community Colleges Maker Grant: Acceptance of Funds
and Approval of Activities

BACKGROUND

Mt. San Antonio College received an award notification for a California Community Colleges (CCC) Maker grant, funded by the California Community Colleges Chancellor's Office and passed through Sierra College. The purpose of the project is to develop and/or strengthen college-supported makerspaces and educational strategies that prepare students for highly skilled careers, including technical and entrepreneurial occupations. The project's objectives include: (1) empower and engage students through mentoring and internships to discover and prepare for STEAM (science, technology, engineering, arts, and mathematics) careers; (2) plan and implement an appropriately equipped, inclusive, and sustainable makerspace that addresses the specific interests and needs of students; (3) initiate an inclusive network of faculty, industry, other educational partners, and students to communicate, share experiences and resources, evaluate outcomes, and iterate best practices in the statewide CCC Maker Community of Practice; and (4) support faculty to create learning platforms and embed making into curriculum design to develop programs that align with industry needs, support an entrepreneurial ecosystem, and foster innovation across the curriculum.

ANALYSIS AND FISCAL IMPACT

This grant award notification is for the first year of funding (\$250,000) of a two-year award. The total grant award is projected to be \$500,000.

The performance period for this grant award is July 1, 2017, through June 30, 2018.

The funding agency has approved the expenditure of grant funds to support the following: academic, classified, and student personnel; employee benefits; instructional and non-instructional supplies and materials; promotional items; travel for grant personnel and students; food supplies and/or catering; postage; equipment repairs and maintenance; consultant services; contracted services; equipment; student and community member registration fees; and other grant-related costs.

As part of the grant activities, authorization is requested to purchase food and promotional items for open houses, an annual art show, and advisory committee meetings.

Prepared by: Adrienne J. Price Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #35

SUBJECT: California Community Colleges Maker Grant: Acceptance of Funds and Approval of Activities

DATE: August 9, 2017

The grant requires a 33% match (\$82,500). This matching requirement will be satisfied through faculty supplemental hours, time and effort of existing district-funded personnel, and unrecovered indirect costs, as well as supplies and equipment donated by industry partners. The project will not impact the College budget, as matching resources will be in-kind rather than cash.

Funding Source

California Community Colleges Chancellor's Office through Sierra College.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the CCC Maker grant funds and approves the grant activities.

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

DATE: August 9, 2017

CONSENT

SUBJECT: College Futures Foundation Grant: Approval of Contract with National Center for Inquiry and Improvement

BACKGROUND

Mt. San Antonio College currently has a grant titled “Innovation in Higher Education Program Planning,” funded by the College Futures Foundation. The purpose of the initiative is to support innovations that reduce the time it takes students to complete degrees and credentials or reduce the total cost of attendance for students, or both. As part of the grant activities, authorization is requested to enter into a contract with National Center for Inquiry and Improvement (NCII).

ANALYSIS AND FISCAL IMPACT

Mt. SAC will subcontract no more than \$17,000 to NCII to support the development of an Equity Institute. This workshop will focus on concrete tools and strategies that colleges can use to ensure that pathways incorporate “equity by design” and help institutions uncover and address potential sources of unconscious bias and other inequities in college policies and practices. The contract will commence on August 10, 2017, and will terminate on September 30, 2019.

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

Funding Source

College Futures Foundation.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the contract with NCII.

Prepared by: Adrienne J. Price Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #36

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>August 9, 2017</u>	CONSENT
SUBJECT: <u>Improving Undergraduate Science, Technology, Engineering, and Mathematics Education Grant: Acceptance of Funds</u>	

BACKGROUND

Mt. San Antonio College received an award notification for an Improving Undergraduate Science, Technology, Engineering, and Mathematics (STEM) Education grant titled “Collaborative Research: Implementing 21st Century Geodesy Learning Through Faculty Development and Expanded Applications of Data to Societal Issues,” funded by the National Science Foundation. The purpose of the grant is to further the development and dissemination of undergraduate learning materials that apply geodesy data and methods to critical society issues, concurrently engaging faculty in significant professional development.

ANALYSIS AND FISCAL IMPACT

The grant award is \$53,178.

The period of performance is August 1, 2017, through July 31, 2020.

The funding agency has approved the expenditure of grant funds to support the following: instructional salaries, employee benefits, travel, and indirect costs.

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

Funding Source

National Science Foundation.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the Improving Undergraduate STEM Education grant funds.

Prepared by: Adrienne J. Price Reviewed by: Irene M. Malmgren
Recommended by: Bill Scroggins Agenda Item: Consent #37

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

DATE: August 9, 2017

CONSENT

SUBJECT: Upward Bound Grant: Acceptance of Funds and Approval of Activities

BACKGROUND

Mt. San Antonio College received an award notification for an Upward Bound grant, funded by the U.S. Department of Education. The purpose of the 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 postsecondary education. This goal will be achieved through the delivery of several key services, including: academic, financial, and personal coaching and advising; advice and assistance in secondary and postsecondary course selection; assistance in completing college entrance, scholarship, and financial aid applications; assistance in preparing for college entrance and placement exams; field trips and college campus tours; instruction in writing, mathematics, social sciences, sciences, and study skills; advice on the full range of financial aid programs and benefits; structured after-school tutoring; Saturday Academies featuring study groups, speakers, workshops, college and career seminars, SAT preparation, and specialized curricular-based instructional support; a six-week Summer Academy; mentoring programs; parent/family involvement; presentations on postsecondary educational opportunities; and service-learning opportunities. The project serves two high schools: La Puente High School (Hacienda La Puente Unified School District) and Ganesha High School (Pomona Unified School District).

ANALYSIS AND FISCAL IMPACT

This grant award notification is for the first year of funding (\$292,005) of a five-year award. The total grant award is projected to be \$1,460,025.

The performance period for this grant is September 1, 2017, through August 31, 2022. The budget period for the first-year grant award is September 1, 2017, through August 31, 2018.

The funding agency has approved the expenditure of grant funds to support the following: classified, instructional, and student personnel; employee benefits; travel and professional development for grant personnel; student travel; instructional and non-instructional supplies and materials; food supplies and/or catering; contracted services; promotional items; student stipends; and other grant-related costs.

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #38

SUBJECT: Upward Bound Grant: Acceptance of Funds and Approval of Activities

DATE: August 9, 2017

As part of the grant activities, project staff will conduct program orientations, recognition ceremonies, university campus tours, cultural field trips, and other events. Authorization is requested to purchase food and/or catering services for these meetings, not to exceed \$2,500 per event. In addition, authorization is requested to provide meals to students participating in the six-week Summer Academy and the Saturday Academies. The estimated cost is \$21,000 for the Summer Academy and \$5,000 for the Saturday Academies. These expenditures have been approved by the funding agency.

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

Funding Source

U.S. Department of Education.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the Upward Bound grant funds and approves the grant activities.

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

DATE: August 9, 2017

CONSENT

SUBJECT: Contract with Cal Poly Pomona, Foundation, Inc. for the Associated
Students Officer Training

BACKGROUND

Associated Students is requesting approval to contract with Cal Poly Pomona, Foundation, Inc. for a two-day Officer Training for incoming and returning Associated Student leaders beginning on Monday, August 21, 2017. This experiential learning activity is designed to train students on the Brown Act, Parliamentary Procedures, A.S. Legislation processes, A.S. governing documents, leadership training, and team building. Associated Students Officers and Advisors will participate in activities and training to strengthen services and advocacy for our students.

ANALYSIS AND FISCAL IMPACT

The contract covers a one-night stay, breakfast, lunch, dinner, refreshments, and use of meeting rooms at Kellogg West Conference Center. The Associated Students Officer Training will host 27 participants. The total amount of the contract is not to exceed \$6,700.

Funding Source

Associated Students Budget.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the contract with Cal Poly Pomona Foundation, Inc. for the Associated Students Officer Training.

Prepared by: Andi Fejeran Sims

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #39

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 9, 2017</u>	CONSENT
SUBJECT:	<u>Contract with Pacific Palms Resort and Conference Center for the Associated Students Educators and Students of Distinction Ceremony</u>	

BACKGROUND

The Associated Students is requesting approval of a contract with the Pacific Palms Resort Conference Center for its annual Educators and Students of Distinction Ceremony on Saturday, May 12, 2018. Associated Students has hosted this awards ceremony for several years. Its purpose is to recognize and honor distinguished faculty and students for their service, academic, competitive, and personal accomplishments at Mt. San Antonio College.

ANALYSIS AND FISCAL IMPACT

The contract covers deposit and estimated balance for the luncheon meal and event ballroom equipment rental at the Pacific Palms Resort. The Associated Students Educators and Students of Distinction Ceremony will host 200 participants. The total amount of the contract is not to exceed \$11,000.

A non-refundable deposit of \$1,500 is required by August 10, 2017.

Funding Source

Associated Students Budget.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the contract with Pacific Palms Resort and Conference Center for the Associated Students Educators and Students of Distinction Ceremony.

Prepared by: <u>Andi Fejeran Sims</u>	Reviewed by: <u>Audrey Yamagata-Noji</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #40</u>

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

DATE: August 9, 2017

CONSENT

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

BACKGROUND

The Arise Program, funded by the Asian American Native American Pacific Islander Serving Institution (AANAPISI) federal grant program, is requesting approval of a contract with PALI Retreat for its student leadership retreat to be held August 22-24, 2017, at its facility located in Running Springs, CA. The retreat is part of the approved grant activities and is designed to address the project goal to enhance students' personal and leadership development. Students will learn about components of leadership, explore their cultural identity, and participate in team-building activities.

ANALYSIS AND FISCAL IMPACT

The contract covers lodging, meals (dining facility and catering), and use of campus facilities and activities. The retreat will host 25-30 students, 5 peer advisors, and 4-5 staff. The total amount of the contract is not to exceed \$12,000. Upon Board approval, full payment is due by August 10, 2017.

Funding Source

U.S. Department of Education, AANAPISI Grant.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the proposed contract with PALI Retreat for the Arise Program Annual Student Leadership Retreat.

Prepared by: Aida Cuenza-Uvas

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #41

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>August 9, 2017</u>	CONSENT
SUBJECT: <u>Contract with UCLA Conferences and Catering – Housing and Hospitality Services</u>	

BACKGROUND

As part of the College’s Student Equity Plan, authorization is requested to approve a contract with the UCLA Conferences and Catering – Housing and Hospitality Services for the Minority Male Initiative (MMI) Planning and Development Retreat to be held August 17-19, 2017. The primary goal of the MMI Planning and Development Retreat is to provide minority male students the opportunity to develop personally, emotionally, and academically and to continue with refining intervention strategies to enhance success for minority male students.

ANALYSIS AND FISCAL IMPACT

The MMI Planning and Development Retreat will host 30 students and 10 staff. The contract includes lodging, meals, and use of a meeting room. The total amount of the contract is not to exceed \$9,000. Full payment is to be made upon Board approval.

Funding Source

Restricted Fund – Student Equity.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the contract with UCLA Conferences and Catering – Housing and Hospitality Services.

Prepared by: Francisco Dorame Reviewed by: Audrey Yamagata-Noji
Recommended by: Bill Scroggins Agenda Item: Consent #42

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

DATE: August 9, 2017

CONSENT

SUBJECT: Approval to participate in the My Veterans Resource Center Pilot
Program as offered by Intelcom

BACKGROUND

In order to provide greater assistance to Veterans entering college, Intelcom, a non-profit agency, has developed a mobile application for student Veterans. Approval for Mt. San Antonio College to pilot this newly developed mobile application, My Veterans Resource Center (MyVRC), is requested.

MyVRC will help ease the transition from military to academic life, connecting students to resources that will improve their college experience and engender success. The outcome of the mobile application addresses two overarching themes – successful transition and appropriate resources for veterans entering the world of post-secondary education.

For the pilot, Intelcom will work with the Financial Aid staff and a Veterans Counselor assigned to the Veterans program. These individuals will test the MyVRC mobile application, evaluate its effectiveness, and provide input and feedback for further enhancements of the mobile application. Student focus groups on the effectiveness of the mobile application will also be conducted.

ANALYSIS AND FISCAL IMPACT

There will be no residual cost to the College's budget. No interface with Information Technology is required.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the participation in My Veterans Resource Center pilot program as offered by Intelcom.

Prepared by: Chau Dao

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #43

SUBJECT: Memorandum of Understanding with the Los Angeles County Sheriff's Department

DATE: August 9, 2017

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the ratification of the Memorandum of Understanding with the Los Angeles County Sheriff's Department.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 9, 2017</u>	CONSENT
SUBJECT:	<u>General Liability/Property Insurance Program Renewal</u>	

BACKGROUND

The College purchases general liability and property coverage from the Alliance of Schools for Cooperative Insurance Programs (ASCIP), a state-wide joint powers agency comprised of school districts and other community colleges. The College has been satisfied with the services received from ASCIP, and is seeking approval to renew the College’s general liability and property coverage with ASCIP, for coverage year from 2017 to 2018.

ANALYSIS AND FISCAL IMPACT

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

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

The ASCIP insurance program will renew effective July 1, 2017, through July 1, 2018, and will include general and automobile liability coverage, with a self-insured retention (SIR) of \$25,000; property coverage with a \$10,000 deductible; excess liability; crime; auto physical damage; cyber risk; and storage tank liability coverage, for a combined premium of \$757,534. The Memorandum of Coverage contains complete details of provisions, limitations, and exclusions.

The College currently purchases excess liability coverage from the Schools Excess Liability Fund (SELF) which is also the excess liability carrier for ASCIP members. The College has been very satisfied with the services provided by SELF and decided to renew the program in fiscal year 2017-18 with the liability limit at \$55 million. The cost of the excess liability premium, with the increase, is \$120,086.

Prepared by: _____	Duetta Langevin	Reviewed by: _____	Michael D. Gregoryk
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #45

SUBJECT: General Liability/Property Insurance Program Renewal

DATE: August 9, 2017

Additionally, the Board adopted Resolution No. 07-10 in June 2008 to establish a trust account to provide payment for claims relating to property and liability losses incurred within the SIR level of \$25,000. A third-party administrator, Corvel, is responsible for making payments, setting reserve limits for losses, and providing the College with a quarterly report. Since fund inception, the College has averaged 4-5 claims per year where costs have exceeded the \$25,000 SIR. The remaining balance of \$25,650 will be transferred to the internal property casualty insurance fund to pay for losses under our property deductible.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the ratification of the renewal of the liability/property insurance program with ASCIP effective July 1, 2017, to include general liability/property, excess liability coverage, and insurance deductible fund reimbursement, and authorize payment in the amount of \$877,620 to ASCIP.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 9, 2017</u>	CONSENT
SUBJECT:	<u>Consulting Agreements for the West Parcel Solar Draft Subsequent Environmental Impact Report (SEIR)</u>	

BACKGROUND

During the development of the Draft Subsequent Environmental Impact Report (SEIR), it has been necessary to contract with environmental consulting firms to provide additional reports for inclusion in the document and response to comments received in the process.

Due to the time constraints in the preparation of the documents, these proposals are presented for ratification.

ANALYSIS AND FISCAL IMPACT

The following contracts are presented for approval:

	Consultant:	Greve and Associates, LLC
	Project:	West Parcel Solar SEIR
Item	Description:	Amount
	Professional consulting services to provide air quality and noise analysis for the updated truck haul plan. Time and materials, not to exceed:	\$3,600.00
	Contract Amount:	\$3,600.00

	Consultant:	Applied Earthworks, Inc.
	Project:	West Parcel Solar SEIR
Item	Description:	Amount
	Professional archeological consulting services to provide consulting assistance relating to the implementation of Assembly Bill (AB) 52, which governs consultation with tribal groups regarding construction projects. Time and materials, not to exceed:	\$1,500.00
	Contract Amount:	\$1,500.00

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #46

SUBJECT: Consulting Agreements for the West Parcel Solar Draft Subsequent
Environmental Impact Report (SEIR)

DATE: August 9, 2017

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the ratification of the consulting agreements with Greve & Associates, LLC, and Applied Earthworks Inc. for the West Parcel Solar Draft Subsequent Environmental Impact Report (SEIR).

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 9, 2017</u>	CONSENT
SUBJECT:	<u>Added Services – HMC Architects for the Design Technology Center Radio Station HVAC Improvements (Contract Amendment)</u>	

BACKGROUND

HMC Architects was previously contracted to provide professional engineering services for HVAC renovations at the Radio Lab in the Design Technology Center.

During the construction phase of the project, additional design work was necessary to incorporate the new system into the existing system rather than deleting the old system. The design changes resulted in lower final costs for the project.

ANALYSIS AND FISCAL IMPACT

The following Contract Amendment is presented for ratification:

	Consultant:	HMC Architects	No.	1
	Project:	Design Technology Interior Improvements		
Item	Description:	Amount		
	Revisions to the plans for the HVAC system in the Radio Station.	\$2,420.00		
	Total	\$2,420.00		
	Original Contract Amount	\$17,000.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$17,000.00		
	Amount of Amendment No. 1	\$2,420.00		
	New Contract Sum	\$19,420.00		
	Total Project Budget	\$247,200.00		
	Percentage of Change to the Total Project Budget	0.98%		

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the ratification of the Contract Amendment with HMC Architects for Added Services for the Design Technology Center Radio Station HVAC Improvements.

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #47

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

DATE: August 9, 2017

CONSENT

SUBJECT: Agreement with QCERA, Inc. for LeaveSource Enterprise

BACKGROUND

The College has a need for timely and accurate information sharing regarding the leave status of its employees. LeaveSource, a service offered by QCERA, Inc., provides a web hosted software service that assists in the administration of employee leave of absence and related tasks. The College has been in an agreement with QCERA, Inc. since September 2015.

ANALYSIS AND FISCAL IMPACT

The proposed monthly fee is \$.40 per employee, which varies depending upon the number of employees reported each month, with an estimated yearly cost of \$25,000. Renewal of the contract was an oversight, and the term of the agreement is September 1, 2016, through August 31, 2017.

Recently, the College entered into an agreement with Maxient, who in addition to other services, can also assist in the administration of employee leave of absence and related tasks. Their cost is an inclusive \$11,000 per year.

We have since given the required 90-day cancelation notice to QCERA, Inc. to terminate our agreement. Because of this required notice, additional authorization is requested to extend the agreement through October 31, 2017.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the ratification of the renewal of an Agreement with QCERA, Inc. for LeaveSource Enterprise.

Recommended by: Bill Scroggins Reviewed by: Abe Ali
Agenda Item: Consent #48

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 9, 2017</u>	CONSENT
SUBJECT:	<u>Operational Agreement with Project Sister Family Services</u>	

BACKGROUND

Mt. San Antonio College has a need to work with Project Sister Family Services (PSFS) toward the mutual goal of providing sexual assault crisis intervention and prevention education services available to students, staff, and faculty on campus.

ANALYSIS AND FISCAL IMPACT

An agreement with PSFS ensures compliance with the Title IX/Clery Act by providing and maintaining a safe and vibrant learning space for students and a safe workspace for all staff and faculty. PSFS will provide 24-hour telephone crisis counseling, information, and referrals for survivors; ongoing, in-person counseling and follow-up services for survivors and significant others; support groups and advocacy services for survivors; prevention education presentations, workshops, and information fairs; training and technical assistance; and semi-annual summative information regarding the services rendered by PSFS to students, staff, and faculty.

The College has been receiving services from PSFS and is formally memorializing the agreement for the period July 1, 2016, through June 30, 2017, and July 1, 2017, through June 30, 2018.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the ratification of the Operational Agreement with Project Sister Family Services.

Recommended by:	<u>Bill Scroggins</u>	Reviewed by:	<u>Abe Ali</u>
		Agenda Item:	<u>Consent #49</u>

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

DATE: August 9, 2017

CONSENT

SUBJECT: Contract Agreement with Dr. Bryan for Health Screenings and Required Attendance at Football Games for 2017-18 Academic Year

BACKGROUND

As mandated by the California Community College Athletic Association and the Southern California Football Conference, Mt. San Antonio College is required to have a physician present at all football games. Authorization is requested to enter into an agreement with Dr. Thomas Bryan to provide this mandated coverage for the 2017-18 academic year. Dr. Bryan will also provide health screenings to the student athletes throughout the academic year.

ANALYSIS AND FISCAL IMPACT

This agreement will be effective July 1, 2017, through June 30, 2018, and shall not exceed \$4,500. The cost remains the same as for the 2016-17 academic year.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the ratification of the approval of the contract agreement with Dr. Bryan.

Prepared by: Joe Jennum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #50

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 9, 2017</u>	ACTION
SUBJECT:	<u>Resolution No. 17-01 - A Resolution of the Board of Trustees of Mt.</u> <u>San Antonio College Certifying the Mt. San Antonio College 2015</u> <u>Physical Education Projects Draft Subsequent Project Environmental</u> <u>Impact Report (2017 Subsequent Project EIR) (SCH 2002041161),</u> <u>Adopting a Statement of Overriding Considerations, and Adopting a</u> <u>Mitigation Monitoring Program</u>	

BACKGROUND

The Mt. San Antonio College Physical Education Projects Draft Subsequent Project Environmental Impact Report (2017 Subsequent Project EIR) was circulated to the State Clearinghouse and to other interested local agencies (e.g., Cities of Walnut, Diamond Bar, Industry, and Pomona and County of Los Angeles) for a 45-day public review period. The Notice of Completion for the Draft 2017 Subsequent Project EIR was published in the San Gabriel Valley Tribune and the Inland Valley Daily Bulletin on May 19, 2017, posted on campus, posted on the College website, and filed with the County of Los Angeles Recorder/Clerk of Court in Norwalk. Copies of the Draft 2017 Subsequent Project EIR were also made available for the public at the Mt. San Antonio College Library, at the Walnut Public Library, and on the College website.

All public comments on the Draft 2017 Subsequent Project EIR were due on July 3, 2017. The Final 2017 Subsequent Project EIR consists of responses to the public comments received on the Draft 2017 Subsequent Project EIR (Volumes 1, 2) and the initial Draft Subsequent EIR. The Volume 3: Response to Comments document was forwarded to all commenting agencies and groups 10 days prior to the public hearing. Volume 3 was also posted on the campus website and was available at the Walnut Public Library.

ANALYSIS AND FISCAL IMPACT

The Facilities Planning and Management Department has evaluated all public comments on the Draft 2017 Subsequent Project EIR and prepared responses pertaining to significant environmental issues. The public comments, responses, and any changes to the Draft 2017 Subsequent Project EIR are included in the Response to Comments document (summary distributed as a separate document).

As stated, the Response to Comments document was forwarded to agencies or parties providing comments 10 days prior to the public hearing. They or the public may provide additional comments prior to or during the Public Hearing for the project on August 9, 2017.

Prepared by: _____	Gary L. Nellesen	Reviewed by: _____	Michael D. Gregoryk
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Action #2

SUBJECT: Resolution No. 17-01 - A Resolution of the Board of Trustees of Mt. San Antonio College Certifying the Mt. San Antonio College 2015 Physical Education Projects Draft Subsequent Project Environmental Impact Report (2017 Subsequent Project EIR) (SCH 2002041161), Adopting a Statement of Overriding Considerations, and Adopting a Mitigation Monitoring Program

DATE: August 9, 2017

At the Public Hearing, the Board of Trustees will consider adopting a Statement of Overriding Considerations (SOC) (summary distributed as a separate document) for the project. The SOC explains why the project should be adopted in spite of potential significant unavoidable adverse land use/planning, traffic, and historic resource impacts that are not mitigated to Less than Significant.

The Board of Trustees will also consider adoption of a Statement of Facts and Findings (summary distributed as a separate document) at the public hearing. This document summarizes the findings of the Final 2017 Subsequent Project EIR in language specified by the California Environmental Quality Act (CEQA) Guidelines (Section 15091). Adoption of the Findings by the Board of Trustees indicates they agree with the conclusions presented in the Final 2017 Subsequent Project EIR.

The Mitigation Monitoring Program (summary distributed as a separate document) specifies the final list of mitigation measures for the project, the agency or department responsible for implementation and monitoring of the measures, and the timing of the monitoring activity.

Funding Source

There are no costs involved in certification of the Subsequent Project Final Environmental Impact Report other than those previously approved in the CEQA consultants' contracts.

PUBLIC HEARING

Open a public hearing and receive comments on the Mt. San Antonio College Physical Education Projects Draft Subsequent Project Environmental Impact Report (2017 Subsequent Project EIR) (SCH 2002041161).

RECOMMENDATION

It is recommended that the Board of Trustees adopts Resolution No. 17-01, A Resolution of the Board of Trustees of Mt. San Antonio College certifying the Mt. San Antonio College 2017 Subsequent Project EIR to 2015 Facilities Master Plan Update and Physical Education Projects Final Program/Project EIR (2017 Subsequent Project EIR) (SCH 2002041161), Adopting a Statement of Overriding Considerations, and Adopting a Mitigation Monitoring Program which includes the following:

SUBJECT: Resolution No. 17-01 - A Resolution of the Board of Trustees of Mt. San Antonio College Certifying the Mt. San Antonio College 2015 Physical Education Projects Draft Subsequent Project Environmental Impact Report (2017 Subsequent Project EIR) (SCH 2002041161), Adopting a Statement of Overriding Considerations, and Adopting a Mitigation Monitoring Program

DATE: August 9, 2017

1. Certify the Mt. San Antonio College 2017 Physical Education Projects Final Subsequent Project Environmental Impact Report (SCH 2002041161).
2. Adopt the Statement of Overriding Considerations, the Statement of Facts and Findings, and the 2017 Mitigation Monitoring Program.
3. Direct staff to file the Notice of Determination with the County Clerk, the State Clearinghouse, and the California Community College Chancellor's Office.

RESOLUTION NO. 17-01

**A RESOLUTION OF THE BOARD OF TRUSTEES OF MOUNT SAN ANTONIO
COMMUNITY COLLEGE DISTRICT CERTIFYING THE MT. SAN ANTONIO
COLLEGE 2017 PHYSICAL EDUCATION PROJECT (PHASE 1, 2) SUBSEQUENT
PROJECT FINAL ENVIRONMENTAL IMPACT REPORT (SCH 2002041161),
ADOPTING A STATEMENT OF OVERRIDING CONSIDERATIONS, ADOPTING A
MITIGATION MONITORING PROGRAM**

R E C I T A L S

WHEREAS, Mt. San Antonio Community College (District) is duly authorized and existing under the laws of the State of California; and

WHEREAS, in 2012, the District projected future student enrollment in the District to be 33,433 (credit + non-credit annual full-time-equivalent students) for the year 2020; and

WHEREAS, the District now projects future student enrollment in the District to be 39,731; and

WHEREAS, to accommodate growing student enrollment, the District proposed several changes to the prior 2012 Facilities Master Plan (2012 FMP) that included different Land Use Plans between the 2012 FMP and the 2015 Facilities Master Plan Update (2015 FMPU); and

WHEREAS, the District updated the 2012 FMP by preparing a 2015 Facilities Master Plan Update and Physical Education Projects (“2015 FMPU”) to further define prior projects that have not been constructed, to provide future facilities corresponding to the College enrollment projections prepared by the California Community College Chancellor’s Office, and to evaluate several new projects not included in the 2012 FMP; and

WHEREAS, the District has further prepared a 2017 Subsequent Project Environmental Impact Report to the 2015 FMPU (“2017 Subsequent Project EIR”) in conformance with the Guidelines for Implementation of the California Environmental Quality Act (CEQA), Section 15000 – 15387: California Code of Regulations (CCR), Title 14, Chapter 3, State of California and in conformance with policies and procedures of Mt. San Antonio College for environmental evaluations; and

WHEREAS, the 2017 Subsequent Project EIR includes three types of environmental review: (1) Subsequent EIR, (2) Program EIR, and a (3) Project EIR; and

WHEREAS, the 2017 Subsequent Project EIR evaluates the 2015 FMPU which includes but are not limited to revisions to the 2012 FMP, additional projects not included

in the 2012 FMP and changes in project statistics (e.g. square footage or assignable square footage or year of occupancy) included in the 2012 FMP; and

WHEREAS, the 2017 Subsequent Project EIR includes the development of multiple building projects at Mt. San Antonio College and addresses those potential environment impacts; and

WHEREAS, the 2017 Subsequent Project EIR addresses a series of actions that can be characterized as one large project that is related geographically, governs the conduct of a continuing program (i.e. a facility master plan), is carried out by the same authority (i.e. Mt. San Antonio Community College), and all individual activities (i.e. projects) having generally similar effects (i.e. physical environmental impacts) that are mitigated in similar ways (i.e. by implementation of adopted mitigation measures); and

WHEREAS, the 2017 Subsequent Project EIR evaluates the potential environmental impacts of Phases 1 and 2 of the Physical Education Projects (PEP); and

WHEREAS, both phases will occupy the 32.2-acre site surrounding the Hilmer Lodge Stadium (HLS) and the additional analysis included for the PEP Project is the geology/soils study, a biological resource study, a structural assessment of existing facilities at HLS, and an aesthetic evaluation; and

WHEREAS, collectively, the two phases are the Physical Education Project (PEP); and

WHEREAS, the 2017 Subsequent Project EIR addresses the updating of the 2012 FMP, so the document also addresses the potential environmental impacts of the 2015 FMPU; and

WHEREAS, the 2017 Subsequent Project EIR relates primarily to the Land Use Plan (Exhibit 1.4) and Campus Zoning Districts (Exhibit 1.6) and not the remaining elements of the Facilities Master Plan; and

WHEREAS, the entire Mt. SAC Facilities Master Plan will be updated again in 2017-2018 and the latter plan will be based on an update of the Mt. SAC Educational Master Plan; and

WHEREAS, the 2017 Subsequent Project EIR includes traffic analysis for the Project in compliance with the CEQA requirements; and

WHEREAS, prior to approving the PEP, the Board of Trustees, as lead agency, is required to comply with the California Environmental Quality Act (CEQA) contained in Public Resources Code Section 21000 *et seq.* and the CEQA Guidelines in Title 14 of the California Code of Regulation, Sections 15000 *et seq.*; and

WHEREAS, the prior 2002, 2005, 2008, 2012 and 2015 Facility Master Plans were evaluated in the Final Program EIRs (SCH 2002041161) that were certified in December 2002, January 2006, September 2008, December 2013, and October 2016; and

WHEREAS, the 2017 Subsequent Project EIR addresses only those issues needed to make the prior 2002-2015 documentation adequate for the project; and

WHEREAS, on April 14, 2017, the District published a Notice of Preparation (NOP) of an environmental impact report for a 30-day agency and public review period; and

WHEREAS, as part of the CEQA environmental review process for the PEP, the District, as lead agency circulated the *Mt. SAC Draft Subsequent Project Environmental Impact Report (Draft SEIR) for the Physical Education Project (Phase 1, 2)* to the State Clearinghouse and to other interested local agencies (e.g., Cities of Walnut, Diamond Bar, Industry, Pomona, County of Los Angeles, etc.) for a 45-day public review period; and

WHEREAS, the Notice of Completion for the Draft 2017 Subsequent Project EIR was published in the San Gabriel Valley Tribune and the Inland Valley Daily Bulletin on May 19, 2017, posted on campus, on the College website, and filed with the County of Los Angeles Recorder/Clerk of Court in Norwalk; and

WHEREAS, copies of the Draft 2017 Subsequent Project EIR were also made available for the public at the Mt. San Antonio College Library, at the Walnut Public Library, and on the College website; and

WHEREAS, all public comments on the Draft 2017 Subsequent Project EIR were due by 5:00 pm on Monday, July 3, 2017; and

WHEREAS, the Final 2017 Subsequent Project EIR consists of responses to the public comments received on the Draft 2017 Subsequent Project EIR; and

WHEREAS, the Facilities Planning and Management Department has evaluated all public comments to the Draft 2017 Subsequent Project EIR and prepared responses pertaining to significant environmental issues; and

WHEREAS, responses to public comments were forwarded to agencies or parties providing comments ten days prior to the public hearing and they or the public may provide additional comments prior to or during the Public Hearing for the certification of the 2017 Subsequent Project EIR at the August 9, 2017 Board of Trustees meeting; and

WHEREAS, the Board of Trustees has considered adopting a Statement of Overriding Considerations (SOC) for the PEP; and

WHEREAS, the SOC explains why PEP should be adopted in spite of potential significant unavoidable adverse land use/planning, traffic, and historic resource impacts that are not mitigated to Less than Significant; and

WHEREAS, the Board of Trustees has also considered adoption of a Statement of Facts and Findings at the public hearing; and

WHEREAS, the Statements of Facts and Findings (Findings) summarizes the findings of the Final 2017 Subsequent Project EIR in language specified by the California Environmental Quality Act (CEQA) Guidelines (Section 15091); and

WHEREAS, the Board of Trustees has considered whether the conclusions presented by the Findings correspond with the Final 2017 Subsequent Project EIR; and

WHEREAS, the Mitigation Monitoring Program specifies the final list of mitigation measures for PEP, the agency or department responsible for implementation and monitoring of the measures, and the timing of the monitoring activity; and

WHEREAS, the major change in the PEP from the 2015 FMPU certified in October 2016 is the identification of potential project impacts on two intersections in the City of Pomona not previously evaluated in the traffic study.

NOW, THEREFORE, BE IT RESOLVED, FOUND, AND DETERMINED BY THE BOARD AS FOLLOWS:

SECTION 1. The Board adopts the foregoing recitals as true and correct.

SECTION 2. The Board finds and determines that the District has complied with CEQA and that the Board determinations reflect the independent judgment of the Board based on its review of the administrative record.

SECTION 3. The Board hereby certifies the 2017 Subsequent Project EIR to 2015 Facilities Master Plan Update and Physical Education Projects Final Program/Project EIR (2017 Subsequent Project EIR) (SCH 2002041161) finding that: (a) the District has complied with CEQA and the 2017 Subsequent Project EIR is an accurate and objective statement that fully complies with CEQA and CEQA Guidelines; and (b) no evidence of new significant impacts as defined by CEQA Guidelines Section 15088.5, has been received by the District after circulation of the Draft EIR and convening the August 9, 2017 public hearing which would require recirculation; and (c) the 2017 Subsequent Project EIR has identified and discussed the significant environmental impacts, which may occur as a result of PEP and which require mitigation, but cannot be mitigated to less than significant levels, thereby requiring adoption of a Statement of Overriding Considerations as set forth in the CEQA Findings and Statement of Overriding Considerations attached hereto as Attachment 1 and incorporated herein by this reference.

SECTION 4. The Board hereby adopts the Statement of Overriding Considerations in Attachment 1 hereto and the CEQA Statement of Facts and Findings in Attachment 2 hereto.

SECTION 5. The Board hereby adopts the 2017 Mitigation Monitoring Program in Attachment 3 hereto.

SECTION 6. The Board authorizes and directs the District President or his designee to sign the 2017 Subsequent Project EIR and the Notice of Determination, and to cause the Notice of Determination to be filed in the office of the County Clerk, the State Clearinghouse, and the Community College Chancellor's Office, in accordance with CEQA and State CEQA Guidelines.

SECTION 7. The Board hereby approves PEP which shall be subject to all statutory requirements for construction and occupancy. District staff is authorized and directed to take all steps necessary or convenient to proceed with PEP in accordance with this Resolution and all other approvals as required by law. The District President or his designated representative is directed to ensure the Mitigation Monitoring Program is implemented by the District and shall notify the Board when the Mitigation Monitoring Program has been implemented.

SECTION 8. The President & CEO or his designees are delegated authority to take all steps and perform all actions necessary to carry out the actions of the Board as set forth in this Resolution.

SECTION 9. This Resolution shall become immediately effective upon adoption by the Board.

PASSED AND ADOPTED this 9th day of August, 2017 by the Board of Trustees of Mt. San Antonio Community College at a regular meeting held in Walnut, California.

AYES, and in favor of, Board Members:

NOES, Board Members:

ABSENT, Board Members:

William T. Scroggins
College President & CEO and
Secretary, Governing Board

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>August 9, 2017</u>	ACTION
SUBJECT:	<u>Year-One-of-Two Negotiated Agreement Between the Faculty Association and the District for 2017-19</u>	

BACKGROUND

The most recent negotiated agreement between the Faculty Association and the Mt. San Antonio Community College District (District) expired June 30, 2017. The parties have negotiated a Year-One-of-Two Successor Agreement. The Association brought the tentative agreements before its membership and achieved ratification.

ANALYSIS AND FISCAL IMPACT

The District and the Faculty Association used the traditional approach to negotiations, distributing written proposals and counter proposals on each major item, and then securing a tentative agreement. Both parties ensured that negotiations remained focused on what impact each item would have on students, educational programs, and student outcomes.

The attached pages provide a summary of the items tentatively agreed upon by both parties.

Funding Source

Unrestricted and Restricted General funds.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the Year-One-of-Two Negotiated Agreement between the Faculty Association and the District for 2017-19, effective July 1, 2017.

Prepared by: _____	Jennifer Galbraith	Reviewed by: _____	Abe Ali
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Action #3

SUBJECT: Successor Agreement Negotiated Agreement Between the Faculty Association and the District for 2017-19

DATE: August, 9, 2017

SUMMARY OF AGREEMENTS

Mt. San Antonio Community College District and the Faculty Association

Article 2 Term of Agreement: Changed the term of the Agreement to a 2 year term with limited reopeners for the 2018-19 year of salary, benefits, and any item mutually agreed to.

Article 7, 8, Appendices: The FA accepted a 2% increase to salary, annual health and welfare benefits including opt-out option, and appendices with the exception of assistant coaches. This was done as a packaged deal to complete negotiations for the year. As part of the package we agreed to carry over Article 13: Distance Learning and Appendix A: Adjunct Professional Growth Increment.

Article 10.G.7 Summer and Winter Intersession Scheduling: Provides language that clarifies the departments' role in providing information to the Dean for recommendations in intersession scheduling.

Article 10.M Department Chairs: Changed the requirement for the Division Dean to provide the department with the current chair's eligibility status, without having to provide the evaluation rating.

Article 10.Q Overload and Extra Pay Assignments: Added language that clarified that full-time non-credit faculty are paid overload on the Continuing Education Professors Salary Schedule in Appendix C.

Article 10.R Adjunct Faculty Rehire Rights: Provided language to be consistent with the new changes to Ed Code. The changes provide for each department to develop a priority list of faculty with expertise in each discipline ordered by initial hire date, then number of sections taught, then most recent evaluation scores, then lottery. It also provides language that if adequate class sections are available, then the department shall strive to assign that professor at least the same load as the previous same semester. Additionally, it includes the language in the law that states that all adjunct faculty assignments shall be temporary and contingent on enrollment and funding, and subject to program changes, and no adjunct faculty member shall have reasonable assurance of continued employment at any time, irrespective of the status, length or service, or reemployment preference of that adjunct temporary faculty member.

Article 15.C Lab Parity: States that if a course that was previously approved with parity does not have any revisions to its units, contact hours, topical outline, measureable objectives, or methods of evaluation, the Parity Committee would sign off on continued parity.

Article 16.E Parental Leave: Provided changes to the language to align with current law that allows up to 12 workweeks of sick leave to be used in a school year to care for a child within the first year of the infant's birth or adoption.

SUBJECT: Successor Agreement Negotiated Agreement Between the Faculty Association and the District for 2017-19

DATE: August, 9, 2017

Article 16.K Sabbaticals: Provides language that any additional assignments not related to the sabbatical are discouraged by the District, will not be compensated, and must not interfere with the sabbatical's requirements.

Article 16.M.3 Approval to Bank: Changed the timeline for faculty to notify the District if they wish to bank a course instead of receiving pay for the course to two weeks prior to the start of the term the course is taught in, or if there is a change of assignment after the deadline, then within 1 week of having their assignment changed.

Articles 18.B, 18.C, 18.D, 18.E Performance Expectancies: Clarified language on performance expectancies for faculty, counselors, coaches, and librarians on cultivating a supportive, inclusive environment for students that promotes the success of a diverse student population; clarified language on providing accurate information; added performance expectancies for Instructional Specialists; clarified the intent of the language on how the other department tasks includes scheduling recommendations, budget, curriculum maintenance, institutional planning, and outcomes maintenance.

Article 19 Retirement- Allows for a maximum of 10 LHE per year for faculty who get granted a Partial Contract Retirement Option. Additionally, clarifies that it is the faculty member's responsibility to monitor their qualifiable STRS earnings during the post retirement contract.

Article 21 Dispute Process: Revised the dispute process fixing timelines and replaced the final appeals process from the President to the VP of Human Resources.

Article 27.A. Health and Safety: Added language that the District will strive to maintain a hygienic and sanitary work environment as defined by law and regulations. Additionally, provides that the District take prompt corrective action to eradicate all known cases of toxins and hazards to the extent mandated by law. The agreement also cleaned up language regarding the faculty member's ability to take actions to mitigate any unsafe working environment and notify the District without being retaliated against.

Article 29 Dual Enrollment (New Article): This is a new Article that provides language clarifying that the contract requirements for a regularly scheduled on campus class would follow for dual enrollment classes. Additionally, it provides that an orientation be provided to the faculty member on the protocols and other aspects specific to the off-campus location. The faculty member would be compensated for attending this orientation at the non-teaching hourly rate.

Appendix A.4.f Exclusions: Removed language that prohibited continuing education from being considered as prior teaching for placement on salary schedule.

SUBJECT: Successor Agreement Negotiated Agreement Between the Faculty Association and the District for 2017-19

DATE: August, 9, 2017

Appendix A.8 Column Crossover: Removed the requirement that the Salary and Leaves Committee establish a list of pre-approved courses. Instead, the Committee will post a list of courses they approved each semester.

Appendix D Performance and Athletic Coaches: Added an Assistant Cheer/Spirit Coach, moved the Dance to the \$15,234 amount, and provided an increase of \$850 to the Assistant Coaches stipends.

Appendix E Reassigned Time for Special Assignments: Changed the theater arts positions by the addition of one more show per year, Clinical Coordinator-Psych Tech new position for 6 LHE annual, Clinical Coordinator-Rad Tech 6 LHE to 9 LHE, FAA Aircraft Dispatcher Coordinator new position for 2 LHE, LEMSA Coordinator new position for 3 LHE, Director Psych Tech 6 LHE to 9 LHE, Registered Vet Tech Coordinator 9 LHE to 15 LHE, Real Estate Coordinator 6 LHE to 4 LHE, Radio Station Coordinator 6 LHE to 9 LHE, Eliminated: Paramedic Clinical Coordinator, Paramedic Clinical Director, Fire Technology Director, and Skills USA Coordinator.

Appendix J Student Complaint: Revised the form to delineate the process in using the form and the parties to complete the form.

2018-19 Calendar: The FA accepted the District's Calendar proposal that starts Fall – August 27, Winter - January 7, Spring - March 25, and Summer - Thursday, June 20.

ANALYSIS OF FACULTY NEGOTIATION INCREASES From the Unrestricted and Restricted General Fund

The overall increase for the above negotiated faculty items is \$2,181,370 between the Unrestricted and Restricted General Fund.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>August 9, 2017</u>	DISCUSSION
SUBJECT: <u>Proposed Revisions to Board Policy 5010 – Admissions</u>	

BACKGROUND

Mt. SAC is updating the College’s Board Policies and proposes the following changes to Board Policy 5010 – Admissions.

ANALYSIS AND FISCAL IMPACT

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

Board Policy 5010 – Admissions has gone through the governance process of the College and was approved by President’s Cabinet and President’s Advisory Council.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives for first reading and discussion proposed revisions to Board Policy 5010 – Admissions.

Recommended by: Bill Scroggins Reviewed by: Audrey Yamagata-Noji
Agenda Item: Discussion #1

SUBJECT: Proposed Revisions to Board Policy 5010 – Admissions

DATE: August 9, 2017

Chapter 5 – Student Services

BP 5010 Admissions

References:

Education Code Sections 76000, 76001, 76002, **76004, and 76038**; Labor Code Section 3077; ~~U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended~~; 34 Code of Federal Regulations Part 668.16(p) **(U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)**; **BP 3255; AP 5011; ACCJC Accreditation Standard II.C.6**

Admission

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

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

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

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

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

SUBJECT: Proposed Revisions to Board Policy 5010 – Admissions

DATE: August 9, 2017

Special Admission of Highly Gifted Students

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

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

Dual Enrollment

The term “dual enrollment” is defined as a student receiving both high school and college credit for the same course.

~~The College President & CEO shall approve procedures generated via the College’s shared governance process regarding compliance with statutory and regulatory criteria for concurrent enrollment.~~ **The College President/CEO, in consultation with appropriate participatory governance groups as stipulated in BP 3255 - Participation in Local Decision Making, shall share, “...responsibility, for developing and recommending policy through the collaboration of administration, faculty, staff, and students for the purpose of providing high quality programs and services at the College” related to dual enrollment that meet the statutory and regulatory criteria for dual/concurrent enrollment. All College and Career Access Pathways (CCAP) partnership agreements with a school district partner shall meet statutory and regulatory requirements.**

Any eligible student whose class level is equal to grades 10-12 may attend as a special part-time student for advanced scholastic or career and technical education courses.

The College’s Board of Trustees exempts dual enrollment/concurrent students from the following fee requirements:

- **Student representation fee (Education Code Section 76060.5);**
- **Nonresident tuition fee and corresponding permissible capital outlay fee and/or processing fee (Education Code Section 76140);**
- **Course Enrollment fees (Education Code Section 76300);**
- **Apprenticeship course fees (Education Code Section 76350);**

SUBJECT: Proposed Revisions to Board Policy 5010 – Admissions

DATE: August 9, 2017

- **Any fee that is prohibited by Education Code Section 49011; and**
 - **Health fees and related Health Services (Education Code Section 76355).**
- Admissions to Specialized Programs**

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

Approved: June 23, 2004

Revised: September 23, 2009

Revised: June 10, 2013

Revised: January 8, 2014

Reviewed: June 9, 2015

Revised: August 17, 2016

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE: <u>August 9, 2017</u>	DISCUSSION
SUBJECT: <u>Proposed Board Policy 7601 – Police and Campus Safety Department Internal Policies and Procedures (New)</u>	

BACKGROUND

Mt. San Antonio College is updating the College’s Board Policies and proposes the following addition of Board Policy 7601 – Police and Campus Safety Department Internal Policies and Procedures.

ANALYSIS AND FISCAL IMPACT

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

Board Policy 7601 has gone through the governance process of the College and was approved by President’s Advisory Council on June 14, 2017. It was also reviewed and revised in negotiations with CSEA 262 on May 15, 2017.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives for first reading and discussion Board Policy 7601 – Police and Campus Safety Department Internal Policies and Procedures.

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

SUBJECT: Board Policy 7601 – Police and Campus Safety Department Internal Policies and Procedures (New)

DATE: August 9, 2017

Chapter 7 – Human Resources

BP 7601 Police and Campus Safety Department Internal Policies and Procedures (NEW)

Reference:

Education Code Sections 72330-72332; Government Code 1029-1031.5; Penal Code 832-832.8, 13510-13519, 13550-13553

This Policy authorizes the President/CEO to establish internal policies and procedures for operations of the Police and Campus Safety Department. These procedures shall be written to be consistent with provisions of law, but will not encompass all laws relating to the operational policies and procedures of the Police and Campus Safety Department.

This Policy specifically authorizes the President/CEO to implement an online policy manual system to provide direction and guidance for all members of the Police and Campus Safety Department, to provide operational policies for law enforcement, and to constantly monitor changes in laws and legal decisions to ensure current knowledge and best practices. Authorized subscribers will be determined by the President/CEO and will include, at a minimum, current members of the President's Advisory Council.

In cases for which a standard policy of the online manual may differ from a Board Policy, Administrative Procedure, or Board Resolution, that policy will be reviewed by the Chief of Police in consultation with the Vice President of Administrative Services; annotated to maintain consistency with Board Policies, Administrative Procedures, and/or Board Resolutions; and referred to President's Advisory Council for recommendation to the President/CEO who will implement the changes necessary to maintain compliance.

In cases for which a standard policy of the online manual may differ from contract language or introduce matters not addressed in the exclusive bargaining agreement with CSEA 262, that policy will be reviewed by the Chief of Police and the CSEA 262 president, or designee. If mutual agreement is reached, the online manual will be annotated to maintain consistency with the exclusive bargaining agreement with CSEA 262. Differences in reaching consensus on matters subject to collective bargaining shall be subject to negotiation.

Approved:

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE: <u>August 9, 2017</u>	INFORMATION
SUBJECT: <u>Revisions to Administrative Procedure 4232 – Pass/No-Pass Grading</u>	

BACKGROUND

Mt. San Antonio College is updating the College’s Administrative Procedures and proposes the following changes to Administrative Procedure 4232 – Pass/ or No-Pass Grading.

ANALYSIS AND FISCAL IMPACT

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

Administrative Procedure 4232 has gone through the governance process of the College and was approved by President’s Advisory Council and President’s Cabinet.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives as information Administrative Procedure 4232 – Pass/ or No-Pass Grading, as presented.

Recommended by: Bill Scroggins Reviewed by: Irene M. Malmgren
Agenda Item: Information #1

SUBJECT: Revisions to Administrative Procedure 4232 – Pass or No-Pass Grading

DATE: August 9, 2017

Chapter 4 – Academic Affairs

AP 4232 Pass/ or No-Pass Grading

References:

Title 5 Sections 55005, 55022, 55023, ~~55030~~, 55050, 55063

Pass/No Pass Grades

1. Credit courses may evaluate students on a letter grade (A, B, C, D, F) basis only, on a Pass/ or No Pass (Pass = A, B, or C; No Pass = D, F) basis only, or so as to allow students to elect either option.
2. The decision as to evaluation method is made by the academic department as part of educational curriculum review at the course level. ~~with students subject to the restrictions below:~~
 - ~~a. Courses used to meet General Education requirements must be taken for a letter grade.~~
 - ~~b. Courses used to meet major requirements must be taken for a letter grade.~~
3. In courses offering a grading option, students are automatically registered on a letter grade basis at the time of registration. If a change is desired, the student must select the Pass/No Pass option either:
 - a. online-electronically if the course has not yet met 20% of its total minutes (end of the third week for sixteen week courses), or
 - b. in person with a picture ID at the Admissions and Records Office in the Student Services Center if the course has not met 30% of its total minutes (end of the fourth week for sixteen week courses).
4. ~~No more than sixteen (16) units of credit with a Pass (P) grade may be applied towards graduation from Mt. SAC.~~
5. Courses taken on a Pass/ or No Pass basis are neither counted in calculating grade point averages nor in determining eligibility for the Dean's List, but such courses are considered in "progress probation" and dismissal procedures.

Revised: February 2010

Reviewed: May 14, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

Reviewed: August 17, 2016

Revised: June 28, 2017

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

DATE: August 9, 2017

INFORMATION

SUBJECT: Revisions to Administrative Procedure 5011 – Admission and Concurrent Enrollment of High School and Other Young Students

BACKGROUND

Mt. San Antonio College is updating the College's Administrative Procedures and proposes the following revisions to Administrative Procedure 5011 – Admission and Concurrent Enrollment of High School and Other Young Students.

ANALYSIS AND FISCAL IMPACT

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

Administrative Procedure 5011 has gone through the governance process of the College and was approved by President's Advisory Council and President's Cabinet.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives as information Administrative Procedure 5011 – Admission and Concurrent Enrollment of High School and Other Young Students.

Recommended by: Bill Scroggins Reviewed by: Audrey Yamagata-Noji
Agenda Item: Information #2

SUBJECT: Revised Administrative Procedure 5011 – Admission and Concurrent Enrollment of High School and Other Young Students

DATE: August 9, 2017

Chapter 5 - Student Services

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students

References:

Education Code Sections 48800, 48800.5, 48802, 76001, and 76002, and 76004; BP 5030, **BP 3255, BP 5010**, and AP 5055

~~Per Education Code 48800 and 76002, the~~ **The** College may allow the admission of K-12 grade level ~~minor~~ students without high school diplomas, who can benefit from ~~advanced scholastic or vocational work~~ **instruction offered by the College through its Special Admission (Special Admit) program. All such students shall be referred to as Special Admit students regardless of whether those courses are taught on the College's campus, a high school campus, or elsewhere.**

A. Special Admit Program

The Special Admit Program consists of four methods by which a K-12 student may enroll in college courses:

- **As a student attending class(es) at the College for which s/he qualifies;**
- **As a 10-12 grade student attending College class(es) at his/her high school;**
- **As a high gifted K-9 student attending class(es) at the College for which s/he qualifies; or**
- **As a 10-12 grade student attending class(es) at his/her high school as part of College and Career Advancement Pathways (CCAP).**

All courses will be taken for ~~e~~College credit. The responsibility to make the determination of the student's preparation **to undertake college coursework** belongs to both the school district in which the student is enrolled and the College. The **student's K-12** school of attendance maintains the right to apply **either award or deny high school credit for the college course completed in the Special Admit program** course credit.

The authority to restrict the admission or enrollment of a Special Admit student in any session based on age, grade-level completion, current school performance or assessment and placement procedures in conformance with matriculation regulations and other course or program prerequisites, including disapproved courses for under age (minor) children, remains the prerogative of the College.

SUBJECT: Revised Administrative Procedure 5011 – Admission and Concurrent Enrollment of High School and Other Young Students

DATE: August 9, 2017

Special Admit students shall be restricted from enrolling in any class deemed educationally inappropriate for under-age (minor) children. A list of courses so restricted shall be approved by each department.

~~The parent or guardian of a pupil not enrolled in a public school retains the ability to directly petition the Dean of Counseling for the pupil's special admission.~~

Students with a verifiable disability (verification to be provided by school of origin) may apply to Disabled Student Programs and Services for appropriate accommodations.

~~A. Special Admit Program~~

Mt. San Antonio College may admit high school sophomores, juniors, and seniors for enrollment to the College who are eligible to participate based on the criteria established below. **Students in lower grades may be approved to attend class(es) if identified as highly gifted in the particular instructional areas.**

The attendance of a pupil at the College as a Special Admit student, pursuant to this Administrative Procedure, is an authorized attendance for which the College shall be credited or reimbursed pursuant to Education Code Sections 48802 and 76002.

~~The student must be recommended by his/her high school principal or designee. As part of the approval process, the principal must verify that the recommended student can benefit from college instruction and that the course(s) taken at Mt. San Antonio College are not available at the high school.~~

~~A parent/guardian approval form allowing the student to participate must be submitted in addition to the College application. Parents must also acknowledge that the parent/guardian understands that the student will be expected to comply with all College policies and that topics of instruction are appropriate for adult level students.~~

~~The student will be required to attend a special admission orientation prior to the student being allowed to register for courses.~~

Class rosters will denote that the student is a minor child.

Mt. San Antonio **The** College may admit high school sophomores, juniors, and seniors who meet the following conditions:

SUBJECT: Revised Administrative Procedure 5011 – Admission and Concurrent Enrollment of High School and Other Young Students

DATE: August 9, 2017

1. Academic Eligibility

- a. Students wishing to enroll in degree-appropriate courses must have a cumulative high school grade point average of 3.0 or better, as reflected on their most recent school transcript, to take an academic course or a 2.0 or better for a vocational **career and technical education** course.
- b. **Students desiring to enroll younger than grade 10 as a highly gifted student must provide sufficient documentation related to the area of advanced instruction.**
- c. For all courses attempted **in which the College has established specific pre- or co-requisite(s)**, students must complete the College assessment process and **meet the or meet other eligibility requirements for the** stated pre-requisite and/or co-requisite for the desired course.
- d. ~~If the College denies a request for Special Admit by a pupil who is identified as highly gifted, the College shall record its findings and the reasons for denial of the request in writing within 60 days. The written recommendation and denial shall be issued to the student within at least 30 days after the request has been submitted.~~

2. Approval Process

Students who are eligible to participate must complete the College's admission application and meet the criteria established for the particular dual enrollment partnership program. Special Admit students are given low enrollment priority in accordance with Education Code 76001(e) unless enrolled in a course as part of a CCAP partnership agreement.

- a. **Students attending classes at the College must complete the following submit the appropriate College form for approval by the Mt. San Antonio College Dean of Counseling or designee, that verifies the following:**
 - **The grade level of the student;**
 - **The student's academic progress to date;**
 - **Verifiable demonstration of the student's ability to benefit from advanced scholastic or vocational work; and**
 - **A statement indicating the exact college-level class(es) in which the student is requesting enrollment at the College.**

SUBJECT: Revised Administrative Procedure 5011 – Admission and Concurrent Enrollment of High School and Other Young Students

DATE: August 9, 2017

b. Students participating in any dual enrollment effort must:

1. **be recommended by his/her high school principal or designee. As part of the approval process, the principal must verify that the recommended student can benefit from college instruction and that the course(s) taken at the College are not available at the high school;**
2. **a parent/guardian approval form allowing the student to participate must be submitted in addition to the College application. Parents must also acknowledge that the parent/guardian understands that the student will be expected to comply with all College policies and that topics of instruction are appropriate for adult-level students; and**
3. **the student will be required to complete a special admission orientation conducted by College employees for students attending College classes held at the high school.**

23. Limitations on Enrollment

a. Full-time enrollment of K-12 grade level students who have not graduated or have not been released is not permitted.

ab. Enrollment may occur during Fall, Spring, and Summer terms, ~~but not during winter intersessions.~~

bc. First-time Special Admit students **attending the course solely on the College campus,** are limited to **enrollment in** one course. Returning or continuing Special Admit students may enroll in up to two courses **if approval is granted by both the high school and the College.**

cd. Special Admit students may not enroll in pre-collegiate courses unless students are participating in a **CCAP-approved course or students are participating in a** pre-approved special program authorized by the College.

de. Students may not enroll in a College course to alleviate a high school deficiency **unless approved by the local high school.**

ef. Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue as a Special Admit student.

fg. Special Admit registration dates will be assigned as referenced in AP 5055 - Enrollment Priorities, **unless the course is being offered under CCAP.**

SUBJECT: Revised Administrative Procedure 5011 – Admission and Concurrent Enrollment of High School and Other Young Students

DATE: August 9, 2017

gh. Special Admit students will be charged all applicable fees paid by regular and provisionally admitted students, except for enrollment, health, and student activities fees, as referenced in BP 5030 – Fees, **unless they are exempt under dual enrollment for courses offered at the high school as either CCAP or non-CCAP.**

hi. Enrollment may be limited in a particular course for Special Admit and other minor students, including those from a particular high school, if enrollment exceeds the maximum allowable per State Education Code.

B. Talented Elementary and Secondary Students through the 9th Grade

The College may admit highly gifted elementary and secondary students through the 9th grade level for enrollment to the College if they are deemed eligible to participate. In addition to providing specific talents and giftedness for enrolling in a specialized course, the student must meet all of the same criteria required of 10th – 12th grade Special Admit Program students as specified in this procedure.

If the College denies a request for a Special Admit for a pupil who is identified as highly gifted, whether through this Section or Section C., below, the College shall record its findings and the reasons for denial of the request in writing within 60 days. The written recommendation and denial shall be issued to the student within 30 days after the request has been submitted.

C. Minors ~~Who Are~~ Not Enrolled in a High **Public** School Program

The College may admit students not enrolled in a public school into the Special Admit program. Students who are eligible to participate must meet the criteria established in Section A above, and:

1. Submit the appropriate College form for approval by the Mt. San Antonio College Dean of Counseling or designee, that verifies the following:
 - a. The grade level of the student;
 - b. The student's academic progress to date;
 - c. Verifiable demonstration of the student's ability to benefit from advanced scholastic or vocational work; and
 - d. A statement indicating the exact college-level class(es) in which the student is requesting enrollment at Mt. San Antonio College.

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The parent or guardian of a pupil not enrolled in a public school retains the ability to directly petition the Dean of Counseling for the pupil's special admission.

- ~~2. Enrollment of school aged children at the College is not permitted on a full time basis nor as a substitute for the student's K-12 educational program, as required by the State of California.~~
- ~~3. If the College denies a request for a Special Admit for a pupil who is identified as highly gifted, the College shall record its findings and the reasons for denial of the request in writing within 60 days. The written recommendation and denial shall be issued to the student within at least 30 days after the request has been submitted.~~
- ~~4. The attendance of a pupil at the College as a Special Admit student, pursuant to this section, is an authorized attendance, for which the College shall be credited or reimbursed pursuant to Education Code Sections 48802 and 76002.~~

~~If the decision to offer a class on a high school campus is made after publication of the College's regular schedule of classes, and the class is only advertised to the general public through electronic media, the class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.~~

~~If the class is offered on a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school board. If the class is a physical education class, no more than ten percent of the enrollment of the class may consist of Special Admit students.~~

~~Special Admit students are given low enrollment priority in accordance with Education Code 76001(e).~~

D. Dual Enrollment Course Partnerships through Career Access Pathways (CCAP) or Non-CCAP Agreements

The College may enter into an agreement with high school districts to offer College courses to Special Admit students, as defined above, at local high schools through the establishment of Career Access Pathways (CCAP) Partnerships or similar other agreements.

Before offering of any dual enrollment course, the College shall consult with faculty from the respective department(s) and/or program(s) to select those courses that are most appropriate for such offerings. Factors that may be considered in the selection include, but are not limited to, the following: assessment results, success rates of students for the same courses taken at the College, the likelihood of success in the course by high school students, the existence of pre-requisites or co-requisites,

SUBJECT: Revised Administrative Procedure 5011 – Admission and Concurrent Enrollment of High School and Other Young Students

DATE: August 9, 2017

credentials and availability of the teaching faculty assigned to a specific discipline, the ability of the course to serve as an entry point into further college studies, and any other consideration deemed reasonable by the College and faculty involved.

All courses taught at local high schools as part of any dual enrollment offering shall follow the College's official Course Outline of Record, maintain the rigor of the college-level course, adhere to the department and/or program's grading standards and shall be, in all other respects, the equivalent of the course as offered on the College's campus.

The College shall be solely responsible for determining and administering the dual enrollment partnerships and for offering and/or cancelling classes.

All persons assigned to teach a dual enrollment course shall be selected and hired solely by the College, shall be its employees, and shall be subject to its direction, control, compensation, evaluation, and discharge. Such employees shall be covered under the Faculty Association bargaining agreement.

In cases where the College chooses to enter into a CCAP Partnership Agreement with a school district partner, that agreement must be approved by the governing boards of the College and the district. As a condition of, and before adopting the agreement, the governing board of each district, at an open public meeting of that board, shall present the partnership agreement as an informational item. The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed agreement.

The CCAP Agreement must satisfy the following requirements:

1. The CCAP partnership agreement shall be approved by governing boards of the College as well as the school district and filed with the office of the Chancellor of the California Community Colleges and with the Department of Finance before the start of the CCAP partnership, and shall:
 - a. Outline the terms of the CCAP partnership and shall include, but not necessarily be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses;

SUBJECT: Revised Administrative Procedure 5011 – Admission and Concurrent Enrollment of High School and Other Young Students

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- b. Establish protocols for information sharing, in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses;
- c. Identify a point of contact for the participating community college district and school district partner;
- d. Certify that any community college instructor teaching a community college course on a high school campus has not been convicted of any sex offense as defined in Education Code Section 87010 or any controlled substance offense as defined in Education Code Section 87011;
- e. Certify that any community college instructor teaching a community college course at the partnering high school campus will not displace or result in the termination of an existing high school teacher teaching the same course on that high school campus;
- f. Certify that a qualified high school teacher teaching a community college course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus;
- g. Include a certification by the College of the following:
 - I. A community college course offered for college credit at the partnering high school campus does not reduce access to the same course offered at the partnering community college campus;
 - II. A community college course that is oversubscribed or has students on an unduplicated waiting list shall not be offered in the CCAP partnership; and
 - III. Participating in a CCAP partnership is consistent with the core mission of the College pursuant to Education Code Section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college;
- h. Certify that both the school district and College comply with:
 - I. Local collective bargaining agreements and;
 - II. All state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP partnership course offered for high school credit;

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- i. Specify that the high school district will be the employer of record for purposes of assignment monitoring and reporting to the county office of education and will assume reporting responsibilities pursuant to applicable federal teacher quality mandates; and
 - j. Certify that if any remedial course is proposed to be taught by College faculty at a partnering high school campus, that class shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district. The offering of any remedial class shall involve a collaborative effort between high school and College faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation;
2. The College shall not provide physical education course opportunities to high school pupils or any other course opportunities that do not assist in the attainment of at least one of the following goals:
 - a. Developing seamless pathways from high school to community college for career technical education or preparation for transfer;
 - b. Improving high school graduation rates; or
 - c. Helping high school pupils achieve college and career readiness;
3. The College will not enter into a CCAP partnership with a school district within the service area of another community college district, except where an agreement exists, or is established, between those community college districts authorizing that CCAP partnership;
4. The College may limit enrollment in a community college course solely to eligible high school students if the community college course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP partnership agreement;
5. The College exempts dual enrollment students from most fees as stated in BP 5010; and
6. For each CCAP partnership agreement entered into pursuant to this section, the College shall report annually to the office of the Chancellor of the California

SUBJECT: Revised Administrative Procedure 5011 – Admission and Concurrent Enrollment of High School and Other Young Students

DATE: August 9, 2017

Community Colleges, the Legislature, the Director of Finance, and the Superintendent of Public Instruction all of the following information:

- a. **The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws;**
- b. **The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants;**
- c. **The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants; and**
- d. **The total number of full-time equivalent students generated by CCAP partnership community college district participants.**

If the decision to offer a class on a high school campus is made after publication of the College’s regular schedule of classes, and the class is only advertised to the general public through electronic media, the class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.

If the class is offered on a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school board unless the course is offered under CCAP.

If the class is a physical education class, no more than 10% of the enrollment of the class may consist of Special Admit students.

Revised: May 2009

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Reviewed: May 10, 2016