



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 11, 2017

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

6:30 p.m. – Public Session

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

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

AGENDA

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

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

PUBLIC COMMUNICATION

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

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

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

CLOSED SESSION

1. **Conference with Labor Negotiators**, President & CEO

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

REPORTING OF ACTION TAKEN IN CLOSED SESSION

MOMENT OF SILENCE

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

INTRODUCTIONS AND RECOGNITION

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

Classified Employees (Newly Appointed)

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

Management Employees (Newly Appointed)

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

Classified Employees (Promoted)

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

Confidential Employees (Promoted)

- **Marlyn Lanuza**, Executive Assistant I (Instruction Office)
- **Carol Nelson**, Executive Assistant to the President and Board of Trustees (President's Office)
- **Recognition:**

Award a Certificate of Service to the following Citizens Oversight Committee Member:

- **Michael Shay**, 4 years of service

APPROVAL OF MINUTES

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

PUBLIC COMMUNICATION

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

REPORTS

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

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

BOARD COMMUNICATION

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

9. President's Report – Bill Scroggins, President & CEO
 - Oral Bond Audit Report by Vavrinek, Trine, Day, & Co., LLP, Certified Public Accountants (see Action Item No. 1);
 - Informational Report – Public Safety Changes (Page 12)
 - Annual Board Study Session – January 21, 2017

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 13 through 17);
2. Hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines (Pages 18 and 19);
3. Re-issuance of stale-dated warrants (Page 20);
4. 2017-18 Nonresident Tuition Fees (Pages 21 and 22);
5. Agreement with Ellucian to provide consulting services (Page 23);
6. Agreement with Capitol Door Service to provide semi-annual service on all campus automatic doors (Page 24);
7. Reject Bid No. 3136 – Building 9A The Center for Deaf and Hard of Hearing Remodel (Pages 25 and 26);
8. Agreement with PAL id Studio to provide professional interior design and furniture consulting services on the Continuing Education Building 40 Remodel – Phase II and Student Services Improvements (Pages 27 and 28);
9. Agreement with IDS Group to provide professional structural engineering services on the Performing Arts Mezzanine Extension project (Page 29);
10. Agreement with Marlene Imirzian & Associates, Architects to provide professional design and consulting services on the Counseling Annex Renovation (Page 30);
11. Contract Amendment (Pages 31 and 32):

- Contract Professional Design and Consulting Services – Added Services – Lot M Site Improvements – HMC Architects – Amendment No. 3;

12. Contract Amendment (Page 33):

- Contract Professional Design and Consulting Services – Added Services – The Center for Deaf and Hard of Hearing Remodel – PAL id Studio – Amendment No. 1;

13. Change Order for the Athletics Modular Structure (Pages 34 and 35):

- Contract American Modular Systems (Modular Contractor) – Change Order No. 5;

HUMAN RESOURCES:

14. Personnel Transactions (Pages 36 through 41);

15. New and/or Revised Classified Job Classification Descriptions (Pages 42 through 52);

INSTRUCTION:

16. School of Continuing Education Additions and Changes (Pages 53 and 54);

17. Affiliation Agreement with Centrelake Imaging (Page 55);

18. Career Technical Education (CTE) Pathways Program (SB 1070): Acceptance of Augmentation Funds (Page 56);

19. In-N-Out Burger Contract Agreement and Advance Payment for Special Events Celebration (Page 57);

20. New, 4-Year Review, Modified Courses, Modified Certificates, and New and Modified Degrees Effective with the 2017-18 Academic Year (Pages 58 through 60);

21. Hispanic-Serving Institutions – Science, Technology, Engineering, or Mathematics and Articulation Programs Subcontract: Acceptance of Funds (Page 61);

22. Undergraduate International Studies and Foreign Languages Program Subcontract: Acceptance of Funds (Page 62);

PRESIDENT'S OFFICE

23. Resolution No. 16-07 – Approval to Compensate Trustee Judy Chen Haggerty for Her Absence from the Regular Meeting of the Board of Trustees on December 14, 2016 (Pages 63 and 64);

STUDENT SERVICES:

24. Contract with Michael Le for the Lion Dance Performance (Page 65); and

25. Note Takers as Independent Contractors for the Disabled Student Programs and Services in order to acquire the expertise needed to accomplish College goals and to meet deadlines (Page 66).

Ratification is requested for the following:

26. Agreement with Kern County Superintendent of Schools for professional consulting services for the Emergency Communications Tower (Pages 67 and 68).

ACTION ITEMS

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

1. Approval to accept the audit reports from Vavrinek, Trine, Day, & Co., LLP, Certified Public Accountants, for the fiscal year ending June 30, 2016, relating to books and records of the Mt. San Antonio Community College District Proposition 39, General Obligation Bonds (Measure RR, November 2008; Lease Revenue Bonds, 2007; and Bond Anticipation Notes, 2009) Performance and Financial Audits (Distributed as separate documents);
2. President & CEO Employment Agreement Renewal (Pages 69 and 70);
3. Nominations for the 2016 CCCT Board of Directors (Pages 71 and 72);
4. Reappointment of Member to the Citizens Oversight Committee (Pages 73 and 74);
5. Proposal to Initiate CSEA, Chapter 262 Negotiations for Successor Agreement, July 1, 2017, through June 30, 2020 (Pages 75 and 76); and
6. Resolution No. 16-08 – Support of Undocumented Students and Affirming the Privacy of Student Records (Pages 77 through 79).

ADJOURNMENT

Future Board Meetings

January 21, 2017 – Board Study Session (University of La Verne)
February 8, 2017
March 8, 2017
April 12, 2017

Upcoming Events

January 9	Winter Intersession Begins
January 16	Martin Luther King Holiday – Campus Closed
January 24	American Red Cross Blood Drive, 9:00 a.m.-7:00 p.m., Building 9C
January 28	Honor Band Concert, 7:30 p.m., Clarke Theater

Upcoming Athletics Events

January 11	Women's Basketball vs. El Camino College , 6:00 p.m., Gym
January 20	Men's Basketball vs. Pasadena City College , 5:00 p.m., Gym Women's Basketball vs. Pasadena City College , 7:00 p.m., Gym
January 25	Men's Basketball vs. Rio Hondo College , 5:00 p.m., Gym Women's Basketball vs. Rio Hondo College , 7:00 p.m., Gym
January 28	Baseball vs. San Diego Mesa College , 11:00 a.m. and 2:00 p.m., Baseball Field
January 31	Baseball vs. Glendale College , 2:00 p.m., Baseball Field Softball vs. Antelope Valley College , 5:00 p.m., Softball Field
February 2	Women's Tennis vs. Glendale College , 2:00 p.m., Citrus College Tennis Court

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**

January 11, 2017





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 14, 2016

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board Vice President Bader at 5:33 p.m. on Wednesday, December 14, 2016. Trustees Baca, Bader, Chen, 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

- Attorney Omero Banuelos commented on Closed Session Item 1.

CLOSED SESSION

The Board adjourned to Closed Session at 5:35 p.m. to discuss the following items:

1. Public Employee Discipline/Dismissal/Release, per California Government Code Section 54957 – Non-Reemployment of Contract, Management (regarding Employee No. ...2507).

PUBLIC SESSION

The meeting reconvened at 6:03 p.m., and the Pledge of Allegiance was led by Joan Sholars. The meeting moved to the Founders Hall Conference Center for an informational discussion.

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.

INFORMATIONAL DISCUSSION ON STUDENT PRIVACY CONCERNS

At the request of Mt. San Antonio College students, the Board of Trustees hosted an informational discussion regarding privacy concerns based on students' residency status and potential changes to federal policy.

ELECTION OF BOARD OF TRUSTEES OFFICERS

It was moved by Trustee Bader and seconded by Trustee Baca that Trustee Hidalgo serve as Clerk of the Board.

It was moved by Trustee Chen and seconded by Trustee Hidalgo that Trustee Baca serve as Vice President of the Board.

It was moved by Trustee Hall and seconded by Trustee Santos that Trustee Bader serve as President of the Board. Trustee Bader assumed the office of Board President.

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

Noes: None

Abstained: None

Absent: Chen Haggerty

Student Trustee concurred.

REPORTING OF ACTION TAKEN IN CLOSED SESSION

None.

INTRODUCTIONS AND RECOGNITION

- The following newly appointed and promoted employees were introduced:

Classified Employees (Newly Appointed)

- **Frances Fendors**, Project/Program Specialist (ESL) (absent)
- **Brandon Gillett**, Laboratory Technician (Business and Computer Information Systems) (absent)
- **Adam San Miguel**, Coordinator, Audio Visual Systems (Technical Services) (present)

Management Employee (Newly Appointed)

- **Heidi Lockhart**, Director, Honors Program (Honors Program) (present)
- **Isaac Rodriguez Lupercio**, Judicial Affairs Officer (Student Life) (present)

Management Employee (Promoted)

- **Clarence Banks**, Director, Aspire Program (Student Services) (present)

- A Certificate of Service was presented to the following retiring employees:
 - **Carolyn Keys**, Dean, Student Services (Student Services), (15 years of service) (present)
 - **Steven Becerra**, Custodian (Custodial Services), (21 years of service) (absent)

Mt. San Antonio College celebrates the certification of 11 Aeronautics students as Federal Airport Aviation Aircraft Dispatchers (FAA ADX). The students completed 27 units of aeronautics prerequisites, plus a seven-unit certificate program in order to complete their ADX training. In order to receive FAA certification, each student had to pass a FAA knowledge test, plus pass an eight-hour oral/practical examination with a FAA examiner. Adjunct Professor **Judith Flemming** designed and taught the ADX classes, and her dedication to Mt. SAC is greatly admired and respected by all. Congratulations to **Desiree Davis, Jose (Bobby) Diaz, Jessica Fiske, Robert Long, Amy Madrigal, Louis Ochoa, Arnit Patel, Victorino (Omar) Rasmussen, Paul Ruiz, Audrey Spitzer**, and **Ryan Zimmer!**

Congratulations to 1st year Head Volleyball Coach **Ali Carey-Oliver** and her team for winning the South Coast Conference North Division Conference Championship. Ali was hired full-time last Spring and has done an amazing job resurrecting the team in a short period of time. What her team ended up accomplishing was historic for Mt. SAC. In the 40-year history of California Community College volleyball this is the first women's volleyball Conference Championship for Mt. SAC. The team went 19-3 in the season and was undefeated in Conference play. Coach Carey-Oliver was named the North Division Conference Coach of the Year and had two players named Athlete and Libero of the Year for the Conference. The Mounties were seeded 16th into the California Community College Athletic Association State Volleyball Championships. The Board would like to recognize Coach Carey-Oliver and her team on an outstanding season.

Appearing in their 10th consecutive California Community College Athletic Association (CCCAA) State Championship Tournament, the number one ranked Mt. SAC Men's Soccer Team won their 5th overall title by defeating Fresno City College on December 4th. After a hard-fought regulation game and two overtimes, and with the Mounties leading 5-4 in the penalty kick shootout, state tournament MVP, Freshman goalkeeper, Edwyn Guitierrez, dove right and stopped the final Fresno City penalty kick to give Mt. SAC the championship. In the semi-finals, the team defeated Taft College, 5-4, in a shootout, making the Mounties the only team in history to capture a CCCAA Men's Soccer Championship without scoring a regulation goal in either the semi-final or championship game. In his fifteenth season, Head Coach **Juan Sanchez** also led the team to the 2016 South Coast Conference (SCC) Championship. Coach Sanchez was named the SCC and California Community College Soccer Coaches Association SoCal Coach of the Year. The Mounties will await the final national rankings where the team is expected to finish as one of the top two teams in the country. Congratulations to Head Coach Juan Sanchez, his staff, and his players for another outstanding season!

APPROVAL OF MINUTES

A correction was noted by Trustee Bader; as referenced in her communication, the new mayor was from Pomona. It was moved by Trustee Baca, seconded by Trustee Chen, and passed to approve the minutes of the regular meeting of November 9, 2016, as corrected.

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

PUBLIC COMMUNICATION

Community member Mansfield Collins commented on Consent Items 9 and 11.

REPORTS

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

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

BOARD COMMUNICATION

- A. Trustee Bader read the following reminder: “At this time, the Board of Trustees will report on matters related to attendance at conferences, professional affiliations, and community involvement directly related to their functions as Board members.”
- B. All Board members shared the following comments:
- They welcomed and congratulated newly appointed and promoted employees.
 - They congratulated Carolyn Keys and Steven Becerra on their retirements.
- C. Trustee Hall reported the following:
- Participated in Puttin’ on the Hits and mentioned he enjoys the opportunity to meet new people and share experiences.
 - Attended the Service Center One annual dinner.
 - Attended many holiday parades.
 - Attended Wassail and he mentioned that he won a raffle prize.
 - Is looking forward to attending SGV Civic Alliance hospitality event at Pacific Palms tomorrow and invited anyone who is interested to attend.
- D. Trustee Hidalgo reported the following:
- Attended the CCLC Annual Convention in Riverside. It was a very informative conference and a lot of discussion about current issues.
 - Attended Puttin’ on the Hits and enjoyed the student competition.
 - Attended the La Puente Christmas Parade with his school.

- Attended the Dr. Cornel West event and mentioned what an articulate speaker Dr. West was.
- Attended the Service Center One dinner.
- Attended Wassail on Saturday and gave kudos to everyone who put on the event.
- Let the students know he's in support of a resolution that will come forward at the next Board Meeting and pledges his support to them.

E. Student Trustee Santos reported the following:

- Attended the Service Center One dinner.
- Attended Wassail and loved the performances.
- Attended Cornel West and commented that lot of students were very excited.
- Attended Puttin' on the Hits.
- Attended the CCLC Annual Convention in Riverside.
- Mentioned that she finished her finals today.
- Commented on the student discussion earlier in the Board Meeting. She hopes their information and safety is one of the College's top concerns.

F. Trustee Chen reported the following:

- Visited the Mt. SAC Sanctuary with a tour led by Craig Petersen.
- Attended mediation with David Hall and Mike Gregoryk.
- Met with Bill Scroggins, Trustee Baca, and Mike Eng to discuss College Promise. This is a great idea and it was a good first step.
- Attended the Dreamers Forum.
- Attended the Service Center One dinner.
- Attended Cornel West event and he commented that the questions the students asked were great.
- Attended college and career week at Los Altos High School
- Attended many holiday parades.
- Attended a Hanukkah celebration at City Hall.
- Participated in a press conference at Advancing Justice Los Angeles to speak on why affirmative action is still important.

G. Trustee Santos reported the following:

- Attended the Bike SGV awards ceremony.
- Attended Baldwin Park and West Covina Veterans' day events.
- Attended the West Covina Beautiful fashion show. She noted that the City will be having a birthday celebration on February 15.
- Attended the Dia de los Muertos event on campus.
- Attended Puttin' on the Hits.
- Attended Assemblyman Hernandez's turkey giveaway event.
- Attended the Community Facility Advisory Committee meeting.
- Attended the Basset Neighborhood Watch Summit.
- Filled food baskets for needy families in Bassett.
- Attended a holiday luncheon for Lions and West Covina Beautiful.
- Attended the Service Center One dinner and he really enjoyed the speaker, David Goldberg, who reminded them that the union movement for teachers was a woman's movement because most of the teachers were women.
- Attended various holiday parades.

- Attended the Baldwin Park Sierra Vista Library ribbon cutting and presented a Certificate.
- Attended Wassail.
- Attended the Board of Supervisors meeting where they considered a motion to draft a plan to protect undocumented students. She commented that Pomona and Bassett have passed resolutions as sanctuary campuses. She and Betty met with students and staff on current concerns.
- Attended the Cornell West event and commented that it was standing room only and a worthwhile event.

H. Trustee Baca reported the following:

- Congratulated the soccer team and Coach Sanchez.
- Congratulated the volleyball team.
- Congratulated the aeronautics team.
- Discussed the conversations earlier and civic engagement, and how these young students are going to become the biggest voting block and they have to become engaged as soon as possible.
- Worked with and attended events for the UC Davis Wheelhouse, which is working on community college leadership and research.
- Presented at the CCLC Annual Convention.
- Attended the Service Center One dinner.
- Attended Puttin' on the Hits.
- Attended Wassail and commended all involved.
- Attended a Cal Tech dinner event with Steve Levin, Project Scientist for the Juno Mission, who will also be the speaker for Kepler.
- Congratulated Trustee Hidalgo on his promotion to Principal at Grandview College Preparatory Academy in Valinda.
- Attended the Dreamers forum last week and commented that we need to make sure our students are protected from unwarranted intrusions and that they feel safe in their academic pursuit.

I. Trustee Bader reported the following:

- Attended Wassail, and brought friends who were very impressed.
- Participated in Puttin' on the Hits and mentioned how impressed she was with the professionalism of the staffing.
- Commented that the students that spoke today made her proud.

PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed and congratulated newly appointed and promoted employees.
- He congratulated Carolyn Keys and Steven Becerra on their retirements.
- He welcomed Carol Nelson as the new Executive Assistant to the President and Board of Trustees, and announced that Brigitte Hebert was selected through the lateral transfer process for the Executive Assistant to the President's Office
- He commented on the student stories that he's heard over the last couple of weeks and reassured students that their safety is our mission. Request that Rosanne appointed three members to work with the students and the management to draft a resolution for the board

to consider at the January Board Meeting that would take place during the first couple of weeks in the new year. Laura Santos, Robert Hidalgo, and Manuel Baca were selected.

- He introduced Rick Alonzo and Alicia Herrera of Vavrinek, Trine, Day, & Co., LLP, Certified Public Accountants, to present on the District and Auxiliary Services audits.
- He introduced Gary Nellesen, Director, Facilities Planning and Management, to present a report on the Transit Center. (Note: The presentation may be found on the College website with these minutes.)

CONSENT CALENDAR

The following correction was made to the Consent Calendar:

- See handout for changes to Athletics Complex East Project (Bid Nos. 3100-3102), beginning on Page 31.
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. Quarterly Financial Status Report for the period ending September 30, 2016;
 4. Quarterly Investment Report for the quarter ending September 30, 2016;
 5. Re-issuance of stale-dated warrants;
 6. Agreement with T-Mobile Wireless for advance payment of Division of State Architect (DSA) Inspection Costs;
 7. This item was pulled and acted upon separately below.
 8. Agreement to provide professional design and consulting services with OMB Electrical Engineers, Inc. for the Administration Building 4 Lighting Retrofit;
 9. This item was pulled and acted upon separately below.
 10. This item was pulled and acted upon separately below.
 11. Award of Bid No. 3141 to Unlimited Environmental, Inc., Signal Hill, CA:
 - Bid No. 3141 Athletics Complex East Abatement Project;
 12. Award of Bid No. 3142 to American Diversity Business Solutions, Glendora, CA:
 - Bid No. 3142 Printing Services for Student Success Kits;
 13. Annual Maintenance Agreement (Contract Amendment):
 - Contract Professional Design and Consulting services – Added Services – Campus Fire Alarm Services – First Fire Systems, Inc. – Amendment No. 1;

14. Consideration of approval of the following Proposed Gifts and Donations to the College:
 - Alhambra Fire Department – Amkus Hydraulic Rescue Tool: Pump Model/CAT #Y26G-LUAM Serial #348727, Spreader Model #M30-C, and Hydraulic Cutter, valued by donor at \$5,000, to be used in the Fire Technology Department;
15. Personnel Transactions;
16. Contract for Interpreting Services with LIFESIGNS, Inc.;
17. New and/or Revised Management Job Classification Descriptions;
18. Renewal/Non-Renewal of Management Contracts;
19. School of Continuing Education Additions and Changes;
20. Workforce Innovation and Opportunity Act Title II Grant (Section 231) – Acceptance of Funds and Approval of Activities for Fiscal Year 2016-17;
21. Affiliation Agreement with Pomona Valley Hospital Medical Center;
22. Memorandum of Understanding with Mount Saint Mary's University;
23. Contract Agreement with In-N-Out Burger for the Dr. Deborah Boroch Science Discovery Day;
24. Single-Source Purchase of New Nuclear Magnetic Resonance Spectrometer;
25. Contract Agreement with Sagatica, LLR for the Management Retreat;
26. Contract Agreement with Covina District Field to Host the 2017 Men's and Women's Track & Field Classes and Practices;
27. Contract Agreement with El Camino College to Host the 2017 Mt. SAC Relays;
28. Contract Agreement for Rental of Citrus College Recording Studio to Record Vocal Jazz Group Singcopation;
29. New, 4-Year Review, Modified Courses, Modified Certificates, and Modified Degrees Effective with the 2017-18 Academic Year;
30. Career Technical Education (CTE) Data Unlocked Initiative Grant: Acceptance of Funds;
31. Awards for Innovation in Higher Education Program Planning Grant: Acceptance of Funds and Approval of Purchases;
32. Proposition 39 Clean Energy Workforce Grant: Acceptance of Funds and Approval of Purchases;
33. This item was pulled and acted upon separately below.

34. Note Takers as Independent Contractors for the Disabled Student Programs and Services in order to acquire the expertise needed to accomplish College goals and to meet deadlines;
35. Agreement with Professional Financial Solutions to Provide Anti-Sexual Harassment Training; and
36. Contract Agreement with Cole-Schaefer Ambulance Service for the 2016 Football Season.

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

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

Noes: None

Abstained: None

Absent: Chen Haggerty

Student Trustee concurred.

CONSENT ITEM #7 – PURCHASE OF AN LED SCOREBOARD FOR THE AQUATICS CENTER FROM MULTIMEDIA LED, CORONA, CA

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

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

Noes: None

Abstained: None

Absent: Chen Haggerty

Student Trustee concurred.

CONSENT ITEM #9 – AWARD OF BID NOS. 3100-3102 TO SJD&B, INC., WALNUT, CA, PRO-CRAFT CONSTRUCTION INC., REDLANDS, CA, AND DANIEL’S ELECTRIC CONSTRUCTION COMPANY, INC., FONTANA, CA:

- **BID NO. 3100** **DEMOLITION & EARTHWORK - ATHLETICS COMPLEX EAST PROJECT - SJD&B, INC., WALNUT, CA;**
- **BID NO. 3101** **SITE UTILITIES – ATHLETICS COMPLEX EAST PROJECT - PRO-CRAFT CONSTRUCTION INC., REDLANDS, CA; AND**
- **BID NO. 3102** **ELECTRICAL – ATHLETICS COMPLEX EAST PROJECT - DANIEL’S ELECTRIC CONSTRUCTION COMPANY, INC., FONTANA, CA**

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

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

Noes: None

Abstained: None

Absent: Chen Haggerty

Student Trustee concurred.

CONSENT ITEM #10 – AWARD OF BID NO. 3135 TO K.A.R. CONSTRUCTION, INC., ONTARIO, CA:

- **BID NO. 3135 BUILDING 16E – EQUITY CENTER, SITE WORK AND UTILITIES**

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

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

Noes: None

Abstained: None

Absent: Chen Haggerty

Student Trustee concurred.

CONSENT ITEM #33 – CONTRACT WITH STUDENT INSURANCE FOR INTERNATIONAL STUDENT HEALTH INSURANCE

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

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

Noes: None

Abstained: None

Absent: Chen Haggerty

Student Trustee concurred.

ACTION ITEM #1 – ACCEPT THE AUDIT REPORTS FROM VAVRINEK, TRINE, DAY & CO., LLP, CERTIFIED PUBLIC ACCOUNTANTS, FOR THE FISCAL YEAR ENDING JUNE 30, 2016, RELATING TO BOOKS AND RECORDS OF THE MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT, FINANCIAL AID, AND MT. SAC ANTONIO COLLEGE AUXILIARY SERVICES CORPORATION

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

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

Noes: None

Abstained: None

Absent: Chen Haggerty

Student Trustee concurred.

ACTION ITEM #2 – PRESIDENT & CEO EMPLOYMENT AGREEMENT RENEWAL

This item was pulled and will be brought back for further review.

ACTION ITEM #3 – EMERGENCY RESOLUTION NO. 16-05 – REPAIR UNDERGROUND HIGH-VOLTAGE SYSTEM

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

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

ACTION ITEM #4 – REVISION OF RESOLUTION 05-08 TO NEW RESOLUTION 16-06 – A RESOLUTION ELECTING TO ESTABLISH A HEALTH BENEFIT VESTING REQUIREMENT FOR FUTURE RETIREES UNDER PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT

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

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

ACTION ITEM #5 – YEAR THREE OF THREE-YEAR NEGOTIATED AGREEMENT BETWEEN CSEA CHAPTER 651 AND THE DISTRICT FOR 2014-17

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

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

INFORMATION #1 – PROPOSED NEW ADMINISTRATIVE PROCEDURE 7352 – JURY DUTY FOR SHORT-TERM HOURLY, SUBSTITUTE, PROFESSIONAL EXPERT EMPLOYEES NOT REPRESENTED BY A COLLECTIVE BARGAINING UNIT

This item was presented to the Board for information only.

ADJOURNMENT

The meeting adjourned at 9:49 p.m.

WTS:CN

**Public Safety Changes
W. David Wilson
January 11, 2017**

Background

On July 25, 2011, the Board of Trustees approved the adoption of Education Code 72330 which establishes a police department at a community college district. Since that time, the Department of Public Safety (DPS) has been moving toward becoming a full-service police department certified by the California Commission on Peace Officer Standards and Training (POST).

Accomplishments

In the past two years, several significant steps have been taken to accomplish the goal of becoming a POST certified police department.

- Two sergeant positions were created and filled to provide additional management, direction, and training to DPS personnel.
- Mobile Data Computers were purchased and installed in the Public Safety Officer patrol cars to facilitate officers remaining available on campus while writing activity logs and reports.
- A Computer Aided Dispatch system was purchased and installed in order to standardize reporting and provide more accurate record keeping.
- The Lexipol online policy manual was purchased and made available to DPS personnel in order to provide daily training and standardized law enforcement policies. The manual is still being reviewed and is pending full implementation.
- An online scheduling program was purchased in order to provide more accurate recording of scheduled work hours.
- The College has held one Town Hall meeting, with two more planned, to discuss with all campus members, in detail, the transition to a police department.
- The College has agreed to create a Public Safety Officer II position that will allow selected personnel to carry a firearm once they have completed training and a full POST background, including a psychological examination. This will allow DPS to be more prepared to address a person or persons who may seek to harm anyone on our campus.
- The College has agreed to create a Dispatcher classification that will allow for standardized POST training and certification for a police dispatch center.
- The College has approved funding and positions for two Police Officers. The job description is still being reviewed and is pending approval.

Projected Impact

As progress continues to be made, additional funding will be needed for more police officers and the required POST training for department personnel. The existence of a well-trained, full service police department will serve to provide a safer campus environment for everyone here. The College will benefit from selecting personnel who understand and embrace the nuances of policing at an institute of higher education.

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

DATE: January 11, 2017

CONSENT

SUBJECT: Appropriation Transfers and Budget Revisions Summary

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

**APPROPRIATION TRANSFERS
For the period 11/4/16 - 12/6/16**

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	12,520
7950	Unassigned Fund Balance		291,349
Total		\$	303,869

To:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	44,950
2000	Classified/Other Nonacademic Salaries		8,426
3000	Employee Benefits		2,329
5000	Other Operating Expenses/Services		223,972
6000	Capital Outlay		24,192
Total		\$	303,869

Prepared by: Steven N. Garcia Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins Agenda Item: Consent #1

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: January 11, 2017

Restricted General Fund - 17

From:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 191,297
5000 Other Operating Expenses/Services	8,253
Total	\$ 199,550

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 8,335
3000 Employee Benefits	18,204
4000 Supplies/Materials	103,466
6000 Capital Outlay	66,665
7000 Other Outgo	2,880
Total	\$ 199,550

Capital Outlay Projects Fund - 41

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 6,594
Total	\$ 6,594

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 6,594
Total	\$ 6,594

Bond Construction Fund No. 2 - 45

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 10,983
Total	\$ 10,983

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 10,983
Total	\$ 10,983

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: January 11, 2017

BUDGET REVISIONS
For the period 11/4/16 - 12/6/16

Unrestricted General Fund - 11 and 13

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
882000 Radiologic Technology Special Education Program	\$ 500
882000 Continuing Education Division Programs	20
882001 Paralegal Program	4,000
882001 Agricultural Club Council	250
883100 Montclair Fire Department, contract #1516-007	1,988
883900 Continuing Education Division Programs	600
884007 Planetarium - Sales	8,744
884008 Box Office, Ticket Sales	5,676
884008 Music - Choral Program	15,979
884008 Athletic Operations	7,452
884009 Box Office, Sales-Concessions	1,541
884024 Mountaineer Advertising	2,800
885000 Campus Facility Rentals	53,229
887500 Biological Sciences, Field Trip Fee	1,411
887500 Geology/Oceanography, Field Trip Fee	740
887500 Animal Sciences, Field Trip Fees	900
887710 Paramedic Program	2,190
887712 Fire Academy	5,859
887730 Ceramics, Clay Fees	6,488
887730 Business, Color Copy/Laser Fees	1,758
887730 Architecture/Design, Production Fees	2,320
887730 Arts, Materials Fees	140
887730 Photographics, Production Fees	6,480
887730 Commercial Art, Print Fees	840
887730 Arts, Print Making Fees	2,430
887730 Interior Design/Fashion, Print Fees	1,320
887730 First Aid and CPR Fees	2,242
887730 Industrial Design Technology, Production Fees	1,040
887750 Floral Design, Material Fees	6,450
887900 Expedited Transcript Fee	34,558
888107 Parking-Facility Rental	13,764
888500 Bursar's Office, Duplicate ID Fees - Noncredit Students	7,680
888500 Flight Training Program	43,700
888500 Music - Choral Program	368
888500 Music - Instrumental Program	1,080

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: January 11, 2017

888500	Baseball Program	\$	4,065
888545	Air Conditioning, EPA Test Fees		150
888545	Welding Certification		1,100
888545	Aircraft Maintenance Fees		4,240
888545	Nursing Kaplan Integrated Test Fees		6,612
889000	Self-Insured Retention Trust		50,000
889000	Technical Assistance Program (TAP) Contract		50
	Education Events		
889000	Custodial-Recycling		2,073
889000	Printing Services		27,631
889000	Insurance Deductibles/Losses		(16,470)
889000	Track and Field Program		54
889004	American Readers Theater Program		5,000
889004	Communication Department Program		18,000
889004	Mt. SAC Speakers Program		5,000
889005	Summer Science Exploration		1,100
889005	Aquatics Program		5,075
889005	Men's Soccer Program		1,900
889005	Wrestling Program		2,975
889005	Women's Volleyball Program		250
889005	Women's Basketball Program		450
Total		\$	365,792

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 3,667
2000 Classified/Other Nonacademic Salaries	39,645
3000 Employee Benefits	3,614
4000 Supplies/Materials	64,933
5000 Other Operating Expenses/Services	202,446
6000 Capital Outlay	20,888
7950 Unassigned Fund Balance	30,599
Total	\$ 365,792

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
814000 2016-17 TANF Augmentation	\$ 3,753
862200 2016-17 EOPS Augmentation	128,552
862500 2016-17 CalWORKS Augmentation	144,187
862902 2016-17 CARE Augmentation	16,669
Total	\$ 293,161

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: January 11, 2017

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	32,593
2000	Classified/Other Nonacademic Salaries		34,858
3000	Employee Benefits		(99)
4000	Supplies/Materials		(10,200)
5000	Other Operating Expenses/Services		54,027
7000	Other Outgo		181,982
Total		\$	293,161

RECOMMENDATION

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$303,869), Restricted General Fund (\$199,550), Capital Outlay Projects Fund (\$6,594), and Bond Construction Fund No. 2 (\$10,983) 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 (\$365,792) and Restricted General Fund (\$293,161) pursuant to the California Code of Regulations, Title 5, Section 58308.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>January 11, 2017</u>	CONSENT
SUBJECT: <u>Independent Contractors</u>	

BACKGROUND

Approval of Independent Contractors.

ANALYSIS AND FISCAL IMPACT

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

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Badua, Rickey	Instruction – Music	Adjudicator – Mt. SAC Band Festival	2/1/17- 6/30/17	\$400
Burrell, Dwayne	Instruction – Music	Performer – Faculty Chamber Ensemble	2/1/17- 6/30/17	\$250
Dunker, Adrian	Instruction – Music	Performer – Faculty Chamber Ensemble	2/1/17- 6/30/17	\$250
Kenny, Martin	Human Resources	Classification Consultant	1/12/17- 6/30/17	\$5,000
Low-Atwater, Elizabeth	Instruction – Music	Performer – Faculty Chamber Ensemble	2/1/17- 6/30/17	\$250
Mackey, John	Instruction – Music	Music arrangements – Wind Ensemble	11/18/16	\$400
Mayse, Kevin	Instruction – Music	Adjudicator – Mt. SAC Band Festival	2/1/17- 6/30/17	\$400
Moss, Emily	Instruction – Music	Adjudicator – Mt. SAC Band Festival	2/1/17- 6/30/17	\$400

Prepared by: Steven N. Garcia Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #2

SUBJECT: Independent Contractors

DATE: January 11, 2017

Funding Sources

Unrestricted General Fund – Instruction – Music; Human Resources.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>January 11, 2017</u>	CONSENT
SUBJECT:	<u>Re-issuance of Stale-Dated Warrants</u>	

BACKGROUND

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

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

ANALYSIS AND FISCAL IMPACT

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

Warrant No.	Original Issue Date	Payee	Amount
H0110331	09/09/13	Maria Garcia	\$25.50
07181804	10/15/13	Jinglin Luo	\$263.00
H0135933	12/16/13	Andres Shen	\$686.00
H0136249	01/14/14	Morgan L. Bollier	\$20.00
H0152630	03/10/14	Surya A. Halim	\$262.00
H0154467	03/10/14	Christopher Ortiz	\$138.00
H0156037	03/10/14	Linda N. Venegas	\$25.50

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Steven N. Garcia Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #3

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

DATE: January 11, 2017

CONSENT

SUBJECT: 2017-18 Nonresident Tuition Fees

BACKGROUND

Education Code Section 76140 requires each district's governing board to establish its nonresident tuition fee no later than February 1 for the succeeding fiscal year. Education Code Section 76140(e) enumerates options for a district to choose in setting its nonresident tuition fee. These options are: allowing a college to charge its actual computed cost, using a statewide average amount provided by the Chancellor's Office, or charging up to the level of any contiguous district. According to these options, we are recommending a fee of \$234 per unit, which is the statewide average cost.

In addition to the nonresident tuition fee as specified above, Education Code Section 76141 authorizes community college districts to charge nonresident students an amount not to exceed the amount that was expended by the College for capital outlay in the preceding year divided by the total full-time equivalent students. The capital outlay fee has been calculated by a formula that would allow us to charge up to an additional \$61 per unit. The College is recommending that we charge a fee of \$30 per unit for fiscal year 2017-18, which is the same fee charged in the fiscal year 2016-17.

ANALYSIS AND FISCAL IMPACT

State law allows the College to charge either the actual cost (which for Mt. San Antonio College is \$234), the Statewide average (which is \$234), or a rate up to any contiguous district for nonresident tuition fees. The College is recommending we use the statewide average cost of \$234 for the 2017-18 fiscal year. This results in an increase of \$23 over the 2016-17 fee.

The total nonresident tuition fee proposed for 2017-18 would increase from \$241 per unit to \$264 per unit as follows:

Description	2016-17 Nonresident fees	Proposed 2017-18 Nonresident fees
Tuition Fee	\$211	\$234
Capital Outlay Fee	30	30
Total Nonresident Tuition	\$241	\$264

Prepared by: Steven N. Garcia

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #4

SUBJECT: 2017-18 Nonresident Tuition Fees

DATE: January 11, 2017

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves Mt. San Antonio College to charge the statewide average cost of \$234 per unit for nonresident tuition fee and a \$30 nonresident capital outlay fee, for a total nonresident tuition fee of \$264 per unit, effective for the 2017 Fall Semester.

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

DATE: January 11, 2017

CONSENT

SUBJECT: Agreement with Ellucian for Consulting Services

BACKGROUND

The Information Technology (IT) department processes requests from employees for access to the College's enterprise application system, Ellucian Banner, and other third-party systems based on security procedures that were designed 10 years ago. Due to the complexity of both granting and removing access, IT is looking to streamline the process and strengthen data and system security.

ANALYSIS AND FISCAL IMPACT

Ellucian offers a consulting package focused on Banner Security Analysis. Ellucian will review the College's current Banner security setup and provide a detailed analysis containing recommendations on manageability, efficiency, and advanced security options. Ellucian will deliver a Banner Security Matrix that will streamline and customize the security setup. They will also provide training to IT staff on the configuration and setup of the matrix inside of Banner. Ellucian will upload the setup to a test database. Once approved by IT, Ellucian will implement the new security setup in our production database.

This package includes 90 hours of remote consulting and 40 hours of onsite consulting for \$28,600 plus travel expenses not-to-exceed \$6,000 for a total of \$34,600.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Ellucian for consulting services, as presented.

Prepared by: Dale S. Vickers Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #5

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>January 11, 2017</u>	CONSENT
SUBJECT: <u>Agreement with Capitol Door Service to Provide Semi-Annual Service on all Campus Automatic Doors</u>	

BACKGROUND

The College requires the services of an automatic door maintenance company to provide semi-annual maintenance on 56 automatic sliding or swinging doors at numerous buildings throughout the campus. As part of the maintenance services, technicians inspect all operating parts of the doors, provide preventative maintenance such as cleaning and lubing, ensure that all safety features are operating correctly, and provide a written report for necessary repair recommendations.

Capital Door was awarded a three-year contract in 2013. They have agreed to provide another two-year contract with no increase in cost.

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

	Consultant: Capital Door Service	
Item	Description:	Amount
	Two-year professional services maintenance agreement to provide semi-annual service on all campus automatic doors. Fixed fee for two-year term is \$17,000 per year.	\$34,000.00
	Contract Amount:	\$34,000.00

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the two-year, annual maintenance agreement with Capital Door Service for semi-annual service on automatic doors, as presented.

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #6

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

DATE: January 11, 2017

CONSENT

SUBJECT: Reject Bid No. 3136 – Building 9A The Center for Deaf and Hard of
Hearing Remodel

BACKGROUND

The Center for Deaf and Hard of Hearing (DHH) is located in the former Bursar's office space. As a result of the growth of Student Services groups and the demand for space, the DHH group was moved into the former Bursar's office without a remodel.

The functions of the Disabled Student Programs and Services include providing interpreters for DHH students, counseling and program assistance, mentoring, tutoring, and educational support. The hard of hearing students require more space to perform sign language and DHH counselors often work with several students at one time, thus requiring meeting space. The acoustic absorption in the area is critical to those who can hear because the students who don't hear can create high sound levels.

The remodel includes replacement of lighting to provide better quality illumination and walls to offer the much needed insulation for sound and noise privacy. Added carpet will also improve the sound attenuation and reduce the ambient noise. The electrical wiring will be modernized which will provide support to computers and new furniture.

This renovation will allow more space for interpreters which, in addition to full-time staff, exceed 100 part-time workers. The new furniture arrangement will allow for study space for students, computer work stations for students, more efficient work space for staff, and more storage for their supplies.

ANALYSIS AND FISCAL IMPACT

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Seventy-nine contractors were invited to participate in the bid process with eight contractors attending the job walk. Two bids were received and publicly opened on November 14, 2016. During the final review of the bids it was determined that the DHH space will require a redesign to reduce the scope and provide an adequate functional space. Therefore, it is in the College's best interest to reject all bids, revise the specifications, and re-bid the project. A summary of bids is as follows:

Prepared by: Teresa Patterson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #7

SUBJECT: Reject Bid No. 3136 – Building 9A The Center for Deaf and Hard of Hearing Remodel

DATE: January 11, 2017

Company/Location	Base Bid Amount
Harik Construction, Inc., Glendora, CA	\$ 317,000.00
SJD & B, Inc., Rancho Cucamonga, CA	\$ 433,550.00

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees rejects all bids for Bid No. 3136 – Building 9A The Center for Deaf and Hard of Hearing Remodel.

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

DATE: January 11, 2017

CONSENT

SUBJECT: Agreement with PAL id Studio to Provide Professional Interior Design
and Furniture Services on the Continuing Education Building 40
Remodel – Phase II and Student Services Improvements

BACKGROUND

The Continuing Education (Building 40) Construction Project consists of three phases to modernize temporary teaching space in the building for the Continuing Education department. The work includes replacement of old and the addition of new student desks, computer tables, and necessary office furnishings. This contract will provide space planning, code compliance review, specification of products, bid and procurement support, installation supervision, and coordination of warranty documents for the second phase of the project.

The Student Services Improvement Project consists of ergonomic and functional improvements to existing workstations in the Financial Aid department. Built-in casework will be replaced with modular furniture that meets current needs and ergonomic standards. This contract will provide space planning, code compliance review, specification of products, bid and procurement support, installation supervision, and coordination of warranty documents.

ANALYSIS AND FISCAL IMPACT

The following contracts are presented for approval:

#1	Consultant:	PAL id Studio
	Project:	Continuing Education Building 40 Remodel - Phase II
Item	Description:	Amount
	Professional interior design and furniture selection services for the Continuing Education building (Building 40) for Phase II of the renovation.	\$22,000.00
	Reimbursable expenses, not to exceed	\$1,100.00
	Contract Amount:	\$23,100.00

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #8

SUBJECT: Agreement with PAL id Studio to Provide Professional Interior Design and Furniture Consulting Services on the Continuing Education Building 40 Remodel – Phase II and Student Services Improvements

DATE: January 11, 2017

#2	Consultant:	PAL id Studio	
	Project:	Student Services Improvements	
Item	Description:	Amount	
	Professional interior design and furniture selection services for the purchase and installation of a new service counter with workstations in the Financial Aid department.	\$4,500.00	
	Reimbursable expenses, not to exceed	\$225.00	
	Contract Amount:	\$4,725.00	

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contracts with PAL id Studio for professional interior design and furniture consulting services, as presented.

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

DATE: January 11, 2017

CONSENT

SUBJECT: Agreement with IDS Group to Provide Professional Structural Engineering Services on the Performing Arts Mezzanine Extension Project

BACKGROUND

The Performing Arts building was built in 1996, and in 2014 the building's cooling equipment was replaced with new energy efficient cooling equipment. The new equipment occupies less space, creating room for additional storage necessary for Performing Arts operations.

This contract will provide structural engineering and design to provide an extension to the mezzanine deck storage in the area formerly occupied by the cooling equipment.

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

	Consultant:	IDS Group
	Project:	Performing Arts Mezzanine Extension
Item	Description:	Amount
	Professional structural engineering and design services to provide additional storage on the mezzanine deck at the Performing Arts building.	\$12,380.00
	Reimbursable expenses, not to exceed	\$100.00
	Contract Amount:	\$12,480.00

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with IDS Group for professional structural engineering services on the Performing Arts Mezzanine Extension project, as presented.

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #9

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>January 11, 2017</u>	CONSENT
SUBJECT:	<u>Agreement with Marlene Imirzian & Associates, Architects to Provide Professional Design and Consulting Services on the Counseling Annex Renovation</u>	

BACKGROUND

As part of the College’s efforts to fully implement the Student Success and Support Program, eight new tenure-track faculty counselors have been hired. Presently, there is limited existing private and confidential office space to conduct counseling sessions with students. The space in Building 9D will be repurposed as a Counseling Annex to provide permanent faculty counseling offices. The agreement with Marlene Imirzian & Associates, Architects is to provide the professional design and consulting services necessary to modify the area for this purpose. Construction administration services will be contacted separately at a later date.

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

	Consultant:	Marlene Imirzian & Associates, Architects
	Project:	Counseling Annex Renovation
Item	Description:	Amount
	Professional architectural services for the preparation of construction documents for the renovation of the interior of the Counseling Annex (Bldg. 9D)	\$89,000.00
	Reimbursable expenses, not to exceed	\$800.00
	Contract Amount:	\$89,800.00

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Marlene Imirzian & Associates, Architects for the Counseling Annex Renovation, as presented.

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

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

DATE: January 11, 2017

CONSENT

SUBJECT: Professional Design and Consulting Services – Added Services
(Contract Amendment) – Lot M Site Improvements

BACKGROUND

The Lot M Site Improvement project consisted of soil importation from the Athletics Complex Phase II site to the area south of the Mt. SAC Hill and the construction of a temporary parking lot (Lot M). To provide additional parking spaces and to limit soil export off campus, the temporary parking lot design was modified. The contract included design and engineering services necessary to accommodate approximately 4,000 cubic yards of soil and approximately 100 temporary parking spaces. The design work included compliance with the California Environmental Quality Act.

ANALYSIS AND FISCAL IMPACT

The following Contract Amendment is presented for approval:

	Consultant:	HMC Architects	No.	3
	Project:	Lot M Site Improvements		
Item	Description:	Amount		
	Provide additional professional architectural and engineering services necessary to develop the South Campus including civil, landscape, and electrical engineering.	\$8,800.00		
	Total	\$8,800.00		
	Original Contract Amount	\$208,500.00		
	Net Change by Previous Amendments	\$68,300.00		
	Net Sum Prior to This Amendment	\$276,800.00		
	Amount of Amendment No. 3	\$8,800.00		
	New Contract Sum	\$285,600.00		
	Total Project Budget	\$3,397,566.00		
	Percentage of Change to the Total Project Budget	0.26%		

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #11

SUBJECT: Professional Design and Consulting Services – Added Services
(Contract Amendment) – Lot M Site Improvements

DATE: January 11, 2017

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

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

DATE: January 11, 2017

CONSENT

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

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following Contract Amendment is presented for approval:

	Consultant:	PAL id Studio	No.	1
	Project:	The Center for Deaf and Hard of Hearing Remodel		
Item	Change and Justification:		Amount	
	Additional interior design services necessary to accommodate reduced project scope		\$4,800.00	
	Reimbursable expenses, not to exceed		\$240.00	
	Total		\$5,040.00	
	Original Contract Amount		\$22,660.00	
	Net Change by Previous Amendments		\$3,500.00	
	Net Sum Prior to This Amendment		\$26,160.00	
	Amount of Amendment No. 1		\$5,040.00	
	New Contract Sum		\$31,200.00	
	Percentage of this Change to the Total Project Budget			0.59%

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>January 11, 2017</u>	CONSENT
SUBJECT:	<u>Athletics Modular Structure (Change Order)</u>	

BACKGROUND

In November 2014, the Board of Trustees approved the purchase of modular buildings from American Modular Systems, Inc. This includes a facility for the Kinesiology, Athletics, and Dance Division to provide a temporary teaching facility and offices in advance of the demolition of Building 50G, as part of the construction of the new Athletics Complex East project. The existing Building 50G is 22,707 square feet. The temporary facility will be 11,232 square feet. Utilizing only the most needed programs and doubling the already stressed occupancy of other facilities, this temporary solution will meet student demands during construction. The space consists of a free-weight and machine-weight room, offices, classrooms, and training and rehabilitation rooms.

ANALYSIS AND FISCAL IMPACT

The delivery and installation of the portable structures for the Athletic Modular required several large trucks and a crane. It was determined that a Saturday mobilization would be in the interest of safety and minimize the traffic impacts to staff and students.

Bid No.		Contractor	American Modular Systems	CO No.	5
Item	Change and Justification:			Amount	Time
	Increase in labor costs for the delivery and initial installation of the portable buildings on Saturday (premium time) to minimize disruption to the campus and provide a safer environment.			\$7,652.60	0 days
	Total			\$7,652.60	0 days
	Original Contract Amount			\$1,434,740.00	
	Net Change by Previous Change Orders			\$167,726.51	
	Net Sum Prior to This Change Order			\$1,602,466.51	
	Amount of Change Order No. 5			\$7,652.60	
	New Contract Sum			\$1,610,119.11	
	Percentage of Change to Contract, to Date				12.22%

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

SUBJECT: Athletics Modular Structure (Change Order)

DATE: January 11, 2017

Athletics Modular	Date	Amount	%	American Modular Systems
Contract Amount		\$1,434,740.00		
C. O. No. 1	February 2016	\$36,636.10	2.55%	Delete hardware and installation of door standard hardware; delete flooring; construct data room and fire riser room; add security shutter; DSA plan check fees; and in-plant inspection fees.
C. O. No. 2	March 2016	\$36,302.00	5.08%	Structural and foundation changes; split cooling system; upgrade electrical panels; upgrade data conduit; marker boards.
C. O. No. 3	July 2016	\$34,788.41	7.51%	Revisions to doors; revision to the design of the concrete foundation.
C. O. No. 4	October 2016	\$60,000.00	11.69%	Delete below grade concrete foundation system and replace with DSA approved concrete mat foundation.

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Change Order for the Athletics Modular Structure contract with American Modular Systems, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>January 11, 2017</u>	CONSENT
SUBJECT	<u>Personnel Transactions</u>	

CLASSIFIED EMPLOYMENT

Permanent New Hire

Name: Alvarez-Mejorado, Melissa
 Position: Administrative Specialist III New: Yes
 Department: Research and Institutional Effectiveness
 Range/Step: A-81, Step 3 Salary: \$4,574.89/month
 Job FTE: 1.00/12 months
 Effective: TBD

Temporary Out-of-Class Assignments

Name: Castillo, Patricia
 From: Mail Room Operator
 Department: Information Technology
 Range/Step: A-62, Step 6 + L 10 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 + L 10 Salary: \$4,773.15/month
 Job FTE: 1.00/12 months
 Effective: 12/12/16
 End Date: 2/23/17

Name: Villegas, Virginia
 From: Administrative Specialist IV
 Department: Technology and Health
 Range/Step: A-88, Step 6 + L 20 Salary: \$6,386.58/month
 Job FTE: 1.00/12 months
 To: Coordinator, Health Careers Resource Center
 Department: Technology and Health
 Range/Step: A-118, Step 1 + L 20 Salary: \$6,744.69/month
 Job FTE: 1.00/12 months
 Effective: 1/1/17
 End Date: 6/30/17

Prepared by: Human Resources Staff Reviewed by: Abe Ali
 Recommended by: Bill Scroggins Agenda Item: Consent #14

SUBJECT: Personnel Transactions

DATE: January 11, 2017

Resignations

Steven Bernard, Laboratory Technician II-Chemistry (Chemistry), effective 1/6/17
Edwin Romero, Student Activities Coordinator (Student Life), effective 1/20/17

Retirement

David Royce, Custodian (Custodial Services), effective 9/1/17

ACADEMIC EMPLOYMENT

Permanent New Hires

Name: Rubio, Jesus
Position: Professor, Computer Information Systems New: Yes
(Network/Security)
Department: Computer Information Systems
Range/Step: I-1 Salary: \$64,546.00/annual
Job FTE: 1.00/10 months
Effective: 2/27/17

Name: Velazquez, Lorena
Position: Professor of Counseling, Short-Term Vocational New: Yes
Department: School of Continuing Education
Range/Step: I-1 Salary: \$71,922.69/annual
Job FTE: 1.00/11 months
Effective: 1/17/17

Additional Assignments

Provider	Area/Department	Service/Agreement	Dates	Amount
Benedict, Jeffrey	Instruction / Music	Clinician – Mt. SAC Band Festival	2/1/17-6/30/17	\$44.72/hr. Not to exceed \$200
Campos, Ariel	Instruction / Music	Clinician – Mt. SAC Band Festival	2/1/17-6/30/17	\$44.72/hr. Not to exceed \$200
Carlisle, Ward	Instruction/Theater	Lighting Coordinator – Winter Production of “Almost Maine”	1/9/17-2/19/17	\$44.72/hr. Not to exceed \$2,500
Domingues, Cameron	Instruction / Music	Clinician – Mt. SAC Band Festival and Performer – Faculty Chamber Ensemble	2/1/17-6/30/17	\$53.12/hr. Not to exceed \$600

SUBJECT: Personnel Transactions**DATE:** January 11, 2017**Additional Assignments** (continued)

Provider	Area/Department	Service/Agreement	Dates	Amount
Fabiero, Karin	Instruction / Music	Clinician – Mt. SAC Band Festival	2/1/17-6/30/17	\$47.90/hr. Not to exceed \$200
Giron, Luisa	Student Services/ Assessment Center	Faculty AWE Readers	1/12/17-6/30/17	Not to exceed \$46.27/hr.
Goncalvez, Mauricio	Student Services/ Assessment Center	Faculty AWE Readers	1/12/17-6/30/17	Not to exceed \$44.72/hr.
Laronga, Barbara	Instruction/Music	Coach – Mt. SAC Band Festival and Clinician – Mt. SAC Band Festival	8/29/16-6/30/17	\$47.90/hr. Not to exceed \$600
Maphar, Steven	Instruction/Music	Clinician – Mt. SAC Band Festival and Performer – Faculty Chamber Ensemble	2/1/17-6/30/17	\$46.27/hr. Not to exceed \$600
Martson, Karen	Instruction/Music	Coach – Individual Music Coaching	8/29/16-6/30/17	\$47.90/hr. Not to exceed \$4,000
		Clinician – Mt. SAC Band Festival	2/1/17-6/30/17	\$47.90/hr. Not to exceed \$200
Ogden, Beckette	Instruction/Theater	Costume Coordinator – Winter Production of “Almost Maine”	1/9/17-2/19/17	\$51.31/hr. Not to exceed \$2,500
Massey, Christine	Instruction/Music	Clinician – Mt. SAC Band Festival and Performer – Faculty Chamber Ensemble	2/1/17-6/30/17	\$44.72/hr. Not to exceed \$600
Rodriguez, Corinna	Student Services/ Assessment Center	Faculty Awe Readers	1/12/17-6/30/17	Not to exceed \$44.72/hr.
Stoutenborough, Laura	Instruction/Music	Clinician – Mt. SAC Band Festival and Performer – Faculty Chamber Ensemble	2/1/17-6/30/17	\$44.72/hr. Not to exceed \$600
Stuntz, Lori	Instruction/Music	Clinician – Mt. SAC Band Festival	2/1/17-6/30/17	\$49.57/hr. Not to exceed \$200

Correction of Additional Assignment

Provider	Area/Department	Service/Agreement	Dates	Amount
Ogden, Beckette	Instruction/Theater	Maintenance of Theater Costume Shop <i>approved 9/14/16, Not to exceed \$1,500, increase to \$3,000</i>	8/29/16-6/30/17	\$51.31/hr. Not to exceed \$3,000

SUBJECT: Personnel Transactions

DATE: January 11, 2017

MANAGEMENT EMPLOYMENT

Permanent New Hire

Name: Grosch, Darren
 Position: Director, International Students New: No
 Department: Student Services
 Range/Step: M-13, Step 2 Salary: \$114,192.00/annual
 Job FTE: 1.00/12 months
 Effective: TBD

Correction of Renewal of Management Contract

Name: Position: From: To:
 Fernan Siocon Manager, Construction Projects (Facilities) 7/1/17-6/30/19 7/1/17-6/30/18

TEMPORARY EMPLOYMENT

Classified Short-Term Hourly Employees

<u>Name</u>	<u>Title</u>	<u>Rationale</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Hasegawa, Yvonne	Lead Library Technician	Vacancy	Library Learning Res.	23.47	01/09/17-03/09/17
Mejia, Crystal	Administrative Spec. III	Absence	Library Learning Res.	23.70	11/21/16-12/21/16
Rodriguez-Salazar, Jean	Library Technician	Vacancy	Library Learning Res.	21.67	01/09/17-03/09/17

Hourly Non-Academic Employees

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Araujo Bedolla, Xally	Administrative Aide	Counseling	13.00	01/03/17-02/24/17
Brambilia, Alexander	Administrative Aide	EOPS/CARE	13.00	01/03/17-06/30/17
Castro, Candice	Nursing Assistant	Adult Basic Education	19.00	01/03/17-06/30/17
Figueroa, Maria	Administrative Aide	Counseling	13.00	01/03/17-02/24/17
Madero, Nathalie	Administrative Aide	Counseling	13.00	01/03/17-02/24/17
Mahan, Megan	Student Intern	DSP&S	15.00	02/27/17-06/30/17

Professional Expert Employees-Extended Assignments

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate*</u>	<u>Hire Date</u>
Ameral, Marne	Interpreter II	Human Resources	30.00	10/01/16-06/30/17
Bird, Jenna	Project Coordinator	Kinesiology, Ath. & Dance	35.00	11/01/16-06/30/17
Cordova, Jennifer	CDC Assistant I	Child Development Ctr.	10.00	09/12/16-06/30/17
Diskin, John	Aquatics Assistant I	School of Continuing Ed.	10.00	11/28/16-06/30/17
Douglas, Charissa	Athletic Injury Specialist II	Kinesiology, Ath. & Dance	26.00	10/01/16-06/30/17
Durani, Rebecca	Teaching Aide	School of Continuing Ed.	13.50	12/05/16-06/30/17
Eap, Vichika	Web Designer Specialist II	Information Technology	24.00	11/10/16-06/30/17
Gleicher, Ginger	Interpreter V	Human Resources	48.00	10/15/16-06/30/17

SUBJECT: Personnel Transactions**DATE:** January 11, 2017**Professional Expert Employees-Extended Assignments** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate*</u>	<u>Hire Date</u>
Hartnett, Catherine	Project Expert/Specialist	Adult Basic Education	25.00	11/01/16-06/30/17
Hyatt, Rosalind	Interpreter III	Human Resources	35.00	11/01/16-06/30/17
Lee, Janella	Technical Expert I	Technology & Health	35.00	01/01/17-06/30/17
Moreno, Myrna	Project/Program Aide	Continuing Education	20.00	12/01/16-06/30/17
Nocie, Nicole	Teaching Aide	Continuing Education	13.50	11/09/16-06/30/17
Ramirez, Janel	Aquatics Assistant I	Aquatics	10.00	10/01/16-12/18/16
Santana, Yvette	Project Expert/Specialist	Respiratory Therapy	25.00	11/06/16-06/30/17
Shanahan, Maggie	Aquatics Assistant I	School of Continuing Ed.	10.00	10/13/16-06/30/17
Sherman, Robert	Fitness Trainer II	School of Continuing Ed.	14.00	11/01/16-06/30/17
Sierra, Patrick	Fitness Trainer II	School of Continuing Ed.	14.00	11/01/16-06/30/17
Stephenson, Lonnie	Teaching Aide	School of Continuing Ed.	13.50	11/09/16-06/30/17
Valenzuela, Andrea	Tutorial Specialist I	Learning Assistance Ctr.	17.00	08/29/16-06/30/17
Vega, Gilbert	Fitness Trainer II	School of Continuing Ed.	14.00	11/01/16-06/30/17
Zeher, Kira	Exercise Trainer Asst. I	Kinesiology, Ath. & Dance	10.00	11/01/16-06/30/17

Student Employees

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate*</u>	<u>Hire Date</u>
Alansary, Zuhair	Student Assistant V	A/C and Heating	13.00	11/10/16-01/31/17
Avina Horta, Angelica	Student Assistant II	Counseling	10.75	01/03/17-02/24/17
Barbosa, Daniel	Student Assistant I	Counseling	10.50	01/03/17-02/24/17
Bernal, Briana	Student Assistant III	ESL	11.50	11/01/16-02/19/17
Bravo, Viviana	Student Assistant III	Counseling	11.50	01/03/17-02/24/17
Cadena, Mallori	Student Assistant II	Counseling	10.75	01/03/17-02/24/17
Campa, Saul	Student Assistant II	Counseling	10.75	01/03/17-02/24/17
Carrasco, Autumn	Student Assistant III	Child Development Ctr.	11.50	11/22/16-02/26/17
Chan, Alyssa	Student Assistant III	Counseling	11.50	01/03/17-02/24/17
Claudio, Sebastian	Student Assistant III	Learning Assistance Ctr.	11.50	11/17/16-02/26/17
Conant, Tiffany	Student Assistant II	Counseling	10.75	01/03/17-02/24/17
Corder, Styles	Student Assistant I	Kinesiology, Ath. & Dance	10.00	11/01/16-12/16/16
Cruz, Kaitlynn	Student Assistant V	DSP&S	13.00	11/01/16-12/09/16
Dillard Gregoire, Karrena	Student Assistant III	Counseling	11.50	01/03/17-02/24/17
Elias, Liana	Student Assistant II	Counseling	10.75	01/03/17-02/24/17
Fuentes, Ernesto	Student Assistant V	DSP&S	13.00	11/01/16-12/09/16
Garcia, Gregory	Student Assistant IV	Veterans Services	12.25	11/14/16-02/17/17
George, Allyah	Student Assistant I	Kinesiology, Ath. & Dance	10.00	10/01/16-12/18/16
Gonzalez, Minerva	Student Assistant III	Counseling	11.50	01/03/17-02/24/17
Hadley, Sidonia	Student Assistant III	Counseling	11.50	01/03/17-02/24/17
Hakim, Khadija	Student Assistant V	DSP&S	13.00	11/01/16-12/09/16
Hambrick, Darrian	Student Assistant I	Kinesiology, Ath. & Dance	10.00	11/01/16-12/18/16
Hernandez, Jaime	Student Assistant I	Counseling	10.00	01/03/17-02/24/17
Hernandez, Valentina	Student Assistant V	DSP&S	13.00	11/01/16-12/09/16
Hillman, Michael	Student Assistant V	Natural Sciences	13.00	01/09/17-02/26/17
Iem, Jason	Student Assistant V	Air Cond. & Welding	13.00	11/04/16-01/31/17

SUBJECT: Personnel Transactions**DATE:** January 11, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate*</u>	<u>Hire Date</u>
Lin, Betty	Student Assistant V	Information Technology	13.00	01/03/17-02/24/17
Lin, Kenny	Student Assistant V	DSP&S	13.00	11/01/16-12/09/16
Lopez, Lexine	Student Assistant III	Humanities and Soc. Sci.	11.50	11/01/16-02/24/17
Lopez, Naomi	Student Assistant III	Learning Lab	11.50	10/19/16-12/14/16
Louis, Tamara	Student Assistant V	DSP&S	13.00	11/01/16-12/09/16
MacMonagle, Jennifer	Student Assistant II	Counseling	10.75	01/03/17-02/24/17
Martinez, Crystal	Student Assistant II	Counseling	10.75	01/03/17-02/24/17
Mattox, Melanie	Student Assistant I	Child Development Ctr.	10.00	11/23/16-02/24/17
Mojica, Jovany	Student Assistant IV	ACES	12.25	01/09/17-02/26/17
Moon, Brian	Student Assistant V	DSP&S	13.00	11/01/16-12/09/16
Murrillo, Ivonne	Student Assistant I	Architecture	10.00	12/12/16-02/24/17
Nilson, Justin	Student Assistant V	Technology & Health	13.00	11/04/16-01/31/17
Noarbe, Brenda	Student Assistant V	DSP&S	13.00	11/01/16-12/09/16
Ochotorena, Martin	Student Assistant II	Counseling	10.75	01/03/17-02/24/17
Olivas, Juanita	Student Assistant II	Counseling	10.75	01/03/17-02/24/17
Osuna, Herlen	Student Assistant V	DSP&S	13.00	11/01/16-12/09/16
Otico, Divine	Student Assistant V	DSP&S	13.00	11/01/16-12/09/16
Paez, Julian	Student Assistant II	Counseling	10.75	01/03/17-02/24/17
Pogosoua, Elena	Student Assistant V	DSP&S	13.00	11/01/16-12/09/16
Preciado, Veronica	Student Assistant V	DSP&S	13.00	11/01/16-12/09/16
Raigoza, Dalya	Student Assistant II	Counseling	10.75	01/03/17-02/24/17
Ramirez, Jasmine	Student Assistant I	Aquatics	10.00	10/01/16-12/18/16
Regas, Kristina	Student Assistant II	Technology & Health	10.75	12/12/16-02/24/17
Richardson, Axel	Student Assistant V	Humanities and Soc. Sci.	13.00	12/12/16-02/24/17
Romero, Yesenia	Student Assistant V	Arts	13.00	09/01/16-12/18/16
Romero, Yesenia	Student Assistant III	Commercial & Entertain.	11.50	11/01/16-02/26/17
Ruiz, Precylla	Student Assistant III	Nursing	11.50	12/07/16-02/26/17
Sanchez, Andrew	Student Assistant I	Kinesiology, Ath. & Dance	10.00	10/01/16-12/18/16
Sanchez, Juan	Student Assistant II	ESL	10.75	11/09/16-02/26/17
Sanchez, Xochitl	Student Assistant III	DSP&S	11.50	01/03/17-02/24/17
Scott, Emetricus	Student Assistant I	Kinesiology, Ath. & Dance	10.00	11/01/16-12/18/16
Shen, Chris	Student Assistant V	DSP&S	13.00	11/01/16-12/09/16
Simpson, Paul	Student Assistant IV	Veterans Services	12.25	11/16/16-02/17/17
Soto, Oscar	Student Assistant I	Kinesiology, Ath. & Dance	10.00	10/01/16-12/16/16
Streams, Mirasol	Student Assistant II	DSP&S	10.75	11/14/16-02/24/17
Tapia, Nicholas	Student Assistant II	Arch. Ind. Design Eng.	10.75	11/14/16-02/24/17
Taylor, Tianna	Student Assistant II	Counseling	10.75	01/03/17-02/24/17
Tellez, Ashley	Student Assistant V	DSP&S	13.00	11/01/16-12/09/16
Trejo, Marilyn	Student Assistant III	Counseling	11.50	01/03/17-02/24/17
Wigfall, Keishma	Student Assistant III	Counseling	11.50	01/03/17-02/24/17
Yee, Milton	Student Assistant V	Air Cond. & Welding	13.00	11/04/16-01/31/17

*Rates subject to change

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>January 11, 2017</u>	CONSENT
SUBJECT: <u>New and/or Revised Classified Job Classification Descriptions</u>	

BACKGROUND

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

- Coordinator, Noncredit Student Success and Support Program (SSSP); and
- Theatrical Audio Engineer.

ANALYSIS AND FISCAL IMPACT

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

Funding Source

Not applicable.

RECOMMENDATION

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

Recommended by: Bill Scroggins Reviewed by: Abe Ali
Agenda Item: Consent #15

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: January 11, 2017

**COORDINATOR, ~~MATRICULATION~~ NONCREDIT STUDENT SUCCESS AND SUPPORT
PROGRAM (SSSP)
FLSA NON-EXEMPT – A-112**

DEFINITION

Under general supervision, performs a variety of functions in support of the District's English as a Second Language (ESL) matriculation services and programs to ensure the successful transition of ESL students from noncredit to credit programs; coordinates the data collection and compilation for dissemination regarding ESL students in compliance with District, State and Federal requirements.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director, English as a Second Language (ESL). Exercises no supervision of staff. May provide technical and functional direction to student workers.

CLASS CHARACTERISTICS

This is a coordinator classification responsible for performing a variety of direct and supportive duties and activities within the ESL department to ensure ESL students matriculate from noncredit ESL programs to credit courses, certificates, or degree pathways. Incumbents in this classification perform the full range of duties as assigned, working independently, and exercising judgment and initiative to assist in facilitating the credit programs of limited English speaking students. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the Department. This classification is distinguished from the Coordinator, ESL in that the latter provides tutoring assistance and support to ESL students in the noncredit programs.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Coordinates and implements the matriculation goals for the ESL programs and services in the areas of orientation, assessment, and advisement.
- Provides direction, training, orientation, and guidance to assigned staff; prepares weekly and daily schedules; provides input and documentation for performance evaluations; assists in the recruitment and selection of staff and provides recommendations.
- Coordinates noncredit ESL courses; processes enrollment; maintains wait lists; processes transfer and drop requests from students and faculty; monitors attendance of noncredit courses.
- Administers ESL database(s); ensures validity/accuracy of data via reconciliation of data from multiple sources, including Banner System and ESL databases.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: January 11, 2017

- Collects and compiles data for ESL students matriculating from the noncredit ESL program to credit courses; gathers and analyzes data and produces reports on enrollment, testing placement, attrition rates, wait list statistics, and student demographic data, in compliance with District, State and Federal mandates.
- Performs general administrative duties; prepares, organizes, and maintains student records and files.
- Attends a variety of meetings and training sessions as required.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of data collection, analysis, and reporting.
- General subject matter areas, including mathematics, science, social studies, grammar, spelling, language, writing, and reading.
- Structural and operational elements of noncredit Career Development and College Preparation (CDCP) programs offered within the California community college system.
- Methods, practices, and techniques of improving student learning through specialized structured lesson plans, teaching techniques, and instructional materials.
- Basic principles, practices, and procedures of grant funding and compliance.
- Methods and practices of adult instruction and tutoring.
- Theories, principles, and practices of Second Language Acquisition (SLA) and their application to effectively provide high quality services to students.
- Modern office practices, methods, and computer equipment and applications related to assigned work.
- Basic principles of record keeping and file maintenance.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills & Abilities to:

- Recognize individual student learning needs and adapt materials and homework assignments to facilitate learning.
- Learn, interpret, and apply District rules, regulations, policies, and procedures.
- Learn and understand the organization and operation of the District as necessary to assume assigned responsibilities.
- Perform responsible administrative support work with accuracy, speed, and minimal supervision.
- Organize, maintain, and update student records and files.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: January 11, 2017

- Maintain assigned work area in a clean, safe, and secure manner.
- Understand and follow oral and written instructions.
- Operate modern office equipment including computer equipment and software programs.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience 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 with major coursework in liberal arts, education, or related field and two (2) years of increasingly responsible experience working in an ESL environment. A Bachelor's degree from a regionally accredited college or university in one of the above-mentioned fields is desirable; completion of coursework in statistics and/or research methodology is desirable; specialized training on second language acquisition theory and methodology and completion of a Teaching English to Speakers of Other Languages (TESOL) program is highly desirable.

Licenses and Certifications:

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

PHYSICAL DEMANDS

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

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: January 11, 2017

ENVIRONMENTAL ELEMENTS

Incumbents primarily work in a classroom and/or office environment with moderate noise levels and controlled temperature conditions. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: January 11, 2017

**THEATRICAL AUDIO ENGINEER
FLSA NON-EXEMPT – A-108**

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

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

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Assists clients and user groups with the execution of all theatrical amplification and sound effects, including positioning of microphones and speakers, patching and modulating audio mix, equalization, and amplification.
- Participates in operating audio equipment, including mixing boards; sets levels and runs cues; assists in fabricating instant simple audio designs for users without an audio designer.
- Oversees, coordinates, and participates in the day-to-day operations of the technical theater support at the Performing Arts Center and for other on-campus special events; determines sound needs for productions; plans and supervises use of audio and other equipment.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: January 11, 2017

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

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: January 11, 2017

- Provides specialized support to other areas of the Technical Services Department, including ongoing classroom A/V design, installation, and troubleshooting, technical support for the Broadcast Production Truck and facilities, data, networking, and system/task specific training.
- Provides technical design, installation, support, and maintenance for technical services to other spaces serviced by the department such as the Planetarium, Stadium, Design Technology Center, Student Services, and Founders Hall.
- Stays abreast of new trends and innovations in the technical theater operations and services; researches emerging products and enhancements and their applicability to District needs; makes recommendations considering budget, installation, training, and operational perspectives.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Digital and analog audio systems.
- Operation of sound equipment, such as microphones, amplifiers, and loudspeakers.
- Advanced fundamentals of theater, especially stagecraft and stage operation, including sound and rigging.
- Stage-set design, floor plans, elevations, and construction.
- Principles, practices, methods, techniques, procedures, and service delivery needs related to technical theater operations and services.
- Procedures for planning, implementing, and maintaining a variety of technical theater activities through community and patron participation.
- Operation and maintenance of technical equipment, including control systems, audio reinforcement systems, projection equipment, stage rigging and counterweight system, stage draperies, and scenery.
- Occupational hazards and safety equipment and practices related to the work such as pertinent fire regulations and other safety codes.
- Basic principles of supervision and training of temporary staff.
- Applicable Federal, State, and local laws, regulations, codes, and guidelines related to the program area and facilities to which assigned.
- Basic principles and practices of program administration, including basic budgeting, and purchasing.
- Principles and practices of basic public relations techniques.
- Principles and procedures of recordkeeping and report preparation.
- Business arithmetic and basic statistical techniques.
- Proper storage and care of equipment and tools.

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: January 11, 2017

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

Skills & Abilities to:

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

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: January 11, 2017

Education and Experience:

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

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

OR

Equivalent to the completion of twelfth (12) grade and seven (7) years of progressively responsible experience in a technical theater production environment with specialized skills in either lighting, sound, and/or stage craft or operation.

Licenses and Certifications:

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

Depending on assignment may be required to possess:

- OSHA Forklift Operator certification.
- OSHA Scissor Lift Operator certificate.

PHYSICAL DEMANDS

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

SUBJECT: New and/or Revised Classified Job Classification Descriptions

DATE: January 11, 2017

ENVIRONMENTAL ELEMENTS

Incumbents work in a shared office inside an active workshop and classroom space. Access to/from the office space can expose employees to loud noise, fumes and airborne debris. Shared office space also serves as a meeting and break room for part-time employees as well as theater environments and are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards and heights, sometimes requiring the use of fall protection equipment. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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

DATE: January 11, 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 – Program Changes

Course Title/Program	From	To
Woodworking	\$145-\$155	\$145-\$162

2. New Contracts

Agency (Description of Services)	Expenses	Fee
<u>Contract #1617-006</u> Montclair Fire Department 8901 Monte Vista Montclair, California 91763 Fitness Evaluation and Exercise Training/Lecture Program January 15-June 30, 2017	<u>Details:</u> Hourly Staff - \$750 Mileage - \$150 Supplies - \$100	\$2,130

3. Contract Education Development Programs

Agency (Description of Services)	Expenses
<u>Contract Education Summit 2017 Conference</u> Jonae Pistoresi, Volunteer Presenter January 26-27, 2017 1252 Billie Court Merced, California 95340	Travel and expenses not to exceed: \$500

Prepared by: Madelyn A. Arballo

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #16

SUBJECT: School of Continuing Education Additions and Changes

DATE: January 11, 2017

4. Curriculum

New Courses: These new noncredit courses have been approved through the curriculum approval process since the last Board meeting and will be effective beginning Summer 2017.

Course ID	Course Title
BSHS INMA3	High School Integrated Math 3
VOC HBB2	Managing and Growing Your Home-Based Business

Course Modifications/Corrections: The noncredit course listed below has been modified or corrected to meet Title 5 requirements and to provide additional program options, meet industry standards, and to respond to advisory committee recommendations. It was approved through the curriculum approval process since the last Board meeting.

Course ID	Course Title
VOC HBB1	Starting a Home-Based Business

Funding Source

Community Services - Student Registration Fees.

New Contracts - Contracting Agency.

Contract Education Development Programs – Technical Assistance Provider (TAP) Grant Funds.

RECOMMENDATION

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

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

DATE: January 11, 2017

CONSENT

SUBJECT: Affiliation Agreement with Centrelake Imaging

BACKGROUND

Students enrolled in the Radiologic Technology Program require use of facilities for training. Centrelake Imaging locations in Downey, West Covina, Covina, Pomona, Upland, and Ontario California, have agreed to accept Radiologic Technology Program students and will provide our students with excellent training opportunities.

ANALYSIS AND FISCAL IMPACT

The new affiliation agreement between Mt. SAC and Centrelake Imaging is the standard Mt. SAC agreement. No changes or amendments have been made.

The agreement shall be effective January 12, 2017, through January 8, 2020.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approve the affiliation agreement with Centrelake Imaging, as presented.

Prepared by: Jemma Blake-Judd

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #17

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>January 11, 2017</u>	CONSENT
SUBJECT:	<u>Career Technical Education (CTE) Pathways Program (SB 1070):</u> <u>Acceptance of Augmentation Funds</u>	

BACKGROUND

On February 11, 2015, the Board authorized participation in the Los Angeles Ring College Collaborative for CTE Pathways Program (SB 1070). Funds from the Memorandum of Understanding were to be used to support an improved high school articulation database, revise and relocate the program web page, conduct outreach to high school articulation students, provide meals and/or refreshments for workshops, staff development, transportation, and conference and travel.

Authorization is requested to receive augmentation funds of \$40,000, which will be used to continue the work of the original Memorandum of Understanding.

ANALYSIS AND FISCAL IMPACT

Total augmentation for the CTE Pathways Program (SB 1070) is \$40,000 and will be available January 2, 2017, through June 30, 2017.

Funding Source

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

RECOMMENDATION

It is recommended that the Board of Trustees accepts the SB 1070 augmentation funds and approves the activities, as presented.

Prepared by:	<u>Jemma Blake-Judd</u>	Reviewed by:	<u>Irene M. Malmgren</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #18</u>

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

DATE: January 11, 2017

CONSENT

SUBJECT: In-N-Out Burger Contract Agreement and Advance Payment for
Special Events Celebration

BACKGROUND

The Kinesiology, Athletics & Dance Division requests authorization to host a Special Events Celebration Event at Mt. SAC on January 18, 2016. This celebration will allow us to honor all of the support staff on campus that provide countless hours of assistance in preparing and running the Cross Country Invitational and Mt. SAC Relays, including Grounds, Maintenance, Warehouse, Garage, Public Safety, and Printing Services.

ANALYSIS AND FISCAL IMPACT

This Special Events Celebration Event will be funded through the Cross Country Invitational account. Authorization is requested to enter into a contract with In-N-Out Burger for catering not to exceed \$2,000. Authorization is also requested to make an advance payment (deposit) in the amount of \$500. In-N-Out will provide a combination of 160 burgers, chips, and drinks for a serving time of 1½ hours.

Funding Source

Cross Country Invitational Budget.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with In-N-Out Burger and authorizes the advance payment, as presented.

Prepared by: Joseph E. Jennum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #19

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

DATE: January 11, 2017

CONSENT

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

BACKGROUND

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

New Courses

Course Title

ARTC 210	Corporate Identity and Branding
CHEM 9	Chemistry of Everyday Life
MFG 250	Introduction to CNC Programming
MFG 260	Intermediate CNC
PSYC 20	Introduction to Social Psychology
PUBH 26	Introduction to Global Public Health
PUBH 28	Public Health and Bioethics
PUBH 29	Public Health Microbiology

4-Year Review

Course Title

ANIM 167	Visual Development
ARTC 167	Visual Development
ENGR 42	Mechanics of Materials
MUS 7	Fundamentals of Music
MUS 25B	Advanced Jazz Improvisation
MUS 47	Jazz Ensemble
PHOT 20	Color Photography
SPAN 1	Elementary Spanish
SPCH 15	Forensics: Fundamentals of Contest Speech and Debate
SPCH 20	Argumentation and Debate
SPCH 20H	Argumentation and Debate - Honors
THTR 11	Principles of Acting I

Modified Courses

Course Title

AGHE 60	Medical Nursing and Animal Care
AGHE 61	Animal Surgical Nursing

Prepared by: Joumana McGowan Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins Agenda Item: Consent #20

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

DATE: January 11, 2017

ANAT 10A	Introductory Human Anatomy
ANAT 10B	Introductory Human Physiology
ANIM 115	Introductory Human Physiology
DSPS 13	Orientation to College for Students with Disabilities
DSPS 32	Technology for Students with Learning Related Disabilities
ECT 26	Civil Engineering Technology and CADD
ENGR 44	Electrical Engineering
ID 54	Internship in Interior Design
MUS 111	Music Theory I
PHOT 16	Fashion and Editorial Portrait Photography
PHOT 18	Portraiture and Wedding Photography
PHOT 26	Video for Photographers
PHOT 30	Commercial and Advertising Photography
PHOT 98	Work Experience in Photography
PHOT 99	Special Projects in Photography
R-TV 09	Broadcast Sales and Promotion
R-TV 10	Radio Programming and Producer Techniques
R-TV 99	Special Projects in Broadcasting/Entertainment Industry
RESD 51A	Respiratory Therapy Science

Modified Certificates

Architectural Design Concentration Level I
 Architectural Design Concentration Level II
 Architectural Design Concentration Level III
 Architectural Tech Concentration Level I
 Architectural Tech Concentration Level I
 Manufacturing Technology
 Manufacturing Foundation
 Master CAM

New Degrees

AS-T Plant Science
 AS Public Health

Modified Degrees

Manufacturing Technology AS
 AA-T Psychology

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

DATE: January 11, 2017

ANALYSIS AND FISCAL IMPACT

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

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

Funding Source

Not Applicable.

RECOMMENDATION

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

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

DATE: January 11, 2017

CONSENT

SUBJECT: Hispanic-Serving Institutions – Science, Technology, Engineering, or
Mathematics and Articulation Programs Subcontract: Acceptance of
Funds

BACKGROUND

Mt. San Antonio College received an award notification for a subcontract titled “Project RAISE: Regional Alliance in STEM Education,” funded by a Hispanic-Serving Institutions – Science, Technology, Engineering, or Mathematics and Articulation Programs (HSI STEM) grant from the U.S. Department of Education and passed through California State University, Fullerton (CSUF). The project will: offer workshops on transfer, STEM careers, and undergraduate research; provide research opportunities for Mt. SAC students through CSUF’s Undergraduate Research Program; provide general counseling and guidance to STEM students; participate in a Science Carnival at CSUF; and promote articulation through bi-annual advisory meetings and an articulation conference at CSUF.

ANALYSIS AND FISCAL IMPACT

The subcontract award is \$100,000.

The performance period is October 1, 2016, through September 30, 2021.

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

Funding Source

U.S. Department of Education through CSUF.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the HSI STEM grant funds, as presented.

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #21

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>January 11, 2017</u>	CONSENT
SUBJECT:	<u>Undergraduate International Studies and Foreign Languages Program</u>	
	<u>Subcontract: Acceptance of Funds</u>	

BACKGROUND

Mt. San Antonio College received an award notification for a subcontract titled “Enhancing Undergraduate Chinese Language and Culture Studies,” funded by an Undergraduate International Studies and Foreign Languages (UISFL) Program grant from the U.S. Department of Education and passed through East-West Center. The project involves the joint participation of East-West Center, Mt. San Antonio College, Kirkwood Community College, Berea College, and the University of Central Oklahoma. The partners will work collaboratively to establish and/or accelerate the integrated development of undergraduate Chinese language and culture studies on their respective campuses.

ANALYSIS AND FISCAL IMPACT

The subcontract award is \$26,110, with the performance period taking effect upon signature by both parties, through September 30, 2019.

Activities will be carried out primarily with grant funds. The College will provide in-kind contributions in faculty time (supplemental hours), travel (faculty allocation and/or Professional and Organizational Development funding), and campus facilities to host a meeting of the consortium partners.

Funding Source

U.S. Department of Education through East-West Center.

RECOMMENDATION

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

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

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

DATE: January 11, 2017

CONSENT

SUBJECT: Resolution No. 16-07 – Approval to Compensate Trustee
Judy Chen Haggerty for Her Absence from the Regular Meeting of the
Board of Trustees on December 14, 2016

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

Trustee Judy Chen Haggerty was not present at the regular meeting of December 14, 2016, due to a family emergency which necessitated her to immediately travel out of the country.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees adopts Resolution No. 16-07 – Approval to Compensate Trustee Judy Chen Haggerty for Her Absence from the Regular Meeting of the Board of Trustees on December 14, 2016.

Recommended by: Bill Scroggins Agenda Item: Consent #23

**RESOLUTION NO. 16-07
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA
APPROVAL TO COMPENSATE TRUSTEE JUDY CHEN HAGGERTY FOR HER
ABSENCE FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES ON
DECEMBER 14, 2016**

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

WHEREAS, Trustee Judy Chen Haggerty was absent from the regular meeting of the Board of Trustees on December 14, 2016, due to an immediate family emergency in which she was required to travel out of the country;

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

NOW, THEREFORE, BE IT RESOLVED, that this Board of Trustees authorizes to compensate Trustee Judy Chen Haggerty even though she was not present at the regular meeting of the Board of Trustees on December 14, 2016.

PASSED AND ADOPTED by unanimous vote of the members of the Governing Board of the Mt. San Antonio Community College District on the 11th day of January 2017 by a vote of:

AYES:
NOES:
ABSENT:

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

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

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

DATE: January 11, 2017

CONSENT

SUBJECT: Contract with Michael Le for the Lion Dance Performance

BACKGROUND

As part of the International Students Program, there is an annual celebration of a variety of cultural events and holidays. This year the International Students Program would like to contract with Michel Le for a musical lion dance performance to kick-off the Lunar New Year celebration on January 26, 2017.

ANALYSIS AND FISCAL IMPACT

To conduct a lion dance performance in celebration of the Lunar New Year; contract is for January 26, 2017. The total cost will not exceed \$600.

Funding Source

International Students Program.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Michael Le for a lion dance performance, as presented.

Prepared by: Patricia Montoya

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #24

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

DATE: January 11, 2017

CONSENT

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

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Providers	Not to Exceed
Andre, Mckinsey	\$96
Daniels, Alexia	\$96
Gallegos, Patricia	\$96
Khan, Yasir	\$96
Ouzounian, Isis	\$96
Ramirez, Lilliana	\$96

Funding Source

Restricted Categorical Fund – Disabled Student Programs and Services.

RECOMMENDATION

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

Prepared by: Grace Hanson

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #25

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

DATE: January 11, 2017

CONSENT

SUBJECT: Agreement with Kern County Superintendent of Schools for Professional Consulting Services for the Emergency Communications Tower

BACKGROUND

Due to the location of the Emergency Operations Center (EOC) adjacent to a hill south of Temple Avenue, the College has a need to construct an Emergency Communications Tower on what is commonly referred to as "Reservoir Hill" to ensure reliable communications between the EOC and the main campus. This tower and an associated support structure will ultimately house the majority of the campus Ultra High Frequency (UHF) radio repeater system as well as the KSAK Studio to Transmitter Link and other antennas and equipment in support of campus general and emergency operations.

In addition to the long-term development of a project to place a permanent antenna tower and support building on Reservoir Hill, the College has an immediate need to place a temporary antenna monopole there to support the campus radio station, KSAK-FM. KSAK-FM is currently broadcasting from an antenna tower owned by the City of West Covina. In order to transmit audio programming from the campus radio studios to this transmitter location, the College has deployed a microwave Studio to Transmitter Link, or STL. The STL provides bi-directional communications and control from the campus to and from the transmitter site. The current site for the campus end of the STL is located on one of the stadium light towers, which are scheduled for removal in the coming months. In order to continue the operations of the radio station as mandated by the Federal Communications Commission (FCC), we must install a temporary tower to support the radio station while the permanent tower project is being finalized.

ANALYSIS AND FISCAL IMPACT

In order to ensure that the College receives a well-designed project that is both cost-effective and designed to support future needs, the project team has been consulting with a highly respected tower engineer who is very knowledgeable about tower work in an educational environment. The consultant is Kenneth Richter, Coordinating Broadcast Network Engineer for the Kern County School District. Mr. Richter is very familiar with District requirements as he has provided tower consulting services to the College in the past.

The contractor will assist the College with equipment specifications, layout and oversight of technical areas in the project, tower layout and specification, and provide other support as needed. The contractor will work with the College project team as well as architects, contractors, engineers, and other consultants as needed.

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #26

SUBJECT: Agreement with Kern County Superintendent of Schools for Professional Consulting Services for the Emergency Communications Tower
DATE: January 11, 2017

Due to the necessity of bringing the temporary tower on-line as quickly as possible to maintain KSAK operations, this agreement is being submitted for ratification.

	Consultant:	Kern County Superintendent of Schools
	Project:	Emergency Communications Tower
Item	Description:	Amount
	Professional consulting services for communication tower design and installation. Time and materials, not to exceed:	\$5,000.00
	Contract Amount:	\$5,000.00

Funding Source

Measure RR Bond (Series A) and BAN funds.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the contract for professional consulting services for the Emergency Communications Tower, as presented.

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

DATE: January 11, 2017

ACTION

SUBJECT: President & CEO Employment Agreement Renewal

BACKGROUND

In May 2011, the Board of Trustees approved an Employment Agreement with Dr. Bill Scroggins as the College President & CEO, effective July 1, 2011, and terminating on June 30, 2014.

The Agreement was renewed on July 1, 2014 and September 10, 2015; and amended on December 14, 2011, August 14, 2013, and September 10, 2014.

In November 2016, the Board of Trustees approved a renewal and extension of the Employment Agreement.

ANALYSIS AND FISCAL IMPACT

Paragraph 2. of the Employment Agreement states, "Term. The District hereby employs President beginning July 1, 2011; renewing on July 1, 2014, September 10, 2015, and January 1, 2017; and terminating on January 1, 2020, subject to the terms and conditions set forth below."

Paragraph 3. of the Employment Agreement states, "Salary. The President's annual salary shall be Two Hundred Sixty-Seven Thousand, Six Hundred Ninety-Six Dollars per year beginning January 1, 2017. For each subsequent year, beginning January 1, 2018, and January 1, 2019, the increase shall be the amount negotiated for other District management employees plus 2%.

Paragraph 4. of the Employment Agreement states, "Tax-Sheltered Annuity. The Board will provide the President with a tax-sheltered annuity in the amount of:

January 1, 2014-16	Ten Thousand Dollars (\$10,000.00)
January 1, 2017	Fifteen Thousand Dollars (\$15,000.00)
January 1, 2018	Twenty Thousand Dollars (\$20,000.00)
January 1, 2019	Twenty-Five Thousand Dollars (\$25,000.00)

Reviewed by: Abe Ali

Recommended by: Bill Scroggins

Agenda Item: Action #2

SUBJECT: President & CEO Employment Agreement Renewal

DATE: January 11, 2017

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the renewal of Dr. Scroggins' Employment Agreement, as presented.

**CALIFORNIA COMMUNITY COLLEGE TRUSTEES
2016-17 BOARD ROSTER**

SALLY BIGGIN
Redwoods CCD

PAMELA HAYNES
Los Rios CCD

STEPHEN BLUM
Ventura County CCD

ANDRA HOFFMAN
Los Angeles CCD

KENNETH BROWN
El Camino CCD

LOUISE JAFFE
Santa Monica CCD

LAURA CASAS
Foothill DeAnza CCD

BERNARD "BEE JAY" JONES
Allan Hancock Joint CCD

STEPHAN CASTELLANOS
San Joaquin Delta CCD

SUSAN KEITH
Citrus CCD

JANET CHANIOT
Immediate Past President
Mendocino-Lake CCD

JIM MORENO
2nd Vice President
Coast CCD

DON EDGAR
Sonoma County CCD

DOUGLAS OTTO
President
Long Beach CCD

ADRIENNE GREY
West Valley-Mission CCD

ANN RANSFORD
1st Vice President
Glendale CCD

CY GULASSA
Peralta CCD

BETTY SANTOS
Student Member
Mt. San Antonio CCD

JERRY HART
Imperial CCD

LINDA WAH
Pasadena CCD

BRENT HASTEY
Yuba CCD

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

DATE: January 11, 2017

ACTION

SUBJECT: Reappointment of Member to the Citizens Oversight Committee

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

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

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

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

Recommended by: Bill Scroggins Agenda Item: Action #4

SUBJECT: Reappointment of Member to the Citizens Oversight Committee

DATE: January 11, 2017

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

Mike Shay (College Advisory Council or Foundation Group Representative) has served two consecutive terms and cannot be reappointed to the Committee. A replacement is being sought for his position. Robert Carter (Business/Community Representative) has indicated his willingness to serve another two-year term.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees reappoints Robert Carter (Business/Community Representative) to the Citizens Oversight Committee, effective January 1, 2017, through December 31, 2018.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>January 11, 2017</u>	ACTION
SUBJECT:	<u>Proposal to Initiate CSEA, Chapter 262 Negotiations for Successor Agreement, July 1, 2017, through June 30, 2020</u>	

BACKGROUND

Chapter 10.7, Sections 3440-3549 of the California Government Code requires that items to reopen negotiations for 2017-20 must first be identified by both parties and presented in advance to the Board, prior to the start of negotiations.

ANALYSIS AND FISCAL IMPACT

The District and CSEA, Chapter 262 have agreed to begin negotiations for the successor agreement during the Winter intersession of 2017. Negotiations for the successor agreement will begin no later than January 20, 2017. The District and CSEA have submitted the attached initial proposals, with the intention of using the interest-based bargaining approach to negotiations.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the initial proposals submitted by the District and CSEA, Chapter 262.

Recommended by:	<u>Bill Scroggins</u>	Reviewed by:	<u>Abe Ali</u>
		Agenda Item:	<u>Action #5</u>

SUBJECT: Proposal to Initiate CSEA, Chapter 262 Negotiations for Successor Agreement, July 1, 2017, through June 30, 2020

DATE: January 11, 2017

Proposals for Successor Agreement

From the District:

The Mt. San Antonio College Community College District has no topical proposals, at this time, to submit for the purpose of opening negotiations on a successor agreement for July 1, 2017, through June 2020.

From CSEA, Chapter 262:

CSEA, Chapter 262 submits the following conceptual proposals to the Mt. San Antonio College District for the purpose of opening negotiations on a successor agreement for July 1, 2017, through June 30, 2020.

Article 2:	Terms of the Agreement
Article 4:	Organizational Rights
Article 8:	Salaries
Article 9:	Health and Welfare
Article 10:	Hours of Work and Related Matters
Article 11:	Holidays
Article 12:	Vacations
Article 13:	Leaves of Absence and Related Matters
Article 16:	Evaluations
Article 20:	Personal/Professional Growth
Article 21:	Health and Safety
Article 24:	Discipline

CSEA will additionally continue to negotiate:

Incorporating a Mt. SAC/CSEA, Chapter 262 Public Safety Article;
Improve time reporting procedures; and
Update appendices in accordance with the changes agreed to in successor negotiations.

All issues mutually agreed to by both parties during successor contract negotiations will be addressed.

**BOARD OF TRUSTEES
MT. SAN ANTONIO COLLEGE****DATE:** January 11, 2017**ACTION****SUBJECT:** Resolution 16-08 – Support of Undocumented Students and Affirming
the Privacy of Student Records**BACKGROUND**

The United States Secretary of Homeland Security announced the Deferred Action for Childhood Arrivals (DACA) program in 2012. The program allows certain people who came to the United States as children and meet specific guidelines to request consideration of deferred action for a period of two years, subject to renewal. Approved applicants are also eligible for work authorization. Deferred action is a use of prosecutorial discretion to defer removal action against an individual for a certain period of time; it does not provide lawful status.

On August 29, 2016, incoming California Community College Chancellor Eloy Ortiz Oakley, California State University Chancellor Timothy P. White, and University of California President Janet Napolitano formally requested, in a joint letter, that President-Elect Donald Trump preserve the Deferred Action for Childhood Arrivals (DACA) program, so DACA students may continue their education without fear of deportation.

Further, on December 5, 2016, the California Community College's Chancellor's Office issued a Statement of Values and Commitment to Undocumented Students that provided guidance to local districts in dealing with immigration related uncertainties in light of statements made by President-Elect Trump during his campaign.

The attached Resolution records the College's support of DACA students and reaffirms the College's responsibility of serving as an open educational institution, its commitment of maintaining the privacy of student records, and its pledge to establish Mt. San Antonio College as a safe haven for all students regardless of immigration status.

ANALYSIS AND FISCAL IMPACT

None.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Resolution in Support of Undocumented Students and Affirming the Privacy of Student Records, as presented.

Recommended by: Bill Scroggins Agenda Item: Action #6

RESOLUTION NO. 16-08

**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
RESOLUTION IN SUPPORT OF UNDOCUMENTED STUDENTS AND
AFFIRMING THE PRIVACY OF STUDENT RECORDS**

WHEREAS, the Mt. San Antonio College mission is, “to support all students in achieving their full educational potential...by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities and goals” and to “serve our community through advancing civic engagement, enhancing personal well-being, promoting critical thinking;”

WHEREAS, California Community Colleges, including Mt. San Antonio College, are open to all students who meet the minimum requirements for admission, regardless of immigration status;

WHEREAS, the California Community Colleges, the University of California, and the California State University have issued a joint statement defending the right of all students to obtain a higher education in California and urging President-Elect Trump to continue the Deferred Action for Childhood Arrivals (DACA) program and, “allow these young people to continue to pursue a college education and contribute to their communities and the nation;”

WHEREAS, the California Community Colleges Chancellor’s Office has issued a Statement of Values and Commitment to Undocumented Students, reaffirming that the Chancellor’s Office will not release any personally identifiable student information, including data related to immigration status, without a judicial warrant, subpoena, or court order unless authorized by law, and will not cooperate with any federal effort to create a registry of individuals based on any protected characteristics such as religion, national origin, race, or sexual orientation;

WHEREAS, the Mt. San Antonio College Academic Senate has approved Resolution 2016-08 in Affirmation of Faculty Support of Students, reaffirming its commitment, “to fostering a diverse, inclusive, and safe learning environment for all students free from discrimination, bullying, harassment, and fear;”

WHEREAS, the Mt. San Antonio College Associated Students has approved Resolution 5, resolving to request that the College, “Publicly support the continuation of the Deferred Action for Childhood Arrivals (DACA) program;”

WHEREAS, DACA-eligible young people have come to this country as innocent children, have grown up in the United States becoming Americanized, motivated, and determined and excelling academically;

WHEREAS, Mt. San Antonio College President Bill Scroggins, in his Statement of Support for Undocumented Students, has affirmed that the College is, “fully committed to assuring that all individuals feel welcome, accepted, and supported in seeking a college education at Mt. San Antonio College through the establishment of the College as a safe haven for students.”

BE IT RESOLVED, that the Mt. San Antonio Community College District will develop and support a plan of safe harbor to support undocumented students following from the California Community Colleges Statement of Values and Commitment for Undocumented Students; that the District shall not detain, question, or arrest any individual solely on the basis of undocumented immigration status, suspected or confirmed; that the District shall not cooperate with any effort to create a registry of individuals based on legally protected characteristics; that the District shall take every means possible to protect the privacy rights of undocumented students; and that the District will continue to provide support services, educational opportunities, and technical information to support and inform undocumented students and members of the community to enable students to successfully reach their educational goals.

I HEREBY CERTIFY THAT the foregoing is a full, true, and correct copy of a resolution adopted by the Governing Board of Mt. San Antonio Community College District of Los Angeles County, California, at its regular meeting on January 11, 2017.

AYES, and in favor of, Board Members:

NOES, Board Members:

ABSENT, Board Members:

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