



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 27, 2012

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.**

## CLOSED SESSION

- **Conference with Labor Negotiator Annette Loria, Vice President, Human Resources, per California Government Code Section 54957.6.**  
Faculty Association; CSEA, Chapter 262; and CSEA, Chapter 651

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

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

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

### **INTRODUCTIONS AND RECOGNITION**

- **Introduction of the following newly appointed staff:**

  - Classified Employees

  - **Elizabeth Estevez**, Clerical Specialist (Trio)

  - **Lia Mason**, Account Clerk III (Fiscal Services)

- **Recognition**

- Awarding of Certificates of Service to the following retiring classified and faculty staff members:
  - **Lane Braver**, Professor, Emergency Medical Services, 25 years of service
  - **Cathy Gagnon**, Professor, Emergency Medical Services, 25 years of service
  - **Americo Marano**, Professor, Foreign Languages, 26 years of service
  - **Katsuyuki Kusaba**, Computer Operator, Information Technology, 10 years of service
  - **William Smith**, Laboratory Technician, Fine Arts, 31 years of service
- Congratulate 2012 Presidential Award winner:
  - **Evelyn Hill-Enriquez**, Outstanding Curriculum Efforts (\$2,000), American Language
- Congratulate 2012 Educators of Distinction:
  - **Jennifer MacDonald**, Biological Sciences
  - **Elmer Rodriguez**, Student Services
  - **Edwin Romero**, Student Life
- Congratulate National Cyber League Championship winners.
- **Bruno Hernandez** for his year of service to the students of Mt. SAC by serving as their representative on the Board of Trustees.

### **APPROVAL OF MINUTES**

Approval of minutes of the regular meeting of May 23, 2012. (See backup packet Pages 1 through 16.)

### **REPORTING OF ACTION TAKEN IN CLOSED SESSION**

## **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 Report
2. Senates
  - A. Academic Senate
  - B. Classified Senate
3. Employee Groups
  - A. Faculty Association
  - B. CSEA Units
  - C. 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.

4. President's Report – Bill Scroggins, President & CEO
  - Tentative Budget - Mike Gregoryk
5. Informational Report – Moodlerooms Transition Update, prepared by Meghan Chen, Dean, Library & Learning Resources. (See backup packet page 17.)

## **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.

### **HUMAN RESOURCES**

1. Consideration of approval of Personnel Transactions, dated June 27, 2012. (See backup packet Pages 18 through 40.)

### **INSTRUCTION and STUDENT SERVICES**

2. Consideration of approval of an agreement with OCLC Worldshare Management System to provide a world-wide, cloud-based library platform replacing the current SirsiDynix subscription. (See backup packet Pages 41 and 42.)
3. Consideration of approval of new courses for the 2012-13 academic year. (See backup packet Page 43.)
4. Consideration of approval of new AA-T and AS-T degrees, an AS degree, and credit programs for the 2012-13 academic year. (See backup packet Page 44.)
5. Consideration of approval of an externship agreement with La Puente Valley Regional Occupation Program for the Career Technical Education Community Collaborative grant. (See backup packet Page 45.)
6. Consideration of approval of an agreement with Southern Illinois University Carbondale to offer a Baccalaureate degree program in Fire Science Management on the Mt. SAC campus. (See backup packet Page 46.)
7. Consideration of approval of agreements with various medical directors for the Paramedic, Radiologic Technology, and Respiratory Therapy programs. (See backup packet Pages 47 and 48.)
8. Consideration of approval of agreements with physical exam contractors for Health Sciences faculty. (See backup packet Pages 49 and 50.)

9. Consideration of approval of program fees for students in the Technology and Health Division. (See backup packet Pages 51 through 53.)
10. Consideration of ratification of the Track & Field athlete's and staff member's travel expenses to the USA Track & Field Olympic Trials in Eugene, OR, from June 27-July 1. (See backup packet Page 54.)
11. Consideration of ratification of the Track & Field athletes' and staff member's travel expenses to the USA Junior National Championships at Indiana University in Bloomington, IN, from June 13-June 17, 2012. (See backup packet Page 55.)
12. Consideration of ratification of the Cyber League Team's and staff member's travel expenses to the National Cyber League Championship Playoffs on June 10, 2012, in Lake Buena Vista, FL. (See backup packet Page 56.)
13. Consideration of approval of activities for the Enrollment Growth and Retention for Associate Degree Nursing Programs grant. (See backup packet Page 57.)
14. Consideration of approval of activities for the Campus Suicide Prevention grant. (See backup packet Page 58.)
15. Consideration of approval of activities for the Talent Expansion in Science and Technology – An Urban Partnership grant. (See backup packet Page 59.)
16. Consideration of approval of a contract with California Council on Gerontology and Geriatrics for the Family and Consumer Sciences Discipline/Industry Collaborative grant. (See backup packet Page 60.)
17. Consideration of approval of activities for the CTE Transitions grant. (See backup packet Page 61.)
18. Consideration of approval of activities for the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) Title 1C grant activities. (See backup packet Pages 62 and 63.)
19. Consideration of approval of additions and changes in the Continuing Education Division. (See backup packet Pages 64 through 67.)
20. Consideration of approval of Student Services Expenditure Funding for 2012-13. (See backup packet Page 68.)

#### **ADMINISTRATIVE SERVICES**

21. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet Pages 69 through 74.)
22. Consideration of approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. (See backup packet Pages 75 and 76.)

23. Consideration of approval of the Tentative Budget for Fiscal Year 2012-13. (See backup packet Pages 77 and 78.)
24. Consideration of approval of the Annual Investment Policy Statement. (See backup packet Pages 79 through 85.)
25. Consideration of approval of Resolution No. 11-11 - Open New Bank Accounts and Close Existing Bank Account. (See backup packet Pages 86 through 90.)
26. Consideration of approval of Aircraft Repair Services with Nostalgia Airways, Inc. dba NAI Aircraft Services for Fiscal Year 2012-13. (See backup packet Page 91.)
27. Consideration of approval for the Annual Advertisements for Goods and Services for Fiscal Year 2012-13. (See backup packet Page 92.)
28. Consideration of approval of the sale of Miscellaneous Surplus Items for Fiscal Year 2012-13. (See backup packet Page 93.)
29. Consideration of approval of an Assessment Fee for the Secondary Internet Circuit for Fiscal Year 2012-13. (See backup packet Page 94.)
30. Consideration of approval of the transfer of the AudienceView Software Contract from Auxiliary Services to the Mt. San Antonio Community College District. (See backup packet Page 95.)
31. Consideration of approval of the renewal of the College's Student Accident/Athletic Insurance Coverage with Student Insurance Company for the period July 1, 2012, through July 1, 2013. (See backup packet Pages 96 and 97.)
32. Consideration of approval of the renewal of the College's Fine Arts Insurance Coverage with Huntington T. Block Insurance Agency for the period July 1, 2012, through July 1, 2013. (See backup packet Page 98.)
33. Consideration of approval of the renewal of the College's Aviation Insurance Policy with Falcon Insurance Agency of California, Inc. for the period July 1, 2012, through July 1, 2013. (See backup packet Pages 99 and 100.)
34. Consideration of approval of the General Liability/Property Coverage Renewal with ASCIP for the period July 1, 2012, through July 1, 2013. (See backup packet Page 101.)
35. Consideration of approval of payment to the City of Walnut for the proposal to update the Multi-Jurisdictional Hazard Mitigation Plan. (See backup packet Page 102.)
36. Consideration of approval to reject a Claim Against the District by Christyl Sturrock, and that Administrative Services is instructed to notify the claimant and her legal counsel of the rejection in accordance with Government Code Sections 910 through 915.4. (See backup packet Page 103.)

37. Consideration of approval to reject a Claim Against the District by Camille Robertson, and that Administrative Services is instructed to notify the claimant and her legal counsel of the rejection in accordance with Government Code Sections 910 through 915.4. (See backup packet Page 104.)
38. Consideration of approval to reject a Claim Against the District by Nayomie Jarvis, and that Administrative Services is instructed to notify the claimant and her legal counsel of the rejection in accordance with Government Code Sections 910 through 915.4. (See backup packet Page 105.)
39. Consideration of approval of an Addendum to the Lease Agreement with Valley Academies Foundation. (See backup packet Page 106.)
40. Consideration of approval to declassify and destroy documents which are classified as Class 3 records, per Article 2, Sections 16023 through 16028, of Title 5, California Administrative Code. (See backup packet Page 107.)
41. Consideration of approval of a Renewal Agreement with AT&T Mobility for the period October 1, 2012, through September 30, 2017. (See backup packet Page 108.)
42. Consideration of approval of the Purchase of Altec Aerial Lift Truck. (See backup packet Pages 109 and 110.)
43. Consideration of approval of an agreement with the Los Angeles County Sheriff's Department to provide necessary and additional law enforcement services and assistance in providing for the safety, security, and order on or near the campus at regular and extracurricular school functions. (See backup packet Page 111.)
44. Consideration of approval to purchase chairs for the Design Technology Center. (See backup packet Pages 112 and 113.)
45. Consideration of approval of agreements to provide Professional Design and Consulting Services with Cambridge West Partnership for the Facilities Master Plan project; H2 Environmental Consulting Services, Inc. for the Asbestos Air Monitoring and Lead Specifications project; Helix Environmental Planning for the 2012 Environmental Impact Report; P2S Engineering, Inc. for the Agricultural Sciences Complex HVAC Investigation project; Steven Fader Architects for the Founders Hall Improvements project; PAL id studio for the Campus Standards project; and Integrated Design Services for the Campus Structural Engineering Support Services project. (See backup packet Pages 114 through 116.)
46. Consideration of approval of the following Bid:
  - Bid No. 2911      Astronomy Telescope Dome Addition – GDL Best Contractors, Inc. (See backup packet Page 117.)

47. Consideration of ratification of the following Change Orders:

- Bid No. 2844 Design Technology Center – Evans Brothers, Inc. (Site Prep & Site Utility Relocation Contractor) – Change Order No. 6. (See backup packet Pages 118 through 120.)
- Bid No. 2847 Design Technology Center – Columbia Steel (Structural Steel Contractor) – Change Order No. 4. (See backup packet Pages 120 and 121.)
- Bid No. 2849 Design Technology Center – RC Construction (General Contractor) - Change Order No. 15. (See backup packet Pages 122 through 124.)
- Bid No. 2852 Design Technology Center – West Tech Mechanical (HVAC Contractor) – Change Order No. 6. (See backup packet Pages 124 through 126.)
- Bid No. 2853 Design Technology Center – Brewster Electric (Electrical Contractor) – Change Order No. 16. (See backup packet Pages 126 through 129.)
- Bid No. 2855 Administration Building Remodel – Angeles Contractor, Inc. (General Contractor) – Change Order No. 14. (See backup packet Pages 130 through 131.)
- Bid No. 2857 Administration Building Remodel – Empyrean Plumbing, Inc. (Plumbing Contractor) – Change Order No. 5. (See backup packet Pages 132 and 133.)
- Bid No. 2862 Physical Education Program Building Renovation – Empyrean Plumbing, Inc. (Plumbing Contractor) – Change Order No. 4. (See backup packet Pages 134 and 135.)

48. Consideration of approval of the following Contract Amendment:

- Contract Agricultural Science Complex and Music Building – Schindler Elevator Company (Annual Elevator Maintenance Agreement) – Amendment No. 1. (See backup packet Page 136.)

49. Consideration of ratification of the following Contract Amendments:

- Contract Agricultural Science Complex – Hill Partnership (Professional Design and Consulting Services) – Amendment No. 6. (See backup packet Page 137.)

- Contract Administration Building Remodel – PAL id studio (Professional Design and Consulting Services) – Amendment No. 2. (See backup packet Page 137.)
- Contract Child Development Center –tBP Architecture (Professional Design and Consulting Services) – Amendment No. 12. (See backup packet Page 138.)

50. Consideration of approval of the following Completion Notices:

- Bid No. 2855 Administration Building Remodel, General Construction - Angeles Contractor, Inc. (Contractor)
- Bid No. 2857 Administration Building Remodel, Plumbing and Sites Utilities - Empyrean Plumbing, Inc. (Contractor)
- Bid No. 2858 Administration Building Remodel, Mechanical/HVAC - DSG Mechanical Corporation (Contractor)
- Bid No. 2862 Physical Education Building, Plumbing - Empyrean Plumbing, Inc. (Contractor)
- Bid No. 2864 Physical Education Building, Mechanical/HVAC - ACH Mechanical Contractors, Inc. (Contractor)

51. Consideration of approval of the following Proposed Gifts and Donations to the College:

- TGS Management – Various Cisco Networking Switches, valued by donor at \$100,000, to be used by the Information Technology department.

## ACTION ITEMS

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

1. Consideration of approval of the Associated Students Proposed Budget for Fiscal Year 2012-13. (See backup packet Pages 139 through 142.)
2. Consideration of approval of revisions to Board Policy 3575 – Smoking on Campus. (See backup packet Pages 143 and 144.)

## ADJOURNMENT

**Future Board Meetings:** July 25, 2012  
 August 22, 2012  
 September 12, 2012 (2<sup>nd</sup> Wednesday)

## **Upcoming Events**

- |                |   |
|----------------|---|
| July 4, 2012   | <b>Independence Day Holiday</b> (campus closed)                             |
| July 19, 2012  | <b>Registration Begins for Fall Credit and Continuing Education Classes</b> |
| August 2, 2012 | <b>Citizens Oversight Committee Meeting</b> – 6:00 p.m., Founders Hall      |

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

**BOARD OF TRUSTEES**

**BACKUP INFORMATION PACKET  
FOR  
REGULAR MEETING**

**June 27, 2012**





# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 23, 2012

### MINUTES

#### CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 5:31 p.m. on Wednesday, May 23, 2012. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present.

#### STAFF PRESENT

Bill Scroggins, President/CEO; Virginia Burley, Vice President, Instruction; Mike Gregoryk, Vice President, Administrative Services; and Annette Loria, Vice President, Human Resources. Audrey Yamagata-Noji, Vice President, Student Services was absent.

#### 1. PUBLIC COMMUNICATION

None.

#### 2. CLOSED SESSION

The Board adjourned to Closed Session to discuss the following items:

- **Public Employee Appointment, Employment, Performance Evaluation, Discipline, Dismissal or Release, per Government Code Section 54957(b)**  
Recommendation to Uphold the Arbitrator's Findings in the Appeal of Employee's Dismissal
- **Anticipated Litigation – Conference with Legal Counsel Pursuant to Government Code Section 54956.9(b) (1) – Upon Advice of Legal Counsel** (one case)
- **Conference with Legal Counsel - Anticipated Litigation pursuant to Government Code Section 54956.9** (one case)
- **Conference with Labor Negotiator Annette Loria, Vice President, Human Resources, per California Government Code Section 54957.6.**  
Faculty Association and CSEA, Chapter 651

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

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

### 3. PUBLIC SESSION

The public meeting reconvened at 6:38 p.m. The Pledge of Allegiance was led by Renee Andrade.

### 4. INTRODUCTIONS AND RECOGNITION

- **Introductions**

- The following newly appointed classified staff members were introduced to the Board:

Classified Employees

Ruben Flores, Horticulture Production Assistant (Agricultural Sciences)  
Ruben Trujillo, ESL Instructional Support Assistant (ESL)

Confidential Employees (Promotions)

Erika Aparicio, Human Resources Technician (Human Resources)  
Kerry Martinez, Executive Assistant II (Administrative Services)

Management Employee (Promotion)

Aida Cuenza-Uvas, Director, AANAPISI Grant (Student Services)

- **Recognition**

- Trustee Bader presented Certificates of Service to the following retiring faculty staff members:
  - Renee Andrade, Professor, Foreign Languages, 28 years of service (present)
  - Lane Braver, Professor, Emergency Medical Services, 25 years of service (absent)
  - Cathy Gagnon, Professor, Emergency Medical Services, 25 years of service (absent)
  - Sushma Hall, Professor, Humanities, 22 years of service (absent)
  - Americo Marano, Professor, Foreign Languages, 26 years of service (absent)
  - Ralph Spaulding, Professor, History, Art History, 42 years of service (present)
- Trustee Bader congratulated Irene Shiao for being invited to perform in the Royal Orchestra at a concert commemorating Her Royal Majesty Queen Elizabeth II at her Diamond Jubilee in London, England. A Music Department adjunct faculty member, Professor Shiao is the College's violin instructor, and she coaches the Mt. SAC String Ensemble.
- Trustee Bader congratulated the following 2012 Presidential Award winners:
  - Evelyn Hill-Enriquez, Outstanding Curriculum Efforts (\$2,000), American Language (absent)
  - Stacy Bacigalupi, Outstanding Personal Innovation (\$1,000) (present)
- Trustee Bader congratulated the following 2012 Educators of Distinction:
  - Jennifer MacDonald, Biological Sciences (absent)
  - Betsy McCormick, English (absent)
  - Elmer Rodriguez, Student Services (absent)

- Edwin Romero, Student Life (absent)
- Susie Rubenstein, Arts (present)
- Trustee Bader congratulated the Athletics Department for being named the 2011-12 South Coast Conference Supremacy (SCC) Award Winner at the SCC Athletic Directors Meeting in Palm Springs.

## **5. APPROVAL OF MINUTES**

It was moved by Trustee Chen Haggerty, seconded by Trustee Baca, and passed unanimously to approve the minutes of the regular meeting of April 25, 2012. Student Trustee concurred.

## **6. REPORTING OF ACTION TAKEN IN CLOSED SESSION**

- Regarding item No. 1: The Board, in closed session, by a vote of 5-0, accepted the recommendation of an Administrative Law Judge to terminate a permanent classified employee, Employee No. 2443
- Regarding item No. 2: None.
- Regarding item No. 3: The Board, in closed session, by a vote of 5-0, voted to uphold the administrative determination regarding a discrimination complaint by Student No. A02451598.
- Regarding item No. 4: None.

## **7. PUBLIC COMMUNICATION**

- Jose DeLuna spoke about a proposal to lower tuition costs by students performing community service hours in exchange for tuition.
- The following persons spoke in favor of keeping the fee-based Wellness Center open:
  - Martha Richards
  - Johanna Delyon
  - Audrey Wei
  - Gloria Jernigan
  - Jennifer Woodcock
  - Ruben Baeza
  - Colleen Rose
  - K. C. Kranz
  - Sandra Weatherilt

## **8. REPORTS**

A. Alex Mendoza, Associated Students President, reported the following:

- Introduced Ahmad Azzawi, Associated Students President; Ujala Batool, Associated Students Vice President of Activities; and Chinwe Mbisike, ICC Chair.
- New Associated Students Executive Board Officers are:
  - Ahmad Azzawi – President

- Alvaro Barboza – Vice President of Business
  - Ujala Batool – Vice President of Activities
  - Sofia Haq – Senate Chairwoman
  - Amar Elashi – Senate Chair
  - Chinwe Mbisike – ICC Chair
  - Yomari Castuera – ICC Vice Chair
  - Ebony Sanders – ICC Secretary
  - Elisa Marin – Student Trustee
- Student Day of Action: On May 16, 2012, Mt. SAC students came together to increase awareness about the anticipated fee hikes taking place this summer. Matt Foresta, Senate Chair of the Associated Students, led the protest and marched towards Senator Bob Huff's office to advocate against budget cuts for higher education. Additionally, Mt. SAC professors Ralph Spaulding, April Tellez, and James Stone encouraged students to demand support for State colleges and universities from their State legislators. The rally was successful in gaining media coverage and made it on the front page of the San Gabriel Valley Tribune and the Walnut Patch.
  - Athletics Fair: The Associated Students will be hosting the annual athletics fair on June 5, 2012. The event is dedicated to celebrating the accomplishments of Mt. SAC sports teams. Elizabeth Lora, Athletics Senator of the Associated Students, along with the participation of the Activities Committee and the Athletics Department, will be contributing to the success of this event. Additionally, more than 500 students are expected to attend, and In-N-Out burgers will be served.
  - Thanked the Board of Trustees and said it's been a pleasure to serve as the Associated Students President for the past year.

B. Eric Kaljumagi, Academic Senate President, reported the following:

- Ann Smith will be representing him at the next two meetings.
- Congratulated the new employees and retirees.
- The full Senate met on April 26 and voted to recommend:
  - BP 4260 – Prerequisites, Corequisites, and Advisories
  - AP 4225 – Course Repetition and Withdrawals
  - Prerequisite Task Force Board of Trustees Plan
  - Resolution 12-02 – Establishing Requisites
  - Resolution 12-03 – Introduction of Education Policy and Planning Models
  - Resolution 12-04 – Support for the Academic Senates in the Central Valley C-6 Consortium (regarding 13.21 F11 The California Educational Policy Grant: Michele Hester-Reyes, College of the Sequoias)
  - Resolution 12-06 – Expansion of the International Students Program
- Voting for Senators-at-large concluded on May 4. Professor Chris McDonald won election, and Professor Barbara Gonzales won re-election. They will join Vicki Greco, Liesel Reinhart, and Michael Sanetrick as next year's Senators-at large.
- The full Senate also met on May 10 and voted to recommend:
  - BP 5140 – Students with Disabilities
  - AP 5140 – Students with Disabilities
  - AP 5141 – Students with Disabilities – Accessibility of Instructional Print Media
  - Resolution 12-05 – Senate Facilitation of Student Task Force Issues

- Advanced Placement and International Baccalaureate Scores
- Approve a degree and three certificates in Industrial Design Engineering and what will be Mt. SAC's third AA-T degree (in Art History). Three more transfer degrees (in English, Mathematics, and History) are expected to be approved by the Senate in June. Additional AA-T degrees are being worked on for next year.

C. Marchelle Nairne-Proulx, Classified Senate President, reported the following:

- Congratulated all new hires.
- During today's Classy Awards, 108 classified employee retirees, totaling 1,150 years of service, were recognized.
- 2012 Classified Excellence award winners were:
  - Rookie of the Year – Hawk Yao
  - College Leadership – Bill Ito
  - Creativity & Innovation – Duneen Duffin
  - Best Attitude – Cliff Saunders
  - College Excellence – Sue Hothi
  - Campus Improvement – Jose Briceno
  - Outstanding Achievement – Margaret Palumbo
  - College Appreciation – Ron Titus
  - Commitment to Student Service – Maria Iniguez
  - Citizenship – DeeJay Santiago
  - Joe Mountie Lifetime Achievement – Larry Redinger
- Classified Week is still not over – tomorrow, 3:00-4:00 p.m., Bingo in Building 6, Room 160, and Friday is the bar-b-que.

D. Jennifer Galbraith, Faculty Association President, reported the following:

- Retirement/Tenure Tea, which will be held on May 29, 12:00 p.m., in the Faculty Association office, honoring Faculty Association members who have announced their retirement this year as well as the members that were granted tenure this year.
- Faculty Association Scholarship Ceremony will be held on June 2, 3:00 p.m., at Founders Hall. This year, the Faculty Association will give scholarships in Academic Achievement, Extracurricular, and the new category of Career and Technical Education. The Faculty Association is awarding 15 students with scholarships totaling over \$12,000.
- Facilities Use Fee Structure – The District has decided to start charging a Facilities Usage Fee to campus and non-campus groups for the use of facilities for fund-raising events. The fee structure was discussed in President's Cabinet; but, has not been discussed with any other shared governance committee, and the user groups were not asked about what this would do to their events. When asked what future charges would be for Puttin' on the Hits, the answer was somewhere between \$4,100 and \$4,700, which would make putting on the show prohibitive. The Faculty Association asked the Board to direct Administration to re-evaluate this decision and to have the District get input from user groups through a shared governance process prior to imposing the fee structure.
- Faculty Sick Leave – This District has recently presented the Faculty Association with a draft to change the way the sick leave is accrued in terms of defining a day differently than it has been defined. This is a condition of work and affects Articles in the Faculty Agreement; so, the Faculty Association has made a demand to bargain

this issue. The Faculty Association has been made aware that faculty have not had sick leave posted for this year due to the District's misunderstanding in this area. The Faculty Association is requesting that faculty be made aware of the amount of sick leave they currently have, and that the District maintains practices that have been used and have not been changed through a negotiations process. If the District implements this proposed change prior to negotiations, it will force the Faculty Association to file an unfair labor practice.

E. Laura Martinez, CSEA Chapter 262 President, reported the following:

- The celebration of Classified School Employees' Week began with a wonderful lunch provided and served by the College's management staff. She extended a thank-you to the Management Steering Group for honoring the Classified employees in this special way.
- Today, the Classified Senate "produced" the Classys, which honored Classified employees with their service awards and a variety of Classified Excellence Awards. This year's ceremony was exceptionally well done. On behalf of CSEA 262, she gave a very warm thank-you to Marchelle Nairne-Proulx and the Senate for planning this event.
- Classified School Employees' Week will end on Friday with a bar-b-que at the pond area of the Horticulture Unit.

F. Johnny Jauregui, CSEA Chapter 651 President, reported the following:

- On behalf of CSEA 651, thanked the management team for providing lunch on Monday.
- Thanked Dr. Hall for attending the CSEA 651 Recognition Banquet at the Pomona Valley Mining Company.
- He and Justin Ott will be attending the Annual Conference in July. The Board is invited to attend, as well.
- Regarding negotiations, they completed a lot and moved forward on some items.
- Regarding the 4/10 work schedule, they're looking forward to participating this summer.
- The Facility Summit was very positive and productive, and they will be finalizing some of the items within the next six months. The Board is invited to attend the next summit.
- Regarding the buildings that will be opening in the summer, he wants to know how they are going to be covered, staff-wise.

## **9. BOARD COMMUNICATION**

A. All Board members shared the following comments:

- Congratulated and welcomed all new employees.
- Congratulated all faculty retirees.
- Thanked the Classified staff for all they do.
- Congratulated the Classified Excellence Award winners.

- Congratulated the 2012 Educators of Distinction Award winners.
- Congratulated the 2012 Presidential Award winners.
- Congratulated the Athletics Department for being honored with the South Coast Supremacy Award.

B. Trustee Hernandez reported the following:

- The new Associated Students Executive Board is such a diverse group, and he has complete confidence in them for their decision-making skills and abilities. They will lead by example.
- He has complete confidence in the new Student Trustee.
- Attended the Annual Trustees' Conference, in San Diego, and found the two sessions he attended very worthwhile, once he was able to check in to the hotel.
- Board members were invited to the upcoming Athletics Fair.

C. Trustee Baca reported the following:

- The retirees are an outstanding group, and he thanked them and wished them well.
- Congratulated the Physical Education Department for receiving the South Coast Supremacy Award, which is a great tribute to all the hard work of that department.
- Attended the Educators of Distinction Awards ceremony, which he looks forward to attending every year.
- Attended the Phi Theta Kappa Honors Awards ceremony. The keynote speaker was Vice President Burley, who did an excellent job of conveying some very important information to keep in mind for the students.
- Attended the Chinese Delegation events and thanked everyone for their hard work during their visit. He especially thanked Audrey Yamagata-Noji.

D. Trustee Chyr reported the following:

- Commented on the public speakers regarding the Wellness Center and was touched by their passion. He mentioned how it's a place where cultures come together. There should be a process that's established that includes input from all concerned. He asked Administration to take a look at having a forum to discuss how the financial gap can be breached.
- Regarding the International Students Program, it's one that needs to be reviewed thoroughly as to the financial impact on the College and impact to services and students. In the end, it needs to be a benefit to the Mt. SAC community.
- It was a surprise that fund-raising events are being charged a facilities use fee, and he wants Administration to review this action.
- Not familiar with the Faculty Sick Leave issue; but, if it impacts the Agreement, then it needs to be reviewed to make sure the College is in compliance with the Faculty Association Agreement.
- Regarding Redistricting, he believes there is a process where the collective bargaining units are involved before it's brought before the Board of Governors.

E. Trustee Chen Haggerty reported the following:

- She sympathized with Student Trustee Hernandez that he had such an unpleasant experience at the Annual Trustees' Conference. Along with Dr. Scroggins, she serves on the ACES Committee which plans and organizes the trustees' workshops. Workshops on Legislature Update, College Partnerships with K-12 Districts, Trustee/Foundation Relationship, What Trustees Should Know About Prop. 39 Oversight, and How to Survive Accreditation are a few that were offered this year.
- The Chinese delegates were from four colleges selected by the Ministry of Education in China, and the American colleges are selected by AACC to train them. The official interpreter commented that being at Mt. SAC was the best experience he has ever had.
- Last weekend, along with Trustee Bader and President and Mrs. Scroggins, attended the Rowland Heights Chinese Association's annual event that was set up by her 22 years ago.
- Attended the Student Research Showcase event on April 26, and was very impressed by Mt. SAC students' work. It was sponsored by the Humanities & Social Sciences Division. She thanked the 25 faculty mentors that helped these students.

F. Trustee Hall reported the following:

- Congratulated the new Associated Students Executive Board of officers.
- Attended the Phi Theta Kappa ceremony; it was a great event.
- Attended the Students and Educators of Distinction Awards ceremony.
- Looking forward to all of the awards ceremonies before commencement on June 15.
- Has concern over discontinuing the fee-based Wellness Center Program, and he would like to explore all the options seriously this summer before the final decision is made.

G. Trustee Bader reported the following:

- Attended two Chinese Delegate events on Tuesday and one on Monday, and she thought their visit went very well. Their translator did a great job of communicating.
- Attended the EOPS/CalWorks CARE dinner, and it was an inspiration since this effort is for students who need it the most.
- Attended the Phi Theta Kappa ceremony.
- Attended the Students and Educators of Distinction Awards ceremony.
- Eric Kaljumagi was captured in the San Gabriel Valley Tribune at the eclipse party, on Sunday.

**10. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:**

- Today was the first time attending the Classys, and he thought it was very well done, organized, and upbeat. He presented the Rookie of the Year award.
- Was the keynote speaker today at the Pomona Chamber of Commerce Student Scholarship luncheon, where students from high schools in Pomona were receiving scholarships.

- Attended a research project in Baltimore that was privately funded by the Carnegie Foundation studying the role of Contingent Faculty, which is non-tenured track faculty. Out of a committee of 35, only three had any community college experience, and he was the only one located on a college campus. Most of the 35 attendees represented organizations such as the American Association of Governing Boards and American Association of Colleges and Universities, which are national organizations based in Washington, DC.
- Attended the Annual Trustees' Conference in San Diego, which was the best attended Trustees' Conference in five years.
- Serving on the Chancellor's Office Task Force on Enrollment Priorities. There are two more meetings to look at all the issues that have been brought up.
- Wherever he goes out in the community, he is approached by people who give many kudos to Mt. SAC.
- Dr. Scroggins asked Vice President Gregoryk to report on the completion of the Temple Avenue repaving project. Mr. Gregoryk said that the project is due to be complete on June 1, which is great news to the college community since commencement is scheduled for June 15. A potential cost-sharing project of putting additional parking on the south side of Temple is being discussed with the City of Walnut, which would add 44 more parking spaces for students.
- Vice President Gregoryk also talked about an asbestos-related lawsuit that was put together about five years ago by Karen Saldana, Director, Risk Management; Roger Sneed, Project Manager; and Margaret Young, former Purchasing Director. This was part of a class-action lawsuit by just three colleges: Foothill-De Anza CCD, Kern CCD, and Mt. SAC, regarding asbestos-containing products identified at the three schools. In 2009, Mt. SAC received a check in the amount of \$41,000, and the second check for \$18,394 was received yesterday. One more small check will be received in the future, for a total of approximately \$60,000. Mr. Gregoryk thanked all three participants for their efforts in this endeavor.
- Vice President Gregoryk gave a brief presentation on the 2012-13 May Revise budget. He outlined two scenarios that community colleges could be facing, depending on if the November ballot initiative passes, or not. If the ballot initiative passes, Scenario A would mean \$313.1 million in "deferral buy-back" and mandates block grant of \$28 per FTES, which would fund \$800-\$900K on an ongoing basis. If the ballot initiative doesn't pass, Scenario B would mean a \$300 million triggered cut, 6.4% workload reduction (-61,700 FTES), and mandates block grant of \$28 per FTES. The underlying assumptions would be: 2012-13 Base Revenue (before reductions) of \$124,393,226; Number and Percent Credit FTES would be 23,277 (84.89%); Number and Percent Noncredit FTES would be 1,621 (5.91%); and Number and Percent CDCP FTES would be 2,521 (9.20%). Among the concerns if it fails, Mt. SAC would lose \$7.5 million, and credit FTES would be reduced by more than 1,700. Yesterday, the College was notified that the May apportionment payment of \$6,353,473 will be deferred to June, which means that payroll may not be met. Mr. Gregoryk told the Board that, for the first time in three years, the College will be facing a negative variance and will have to draw approximately \$2.1 million from its reserves to backfill the budget. Finally, it was discussed that nine districts' cuts are being covered by the larger districts. It was also mentioned that there is talk of consolidating smaller districts.

## **11. CONSENT AGENDA**

Trustee Bader noted that, on Page 34 – Consent Item #6 – “Classified Conference 2012: A Day of T.R.E.A.T.S.”: Under Recommendation, it should read, “It is recommended that the Board of Trustees approves the expenditures, as noted above.”

Trustee Bader noted that, on Page 49 – Consent Item #17 – “Continuing Education Division”: Under Analysis and Fiscal Impact, last line of No. 3, the dangling “comma and Michelle” should be deleted.

Trustee Bader asked that items #s 1, 4, 5, and 8 be pulled from the Consent Agenda for discussion.

It was moved by Trustee Baca, seconded by Trustee Hall, and passed unanimously to approve or ratify the following items:

### **PRESIDENT’S OFFICE**

1. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 12.

### **HUMAN RESOURCES**

2. Approval of Personnel Transactions, dated May 23, 2012.
3. Approval of a contract with Shaw HR Consulting, Inc. for Fair Employment Housing Act/Americans with Disabilities Act (FEHA/ADA) Reasonable Accommodation Services, for the period July 1, 2012, through June 30, 2013.
4. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 13.
5. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 14.

### **INSTRUCTION and STUDENT SERVICES**

6. Approval of a classified conference “A Day of T.R.E.A.T.S. (Togetherness, Rejuvenation, Energy, Appreciation, Team-Building, Success,” scheduled for June 20, 2012.
7. Approval for Electronics and Aviation Maintenance students and faculty to participate in the SkillsUSA National Competition at the National Leadership and Skills Conference in Kansas City, MO.
8. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 15.
9. Approval of new courses for the 2012-13 academic year.
10. Approval of activities for the LA84 Foundation/Mt. SAC Relays Youth Days Grant for 2012-13.
11. Approval of a contract amendment for the Family and Consumer Sciences Discipline/Industry Collaborative Grant.

12. Acceptance of funds and approval of purchases for the Health Careers Training Program – Health Professions Conference Grant.
13. Acceptance of funds and approval of purchases for the Workforce Innovation Partnerships Grant.
14. Approval of a contract with eXist Designs for the Center of Excellence CTE Hub Grant.
15. Approval of affiliation agreements with various facilities for Health Careers students.
16. Approval of Community Services Programs/Courses for Summer 2012.
17. Approval of additions and changes in the Continuing Education Division.

### **ADMINISTRATIVE SERVICES**

18. Approval of the Appropriation Transfers and Budget Revisions Summary.
19. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
20. Approval of the Quarterly Investment Report ending March 31, 2012.
21. Approval of the Quarterly Financial Status Report ending March 31, 2012.
22. Approval to establish Corporate Procurement Card accounts.
23. Approval to extend the current agreement with The Vinewood Company to provide continuing construction inspection services, on an hourly fee basis, commencing July 1, 2012, through December 31, 2012.
24. Approval of a two-year contract with up to three mutually acceptable one-year renewal options with Dunbar Armored, Inc. for armored car transportation and ATM restocking services.
25. Approval to extend the current agreement with Stradling Yocca Carlson & Rauth for Redevelopment services.
26. Approval to use the piggyback provision in the Foundation for California Community Colleges RFP for Captioning services to the campus.
27. Approval to reduce from 10% to 5% the retention for Brewster Electric, Inc. on their contract for the Design Technology Center – Electrical package (Bid No. 2853).
28. Approval of Resolution No. 11-09 - Temporary Inter-fund Cash Borrowing.
29. Approval to reject a Claim Against the District by Shantelle Fall and that Administrative Services be instructed to notify the claimant and her legal counsel of the rejection in accordance with Government Code Sections 910 through 915.4.

30. Approval to reject a Claim Against the District by Krystal Brown and that Administrative Services be instructed to notify the claimant and her legal counsel of the rejection in accordance with Government Code Sections 910 through 915.4.
31. Approval to reject a Claim Against the District by Devin Thompson and that Administrative Services be instructed to notify the claimant and her legal counsel of the rejection in accordance with Government Code Sections 910 through 915.4.
32. Approval to reject a Claim Against the District by Destinee Lewis-Davis and that Administrative Services be instructed to notify the claimant and her legal counsel of the rejection in accordance with Government Code Sections 910 through 915.4.
33. Approval to reject a Claim Against the District by Sheryl Kelly and that Administrative Services be instructed to notify the claimant and her legal counsel of the rejection in accordance with Government Code Sections 910 through 915.4.
34. Approval of agreements to provide Professional Design and Consulting Services with P2S Engineering, Inc. for the San Jose Road Expansion project; with TOMIT Consulting, Inc. for the Child Development Center project; with ASM Affiliates for the Subsequent Environmental Impact Report project; with RKA Consulting Group for the Wildlife Sanctuary Storm Drain Repair project; and with the City of Walnut for the Temple Avenue Resurfacing project.
35. Approval or ratification of the following Change Orders:
  - Bid No. 2850 Design Technology Center – J. G. Tate Fire Protection Systems, Inc. (Fire Sprinkler Contractor) – Change Order No. 1.
  - Bid No. 2848 Design Technology Center – Lozano Caseworks (Casework Contractor) – Change Order No. 4.
  - Bid No. 2853 Design Technology Center – Brewster Electric (Electrical Contractor) – Change Order No. 15.
  - Bid No. 2860 Administration Building Remodel – JPI Development (Fire Sprinkler Contractor) – Change Order No. 1.
  - Bid No. 2854 Administration Building Remodel – Janus Corporation (Hazardous Materials Abatement Contractor) – Change Order No. 6.
  - Bid No. 2856 Administration Building Remodel – Hoover Flooring Co. (Flooring Contractor) – Change Order 5.
  - Bid No. 2857 Administration Building Remodel – Emphyrean Plumbing, Inc. (Plumbing Contractor) – Change Order No. 4.
  - Bid No. 2863 Physical Education Program Building Renovation – JPI Development (Fire Sprinkler Contractor) – Change Order No. 1.

- Bid No. 2864 Physical Education Program Building Renovation – ACH Mechanical Contractors (Mechanical Contractor) – Change Order No. 1.
  - Bid No. 2865 Physical Education Program Building Renovation – Construction Electric (Electrical Contractor) – Change Order No. 5.
36. Ratification of the following Contract Amendment:
- Contract Design Technology Center – HMC Architects (Architectural Services Contractor) – Contract Amendment No. 9. (See backup packet Page 94.)
37. Consideration of the following Completion Notices:
- Bid No. 2850 Design Technology Center – Fire Sprinklers, J .G. Tate Fire Protection Systems, Inc. (Fire Sprinkler Contractor)
  - Bid No. 2856 Administration Building Remodel – Floor Coverings, Donald M. Hoover Co. (Flooring Contractor)
  - Bid No. 2859 Administration Building Remodel – Electrical, Rancho Pacific Electric, Inc. (Electrical Contractor)
  - Bid No. 2860 Administration Building Remodel – Fire Sprinklers, JPI Development Group, Inc. (Fire Sprinkler Contractor)
  - Bid No. 2863 Physical Education Building Renovation – Fire Sprinklers, JPI Development Group, Inc. (Fire Sprinkler Contractor)

Motion unanimously carried. Student Trustee concurred.

**12. APPROVAL OF AGREEMENT FOR LEGAL AND CONSULTING SERVICES WITH LIEBERT CASSITY WHITMORE**

Trustee Bader asked if the hourly rates increased from last year. Dr. Scroggins responded that attorney fees have increased by \$15 per hour, and paraprofessional staff fees have increased by \$5 per hour.

Motion was made by Trustee Hall and seconded by Trustee Chen Haggerty. Motion carried 4-1. Trustee Chyr opposed. Student Trustee abstained.

**13. APPROVAL OF CONTRACT FOR INVESTIGATIVE SERVICES WITH NORM TRAUB & ASSOCIATES**

Trustee Bader asked why two investigative services are being used. President Scroggins responded that these services are used extensively, and there may times when one of the agencies doesn't have anyone available. The two agencies have different areas of expertise. If a particular area of expertise is required, one of the agencies may not have someone available when the College needs them. There's also a timeliness factor that is involved.

Motion was made by Trustee Baca, seconded by Student Trustee Hernandez, and passed unanimously. Student Trustee concurred.

**14. APPROVAL OF CONTRACT FOR INVESTIGATIVE SERVICES WITH TITAN GROUP**

Motion was made by Trustee Baca, seconded by Student Trustee Hernandez, and passed unanimously. Student Trustee concurred.

**15. RATIFICATION FOR STUDENT LAURIE COVARRUBIAS TO ATTEND THE ALL-USA AWARDS BREAKFAST AT THE AMERICAN ASSOCIATION OF COMMUNITY COLLEGES CONFERENCE IN ORLANDO, FL**

Trustee Bader reiterated that the Board does not like to see ratifications. Dr. Scroggins said that this award carried with it a considerable scholarship and, as a condition of accepting the award and scholarship, the College was required to agree not to announce the name of the recipient. There is an arrangement with the USA Today newspaper that they publish the pictures and bios of all the recipients on the day of the award; so, they don't want the news out before they have a chance to publish it.

Motion was made by Trustee Hall, seconded by Trustee Baca, and passed unanimously. Student Trustee concurred.

**16. APPROVAL OF RESOLUTION NO. 11-10 – ESTABLISHING TRUSTEE AREAS FROM WHICH DISTRICT GOVERNING BOARD MEMBERS WILL BE ELECTED AND APPROVING THE ELECTION OF SUCH BOARD MEMBERS IN A BY-TRUSTEE AREA ELECTION PROCESS**

Trustee Bader reported that Mt. SAC sought legal analysis on whether this resolution complies with the California Voting Rights Act, and the legal opinion is that it does comply.

Trustee Chyr indicated that, as he mentioned in the past, he does not support this issue. He mentioned that the redistricting was being based on two things, primarily, which is "Trustee Residences" and "Packing." He does not oppose the redistricting process, but believes the College is violating the law, and that, because the District used their own legal counsel, he thinks the issues were not fully vetted. He was surprised that independent counsel was not sought. He would like to have seen a legal firm be used that is well versed in this area. He believes that the College will be subject to litigation.

Trustee Baca said that he supports the redistricting plan that was voted on by the Board because it was the one that is most compliant of all those reviewed.

Motion was made by Trustee Baca and seconded by Trustee Chen Haggerty. Motion passed by a vote of 4-1. Trustee Chyr voted no. Student Trustee concurred.

**17. APPROVAL OF RESOLUTION NO. 11-08 – AUTHORIZATION TO ISSUE CURRENT REFUNDING BONDS**

Vice President Mike Gregoryk and Rod Carter, from RBC Dain, explained the process of refunding the bonds in order to bring the cost to or below \$25 per \$100,000 assessed value, as promised to the voters. This was previously presented to the Board. The rating agencies gave Mt. SAC a AA2 and AA, which is the highest rating possible without being basic aid or having a partial tax. The refunding will occur and close within a month.

It was moved by Trustee Baca, seconded by Trustee Hall, to approve Resolution No. 11-08 – Authorization to Issue Current Refunding Bonds. Motion unanimously carried. Student Trustee concurred.

**18. BID NO. 2909 (STREET AND TRAFFIC IMPROVEMENTS FOR BONITA AND TEMPLE AVENUES AND BONITA AVENUE AND WALNUT DRIVE)**

Gary Nellesen, Director of Facilities Planning and Management, discussed the two parts of this project. The first part was adding a left-turn lane to the already existing one that turns north on to Bonita Avenue from Temple Avenue, which was part of the June 1 completion. The second part of the project is the infrastructure work which will be done during the summer. The signal devices will be received and installed the first part of October. It was asked if the City of Walnut is sharing in any of these costs, and the answer was no.

It was moved by Trustee Chyr, seconded by Trustee Hall, to approve awarding of Bid No. 2909 – Street and Traffic Improvements for Bonita and Temple Avenues and Bonita Avenue and Walnut Drive project to PALP, INC. dba Excel Paving Company, in the amount of \$489,775. Motion unanimously carried. Student Trustee concurred.

**19. PROPOSED REVISIONS TO BOARD POLICY 3565 – SMOKING ON CAMPUS**

President Scroggins said that this was initiated by the Associated Students, who passed a resolution before he arrived at Mt. SAC. Dr. Scroggins formed a task force to put together the proposed revisions. This will create a smoke-free campus, with the exception of designated smoking areas. Vice President Mike Gregoryk indicated that a number of community colleges are thinking along the same lines of making their campuses smoke-free.

**20. PROPOSED REVISIONS TO ADMINISTRATIVE PROCEDURE 3565 – SMOKING ON CAMPUS**

The Board received proposed Administrative Procedure 3565 – Smoking on Campus, for information only.

**21. PROPOSED REVISIONS TO ADMINISTRATIVE PROCEDURE 2410 – PROCESS FOR REVISION OF ADMINISTRATIVE PROCEDURES OR BOARD POLICIES**

The Board received proposed Administrative Procedure 2410 – Process for Revision of Administrative Procedures or Board Policies, for information only.

**22. CLOSED SESSION**

The Board adjourned to Closed Session at 9:17 p.m.

**23. PUBLIC SESSION**

The public meeting reconvened at 9:40 p.m.

**24. REPORTING OF ACTION TAKEN IN CLOSED SESSION**

None.

**25. ADJOURNMENT**

The meeting adjourned at 9:41 p.m.

WTS:dl

## **Moodlerooms Transition Update**

### **Background**

Implementing the College's decision to change our Learning Management System (LMS) from Blackboard (Bb) to Moodlerooms (MR), Information Technology (IT), Online Learning Support Center (OLSC), and participating faculty have been making notable progress. The IT team has effectively managed two systems simultaneously during the current academic year so that instruction using either LMS is possible. As we prepare for the end of the Bb contract by June 30, the OLSC team communicated the impending switch, developed and conducted training workshops, and converted course content as much as possible from Bb to MR. Supported by IT, OLSC, and Professional and Organizational Development teams, our intrepid faculty and students who adopted MR this year have made significant strides in the LMS transition.

### **Communication with Faculty and Students**

The Online Learning Support Center team communicated with faculty regularly through a variety of means. Using email listserves, portal announcements, department meetings, division meetings, a newsletter, and the OLSC webpage, the OLSC team provided information on the impending change and on trainings available. Additional publicity included technology "boot camps" in Winter 2012 and Spring 2012. A Moodlerooms Community was created for faculty who have completed MR Basics 1 and 2 workshops so that the cohort may share the learning experience and support each other.

### **Course Conversion and User Statistics**

In Fall 2011, one class used Moodlerooms as a pilot. Faculty had the choice of teaching with Bb or MR as the number of faculty choosing to teach with MR gradually increased from 12 classes in Winter 2012 to 125 classes in Spring 2012. In terms of number of users with MR accounts, well over 90,000 accounts are being used in contrast to 30,000-35,000 accounts in Bb. The number of MR users is expected to rise exponentially beginning in Fall 2012 because more classes in credit and non-credit classes will use it.

### **Faculty Development**

The OLSC team created five workshops: Moodlerooms Basics 1, MR Basics 2, MR Communications, Creating Assignments Through Commonly Used Activities, and Gradebook. OLSC team members and faculty trainers conducted many workshops for faculty and staff:

- Fall 2011: 81 attendees participated in five workshops
- Winter 2012: 432 attendees participated in 28 workshops
- Spring 2012: 180 attendees participated in 26 workshops

The Summer 2012 "boot camp" promises yet another great turnout. Many workshops are already full.

More information is available at <http://olsc.mtsac.edu/sdev/Classes/cal.asp?date=6/4/2012>

### **Resources for Faculty and Student**

Thanks to early adopters of MR, the Learning Assistance Center, and OLSC, an online resource on how to use common MR functions was developed for students, faculty, and staff. <http://www.mtsac.edu/mrsupport/index.html>. Additionally, the E-Learning tab inside the portal has Bb and MR resources for faculty and students. More resources will be developed and offered as we move forward with the transition in 2012-13.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>June 27, 2012</u>	<b>CONSENT</b>
<b>SUBJECT</b>	<u>Personnel Transactions</u>	

**CLASSIFIED EMPLOYMENT**

**Permanent New Hires**

Name: Heasley, Beverly  
 Position: Training & Applications Specialist      New: No  
 Department: Information Technology  
 Range/Step: A-105, Step 2      Salary: \$5,084.21/monthly  
 Job FTE: 1.00/12 months  
 Effective: 6/28/2012

Name: Vento, Nina  
 Position: Accounting Clerk II      New: Yes  
 Department: Facilities Planning & Management  
 Range/Step: A-I J, Step 1      Salary: \$3,738.34/monthly  
 Job FTE: 1.00/12 months  
 Effective: 6/28/2012

**Temporary Out-of-Class Assignments**

Name: Acosta, Anna  
 From: Administrative Secretary  
 To: Grant Specialist  
 Department: Business Division Perkins Grant & San Gabriel Valley Career  
                   Technical Education Community Collaborative Grant  
 Range/Step: A-95, Step 6      Salary: \$5,594.59/monthly  
 Effective: 7/1/2011\*  
 End Date: 12/31/2012  
 Remarks: Date correction

Name: Demetria, Laura  
 From: Clerical Specialist  
 To: Secretary  
 Department: Facilities Planning & Management  
 Range/Step: A-81, Step 6      Salary: \$4,837.06/monthly  
 Effective: 7/1/2012  
 End Date: 12/31/2012

Prepared by: Human Resources Staff      Reviewed by: Annette Loria  
 Recommended by: Bill Scroggins      Agenda Item: Consent #1

**SUBJECT:** Personnel Transactions

**DATE:** June 27, 2012

**Temporary Out-of-Class Assignments** (continued)

Name: Fenton, Sally  
 From: Secretary  
 To: Administrative Secretary  
 Department: Instructional Services  
 Range/Step: A-88, Step 5 Salary: \$4,969.68/monthly  
 Effective: 7/1/12  
 End Date: 12/31/12

Name: Grisanti, Nicole  
 From: Secretary  
 To: Administrative Secretary  
 Department: Public Safety  
 Range/Step: A-88, Step 6/L1 Salary: \$5,348.61/monthly  
 Effective: 7/1/2012  
 End Date: 12/31/2012

Name: Hernandez, Gabriela  
 From: Account Clerk III  
 To: Budget & Accounting Technician  
 Department: Fiscal Services  
 Range/Step: A-95, Step 8 Salary: \$5,328.17/monthly  
 Effective: 7/1/2012  
 End Date: 12/31/2012

Name: Hilario-Alvarado, Catherine  
 From: Secretary  
 To: Administrative Secretary  
 Department: Counseling  
 Range/Step: A-88, Step 6 Salary: \$5,218.16/monthly  
 Effective: 7/1/2012  
 End Date: 12/31/2012

Name: Killiany, Kathy  
 From: Coordinator, Health Careers Resource Center  
 To: Coordinator, Professional & Organizational Development  
 Department: Technology & Health Division  
 Range/Step: A-124, Step 6 Salary: \$7,465.96/monthly  
 Effective: 7/1/2012  
 End Date: 12/31/2012

**SUBJECT:** Personnel Transactions

**DATE:** June 27, 2012

**Temporary Out-of-Class Assignments** (continued)

Name: Lawsiripaiboon, Anisa  
From: Caseworker  
To: Project/Program Specialist  
Department: CalWORKs/CARE  
Range/Step: A-79, Step 4 Salary: \$4,327.60/monthly  
Effective: 7/1/2012  
End Date: 12/31/2012

Name: Loadjaja, Evie  
From: Caseworker  
To: Account Clerk III  
Department: CalWORKs/CARE  
Range/Step: A-88, Step 6 Salary: \$5,218.16/monthly  
Effective: 7/1/2012  
End Date: 12/31/2012

Name: Monteilh, Linda  
From: Clerical Specialist  
To: Secretary  
Department: Business Division  
Range/Step: A-81, Step 6 Salary: \$4,988.74/monthly  
Effective: 7/1/2012  
End Date: 12/31/2012

Name: Robles, Tannia  
From: Student Services Outreach Coordinator  
To: High School Outreach Coordinator  
Department: High School Outreach  
Range/Step: A-105, Step 1 Salary: \$4,842.10/monthly  
Effective: 7/1/2012  
End Date: 12/31/2012

Name: Ulloa, Gabriela  
From: Student Services Specialist-CalWORKs  
To: Project/Program Coordinator  
Department: CalWORKs/CARE  
Range/Step: A-95, Step 5 Salary: \$5,328.17/monthly  
Effective: 7/1/2012  
End Date: 12/31/2012

**SUBJECT:** Personnel Transactions

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**DATE:** June 27, 2012

**Resignation/Termination**

Mestas, Sara, Student Accounts Technician, Bursar's Office, effective 6/15/12

**Retirement**

Kusaba, Katsuyuki, Computer Operator, Information Technology, effective 6/30/12

**TEMPORARY EMPLOYMENT**

**Substitute Employees**

Per employment list (see Page 16).

**Hourly Non-Academic Employees**

Per employment list (see Pages 16 and 17).

**Professional Experts Employees**

Per employment list (see Pages 17 through 21).

**Student Employees**

Per employment list (see Pages 21 through 23).

**ACADEMIC EMPLOYMENT**

**New Hires**

Name:	Hart, Jeremy	New:	Yes
Position:	Professor	Salary:	\$90,732.94/annual
Department:	Counseling		
Column/Step	II-8		
Job FTE:	1.00/11 months		
Effective:	7/1/12		
Name:	Hervey, Judith	New:	No
Position:	Professor	Salary:	\$63,312.00/annual
Department:	Nursing		
Column/Step	III-1		
Job FTE:	1.00/10 months		
Effective:	8/27/12		

**SUBJECT:** Personnel Transactions**DATE:** June 27, 2012**New Hires** (continued)

Name: Jobbitt, Rafaela  
 Position: Professor New: No  
 Department: History  
 Column/Step: I-1 Salary: \$55,417.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/27/12

Name: Kauk, Melissa  
 Position: Professor New: Yes  
 Department: Fine Arts  
 Column/Step: I-1 Salary: \$55,417.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/27/12

Name: Nazzal, Jane  
 Position: Professor New: Yes  
 Department: Learning Assistance  
 Column/Step: III-5 Salary: \$75,929.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/27/12

Name: Ott, Serena  
 Position: Professor New: No  
 Department: Foreign Languages  
 Column/Step: I-1 Salary: \$55,417.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/27/12

Name: Reyes, Eloise  
 Position: Professor New: Yes  
 Department: DSPS  
 Column/Step: II-3 Salary: \$73,218.60/annual  
 Job FTE: 1.00/11 months  
 Effective: 7/1/12

**SUBJECT:** Personnel Transactions

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**DATE:** June 27, 2012

**Initial Salary Placement Adjustments**

Name: Hirsch, Jamie  
 Position: Professor New: Yes  
 Department: Fire Technology  
 Column/Step II-9 Salary: \$84,507.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/27/12  
 Remarks: Initially placed at Column I, step 1

Name: Kokorowski, Heather  
 Position: Professor New: Yes  
 Department: Earth Sciences & Astronomy  
 Column/Step II-9 Salary: \$84,507.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/27/12  
 Remarks: Initially placed at Column I, step 1

**Contract Renewal**

Name: Felix, Diana  
 Position: Counselor/Coordinator  
 Department: Student Support Services  
 Column/Step II-4 Salary: \$76,661.74/annual  
 Job FTE: 1.00/11 months  
 Effective: Contract effective from 7/1/12 – 6/30/13

**Approval of Stipends**

Master's Degree - \$1,500

Joseph Denny, Professor, Electronic

Doctorate Degree - \$2,000

Gou-Ling Chen, Professor, Nursing

**SUBJECT:** Personnel Transactions**DATE:** June 27, 2012**Salary Advancements for Part-time Faculty Column Crossover - 2012-13**

Coursework and/or Degree earned

Name: Lo Piccolo, Joseph  
 Position: Professor  
 Department: Music  
 Salary/Range: Column II, Step 3 Salary: \$75.93/hour  
 Effective: 8/28/12  
 Remarks: Column crossover from Column 1

Name: Rowley, Dianne  
 Position: Professor  
 Department: Library & Learning Resources  
 Salary/Range: Column II, Step 4 Salary: \$78.59/hour  
 Effective: 8/28/12  
 Remarks: Column crossover from Column I

**Salary Advancement for Full-time Faculty Column Crossover - 2012-13**

Coursework and/or Degree earned

Name: Denny, Joseph  
 Position: Professor New: No  
 Department: Electronics  
 Column/Step III-6 Salary: \$79,061.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/27/12  
 Remarks: Column crossover from Column II, step 5

**Retirements**

Lane Braver, Professor, Medical Services, effective 6/15/12

Sushma Hall, Professor, Philosophy, effective 6/15/12

Americo Marano, Professor, Foreign Languages, effective 6/16/12

**Service Increments - 2011-12**

\$318/month for faculty upon completion of five years or more at top step of any column

NAME	DEPARTMENT	EFFECTIVE
Howell, Luisa	Foreign Languages	8/29/11

**SUBJECT:** Personnel Transactions

**DATE:** June 27, 2012

**Service Increments - 2012-13**

\$318/month for faculty upon completion of five years or more at top step of any column

NAME	DEPARTMENT	EFFECTIVE
Albertson, Toni	English, Literature, Journalism	8/27/12
Alexander, Carolyn	Fine Arts	8/27/12
Blyzka, John	Computer Information Systems	8/27/12
Bro, Glenda	American Language	8/27/12
Chen, Gou-Ling	Nursing	8/27/12
Cooper, Mark	Biological Sciences	8/27/12
Garrett, LeAnn	Library/Learning Resources	7/01/12
Hall, Martha	Library/Learning Resources	8/27/12
Jackson, Christopher	Kinesiology & Athletics	8/27/12
Klawitter, Kenneth	Communication	8/27/12
Loera-Ramirez, Dionne	English, Literature, Journalism	8/27/12
McCormick, Elizabeth	English, Literature, Journalism	8/27/12
Meyer, Elizabetha	Biological Sciences	8/27/12
Pellitteri, John	Counseling	7/01/12
Reinhart, Lieselott	Communication	8/27/12
Robinson, Carolyn	Learning Assistance	8/27/12
Rogus, Robert	Aeronautics, Transportation	8/27/12
Scott, Brian	Horticultural	7/01/12
Strand, Richard	Theater	8/27/12

**Professional Growth Increments - 2012-13**

\$318/month for faculty after serving three or more years at the Initial Service Increment and after competing six semester units of course work

NAME	DEPARTMENT	EFFECTIVE
Parra, Heidi	Math, Computer Sciences	8/27/12
Sharpe, Paul	Public Services	8/27/12

**25-Year Service Increments - 2012-13**

\$318/month for faculty upon completion of 25 years of service

NAME	DEPARTMENT	EFFECTIVE
Johnson, Michelle	Math, Computer Science	8/27/12

**35-Year Service Increments - 2012-13**

\$318/month for faculty upon completion of 35 years of service

NAME	DEPARTMENT	EFFECTIVE
Medina, David	Sociology, Philosophy	8/27/12
Mezquita, Jesse	Commercial & Entertainment Arts	8/27/12

**SUBJECT:** Personnel Transactions**DATE:** June 27, 2012**Summer 2012****Credit Hourly Instructors/Substitutes**

## NAME

Aasi, Fazal K  
 Abuzalaf, Laura Rose  
 Acuff, Mark Christian  
 Alexander, Carolyn  
 Al-Malood, Fawaz  
 Alvarado, Noel M  
 Anderson, Cynthia Boot  
 Anderson, Lida  
 Aquino, Lloyd David  
 Archibald, Jeffrey David  
 Arterburn, Pamela J  
 Barron, Sergio  
 Bava, Jose  
 Bayle, M Dolores  
 Birca, Alina  
 Boehner-Staylor, Maya  
 Boerem, R M  
 Borella, Frances Teresa  
 Bowen, Melinda Sibyl  
 Bower Jr, James Edward  
 Brackenhoff, Mary Ruth  
 Brouillette, Ronald L  
 Buckalew, James  
 Buzby, Linda M  
 Byce, Joann M  
 Cahow, Matthew J  
 Cahueque, David  
 Calzada Jr, Silverio  
 Cammayo, Christina  
 Campbell, Faye Daines  
 Carroll, Don R  
 Casian, Elizabeth  
 Castello Jr, Anthony  
 Cevallos-Castaneda,  
 Champion-Carter, Arnita  
 Chan, Linda Anne  
 Chang, Chih-Ping  
 Chang, Derek Kong  
 Chang, Hsiao-Ying

## NAME

Chavez, Dolores  
 Chen, Daniel L  
 Chevalier, Jason Jerome  
 Crandall, William Reese  
 Crichlow, Brian James  
 Curran, Karen O'Brien  
 Cushing, William P  
 Daigre, Victorine  
 Damansouz, Firouzeh  
 Darke, Tammy  
 Degtyareva, Anna S  
 Deines, Craig Brian  
 Dennis, Maria  
 DePaola, Gina Maria  
 Diaz, Linda C  
 Diem, Andrea Grace  
 Dorough III, George  
 Dougherty, Michelle E  
 Dowdle, Michael Anthony  
 Dua, Amrik Singh  
 Dutreaux, Renee Louise  
 Eastman, Ralph Mason  
 Edwards, William F  
 Enke, Gary David  
 Espy, Sheila Y  
 Esslinger, Sandra Lotte  
 Estes Jr, Edwin W  
 Estrada, Maria Elena  
 Faradineh, Rahim Alavi  
 Farnum, Martin F  
 Farris, Bob L  
 Farschman, Kurt Van  
 Felix, Diana  
 Felten, Angelique M  
 Fisher, Damany Morris  
 Flores, Cynthia Alicia  
 Flores, Oscar E  
 Frahs, Paul H  
 Fuller, Maria Luisa

## NAME

Gallarde, Marlene K  
 Garcia, Christopher A  
 Garcia, Daniel James  
 Giles, Naomi Ruth  
 Goff, Michael Eugene  
 Golden, Dafna Kohn  
 Gomez, Francisco Javier  
 Gonzales, Barbara La Nelle  
 Gonzalez, Gail M  
 Graham, Chris Giles  
 Green, Michael G  
 Griffith, Hugh Michael  
 Grimes-Hillman, Michelle  
 Habayeb, Olga N  
 Haines, Michael S  
 Hall, Martha Lynn-Carol  
 Hallsted, Christopher  
 Haney, Randy G  
 Harirchi, Madjid  
 Harper, Michael Wyatt  
 Heinicke, David Ross  
 Hernandez, Corie M  
 Hight, Lynette W  
 Hoekstra, Thomas Richard  
 Hoffman, Ruth Jean  
 Holland, Daniel Patrick  
 Horton, Tamra Lynn  
 Horwitz, Ellen Sandra  
 Howell, Luisa Jacinta  
 Hsieh, Mei-Ling  
 Huang, Shui-Lien  
 Hughey, Douglas J  
 Humaciu, Matthew Frank  
 Jackson, Christopher David  
 Jagodka, Ralph Frank  
 Jastrab Jr, Robert Joseph  
 Johnson, Kent James  
 Joneja, Kamal Preet  
 Jones, William David

**SUBJECT:** Personnel Transactions

**DATE:** June 27, 2012

**Summer 2012**

**Credit Hourly Instructors/Substitutes** (continued)

NAME	NAME	NAME
Chavez Jr, Raul Sierra	Galbraith, Jennifer Lyn	Gallarde, Marlene K
Kaljumagi, Eric Arvo	Munro, Matthew Jackson	Rivas, Hector E
Karn, Tamara Metz	Musallet, Omar A	Rivera, David
Khan, M Zahir	Myers, Richard M	Roberts, Rhonda K
Kirchgraber, Albert G	Nafzgar, Sara Ann	Robinson, Carolyn
Kojima, Tetsuro	Nahabedian, Steven	Robles, Donice Kaye
Kolchakian, Misty R	Nakamatsu, Stacie Y	Roderick, Evans H
Kramer, Amy Marie	Nemeth, Stanley Harvey	Rodriguez, Carmen B
Lahey, Michael John	Newman, Charles	Romero, Oscar A
Lahr-Dolgovin, Roberta	Ngo, Michael Smith	Rudd, Terry Shaylor
Lam, Albert	Nguyen, Kim-Leiloni Thi	Ruh, Marc Thomas
Lancaster, Stephen M	Nguyen, Tracy	Russell, Paul
Landeros, Darlene	Nitta, Akira	Saleh, Marian Baha
Lane, David C	Nixon, Bruce James	Sampat, Michelle S K
Laub, Kathleen Ann	O'Brien, Paul Patrick	Sanchez, Andrew Avecilla
Lee, Bianca Aquilla	Olds, Jennifer L	Sanchez, Hector
Lee, Chongui Keith	Ong, Hai Tuan	Sanchez, Juan Carlos
Lee, Monica Jean	Oropeza, Raymond A	Sanford, Scott Clark
Leung, Sing Lit	Orr, Jondea	Santillan, Richard Anthony
Lloyd, Anthony Frazier	Pai, Ronald	Schnurbusch, Karen
Louie, Charis Elaine	Pappas SR, Gus T	Shannon, Cynthia Jean
Lukenbill, Casey	Park, Jinsun	Shea, Nan Lee
Ma, Jannie Thuan	Parker, Stacy S	Sholars, Joan Dianne
Mageean, Michael	Pawlak, Mark Walter	Silva, Lawrence Matthew
Mallard, Julie Ann	Peng, Grace C	Soares, Darrow P
Martin JR, George T	Penido, John L	Spanu, Luisa
Mattoon, Mark D	Perez Gonzalez, Jose	Stier, Gregory Wade
Mbuthi, Stanley Wariba	Perez, Anabel	Stokes, Nona Hopson
Mc Donald, Christopher	Perez, Christopher Gene	Stone, James R
Mc Farland, Thomas	Phillips, Kimberly M	Stuard, Bob Alan
Mc Faul, Jason Derek	Poehner, William John	Sweetman, Susan E
Mc Geough, Daniel	Prehn, Richard Wayne	Takashima, Timothy Lee
Mc Gruder, Charles	Purcell Jr, Robert T	Tamayo, Jimmy
Medina, David J	Quintana-Mullane, Kimberly	Tan, Daisy Carmen
Medrano, Mayda Victoria	Ramal, Randy	Tanner, William T
Meggelin, Nancy Ann	Ramos, Christopher	Tarman, Shana Levet
Meyer, Elizabetha Borer	Reyes, Mary-Ellen	Tatoian, Vahe
Mezquita, Jesse A	Richardson Jr, Lanny Ray	Tellez, April M
Miranda III, Gerardo	Rickard, Malcolm J	Thomas, James David

**SUBJECT:** Personnel Transactions

**DATE:** June 27, 2012

**Summer 2012**

**Credit Hourly Instructors/Substitutes** (continued)

NAME	NAME	NAME
Moden, Lisa Marie	Rieben, Michael J	Todd, Douglas Richard
Mullane, Douglas M	Rietveld, Liza Anne	Todd, Janet L
Torres, Andrea R	Vazquez Celaya, Sandra	Williams, Deborah Ann
Tran, Frank Van	Villarreal Salgado,	Wong, Francis S
Tran, Niki Aikhahn	Vitullo, John W	Worsley, Margaret H
Trejo, Lyssette C	Walker, Lori Ann	Yost, David Roland
Trujillo, Tamara C	Ward, Elizabeth Jo	Zamora, Victor Y
Trull, Stephen Tyler	Wheeler, Daniel Lyn	Zeidel, Scott Wayne
Uiagalelei, Iona Tavesi	White, Raymond Arthur	Zelaya, Gina B
Vargas, Albert Thomas	Wiesner, Mary-Rose	

**Non Credit Hourly Instructors/Substitutes**

NAME	NAME	NAME
Aghyarian, Meray M	Friedman, Karen	Paphatsarang, Bounyou
Allen, Yvonne Chen	Galindo, Ana Regina	Ponce, Heather R
Baker, Nathalie	Gautreau, Edward J	Prasad, Gayatri K
Barry, Angela	Gilbertson, Cathy Sue	Rafter, John Michael
Beightol, Donna Marie	Gyurindak, Katalin	Ray, Jamie M
Beizai, Robin F	Hannon, Laura Ann	Rios, Amparo Isabel
Belblidia, Abdelillah	Hayes, Mihaela	Rodriguez, Guillermina
Bhowmick, Nivedita	Henry, Pamela L	Rodriguez, Linda M
Bowman, Deanna Dawn	Im, Anne Kwang B	Rogers, Rosalind Rochelle
Bowman, Deborah Lynn	James, Darrell	Rohrenbacher, Jennifer J
Brink, Janna Kathryn	James, Elvira	Rosen, Paul M
Capraro Jr, John Carl	Kao, Brenda	Ryan, Rebecca A
Caranci, Dayna Lee	Ketterling, Jeremy	Sanetrick, Michael Peter
Cheng, Anny Ho-Ting	Kim, Han Song	Silva, Sandra Jane
Conte, Kelly Okura	Kletzien, Kristi Pederson	Smith, Heather J
Cooke IV, David G	Kolta, Shirley G	Stump, Celeste S
Cridland, Patricia Lea	Laffey, Mary	Szok, Kenneth Francis
Crockett, Keith Brian	Ledezma, Erica Yolanda	Tamburro, Melody Lynn
Dapello Jr, Alfred	Lundblade, Shirley Mae	Taylor, Star Tennille
De Franco, Xinhua Li	Lyons, Kellee Michele	Toloui, Mitra
Devi, Maya P	Martinez, Marlise Anna	Trimble, Jill Ann
Edwards, Augusta Jo	Matte, Angela M	Tucker, Raymond Michael
Eldred, Stacy Lyn	Middleton, Michael	Tyson, Erin J

**SUBJECT:** Personnel Transactions**DATE:** June 27, 2012**Non Credit Hourly Instructors/Substitutes** (continued)

NAME	NAME	NAME
Evans, Douglas Mc Call	Miho, Yoshiko Dana	Vandepas, Deborah J
Ewing, Lynn A	Ortega, Sonia E	Velarde, Margaret G
Fowler, Mina	Osea, Mark Edward	Walden, Carl Eugene
Warner, Benjamin L	Williams, Stephen Odeal	Yanuarua, Christina M
White, Shelby Lynn	Willis, Geneie Louise	
Williams, Anne Ross	Yang, Kaishung Min-Li	

**Additional Assignments**

<b>Provider</b>	<b>Area/Department</b>	<b>Service/Agreement</b>	<b>Dates</b>	<b>Amount</b>
Barone, Samuel	Adult Basic Education	High School Curriculum	7/1/12-6/30/13	\$41.09/hr. Not to exceed \$3,000
Bowman, Deanna	Adult Basic Education	Curriculum & SLOs	7/1/12-6/30/13	\$42.52/hr. Not to exceed \$3,000
Brooks, Steven	Adult Basic Education	High School Curriculum	7/1/12-6/30/13	\$48.33/hr. Not to exceed \$500
Campos, Raquel	Adult Basic Education	Curriculum & SLOs	7/1/12-6/30/13	\$42.52/hr. Not to exceed \$3,000
Capraro, John	Adult Basic Education	Curriculum & SLOs	7/1/12-6/30/13	\$42.52/hr. Not to exceed \$3,000
Chang, Susan	Adult Basic Education	Curriculum & SLOs	7/1/12-6/30/13	\$41.09/hr. Not to exceed \$2,000
Chaplot, Surekha	Adult Basic Education	Curriculum & SLOs	7/1/12-6/30/13	\$47.14/hr. Not to exceed \$3,000

**SUBJECT:** Personnel Transactions**DATE:** June 27, 2012**Additional Assignments** (continued)

<b>Provider</b>	<b>Area/Department</b>	<b>Service/Agreement</b>	<b>Dates</b>	<b>Amount</b>
Daugherty, Sue	Adult Basic Education	Curriculum & SLOs	7/1/12-6/30/13	\$44.01/hr. Not to exceed \$3,000
De Vries, Judy	Adult Basic Education	Curriculum & SLOs	7/1/12-6/30/13	\$42.52/hr. Not to exceed \$3,000
Distaso, Gregory	Adult Basic Education	High School Curriculum	7/1/12-6/30/13	\$42.98/hr. Not to exceed \$500
Gautreau, Edward	Adult Basic Education	Curriculum & SLOs	7/1/12-6/30/13	\$44.01/hr. Not to exceed \$3,000
Gomez-Angel, Mary Ann	Adult Basic Education	Curriculum & SLOs	7/1/12-6/30/13	\$41.09/hr. Not to exceed \$3,000
Hardman, Douglas	Adult Basic Education	Curriculum & SLOs	7/1/12-6/30/13	\$45.55/hr. Not to exceed \$3,000
Hutter, Donna	Adult Basic Education	Curriculum & SLOs	7/1/12-6/30/13	\$44.01/hr. Not to exceed \$3,000
Kantenwein, Karin	Music	Faculty Performer/ Chamber Winds Concert	5/25/12	Not to exceed \$41.09/hr.
Ketterling, Jeremy	Adult Basic Education	Curriculum & SLOs	7/1/12-6/30/13	\$42.42/hr. Not to exceed \$3,000
Ledezma, Erica	Adult Basic Education	Curriculum & SLOs	7/1/12-6/30/13	\$42.52/hr. Not to exceed \$3,000

**SUBJECT:** Personnel Transactions**DATE:** June 27, 2012**Additional Assignments** (continued)

<b>Provider</b>	<b>Area/Department</b>	<b>Service/Agreement</b>	<b>Dates</b>	<b>Amount</b>
Lyons, Kellee	Adult Basic Education	Curriculum & SLOs	7/1/12-6/30/13	\$44.01/hr. Not to exceed \$3,000
Mahpar, Steve	Music	Faculty Performer/ Chamber Winds Concert	5/25/12	Not to exceed \$41.09/hr.
Mansour, Christina	Adult Basic Education	Curriculum & SLOs	7/1/12-6/30/13	\$41.09/hr. Not to exceed \$3,000
Mariles, Joseph	Adult Basic Education	Curriculum & SLOs	7/1/12-6/30/13	\$41.09/hr. Not to exceed \$1,500
Martinez, Julia	Adult Basic Education	Curriculum & SLOs	7/1/12-6/30/13	\$41.09/hr. Not to exceed \$3,000
Martinez, Marlise	Adult Basic Education	Curriculum & SLOs	7/1/12-6/30/13	\$41.09/hr. Not to exceed \$3,000
McDonald, Russell	Adult Basic Education	Curriculum & SLOs	7/1/12-6/30/13	\$48.33/hr. Not to exceed \$3,000
Ross, Tonda	Adult Basic Education	Curriculum & SLOs	7/1/12-6/30/13	\$42.52/hr. Not to exceed \$3,000
Tadeja, Chester	Adult Basic Education	High School Curriculum	7/1/12-6/30/13	\$41.09/hr. Not to exceed \$500
Williams, Monique	Adult Basic Education	Curriculum & SLOs	7/1/12-6/30/13	\$44.01/hr. Not to exceed \$3,000

**SUBJECT:** Personnel Transactions**DATE:** June 27, 2012**Additional Assignments** (continued)

<b>Provider</b>	<b>Area/Department</b>	<b>Service/Agreement</b>	<b>Dates</b>	<b>Amount</b>
Wolters, Zohra	Adult Basic Education	Curriculum & SLOs	7/1/12-6/30/13	\$41.09/hr. Not to exceed \$45,000

**MANAGEMENT EMPLOYMENT****Promotion**

Name: Addison, Tamika  
 Position: Director, Child Development Center      New: No  
 Department: Child Development Center  
 Range/Step: M-11, Step 2      Salary: \$7,817.00/monthly  
 Job FTE: 1.00/12 months  
 Effective: 7/1/2012

**Temporary Out-of-Class Assignment – Extension**

Name: Jones, Lorraine  
 From: CalWORKs/CARE  
 To: Director, Employee Services (EEO)  
 Department: Human Resources  
 Range/Step: M-17, Step 1      Salary: \$10,108.17/monthly  
 Effective: 7/1/2012  
 End Date: 8/31/2012

**Personal/Professional Growth Benefit***5 or More Semester Units - \$500*

Hampton, Terri

**SUBJECT:** Personnel Transactions**DATE:** June 27, 2012**TEMPORARY EMPLOYMENT****Substitute Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Akop, Michael	Student Account Technician	Bursar's Office	19.33	07/01/12-04/30/13
Baldwin, Linda	Associate Vice President	Fiscal Services	78.18	07/01/12-12/31/12
Homsj, Jamil	Custodian	Custodial Services	16.98	07/01/12-12/31/12
La Crue, Dominic	Custodian	Custodial Services	16.98	07/01/12-12/31/12
Olalia, Allison	Laboratory Technician	Fine Arts	21.57	08/06/12-12/14/12
Perez, Donna	Clerical Specialist	Human Resources	19.52	07/01/12-12/31/12
Romero, Robert	Custodian	Custodial Services	16.98	05/23/12-06/30/12
Romero, Robert	Custodian	Custodial Services	16.98	07/01/12-12/31/12
Salazar, Sophia	Clerical Specialist	Bridge Program	19.52	07/01/12-08/10/12

**Hourly Non-Academic Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Acevedo, Laura	Activity Aide	Continuing Education	8.00	06/25/12-06/30/12
Acevedo, Laura	Activity Aide	Continuing Education	8.00	07/01/12-08/15/12
Acevedo, Nicholas	Activity Aide	Continuing Education	8.00	06/25/12-06/30/12
Acevedo, Nicholas	Activity Aide	Continuing Education	8.00	07/01/12-08/15/12
Bermudez, Loraine	Secretarial Aide	Adult Basic Education	11.88	07/01/12-08/26/12
Carrillo, Elsa	Study Skills Assistant I	Adult Basic Education	10.27	07/01/12-06/30/13
Contreras, Alma	Secretarial Aide	Adult Basic Education	11.88	07/01/12-08/31/12
Copas, Amanda	Study Skills Assistant I	Adult Basic Education	10.27	06/28/12-06/30/12
Copas, Amanda	Study Skills Assistant I	Adult Basic Education	10.27	07/01/12-08/31/12
Cruz-Nguyen, Jennifer	Study Skills Assistant II	Adult Basic Education	11.32	07/01/12-12/31/12
Cuesta, Daniel	Study Skills Assistant III	Tutorial Services	12.48	07/02/12-02/24/13
Dahl, Angela	Study Skills Assistant I	The Writing Center	10.27	07/02/12-08/02/12
Felix, Jessica	Activity Aide	Continuing Education	8.00	06/25/12-06/30/12
Felix, Jessica	Activity Aide	Continuing Education	8.00	07/01/12-08/15/12
Fuentes, Jeannette	Activity Aide	Continuing Education	8.00	06/25/12-06/30/12
Fuentes, Jeannette	Activity Aide	Continuing Education	8.00	07/01/12-08/15/12
Garcia, Russell	Activity Aide	Continuing Education	8.00	06/25/12-06/30/12
Gomez, Luis	Study Skills Assistant I	The Writing Center	10.27	07/02/12-02/14/13
Hanlon, Lisa	Cashier III	Bursar's Office	10.00	07/01/12-01/31/13
Jimenez, Steven M.	Program Supervisor I	Continuing Education	12.48	06/25/12-06/30/12
Jimenez, Steven M.	Program Supervisor I	Continuing Education	12.48	07/01/12-08/15/12
Jimenez, Steven M.	Activity Aide	Continuing Education	8.00	06/25/12-06/30/12
Jimenez, Steven M.	Activity Aide	Continuing Education	8.00	07/01/12-08/15/12
Jurkovic, Carol	Model	Fine Arts	21.00	07/02/12-06/28/13
Lacson, Ron	Study Skills Assistant III	The Writing Center	12.48	07/02/12-12/31/12
Lee, Christine	Study Skills Assistant III	Tutorial Services	12.48	07/02/12-02/24/13
Lee, Sunyoung	Ed Advising Aide	Student Services	17.03	07/01/12-12/30/12
Llanas, Sandy	Administrative Aide	CalWORKs	12.76	07/01/12-08/24/12
Lyndes, Maria	Clerk Typist II	Adult Basic Education	10.05	06/28/12-06/30/12

**SUBJECT:** Personnel Transactions**DATE:** June 27, 2012**Hourly Non-Academic Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Lyndes, Maria	Clerk Typist II	Adult Basic Education	10.05	07/01/12-08/31/12
Ma, Tiffany	Study Skills Assistant III	Adult Basic Education	12.48	07/01/12-08/31/12
Martinez, Daniel	Study Skills Assistant III	Adult Basic Education	12.48	07/01/12-08/31/12
Martinez, Jennifer	Activity Aide	Continuing Education	8.00	07/01/12-08/15/12
Matavao, Ulavale	Ed. Advising Aide	AANAPISI	17.03	07/01/12-09/30/12
Mojarro, Rose-Celeste	Activity Aide	Continuing Education	8.00	07/01/12-08/15/12
Moore, Kameron	General Clerical Worker	Adult Basic Education	8.00	06/28/12-06/30/12
Moore, Kameron	General Clerical Worker	Adult Basic Education	8.00	07/01/12-08/24/12
Moore, Peggy	Model	Fine Arts	21.00	07/02/12-06/28/13
Neuharth, Rose	Model	Fine Arts	21.00	07/02/12-06/28/13
Olivares, Amanda	Activity Aide	Continuing Education	8.00	07/01/12-08/15/12
Parks, Tim	Model	Fine Arts	21.00	07/02/12-06/28/13
Perez, Rosemary	Activity Aide	Continuing Education	8.00	07/01/12-08/15/12
Pickell, Donald	Model	Fine Arts	21.00	07/02/12-06/28/13
Ramey, Anthony	Model	Fine Arts	21.00	07/02/12-06/28/13
Ramirez, Cindy	Study Skills Assistant II	The Writing Center	11.32	07/02/12-02/14/13
Roeske, Alison	Study Skills Assistant II	The Writing Center	11.32	07/02/12-02/14/13
Rojas, Lupita	Instructional Aide	Child Development Ctr.	8.00	05/11/12-06/30/12
Srulevitch, Philip	Cashier III	Bursar's Office	10.00	07/01/12-01/31/13
Tse, Brittany	Study Skills Assistant I	Tutorial Services	10.27	07/01/12-02/24/13
Valencia, Susana	Secretarial Aide	Adult Basic Education	11.88	07/01/12-06/30/12
Vo, Tina	Study Skills Assistant I	Adult Basic Education	10.27	07/01/12-08/31/12
Williams, Marcus	Outreach Specialist	Student Services	12.50	07/01/12-12/31/12
Zubieta, Lorenzo	Financial Aid	Financial Aid	12.76	07/01/12-08/31/12

**Professional Expert Employees – New Assignments**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Acosta, Alberto	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Acosta, Anthony	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Austin, Alex	Paramedic Specialist	Medical Services	15.60	07/01/12-06/30/13
Bales, Glen	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Beach, Melissa	Health Promotion Specialist	Health Services	24.00	07/01/12-06/30/13
Bennett, Makisha	Event Supervisor II	Technical Services	13.75	07/01/12-06/30/13
Bera, Usha	Program Supervisor I	Continuing Education	12.48	07/01/12-08/15/12
Bernard, Donald	Program Supervisor I	Adult Basic Education	12.48	07/01/12-07/31/12
Birney, Jeremy	Sound Engineer II	Technical Services	20.00	07/02/12-06/29/13
Birney, Jeremy	Sound Engineer II	Technical Services	20.00	07/02/12-06/29/13
Bognacki, David	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Burgoon, Steven	Technical Expert III	Grants	55.00	07/01/12-06/30/13
Calderon, Yvette	Medical Assistant	Health Services	15.00	07/01/12-06/30/13
Casian, Elizabeth	Not-for-credit Instructor II	AANAPISI	45.00	07/01/12-09/30/12
Castro, Candice	Program Supervisor I	Adult Basic Education	12.48	07/01/12-08/31/12
Chan, Phoebe	Licensed Clinical Social Worker	Health Services	41.53	07/01/12-06/30/13

**SUBJECT:** Personnel Transactions**DATE:** June 27, 2012**Professional Expert Employees – New Assignments** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Chessman, Leyla	Registered Nurse I	Health Services	28.94	07/01/12-06/30/13
Clancy, Aaron	Aquatics Assistant II	Continuing Education	11.00	07/01/12-08/30/12
Collins, Pia	Project Expert/Specialist	Technology & Health	25.00	07/01/12-06/30/13
Cooke, Kelly	Project Expert/Specialist	Center of Excellence	25.00	07/01/12-06/30/13
Currier, Janessa	Aquatics Assistant VII	Continuing Education	16.00	07/01/12-08/30/12
Curtis, Allison	Adv. Nurse Practitioner	Health Services	41.53	07/01/12-06/30/13
Deluca, Keith	Sound Engineer II	Technical Services	20.00	07/02/12-06/28/13
Devai, Trace	Model	Fine Arts	21.00	07/02/12-06/28/13
Dominick, Samuel	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Edney, Dora	Technical Expert II	BAS Grant	45.00	07/01/12-06/30/13
Egan, Melissa	Health Promotion Specialist	Health Services	24.00	07/01/12-06/30/13
Estrella, Pamela	Program Supervisor I	Adult Basic Education	12.48	07/01/12-07/31/12
Fallon, Brian	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Ferrara, Deanna	Theatrical Rigger I	Technical Services	12.50	07/15/12-06/28/13
Ferrer, Gabriel	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Fields, Nakeya	Licensed Clinical Social Worker	Health Services	41.53	07/01/12-06/30/13
Flannery, Kelly	Project Expert/Specialist	Grants Office	25.00	07/01/12-06/30/13
Flores, Roberto	Program Supervisor I	Adult Basic Education	12.48	07/01/12-07/31/12
Ford, Dover	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Fuentes, Alejandro	Event Supervisor II	Technical Services	13.75	07/01/12-06/30/13
Fuqua, Tina	Program Supervisor I	Adult Basic Education	12.48	07/01/12-07/31/12
Gidcumb, Gary	Project Administrator	Facilities Plan. & Mgmt.	60.00	07/01/12-06/30/13
Giffin, Alex	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Goforth, Timothy	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Gomez, Johanna	Medical Assistant	Health Services	15.00	07/01/12-06/30/13
Gomez, Paula	Theatrical Rigger II	Technical Services	16.50	07/02/12-06/28/13
Gomez, Paula	Theatrical Rigger II	Technical Services	16.50	07/02/12-06/28/13
Grant, Andrea	Aquatics Assistant III	Continuing Education	12.00	07/01/12-08/30/12
Han, Sean	Aquatics Assistant III	Continuing Education	12.00	07/01/12-08/30/12
Hankerd, Lisa	Health Promotion Specialist	Fire Technology	24.00	07/01/12-06/30/13
Haroutunian, Todd	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Harris, Ty	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Heon, Todd	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Holloway, Jack	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Holman, Howard	Project Manager	Facilities Plan. & Mgmt.	55.00	07/01/12-06/30/13
Hopkins, Andrea	Project Coordinator	Facilities Plan. & Mgmt.	35.00	07/01/12-06/30/13
Hoyos, Eliza	Project Expert/Specialist	Upward Bound	25.00	07/01/12-08/31/12
Hunter, Devin	Aquatics Assistant III	Continuing Education	12.00	07/01/12-08/30/12
Hurling, Justin	Paramedic Specialist	Medical Services	15.60	07/01/12-06/30/13
James, Stephen	Technical Expert II	Architecture & Eng. Des.	45.00	07/01/12-08/23/12
Jeckell, Andrew	Paramedic Specialist	Medical Services	15.60	07/01/12-06/30/13
Jeckell, Andrew	EMS Licensing Exam. III	Medical Services	15.60	07/01/12-06/30/13
Johnson, Jeff	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Joven, Michael	Aquatics Assistant III	Continuing Education	12.00	07/01/12-08/30/12

**SUBJECT:** Personnel Transactions**DATE:** June 27, 2012**Professional Expert Employees – New Assignments** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Kanigowski, Angela	Aquatics Assistant V	Continuing Education	14.00	07/01/12-08/30/12
King, Stephanie	Aquatics Assistant III	Continuing Education	12.00	07/01/12-08/30/12
La Russo, Nathan	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Landorf, Richard	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Lazar, Trevor	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/12
Leal, Michael	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Leeper, Kylie	Aquatics Assistant III	Continuing Education	12.00	07/01/12-08/30/12
Leon-Silva, Yesenia	Event Supervisor II	Technical Services	13.75	07/01/12-06/30/13
Leon-Silva, Yesenia	Event Supervisor II	Technical Services	13.75	07/01/12-06/30/13
Lepp, Samantha	Aquatics Assistant III	Continuing Education	12.00	07/01/12-08/30/12
Maldonado-Greenlee, Lianne	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/12
Maule, Cheyne	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
McGovern, Terry	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Miranda, Anthony	Theatrical Rigger II	Technical Services	16.50	07/02/12-06/26/13
Miranda, Raul	Sound Engineer II	Technical Services	20.00	07/02/12-06/30/13
Morales, Madison	Aquatics Assistant V	Continuing Education	14.00	07/01/12-08/30/12
Morales, Megan	Aquatics Assistant VII	Continuing Education	16.00	07/01/12-08/30/12
Morris, Jabari	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Olivas, Daisy	Registered Nurse II	Health Services	31.83	07/01/12-06/30/13
Palaad, Kenneth	Aquatics Assistant IV	Continuing Education	13.00	07/01/12-08/30/12
Paliwoda, Megan	Aquatics Assistant III	Continuing Education	12.00	07/01/12-08/30/12
Pearson, Julie	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Peek, Corbett	Physician	Health Services	61.67	07/01/12-06/30/13
Pollock, Larry	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Probst, Gary	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Ramboud, Bret	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Ramirez, James	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Reed, Kathy	Project Coordinator	Adult Basic Education	35.00	07/01/12-07/31/12
Romo, Elizabeth	Licensed Clinical Social Worker	Health Services	41.53	07/01/12-06/30/13
Ruh, Lani	Program Supervisor II	Continuing Education	16.64	07/01/12-08/30/12
Silverberg, Jason	Aquatics Assistant II	Continuing Education	11.00	07/01/12-08/30/12
Stump, Elaina	Aquatics Assistant III	Continuing Education	14.00	07/01/12-08/30/12
Stump, Olivia	Aquatics Assistant IV	Continuing Education	13.00	07/01/12-08/30/12
Thompson, Michael	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Topete, Octavio	Health Promotion Specialist	Fire Technology	24.00	07/01/12-06/30/13
Tran, Krystle	Aquatics Assistant II	Continuing Education	11.00	07/01/12-08/30/12
Truhill, Justin	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Tuncel, Stephanie	Aquatics Assistant III	Continuing Education	12.00	07/01/12-08/30/12
Uliana, Regina	Psychologist	Health Services	48.83	07/01/12-06/30/13
Unzueta, Jason	Paramedic Specialist	Medical Services	15.60	07/01/12-06/30/13
VanLul, Nancy	Registered Nurse I	Health Services	28.94	07/01/12-06/30/13
Viloria, Donnie	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Vu, Anne	Project Administrator	Technology & Health	60.00	07/01/12-06/30/13
Walker, Ann	Physician	Health Services	61.67	07/01/12-06/30/13
Walters, Nate	Theatrical Rigger II	Technical Services	16.50	07/03/12-06/27/13

**SUBJECT:** Personnel Transactions**DATE:** June 27, 2012**Professional Expert Employees – New Assignments** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Walters, Nathan	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Wen, Jennifer	Aquatics Assistant VII	Continuing Education	16.00	07/01/12-08/30/12
Wolters, James	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Wolters, James	Sound Engineer II	Technical Services	20.00	07/07/12-06/27/13
Yu, Eric	Aquatics Assistant II	Continuing Education	11.00	07/01/12-08/30/12

**Professional Expert Employees – Extended Assignments**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Asera, Rose	Project Manager	Research & Inst. Adv.	55.00	05/24/12-06/30/12
Austin, Alex	Paramedic Specialist	Medical Services	15.60	05/07/12-06/30/12
Becker, Sarah	Teaching Aide	Adult Basic Education	13.27	05/29/12-06/30/12
Bera, Usha	Program Supervisor I	Continuing Education	12.48	06/25/12-06/30/13
Bernard, Donald	Program Supervisor I	Adult Basic Education	12.48	06/18/12-06/30/12
Blaha, Ronald	Technical Expert I	Kinesiology & Athletics	35.00	01/01/12-06/30/12
Burgoon, Steven	Technical Expert III	Grants	55.00	05/01/12-06/30/13
Castro, Candice	Program Supervisor I	Adult Basic Education	12.48	06/25/12-06/30/12
Clancy, Aaron	Aquatics Assistant II	Continuing Education	11.00	06/01/12-06/30/12
Currier, Janessa	Aquatics Assistant VII	Continuing Education	16.00	06/01/12-06/30/12
Dunn, Cindy	Tutorial Specialist III	Teachers Prep. Inst.	20.00	01/01/12-06/30/12
Estrella, Pamela	Program Supervisor I	Adult Basic Education	12.48	06/11/12-06/30/12
Flores, Roberto	Program Supervisor I	Adult Basic Education	12.48	06/11/12-06/30/12
Fuqua, Tina	Program Supervisor I	Adult Basic Education	12.48	06/11/12-06/30/12
Gallardo, Peter	Technical Expert I	Kinesiology & Athletics	35.00	01/01/12-06/30/12
Gidcumb, Gary	Project Administrator	Facilities Plan. & Mgmt.	60.00	05/24/12-06/30/12
Grant, Andrea	Aquatics Assistant III	Continuing Education	12.00	06/01/12-06/30/12
Han, Sean	Aquatics Assistant III	Continuing Education	12.00	06/01/12-06/30/12
Hopkins, Andrea	Project Coordinator	Facilities Plan. & Mgmt.	35.00	05/24/12-06/30/12
Hunter, Devin	Aquatics Assistant III	Continuing Education	12.00	06/01/12-06/30/12
James, Stephen	Technical Expert II	Architecture & Eng. Des.	45.00	05/07/12-06/28/12
Jenkins, Tina	Interpreter V	POD	45.00	05/10/12-06/30/12
Joven, Michael	Aquatics Assistant III	Continuing Education	12.00	06/01/12-06/30/12
Jueschke, Christopher	Interpreter I	Continuing Education	18.00	05/21/12-06/30/12
Kanigowski, Angela	Aquatics Assistant V	Continuing Education	14.00	06/01/12-06/30/12
King, Stephanie	Aquatics Assistant III	Continuing Education	12.00	06/01/12-06/30/12
Leeper, Kylie	Aquatics Assistant III	Continuing Education	12.00	06/01/12-06/30/12
Lepp, Samantha	Aquatics Assistant III	Continuing Education	12.00	06/01/12-06/30/12
Macedonio, Jeniece	Teaching Aide	Adult Basic Education	13.27	06/18/12-06/30/12
Maule, Cheyne	Lecturer-Fire Technology	Fire Technology	37.26	06/01/12-06/30/12
Mendez, Kimberly	Event Supervisor II	Technical Services	13.75	04/21/12-06/30/12
Morales, Madison	Aquatics Assistant V	Continuing Education	14.00	06/01/12-06/30/12
Morales, Megan	Aquatics Assistant VII	Continuing Education	16.00	06/01/12-06/30/12
O'Rourke, Timothy	Project Coordinator	Kinesiology & Athletics	35.00	01/01/12-06/30/12
Ortiz, Jose	Event Supervisor I	Technical Services	11.75	06/01/12-06/30/12
Palaad, Kenneth	Aquatics Assistant IV	Continuing Education	13.00	06/01/12-06/30/12

**SUBJECT:** Personnel Transactions**DATE:** June 27, 2012**Professional Expert Employees – Extended Assignments** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Paliwoda, Megan	Aquatics Assistant III	Continuing Education	12.00	06/01/12-06/30/12
Reed, Kathy	Project Coordinator	Adult Basic Education	35.00	06/11/12-06/30/12
Romo, Elizabeth	Licensed Clinical Social Worker	Health Center	41.53	04/17/12-06/30/12
Ruh, Lani	Program Supervisor II	Continuing Education	16.64	06/01/12-06/30/12
Schiller, James	Paramedic Specialist	Medical Services	15.60	05/18/12-06/30/12
Silverberg, Jason	Aquatics Assistant II	Continuing Education	11.00	06/01/12-06/30/12
Stump, Elaina	Aquatics Assistant III	Continuing Education	14.00	06/01/12-06/30/12
Stump, Olivia	Aquatics Assistant IV	Continuing Education	13.00	06/01/12-06/30/12
Thompson, Wendy	Interpreter II	Continuing Education	22.00	04/30/12-06/30/12
Tran, Krystle	Aquatics Assistant II	Continuing Education	11.00	06/01/12-06/30/12
Tuncel, Stephanie	Aquatics Assistant III	Continuing Education	12.00	06/01/12-06/30/12
Tyra, Marie	Project Administrator	Technology & Health	60.00	05/01/12-06/30/12
Unzueta, Jason	Paramedic Specialist	Medical Services	15.60	05/29/12-06/30/12
Wen, Jennifer	Aquatics Assistant VII	Continuing Education	16.00	06/01/12-06/30/12
Wolters, James	Sound Engineer II	Technical Services	20.00	05/04/12-06/27/12
Yu, Eric	Aquatics Assistant II	Continuing Education	11.00	06/01/12-06/30/12

**Student Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Al-Beitawa, Yasmeen	Student Assistant I	DSPS	8.00	05/30/12-06/15/12
Alcala, Marlene	Student Assistant II	Continuing Education	8.75	07/01/12-08/26/12
Alvarado Ayala, Paola	Student Assistant II	Counseling	8.75	05/21/12-06/29/12
Alvarado Ayala, Paola	Student Assistant II	Counseling	8.75	07/02/12-08/24/12
Andrzejewski, Britnee	Student Assistant III	Continuing Education	10.00	05/03/12-06/30/12
Angulo, Luis	Student Assistant I	Continuing Education	8.00	06/25/12-06/30/12
Angulo, Luis	Student Assistant I	Continuing Education	8.00	07/01/12-08/15/12
Arellanes, Gabriel	Student Assistant I	Kinesiology & Athletics	8.00	04/01/12-06/30/12
Arias, Eduardo	Student Assistant II	Technical Services	8.75	07/01/12-08/26/12
Arteaga, Monica	Student Assistant I	Kinesiology & Athletics	8.00	04/01/12-06/30/12
Brown, Kyle	Student Assistant V	Technical Services	12.50	07/03/12-08/24/12
Carlos, Ana	Student Assistant I	DSPS	8.00	06/12/12-06/15/12
Catingub, Nolan	Student Assistant V	Technical Services	12.50	07/01/12-08/26/12
Chang, Jamie	Student Assistant I	Technical Services	8.00	07/01/12-08/26/12
Chen, Yu hao	Student Assistant III	Architecture & Eng. Des.	10.00	05/03/12-06/30/12
Cheng, Danxu	Student Assistant III	Career & Transfer Serv.	10.00	05/20/12-06/30/12
Cole, Shaun	Student Assistant V	Technical Services	12.50	07/01/12-08/26/12
Croan, Natalie	Student Assistant I	DSPS	8.00	05/07/12-06/15/12
Diaz Bernal, Lidia	Student Assistant II	Assessment & Matric.	8.75	06/11/12-06/30/12
Dominguez, Julie	Student Assistant I	Kinesiology & Athletics	8.00	04/01/12-06/30/12
Duffin, Joshua	Student Assistant IV	High School Outreach	11.25	07/02/12-08/26/12
Espinoza, Emma	Student Assistant I	DSPS	8.00	05/07/12-06/15/12
Farrar, Stephen	Student Assistant III	Financial Aid	10.00	07/01/12-08/26/12
Flores Monzon, Jackeline	Student Assistant I	ESL	8.00	05/01/12-06/30/12
Gaitan, Rashelle	Student Assistant II	Bridge Program	8.75	04/27/12-06/30/12

**SUBJECT:** Personnel Transactions**DATE:** June 27, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Ganji, Bardia	Student Assistant IV	Teacher Prep. Institute	11.25	06/01/12-06/30/12
Garbiso, Tiffany	Student Assistant I	Earth Sciences & Astro.	8.00	04/17/12-06/30/12
Garcia, Angelica	Student Assistant II	ESL	8.75	07/01/12-08/26/12
Garcia, Mario	Student Assistant I	DSPS	8.00	05/07/12-06/15/12
Gattman, Paola	Student Assistant I	DSPS	8.00	06/07/12-06/15/12
Gonzalez, Miguel	Student Assistant I	Kinesiology & Athletics	8.00	04/01/12-06/30/12
Guerrero Velarde, Madalyn	Student Assistant II	Public Safety	8.75	07/01/12-08/05/12
Guzman, Danielle	Student Assistant II	Public Safety	8.75	07/01/12-08/05/12
Hammond, Yancy	Student Assistant II	Public Safety	8.75	07/01/12-08/05/12
Hanover, Ian	Student Assistant V	Hospitality	12.50	05/04/12-06/30/12
Honda, Lisa	Student Assistant I	Continuing Education	8.00	06/25/12-06/30/12
Honda, Lisa	Student Assistant I	Continuing Education	8.00	07/01/12-08/15/12
Jimenez, Michelle	Student Assistant I	Kinesiology & Athletics	8.00	07/01/12-06/30/12
Jimenez, Miriammonserat	Student Assistant I	Kinesiology & Athletics	8.00	04/01/12-06/30/12
Justo, Elsa	Student Assistant I	Continuing Education	8.00	06/25/12-06/30/12
Justo, Elsa	Student Assistant I	Continuing Education	8.00	07/01/12-08/15/12
Kaminski, Paulo	Student Assistant II	Public Safety	8.75	07/01/12-08/05/12
Lail, Meng	Student Assistant V	Assessment & Matric.	12.50	07/01/12-08/26/12
Le, Yen	Student Assistant I	Technical Services	8.00	07/01/12-08/26/12
Liang, Kevin	Student Assistant I	Counseling	8.00	07/02/12-08/24/12
Lopez, Annalisa	Student Assistant III	Financial Aid	10.00	07/01/12-08/31/12
Lopez, Jesus	Student Assistant I	Kinesiology & Athletics	8.00	04/01/12-06/30/12
Lopez, Ruben	Student Assistant II	Assessment & Matric.	8.75	07/01/12-08/26/12
Mahaney, Gail	Student Assistant I	DSPS	8.00	05/30/12-06/15/12
Manuel, Grace	Student Assistant I	Technical Services	8.00	05/17/12-06/30/12
Manuel, Grace	Student Assistant I	Technical Services	8.00	07/01/12-08/26/12
Mares, Daniel	Student Assistant III	Technical Services	10.00	07/01/12-08/26/12
Marroquin, Samantha	Student Assistant II	Counseling	8.75	06/25/12-06/29/12
Marroquin, Samantha	Student Assistant II	Counseling	8.75	07/02/12-08/24/12
Martinez, Brandon	Student Assistant I	Kinesiology & Athletics	8.00	04/01/12-06/30/12
Martinez, Santana	Student Assistant I	Child Development Ctr.	8.00	04/23/12-06/30/12
McGurty, Garrett	Student Assistant I	Child Development Ctr.	8.00	05/08/12-06/30/12
Montiel, Carlos	Student Assistant III	Technical Services	10.00	07/01/12-08/26/12
Montiel, Ricardo	Student Assistant V	Technical Services	12.50	07/01/12-08/26/12
Nikpour, Mitra	Student Assistant II	Assessment & Matric.	8.75	07/01/12-08/26/12
Ortiz, Christopher	Student Assistant I	DSPS	8.00	05/07/12-06/15/12
Palomares, Susana	Student Assistant IV	Counseling	11.25	06/25/12-06/29/12
Palomares, Susana	Student Assistant IV	Counseling	11.25	07/02/12-08/24/12
Parra, Rosa	Student Assistant II	Assessment & Matric.	8.75	06/11/12-06/30/12
Parra, Rosa	Student Assistant II	Assessment & Matric.	8.75	07/01/12-08/26/12
Penner, Rebekah	Student Assistant I	DSPS	8.00	05/30/12-06/15/12
Perez, Jesus	Student Assistant I	DSPS	8.00	05/07/12-06/15/12
Perez, Miguel	Student Assistant II	Assessment & Matric.	8.75	07/01/12-08/26/12
Pineda, Christina	Student Assistant II	Continuing Education	8.75	07/01/12-08/26/12
Price, Jessica	Student Assistant IV	Technical Services	11.25	07/01/12-08/26/12

**SUBJECT:** Personnel Transactions**DATE:** June 27, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Rivas, Cindy	Student Assistant II	The Writing Center	8.75	05/03/12-06/30/12
Rodriguez, Carolina	Student Assistant I	DSPS	8.00	05/14/12-06/15/12
Rodriguez, Paulina	Student Assistant II	Counseling	8.75	07/02/12-08/24/12
Rosado, Jacklyn	Student Assistant IV	Technical Services	11.25	07/01/12-08/26/12
Rosas, Victoria	Student Assistant II	Counseling	8.75	06/01/12-06/29/12
Rosas, Victoria	Student Assistant II	Counseling	8.75	07/02/12-08/24/12
Shamsi, Ahmed	Student Assistant III	EOPS/CARE/CalWORKs	10.00	05/01/12-06/30/12
Silvestre, Sarah	Student Assistant II	Biological Sciences	8.75	04/26/12-06/15/12
Sitacarini, Stephanie	Student Assistant IV	High School Outreach	11.25	07/02/12-08/24/12
Stopani, Karen	Student Assistant I	Counseling	8.00	06/01/12-06/29/12
Stopani, Karen	Student Assistant I	Counseling	8.00	07/02/12-08/24/12
Syed, Shakil	Student Assistant IV	High School Outreach	11.25	07/02/12-08/26/12
Tangen, Kakee	Student Assistant IV	Administrative Services	11.25	07/01/12-08/31/12
Thompson, Marvin	Student Assistant IV	High School Outreach	11.25	07/02/12-08/26/12
Trivedi, Ruchi	Student Assistant III	Adult Basic Education	10.00	05/21/12-06/30/12
Vasquez, Monique	Student Assistant II	Technical Services	8.75	07/01/12-08/26/12
Verdugo, Jessica	Student Assistant II	Counseling	8.75	06/04/12-06/29/12
Verdugo, Jessica	Student Assistant II	Counseling	8.75	07/02/12-08/24/12
Villegas, Eva	Student Assistant V	Adult Basic Education	12.50	07/01/12-08/31/12
Wailase, Salote	Student Assistant II	AANAPISI	8.75	05/01/12-06/30/12
Wailase, Salote	Student Assistant II	AANAPISI	8.75	07/01/12-08/26/12
Wailase, Salote	Student Assistant IV	High School Outreach	11.25	07/02/12-08/26/12
Warren-Smith, Hazel	Student Assistant I	DSPS	8.00	05/07/12-06/15/12
White, Karl	Student Assistant I	Technical Services	8.00	07/01/12-08/26/12
Wooster, Melissa	Student Assistant I	Continuing Education	8.00	06/25/12-06/30/12
Wooster, Melissa	Student Assistant I	Continuing Education	8.00	07/01/12-08/15/12
Yip, Alan	Student Assistant IV	High School Outreach	11.25	07/02/12-08/26/12
Zuniga, Paubla	Student Assistant I	Child Development Ctr.	8.00	05/14/12-06/30/12

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

**DATE:** June 27, 2012

**CONSENT**

**SUBJECT:** OCLC Worldshare Management System Agreement

**BACKGROUND**

While the current SirsiDynix integrated library system has served the College for more than a decade, it is timely to provide students with a library system that supports an enhanced user experience and prepares them to succeed as transfer students and employees. As technology changes, users expect integrated, cloud-based search experiences that are accessed remotely through their mobile devices, tablets, iPads, and laptops. They also expect one-stop searching that retrieves a combination of library resources such as books, databases, and DVDs along with scholarly materials available through the internet. Most importantly, our students who transfer to California State University or University of California systems will be expected to know how to navigate cloud-based search environments using integrated library systems. For students who transition into the work world, they are increasingly expected to have information competency skills using the latest cloud-based, integrated technology.

Mt. SAC's current library system is a proprietary application hosted on a campus server and based on an older client/server technology model, whereas contemporary library standards are transitioning to a cloud-based computing environment. The current system requires significant College and staff resources such as a network administrator, systems librarian, library technicians, and collaborative support from an electronic reference librarian to maintain software and hardware currency; update and maintain the local catalog database; and manage daily system reports, functions, and processes. A cloud-based alternative has multiple advantages because it eliminates the need for a local computer server and IT support, reduces the steps needed to maintain the local catalog database, and changes the scope of daily systems management.

Furthermore, the SirsiDynix tiered pricing structure is adjusted upward for additional services and products, number of students and titles, training opportunities, and hardware migrations. A cloud-based platform reduces many of these costs by using a subscription-based pricing structure and eliminating hardware associated charges.

**ANALYSIS AND FISCAL IMPACT**

The OCLC Worldshare Management System (WMS) is a world-wide, cloud-based library platform that offers a web-based discovery interface along with an array of tools and services in support of the College's student information needs. OCLC WMS has the largest, most comprehensive suite of tools offered by a non-profit entity. It accommodates unlimited users including continuing education students, provides enhanced resource integration for student discovery and retrieval, and incorporates value-added features without incurring additional costs.

Prepared by: Meghan Chen

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #2

**SUBJECT:** OCLC Worldshare Management System Agreement

**DATE:** June 27, 2012

OCLC has provided cataloging records and services to Mt. San Antonio College for over ten years and, through the WMS, will streamline library processes to improve efficiency and services, availing staff resources to support other more critical operations that thus far have been challenging to address. Such an integrated, cloud-based system has been envisioned as the appropriate next step for the California community colleges. Nine other California community college libraries have already signed on including Santa Ana, Santa Barbara, Glendale, Pasadena, Long Beach, Mt. San Jacinto, Foothill-De Anza, and Siskiyous.

OCLC WMS offers a year-to-year subscription, in contrast to the multi-year contract with SirsiDynix. The College would only begin paying the subscription fee when the system migration is complete and WMS goes live in the first year. During implementation, the discovery interface will be available for student use. The College is also eligible for discounts as more libraries subscribe.

The year one subscription cost is \$41,549 or a pro-rated amount of that cost when the system goes live. Subsequent years' costs will be offset by the elimination of the Sirsi subscription fee by approximately \$20,000. There is a one-time early termination fee estimated at \$10,000-\$15,000 to end a five-year agreement with SirsiDynix. The ongoing cost savings on College staff time to maintain SirsiDynix alone would more than pay for this one-time fee.

#### Funding Source

Measure RR Bond Funds for supporting critical infrastructure in fiscal year 2013-14.

#### **RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with OCLC Worldshare Management System, as presented.

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

**DATE:** June 27, 2012

**CONSENT**

**SUBJECT:** New Courses – 2012-13 Academic Year

**BACKGROUND**

The following courses have been developed to reflect changes within disciplines, to provide additional general education options, to meet industry requirements and advisory committee recommendations, and to respond to student needs:

<u>Course No.</u>	<u>Course Title</u>
ARTC 169	Conceptual Illustration
ARTD 19A	Figure Painting
R-TV 101	Work Experience in Broadcast Entertainment

**ANALYSIS AND FISCAL IMPACT**

Courses were developed by College departments and divisions. Documentation has been thoroughly reviewed by the Educational Design Committee and forwarded for approval to the Curriculum & Instruction Council and the Academic Senate.

Each course taught at Mt. San Antonio College has various costs depending upon the instructor of record (hourly vs. full-time), lecture-lab equivalency, and class size limits. The number of sections offered in a given semester by a division or department is variable and part of the total College enrollment management process. 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 courses, effective with the 2012-13 academic year.

Prepared by: Terri S. Long

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #3

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>June 27, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>New AA-T and AS-T Degrees, an AS Degree, and Credit Programs for the 2012-13 Academic Year</u>	

**BACKGROUND**

**AA and AS Transfer Degrees:** Four new Associate Degrees have been developed to prepare students for transfer utilizing the Chancellor’s Office Transfer Model Curriculum (TMC):

- Associate in Arts in Art History for Transfer
- Associate in Arts in English for Transfer
- Associate in Arts in History for Transfer
- Associate in Science in Mathematics for Transfer

**AS Degree:** A new AS Degree has been developed to offer vocational and employment training opportunities for students:

- Associate in Science in Industrial Design Engineering

**Certificates of Achievement:** Three new Certificates of Achievement have been developed to offer vocational and employment training opportunities for students:

- Industrial Design Engineering – Level 1
- Industrial Design Engineering – Level 2
- Industrial Design Engineering – Level 3

**ANALYSIS AND FISCAL IMPACT**

The degrees and certificates have been developed and approved by the appropriate departments and divisions. The AS Degree in Industrial Design Engineering and the Industrial Design Engineering Certificates were also approved by the Los Angeles and Orange County Workforce Development League. Documentation has been reviewed by the Educational Design Committee and approved by the Curriculum & Instruction Council and the Academic Senate. New courses to support the new programs were approved by the Board of Trustees in March, April, and May 2012.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the above degrees and certificates, effective with the 2012-13 academic year.

Prepared by: <u>Terri S. Long</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #4</u>

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

**DATE:** June 27, 2012

**CONSENT**

**SUBJECT:** Externship Agreement with La Puente Valley ROP for the Career  
Technical Education Community Collaborative Grant

**BACKGROUND**

Mt. San Antonio College participates as a sub-grant in the San Gabriel Valley Career Technical Education Community Collaborative Grant (SB70 Round 4), funded by the California Community Colleges Chancellor's Office and in collaboration with Citrus College serving as the fiscal agent. The purpose of the collaborative project (which includes Citrus College, Rio Hondo College, and Mt. San Antonio College) is to provide opportunities for career exploration and development for high school and middle school students in the industry-related areas of energy and utilities. The grant includes teacher and faculty externships in business and industry.

**ANALYSIS AND FISCAL IMPACT**

Total funding for the grant award is \$87,645. Grant funds will be used for externships by partnering with Regional Occupation Program (ROP) instructors. A Memorandum of Understanding will be executed to reimburse La Puente Valley ROP for instructor pay at their non-teaching hourly rate for approved externship time.

**Funding Source**

California Community Colleges Chancellor's Office through Citrus College.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Externship Agreement Memorandum of Understanding with La Puente Valley ROP.

Prepared by: Sarah G. Daum

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #5

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>June 27, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Contract with Southern Illinois University Carbondale to Offer a Baccalaureate Degree Program in Fire Science Management</u>	

**BACKGROUND**

Mt. SAC will provide classroom and office space for Southern Illinois University Carbondale (SIUC) to conduct a baccalaureate degree program in Fire Science Management. This program will be offered to students completing Mt. SAC's Fire Technology AS Degree program as well as in-service firefighters from the region.

**ANALYSIS AND FISCAL IMPACT**

SIUC will pay \$6,480 annually for the use of two classrooms on Friday evening, Saturday, and Sunday. Office space will be provided throughout the week to house a coordinator, at an annual rate of \$780. Because this program is offered in a hybrid, on-line format, it is estimated that classroom space usage will be limited to six weekends per term.

This agreement shall be effective August 1, 2012, through July 31, 2015. Fees will be paid in advance by SIUC, as billed by Mt. SAC in January, May, and August.

**Funding Source**

Southern Illinois University Carbondale.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the proposed contract with Southern Illinois University Carbondale to offer a Baccalaureate degree program in Fire Science Management on Mt. SAC's campus.

Prepared by: _____	Sarah G. Daum _____	Reviewed by: _____	Virginia R. Burley _____
Recommended by: _____	Bill Scroggins _____	Agenda Item: _____	Consent #6 _____

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

**DATE:** June 27, 2012

**CONSENT**

**SUBJECT:** Agreements with Various Medical Directors for Health Programs

**BACKGROUND**

The governing bodies for the Paramedic, Radiologic Technology, and Respiratory Therapy programs require that these programs have an active medical director, per the Los Angeles County Department of Health – Paramedic, The Joint Review Committee on Education in Radiologic Technology – Radiologic Technology, and The Commission on Accreditation for Respiratory Care – Respiratory Therapy.

**ANALYSIS AND FISCAL IMPACT**

Each fiscal year the medical directors for the Paramedic, Radiologic Technology, and Respiratory Therapy programs enter into a signed agreement. Services provided by the medical directors include:

Paramedic Program

- Working in coordination with the Program Director of the Paramedic Program;
- keeping abreast of progress in the field of pre-hospital emergency care;
- making sure students are exposed to appropriate experiences in emergency medical technology;
- approving all course content;
- approving the content of all written and skills examinations;
- approving the provision for students' clinical experiences at each affiliate hospital and field provider;
- being available for clinical on-site visits;
- attending advisory committee and department meetings;
- giving lectures; and
- giving an address at graduation ceremonies.

Radiologic Technology Program

- Providing direction for the program by acting as a consultant to the faculty;
- participating in curriculum development;
- assisting with new hospital agreements;
- meeting with administrators if support is needed for the program; and
- providing consultation when significant problems occur.

Prepared by: Sarah G. Daum

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #7

**SUBJECT:** Agreements with Various Medical Directors for Health Programs

**DATE:** June 27, 2012

Respiratory Therapy Program

- Assessing the quality and appropriateness of medical content of the educational program;
- acting as liaison and advocate of the program among staff physicians, administrators, and allied health care personnel;
- assuring adequacy of instruction in medicine-related subjects with regard to quantity and quality;
- assuring sufficient physician input in affiliated hospitals;
- participating in program curriculum design, evaluation, and revision;
- encouraging and participating in continuing education and evaluation of program faculty; and
- giving lectures to students.

These agreements will be effective July 1, 2012, through June 30, 2013.

The following amounts have been budgeted to pay the medical directors for their services:

- Dr. Nedra Vincent, Paramedic Program – \$5,000
- Dr. Frank Turner, Radiologic Technology Program – \$1,000
- Dr. Earl Young, Respiratory Therapy – \$7,500

Payment of half of the budgeted amount will be made twice per year. The first payment will be for the period July 1, 2012, through December 31, 2012. The second payment will be for the period January 1, 2013, through June 30, 2013.

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the agreements for these medical directors.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>June 27, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Physical Exam Contractors for Health Sciences Faculty</u>	

**BACKGROUND**

Faculty members who supervise students enrolled in the clinical internship portion of a health career program are required to have a yearly physical examination. The requirement for faculty physical examinations is included in the College-approved affiliation agreements with hospitals that provide internship opportunities.

**ANALYSIS AND FISCAL IMPACT**

Faculty with clinical assignments will be offered the option of having their physical completed at Walnut Medical Group or Mt. San Antonio College’s Health Services. An open purchase order (not to exceed \$4,000 for fiscal year 2012-13) will be created for Walnut Medical Group, and funds will be transferred for services rendered at Mt. SAC’s Health Services. A budget of \$4,000 has been established to pay for faculty physicals. Rates for physical examinations and related tests for the 2012-13 academic year are as follows:

	<u>Walnut Medical Group</u>	<u>Mt. SAC Health Services</u>
Routine Physical	\$25	\$35
PPD Mantoux TB Test	\$15	\$ 7
Two-Step TB Test		\$17 additional
MMR (measles, mumps, rubella)	Not stocked	\$55
Mumps Titer	\$40	\$17
Rubella Titer	\$40	\$ 8
Rubeola Titer (measles)	\$40	\$17
Hepatitis B Vaccine	Not stocked	\$32 per dose
Hepatitis B Surface Antibody	\$30	\$10
Varicella Vaccine	Not stocked	Not available
Varicella Titer	\$40	\$14
Tetanus Vaccine	\$40	\$25
Tdap (Tetanus, Diphtheria, and Pertussis) Vaccine	Not stocked	\$38
CBC	\$20	\$ 6
Vision/Audio screening tests	Included with physical	Included with physical
Chest X-Ray	\$30 - 1 view; \$50 - 2 views	Referrals available
Drug Testing	\$40	\$15

Prepared by: <u>Sarah G. Daum</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #8</u>

**SUBJECT:** Physical Exam Contractors for Health Science Faculty

**DATE:** June 27, 2012

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves Walnut Medical Group and Mt. SAC's Health Services to administer physicals to the Technology & Health clinical instructors.

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

**DATE:** June 27, 2012

**CONSENT**

**SUBJECT:** Program Fees for Students in the Technology and Health Division

**BACKGROUND**

Students in various programs incur charges associated with their course of study. The following are being submitted to the Board of Trustees for review:

<b>Program</b>	<b>Explanation</b>	<b>Cost</b>
Air Conditioning and Refrigeration	Students take an examination at the completion of the program, the Environmental Protection Agency 608 Test. Successful completion is required by industry to handle and manipulate refrigerants. The examination is computer-based and is proctored by program staff.  The cost of the examination includes an unlimited number of retakes.	\$25
Aviation Maintenance	Students are eligible to take two FAA Certification examinations after successfully completing the program, Airframe Oral and Practical Examination, and Powerplant Oral and Practical Examination. The cost of each exam includes materials and supplies and the cost of the certified examiner.  For each examination (or retake), the \$410 fee includes \$400 in examiner costs and \$10 in consumable supplies and materials.	\$410
EMT and Paramedic	Students who attend the EMT program or the Paramedic program are required to participate in a variety of preparation activities including training in CPR, Advanced Cardiac Life Support, and Pediatric Advanced Life Support. Students are required to purchase training certificates. Additionally, students in the Paramedic program are also required to purchase uniforms and patches. All supplies purchased by the student are retained by the student at the conclusion of the program.  Students completing the Paramedic program are required to take and pass a national registry practical examination prior to certification. The cost of the exam includes materials and supplies, exam proctors, and simulators.  There is no additional cost to retake skills station exams.	\$7 EMT Students  \$117 Paramedic Students  \$195 National Registry Practical Exam

Prepared by: Sarah G. Daum

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #9

**SUBJECT:** Program Fees for Students in the Technology and Health Division

**DATE:** June 27, 2012

Program	Explanation	Cost
Nursing	<p>Students are required to participate in the Kaplan and LWW's Integrated Testing Deluxe Program.</p> <p>The cost of the program includes the following:</p> <p><u>Integrated Testing</u> Admission Test, Transition Test, Secure, end-of-course tests (N1A, 1B, N2, N3, N4, N5, N6, N7, N8, N9, and N10), Predictive Exit test, Online Remediation Resources, Kaplan Basics Book, Individual Student reports, and Aggregate Reports for Faculty and Administrators.</p> <p><u>NCLEX-RN Exam Review</u> Twenty-one hours of instruction, Kaplan Decision Tree, Diagnostic Exam, Readiness Test, Online Question Trainer, Online Question Bank, Online Study Center, Kaplan Course Book.</p> <p>Kaplan exams predict the success rate of students on the National Council Licensure Examination required for Registered Nurse licensure and provide guidance to the student and the program on student preparation.</p> <p>There is no additional cost to retake exams.</p>	<p>\$450.00 total cost for incoming first semester students (\$112.50 per semester)</p> <p>\$375.00 total cost for incoming second semester students (\$125.00 per semester)</p> <p>\$350.00 total cost for incoming third semester students (\$175.00 per semester)</p> <p>\$300.00 total cost for incoming fourth semester students (\$300.00 per semester)</p>
Respiratory Therapy	<p>Students are required to take and pass three examinations prior to completing the program. These examinations verify student achievement and preparation for the national and state licensure examinations that are required for employment in the field. The program's accrediting agency, the Commission on the Accreditation of Respiratory Care Programs, strongly encourages programs to require these examinations.</p> <p>The cost of retaking each exam is \$40.</p>	<p>\$125</p>
Welding	<p>Students are eligible to take a Welding Certification Test after completing the program. This certification is recognized by industry and is required by most employers. The cost of the exam includes materials and supplies and proctors for preparation of examination materials and oversight during test completion.</p> <p>The cost of retaking the exam is \$100.</p>	<p>\$100</p>

**SUBJECT:** Program Fees for Students in the Technology and Health Division

**DATE:** June 27, 2012

**ANALYSIS AND FISCAL IMPACT**

The estimated student fees for the 2012-13 academic year are detailed above. They represent the actual cost charged by vendors. Fiscal Services will validate the actual fee amount prior to charging students.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves program fees, as detailed above.

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>June 27, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Track &amp; Field Team Member to USA Olympic Trials</u>	

**BACKGROUND**

Jordin Andrade, a member of the Mt. SAC Track & Field team, has qualified to compete at the USA Track & Field Olympic Trials. The Trials will be held at the University of Oregon in Eugene, OR, from June 27-July 1, 2012. Dr. Ernie Gregoire, coaching staff member, will be attending this event with the student athlete. Notification of qualification for these Trials was not received until after the May 21 deadline for the May Board agenda.

**ANALYSIS AND FISCAL IMPACT**

This event determines the members who will represent the United States at the 2012 Olympics in London, England, this summer. The anticipated cost of participation in this event is \$4,060.

Funding Source

Stars of Excellence.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves ratification of travel expenses to this competition for the College's Track & Field student athlete and staff member.

Prepared by: Joseph Jennum Reviewed by: Virginia R. Burley  
Recommended by: Bill Scroggins Agenda Item: Consent #10

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

**DATE:** June 27, 2012

**CONSENT**

**SUBJECT:** Track & Field to Compete at the USA Junior National Championships

**BACKGROUND**

Two members of the Mt. SAC Track & Field teams qualified to compete at the USA Track & Field Junior National Championships. The championships were held at Indiana University in Bloomington, IN, from June 13-17, 2012. Victor Estrada, coaching staff member, attended this event with the student athletes. Notification of qualification for these championships was not received until after the May 21 deadline for the May Board agenda.

**ANALYSIS AND FISCAL IMPACT**

This event determines the national champion for all U. S. Track and Field Athletes, ages 19 years and under. It also serves as the selection trials for the Pan-American and World Championship Junior Teams that will represent the United States. The cost of participation in this competition was \$4,190.

**Funding Source**

Stars of Excellence.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratifies the expenses for this competition for the Track & Field student athletes and staff.

Prepared by: Joseph Jennum

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #11

<b>BOARD OF TRUSTEES</b>	
<b>MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>June 27, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>National Cyber League Championship in Orlando, FL</u>	

**BACKGROUND**

The Mt. SAC Cyber League Team qualified for and won the National Cyber League Championship, competing against four-year universities and graduate students. Mt. SAC and DePaul University were the highest scoring from the National Cyber League Championship Playoffs on May 26, 2012. The Computer Information Systems (CIS) Department requests approval of ratification for the participation of eight CIS Networking Program students and faculty member Jim Gau, who attended the National Cyber League Championship Competition in Lake Buena Vista, FL, June 10, 2012. Travel dates were June 9–11, 2012.

This team of CIS Networking students has done a great job in all areas of network service configuration, resource security protection, business injections, and vulnerability assessment and exploit, and earned the privilege to compete in this national championship. The competitive experience benefited the students and underscored Mt. SAC’s leadership as the site of the recently established CyberWatch West Center.

The College had only a two-week notice to participate and attend the NCL Championship. The team competed every weekend beginning in April and did not know until the semi-final competition was completed on May 26 that they were finalists in the June 10 competition.

**ANALYSIS AND FISCAL IMPACT**

The cost of the trip was estimated to be \$8,114 with funding from Mt. SAC’s CIS Club and the National Cyber League to cover all but approximately \$900 of the expenses.

Funding Source

Stars of Excellence.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves ratification of the participation of CIS Networking students and one faculty member’s expenses at the National Cyber League Championship Competition in Orlando, FL.

Prepared by: <u>Joumana McGowan</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #12</u>

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

**DATE:** June 27, 2012

**CONSENT**

**SUBJECT:** Enrollment Growth and Retention for Associate Degree Nursing  
Programs Grant Activities

**BACKGROUND**

Mt. San Antonio College received an award notification for an Enrollment Growth for Associate Degree Nursing (Registered Nurse – RN) Programs, funded by the California Community Colleges Chancellor's Office. The purpose of the grant is to:

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

As part of the grant activities, permission is requested to (a) purchase food (not to exceed \$3,000 per event) and promotional items (not to exceed \$5,000 per year) for grant-related meetings and events that occur throughout the year; and (b) provide advance payment (deposits) to vendors for grant-related activities.

**ANALYSIS AND FISCAL IMPACT**

This grant award covers Year One funding (\$260,687) for a projected two-year award of \$807,887. Continued funding is contingent upon annual performance reviews. The budget period for Year One is July 1, 2012, through June 30, 2013. The funding agency has approved the expenditure of grant funds to support instructional and non-instructional salaries, employee benefits, instructional and non-instructional supplies and materials, professional development, equipment, and indirect costs.

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

**Funding Source**

California Community Colleges Chancellor's Office.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the grant funds and approves the purchases, as defined above.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #13

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>June 27, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Campus Suicide Prevention Grant Activities</u>	

**BACKGROUND**

Mt. San Antonio College received an award notification for continued funding of a Campus Suicide Prevention grant, funded by the U. S. Department of Health and Human Services' Substance Abuse and Mental Health Services Administration. The purpose of the grant is to prevent suicide attempts and completions through the enhancement of services for students with mental and behavioral health problems. The project will implement a variety of activities aimed at increasing the number of people in the mental health workforce trained in mental health-related practices/activities, increasing the number of individuals exposed to mental health awareness messages, and increasing the number of individuals who have received training in prevention or mental health promotion. As part of the grant activities, permission is requested to provide advance payment (deposits) to vendors for grant-related activities, to purchase food for grant-related meetings that occur throughout the year (not to exceed \$3,000 per event), and to purchase promotional items for events that occur throughout the year (not to exceed \$2,000 per event).

**ANALYSIS AND FISCAL IMPACT**

This grant award covers Year Two funding (\$101,868) for a projected three-year award of \$305,604. Continued funding is contingent upon annual performance reviews. The budget period for Year Two is August 1, 2012, through July 31, 2013.

The funding agency has approved the expenditure of grant funds to support non-instructional salaries for project coordination, clerical support, research support, employee benefits, travel, instructional and non-instructional supplies and materials, consultants/contracted services, printing, and indirect costs. The grant requires in-kind cost sharing, which will be satisfied through time and effort from existing full-time College employees including a mental health clinician, an outreach specialist, and the Director of Student Health Services. The project will not impact the College budget.

**Funding Source**

U. S. Department of Health and Human Services' Substance Abuse and Mental Health Services Administration.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves activities for the Campus Suicide Prevention grant.

Prepared by: <u>Adrienne J. Price</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #14</u>

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

**DATE:** June 27, 2012

**CONSENT**

**SUBJECT:** Talent Expansion in Science and Technology – An Urban Partnership  
Grant Activities

**BACKGROUND**

Mt. San Antonio College currently has a sub-grant titled “TEST-UP: Talent Expansion in Science and Technology – An Urban Partnership,” funded by the National Science Foundation and passed through California State University, Fullerton (CSUF), Auxiliary Services Corporation. The purpose of the collaborative project – including CSUF, Santa Ana College, and Mt. San Antonio College – is to produce additional and better-prepared community college students who transfer to CSUF in the science, technology, engineering, and mathematics disciplines.

As part of the grant activities, permission is requested to reimburse students for costs associated with orientation activities at CSUF.

**ANALYSIS AND FISCAL IMPACT**

The College may reimburse students for costs associated with participating in CSUF orientation activities (registration, parking, etc.) not to exceed \$100 per student.

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

**Funding Source**

National Science Foundation through California State University, Fullerton, Auxiliary Services Corporation.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the TEST-UP grant activities, as defined above.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #15

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>June 27, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Family and Consumer Sciences Discipline/Industry Collaborative Grant: Contract with California Council on Gerontology and Geriatrics</u>	

**BACKGROUND**

Mt. San Antonio College currently has a grant titled "Family and Consumer Sciences Discipline/Industry Collaborative," funded by the California Community Colleges Chancellor's Office. The project is designed to improve vocational and technical education statewide by implementing a comprehensive plan integrating the objectives of the Carl D. Perkins Career and Technical Education Act State Plan priorities. As part of the grant activities, permission is requested to enter into a contract with California Council on Gerontology and Geriatrics.

**ANALYSIS AND FISCAL IMPACT**

Mt. San Antonio College will enter into contract with California Council on Gerontology and Geriatrics in the amount of \$5,000. The contract will provide funds for the following:

- Providing a review of the existing Gerontology chapter in the FCS Program Plan;
- providing expert recommendations for future curricula; and
- planning a professional development event for California community college faculty who teach Gerontology.

The contract will commence on June 1, 2012, and will terminate on August 30, 2012.

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

**Funding Source**

California Community Colleges Chancellor's Office.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract, as defined above.

Prepared by: _____	Adrienne J. Price	Reviewed by: _____	Virginia R. Burley
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #16

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

**DATE:** June 27, 2012

**CONSENT**

**SUBJECT:** CTE Transitions Grant Activities

**BACKGROUND**

Mt. San Antonio College has submitted a local plan for acceptance of CTE (Career and Technical Education) Transitions funds through the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) to the California Community College Chancellor's Office. An allocation of \$49,389 for the 2012-13 fiscal year will fund articulation with secondary programs and continue outreach with partnering districts and Regional Occupation Programs (ROPs).

CTE Transitions funding is provided to assist campuses with Tech Prep-related work after the elimination of these funds at the Federal level. The Tech Prep Consortium was formed in 1992, with a business education focus, and is comprised of 12 unified school districts, three ROPs, and Mt. San Antonio College. The College Articulation with secondary programs has grown to include 25 agencies and 62 schools.

**ANALYSIS AND FISCAL IMPACT**

Mt. San Antonio College will meet the following grant objectives with these funds:

- Validate current Articulation Agreements by conducting Articulation Workshops;
- funds may be expended for workshop refreshments, not to exceed \$650 annually;
- participate in Statewide Career Pathways initiative by utilizing Articulation Templates;
- continue to provide articulation resources via web page;
- continue outreach efforts, such as campus visits, to promote the College and articulation; and
- transport students to campus for outreach activities and articulation exams, not to exceed \$2,000 annually.

There will be no impact to the General Fund.

**Funding Source**

CTE Transitions funding as set-aside from the State Carl D. Perkins allocation.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the CTE Transitions grant activities, as defined above.

Prepared by: Joumana McGowan

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #17

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>June 27, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV)</u> <u>Title 1C Grant Activities</u>	

**BACKGROUND**

Mt. San Antonio College developed a local plan and submitted an application to the California Community College Chancellor’s Office for funding through a federal grant provided by the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV). An allocation of \$923,763 for the 2012-13 fiscal year will fund activities that will lead to program improvement for Career and Technical Education (CTE) programs.

The key aspects of the Act are to:

- provide quality career technical education to students - including special populations - to enter the workforce or continue their education;
- provide technology and equipment upgrades to maintain program currency;
- strengthen the general education content in CTE courses;
- improve the persistence and completion rates of non-traditional and economically disadvantaged students in career technical education programs; and
- provide outreach to secondary, proprietary, industry, and community partners.

**ANALYSIS AND FISCAL IMPACT**

Mt. San Antonio College proposes to perform the following activities in order to meet the purpose of the grant:

- Strengthen the technical skills of students participating in CTE programs through the integration of general education with career and technical education;
- link CTE programs at the secondary and postsecondary levels;
- provide students with strong experience and understanding of all aspects of an industry through work-based learning;
- develop, improve, or expand the use of technology in CTE programs to maintain currency;
- provide professional development to CTE faculty, counselors, and administrators;
- develop and implement evaluations of CTE programs;
- provide activities to support special populations and economically disadvantaged students in CTE programs including marketing and outreach materials; and
- promote industry partnerships and functional CTE advisory committees which may require facilities, marketing and advertising, catering and other food items, not to exceed \$7,500 annually.

Prepared by: <u>Joumana McGowan</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #18</u>

**SUBJECT:** Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) Title 1C Grant Activities

**DATE:** June 27, 2012

Activities planned for the 2012-13 academic year are coordinated through the Instruction Office. The budget includes funding for:

- Curriculum Development and improved instructional delivery;
- new equipment and technology purchases;
- student support structures and student services;
- professional development;
- partnership development;
- accountability, assessment, and evaluation; and
- administration (5%).

Funding Source

Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) Title 1C Grant.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the activities for the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) Title 1C grant, as defined above.

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>June 27, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Continuing Education Division Additions and Changes</u>	

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

1. Adult Basic Education

Course Title/Program	Presenter	Remuneration
In-Home Support Services: CPR and First Aid	Malone, Kristine	14 hours @ \$45/hour not to exceed \$700
	Baca, Michael	18 hours @ \$45/hour not to exceed \$900
Career Development	Taylor, Joseph	40 hours @ \$48.33/hour not to exceed \$2,500

2. Community Services: Additional Classes for Summer

Course Title/Program	Presenter	Remuneration	Fee
Belly Dancing	Smith, Catharae	40%	\$50
Dysrhythmias for RN Students	Rudd, Terry	50%	\$40
Pediatric Advanced Life Support			\$180
Pediatric Advanced Life Support Renewal			\$125
Zumba	Centeno, Alexandra	40%	\$35

3. Community Services - Program Changes

Program Remuneration	From	To
Math for Water Operators	40%	50%
Introduction to Water Systems	40%	50%
Become a Notary in One Day	40%	50%

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #19

**SUBJECT:** Continuing Education Division Additions and Changes

**DATE:** June 27, 2012

4. Approval of New Contracts

<b>Agency</b>	<b>Expenses</b>	<b>Fee</b>
<p><u>Contract No. 1213-002</u> All Americas, Inc. 18366 Colima Road, Suite 204 Hacienda Heights CA 91745</p> <p>English and American Culture Camps July 1–August 17, 2012</p> <p>Note: Program is scheduled for Monday–Thursday. On Friday, participants may meet in the parking lot for field trips, but will not use the buildings.</p>	<p>3-day Camp - \$900 4-day Camp - \$1,100 8-day Camp - \$1,800 10-day Camp - \$2,500</p> <p><u>Details</u> Instructors @ \$50/hour, not to exceed 125 hours per instructor Instructors: Sunnaa, Andrea Herbst, Mark Evans, Douglas Miho, Dana Program/Activities Assistant: Acevedo, Nicholas \$12/hour, not to exceed 300 hours Supplies \$1,000</p>	<p>3-day Camp - \$2,700 4-day Camp - \$3,600 8-day Camp - \$7,200 10-day Camp - \$10,800</p>
<p><u>Contract No. 1213-003</u> All Americas, Inc.</p> <p>60 hours of training in English and the US Education System</p> <p>July 18 – August 7, 2012</p> <p>Note: Program is scheduled for Monday–Thursday. On Friday, participants may meet in the parking lot for field trips, but will not use the buildings.</p>	<p>\$6,400</p> <p><u>Details</u> Instructor: Evans, Douglas Staff @ \$60/hour, not to exceed 60 hours Additional Staff @ \$25/hour, not to exceed 60 hours Curriculum Development: Staff - \$800 Supplies \$500</p>	<p>\$14,100</p>
<p><u>Contract No. 1213-004</u> All Americas, Inc.</p> <p>5 hours of U. S. Financial and Bank Industry Analysis Training</p> <p>June 28, 2012</p>	<p>\$750</p> <p><u>Details</u> Instruction: Staff - \$500 Assistant: Staff - \$200 Supplies - \$50</p>	<p>\$1,325</p>

**SUBJECT:** Continuing Education Division Additions and Changes

**DATE:** June 27, 2012

5. Contract Renewals

<b>Contract</b>	<b>Amount</b>
<p><b>Motorcycle Safety Program</b> Worker's Comp and Employers' Liability Insurance Effective July 1–December 15, 2012</p> <p><u>Providing Agency</u> BB&amp;T Insurance Services of California, Inc. License #0619252 19100 Von Karman Avenue, Suite 900, Irvine CA 92612</p> <p><u>Insured</u> Motorcycle Safety Foundation 2 Jenner Street, Suite 150, Irvine CA 92718</p> <p>Specific coverage as per Contract – <i>RiderCourse</i> Insurance Plan, Agreement for California Site Administrators</p>	Monthly premium based on the number of registered students per month
<p><b>Community Services Fee Program – Student Insurance</b> Fee-Based Classes (excluding Motorcycle Safety)</p> <p>Policy Coverage: July 4, 2012–July 4, 2013</p> <p><u>Providing Agency</u> Student Insurance 11661 San Vicente Blvd., Suite 200 Los Angeles, CA 90049-0033</p> <p><u>Broker</u> Maksin Management Corp. P.O. Box 2648, Camden NJ 08101-2648</p> <p><u>Underwritten by</u> National Union Fire Insurance Company of Pittsburgh, PA</p>	\$1,350

6. Contract Extension

<b>Agency</b>	<b>Presenter</b>	<b>Remuneration</b>
<p>Contract Extension: LA Works WorkSource Center – Irwindale New contract dates: July 1, 2012–June 30, 2013</p>	<p>Sanchez, Jose</p> <p>Chaplot, Surekha</p> <p>De Vries, Judy</p>	<p>\$45/hour (not to exceed \$40,000)</p> <p>\$45/hour (as needed)</p>

**SUBJECT:** Continuing Education Division Additions and Changes

**DATE:** June 27, 2012

Funding Sources

Adult Basic Education - Restricted Funds.  
Community Services - Student Registration Fees.  
New Contracts - Contracting Agency.  
Contract Renewals - Student Registration Fees.  
Contract Extension - Restricted Funds.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>June 27, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Student Services Expenditure Funding for 2012-13</u>	

**BACKGROUND**

Student Services programs and departments sponsor and lead many special events and activities throughout the year. Approval is needed to expend funds for specific items related to the completion of these efforts: promotional items, special supplies, recognition items, food, non-alcoholic beverages, and uniform items. Specific departments and programs include: ACES, Admissions, AANAPISI Program, Aspire Program, Assessment, Bridge, Career and Transfer Services, Counseling, DSP&S, EOP&S/CARE/CalWORKs, Financial Aid, Health Center, International Students, Matriculation, Outreach, Upward Bound, Student Life Office, Student Services Vice President’s Office, Veteran’s, and other programs that are related to Student Services.

**ANALYSIS AND FISCAL IMPACT**

Student Services is requesting approval in concert with established guidelines and limitations for the expenditure of funds for the purpose of various special events, related costs, including contracts with vendors and conference sites to be held throughout the 2012-13 academic year. These events relate to professional meetings, training, staff development, partnership efforts, advisory committees, parent meetings, and student recognition events.

**Funding Source**

Student Services budgets from both general funds and categorical funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the expenditure of Student Services funds for costs associated with various special events for the 2012-13 academic year.

Prepared by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #20

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

**DATE:** June 27, 2012

**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 05/08/12 - 06/11/12**

**Unrestricted General Fund - 11 and 13**

From:

<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$ 4,959
4000	Supplies/Materials	5,103
5000	Other Operating Expenses/Services	173,207
7950	Unassigned Fund Balance	11,595
<b>Total</b>		<b>\$ 194,864</b>

To:

<u>Budget Classification</u>		<u>Amount</u>
1000	Academic Salaries	\$ 359
3000	Employee Benefits	1,125
6000	Capital Outlay	193,380
<b>Total</b>		<b>\$ 194,864</b>

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #21

**SUBJECT:** Appropriation Transfers and Budget Revisions Summary

**DATE:** June 27, 2012

**Restricted General Fund - 17**

From:

<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$ 47,183
3000	Employee Benefits	17,255
<b>Total</b>		<b>\$ 64,438</b>

To:

<u>Budget Classification</u>		<u>Amount</u>
1000	Academic Salaries	\$ 23,637
4000	Supplies/Materials	704
5000	Other Operating Expenses/Services	29,261
6000	Capital Outlay	10,836
<b>Total</b>		<b>\$ 64,438</b>

**Child Development Fund - 33**

From:

<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$ 3,000
<b>Total</b>		<b>\$ 3,000</b>

To:

<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$ 3,000
<b>Total</b>		<b>\$ 3,000</b>

**Farm Operations Fund - 34**

From:

<u>Budget Classification</u>		<u>Amount</u>
7940	Assigned Fund Balance	\$ 10,275
<b>Total</b>		<b>\$ 10,275</b>

To:

<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$ 10,275
<b>Total</b>		<b>\$ 10,275</b>

**Capital Outlay Projects/Redevelopment Fund - 43**

From:

<u>Budget Classification</u>		<u>Amount</u>
7920	Restricted Fund Balance	\$ 2,000,000
<b>Total</b>		<b>\$ 2,000,000</b>

**SUBJECT:** Appropriation Transfers and Budget Revisions Summary

**DATE:** June 27, 2012

To:		
<u>Budget Classification</u>		<u>Amount</u>
6000	Capital Outlay	\$ <u>2,000,000</u>
<b>Total</b>		<b>\$ 2,000,000</b>

**BAN Construction Fund - 44**

From:		
<u>Budget Classification</u>		<u>Amount</u>
6000	Capital Outlay	\$ <u>350,000</u>
<b>Total</b>		<b>\$ 350,000</b>

To:		
<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$ <u>350,000</u>
<b>Total</b>		<b>\$ 350,000</b>

**Associated Students Trust Fund - 71**

From:		
<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$ 1,552
5000	Other Operating Expenses/Services	1,348
<b>Total</b>		<b>\$ 2,900</b>

To:		
<u>Budget Classification</u>		<u>Amount</u>
6000	Capital Outlay	\$ <u>2,900</u>
<b>Total</b>		<b>\$ 2,900</b>

**Other Trust Funds - 79**

From:		
<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$ <u>3,713</u>
<b>Total</b>		<b>\$ 3,713</b>

To:		
<u>Budget Classification</u>		<u>Amount</u>
6000	Capital Outlay	\$ <u>3,713</u>
<b>Total</b>		<b>\$ 3,713</b>

**SUBJECT:** Appropriation Transfers and Budget Revisions Summary**DATE:** June 27, 2012

**BUDGET REVISIONS**  
**For the period 05/08/12 - 06/11/12**

**Unrestricted General Fund - 11 and 13**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
816000 2011-12 Veteran's Services	\$ 7,526
882001 Mt. SAC Foundation-Fire Technology Center of Excellence-Los Angeles Mission	12,689
883900 College contract	10,840
884005 English Royalties-Sales	171
884007 Planetarium-Sales	7,436
887200 2011-12 Community Services-Ice Skating Program	678
887200 2011-12 Community Services-Flight Simulator	6,553
887200 Community Services-Mammography class	1,522
887700 Writing Center-Printing Fees	7,982
887710 2011-12 Paramedic Program-Student Fees	2,046
887730 2011-12 Architecture/Design-Production Fees	3,450
887730 Arts-Materials Fees	165
887730 Arts-Print Making Fees	1,980
887730 Business-Color Copy/Laser Fees	3,055
887730 Ceramics-Clay Fees	2,907
887730 Commercial Art-Print Fees	165
887730 Interior Design/Fashion-Print Fees	360
887730 Photographics-Production Fees	2,196
887750 Floral Design-Material Fees	500
888500 Bursar's Office, Duplicate ID Fees-Noncredit Students	14,660
888545 Air Conditioning-EPA Test Fees	300
888545 Nursing-HESI Test Fees	357
888545 Respiratory Care/Therapy-Test Fees	1
888545 Welding Certification	2,102
888545 Aircraft Maintenance-Exam Fees	410
889000 Custodial-Recycling	291
889000 Human Resources-Fingerprinting	2,874
889000 Printing Services	21,166
889000 Technology and Health Division	350
889000 Developmental Education Study Team	2,641
<b>Total</b>	<b>\$ 117,373</b>

**SUBJECT:** Appropriation Transfers and Budget Revisions Summary

**DATE:** June 27, 2012

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 366
2000 Classified/Other Nonacademic Salaries	6,650
3000 Employee Benefits	540
4000 Supplies/Materials	49,116
5000 Other Operating Expenses/Services	44,021
6000 Capital Outlay	16,680
<b>Total</b>	<b>\$ 117,373</b>

**Restricted General Fund - 17**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
817000 2011-12 VTEA	\$ 4,553
862300 2011-12 DSPS	1,164
862901 2011-12 Credit Matriculation	(460)
862903 2011-12 BFAP	7,120
862903 2011-12 BFAP	(35,000)
865900 2011-12 Workforce Innovation Partnerships	218,750
885100 Mt. SAC Pilot Course-Rental Portion	54,151
<b>Total</b>	<b>\$ 250,278</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 56,754
2000 Classified/Other Nonacademic Salaries	40,519
3000 Employee Benefits	(11,478)
4000 Supplies/Materials	59,197
5000 Other Operating Expenses/Services	101,169
6000 Capital Outlay	2,717
7000 Other Outgo	1,400
<b>Total</b>	<b>\$ 250,278</b>

**Capital Outlay Projects Fund - 41**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
886000 Revenue Lease Bonds Interest	\$ 79
<b>Total</b>	<b>\$ 79</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 79
<b>Total</b>	<b>\$ 79</b>

**SUBJECT:** Appropriation Transfers and Budget Revisions Summary

**DATE:** June 27, 2012

**Student Financial Aid Trust Fund - 74**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
815000 2011-12 Direct Loans	\$ 150,000
815000 2011-12 FSEOG	50,000
815000 2011-12 PELL	3,000,000
862900 2011-12 Cal Grants	275,000
<b>Total</b>	<b>\$ 3,475,000</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7000 Other Outgo	\$ 3,475,000
<b>Total</b>	<b>\$ 3,475,000</b>

**Scholarship and Loan Trust Fund - 75**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
882000 2011-12 Scholarships	\$ 545,807
<b>Total</b>	<b>\$ 545,807</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7000 Other Outgo	\$ 545,807
<b>Total</b>	<b>\$ 545,807</b>

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$194,864), Restricted General Fund (\$64,438), Child Development Fund (\$3,000), Farm Operations Fund (\$10,275), Capital Outlay Projects/Redevelopment Fund (\$2,000,000), BAN Construction Fund (\$350,000), Associated Students Trust Fund (\$2,900), and Other Trust Funds (\$3,713) 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 (\$117,373), Restricted General Fund (\$250,278), Capital Outlay Projects Fund (\$79), Student Financial Aid Trust Fund (\$3,475,000), and Scholarship and Loan Trust Fund (\$545,807) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

**DATE:** June 27, 2012

**CONSENT**

**SUBJECT:** Independent Contractors

**BACKGROUND**

Approval of Independent Contractors.

**ANALYSIS AND FISCAL IMPACT**

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

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Dave Johnstone	Instruction – Music	Accompanist/ Performer, Rehearsals and Performance with Singcopation for the Spring Vocal Jazz Concert and at Recording Studio	5/23/12 6/4/12 6/6/12 6/8/12 6/9/12 6/12/12	\$1,350
Karen Moraski	Student Services – Financial Aid	Facilitator, Staff Development meeting	6/14/12	\$1,200
Victoria Randall	Instruction – LA84 Foundation/Mt. SAC Relays Youth Days Grant	Perform layout and graphic design for the 2012 Mt. SAC Relays Youth Days Program	3/15/12- 6/30/12	\$2,800
Patricia Robinson	Instruction – Family and Consumer Science (FCS), Discipline/Industry Collaborative Grant	Plan and implement Gerontology Professional Development Program	6/1/12- 8/30/12	\$2,500

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #22

**SUBJECT:** Independent Contractors**DATE:** June 27, 2012

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Candace Ryan	Student Services – Student Life/Associated Students	Author, read and sign her children’s book as part of the Children’s Literature Day	5/21/12	\$300
Ron Suffredini	Instruction – Music	Accompanist/ Performer, Rehearsals and Performance with Singcopation for the Spring Vocal Jazz Concert and at Recording Studio	5/23/12 6/4/12 6/6/12 6/8/12 6/9/12 6/12/12	\$1,350

**Funding Sources**

- Restricted General Fund – Instruction - FCS Discipline/Industry Collaborative Grant and LA84 Foundation/Mt. SAC Relays Youth Days Grant.
- Unrestricted General Fund – Instruction - Music, Student Services - Financial Aid and Student Life/Associated Students.

**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:** June 27, 2012

**CONSENT**

**SUBJECT:** Tentative Budget for Fiscal Year 2012-13

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

This has been another difficult year to project a Tentative Plan and Budget for the 2012-13 fiscal year due to the State's ongoing budget crisis. The uncertainty of how the State will solve the current budget gap keeps community colleges extremely vulnerable at this point, as major revenue cuts and student fee increases have become a reality.

Mt. SAC's ongoing apportionment revenue has been reduced from \$134,239,283 in the 2010-11 fiscal year to \$124,393,226 in the 2011-12 fiscal year. This is a \$9,846,057 total decrease in apportionment revenue and one of the largest decreases in Mt. SAC's history. The 2012-13 Tentative Budget does not include any new apportionment revenue increases, as revenue projections do not include a cost-of-living adjustment (COLA) or FTES growth revenue. In addition, Lottery funds are projected to decrease due to Mt. SAC's decrease in FTES. Interest revenue has been slightly decreased as a result of the low interest rates and declining cash balances.

Included in the budget are ongoing expenditure increases, which include the annual step-and-column salary progression along with the associated employer-paid benefits. The most significant budget increase is for the 13 new faculty positions at a cost of \$1,254,584, which were needed for the College to maintain the full-time faculty obligation requirement. In reaction to the proposed severe revenue reductions, the College had reduced course offerings by an additional 415 FTES in the 2011-12 fiscal year, which will result in an estimated \$349,922 in ongoing expenditure savings. As a result of several cost-saving measures listed in the Expenditure Budget Assumptions, the College was able to cover the mandatory increased expenditures, and the total ongoing expenditure budget has only increased by \$1,368,580 from the 2011-12 Adopted Budget.

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #23

**SUBJECT:** Tentative Budget for Fiscal Year 2012-13

**DATE:** June 27, 2012

In order to conserve the use of Mt. SAC's Fund Balance, the College will not be making the annual required contribution to the OPEB Trust. In addition, the retiree medical premiums will be paid from the OPEB Trust instead of the Unrestricted General Fund. This will result in a total one-time savings of \$6,445,107.

It is anticipated that the College will end the 2011-12 fiscal year with an "estimated" negative variance of \$2,154,025, which is the difference between the Adopted Budget and actual revenues and expenditures. This negative variance is a direct result of the "trigger cuts" and the shortfall of enrollment fees and property taxes.

As always, the budget is considered a dynamic planning document flexible enough to be responsive to the College's needs, yet very dependent upon uncertain, variable revenue. Included in the budget are total ongoing general fund revenues of \$135,061,449, which includes apportionment, lottery, and other miscellaneous revenue.

Ongoing expenditures are estimated at \$146,144,717, leaving a projected ongoing budget deficit of \$11,083,268. Unfortunately, the economic and financial outlook does not look much better for the 2013-14 fiscal year. Therefore, the College must work with the entire College community to make further ongoing budget reductions for the 2013-14 fiscal year.

Further revisions will be made and greater detail presented for approval with the Public Hearing and presentation of the Adopted Plan and Budget at the September 12, 2012, Board of Trustees meeting.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees reviews and adopts the Tentative Budget (distributed as a separate document) for the 2012-13 fiscal year.

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

**DATE:** June 27, 2012

**CONSENT**

**SUBJECT:** Annual Approval of Investment Policy Statement

**BACKGROUND**

The Investment Policy must be presented annually for Board approval and was last approved June 22, 2011.

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

**ANALYSIS AND FISCAL IMPACT**

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

**Funding Source**

Not applicable.

**RECOMMENDATION**

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

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #24

**SUBJECT:** Annual Approval of Investment Policy Statement

**DATE:** June 27, 2012

## **INVESTMENTS**

### **1. Objective**

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

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

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

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

### **2. Prudence**

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

### **3. Delegation of Authority**

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

### **4. Ethics and Conflicts of Interest**

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

**SUBJECT:** Annual Approval of Investment Policy Statement

**DATE:** June 27, 2012

## 5. Acceptable Investments

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

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

**SUBJECT:** Annual Approval of Investment Policy Statement

**DATE:** June 27, 2012

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

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

**SUBJECT:** Annual Approval of Investment Policy Statement

**DATE:** June 27, 2012

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

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

## **6. Maturity Parameters**

Maximum maturity of any single issue: 5 years

## **7. Safekeeping and Custody**

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

## **8. Diversification**

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

**SUBJECT:** Annual Approval of Investment Policy Statement

**DATE:** June 27, 2012

## **9. Internal Controls**

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

## **10. Reporting**

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

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

**SUBJECT:** Annual Approval of Investment Policy Statement

**DATE:** June 27, 2012

**Memorandum of Investment**  
(effective June 25, 1997)

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

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

Date approved by Board of Trustees:

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

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

**DATE:** June 27, 2011

**CONSENT**

**SUBJECT:** Resolution No. 11-11 – Open New Bank Accounts and Close Existing  
Bank Account

**BACKGROUND**

Pursuant to Section 84030 of the Education Code and in accordance with Section 58311 of Title 5 of the California Code of Regulations, it is the intent of the Legislature, Board of Governors, and the State Chancellor’s Office to encourage sound fiscal management practices among community college districts. To that end, the Board of Governors has recognized district needs to maintain authorized bank accounts for certain types of district/college functions and activities. Accordingly, the governing board of any community college district may, for the purpose of expediting business services transactions and in accordance with sound business practices, establish separate bank accounts. All income derived from governing-board-approved activities or functions shall be deposited in these accounts for authorized expenditures in accordance with rules and regulations of the governing board.

Due to the transition of Auxiliary Services accounting function to Fiscal Services, it has been determined that two existing bank accounts currently under Auxiliary Services’ tax identification number should be Mt. SAC district bank accounts. Therefore, it is necessary to open a new bank account for the Performing Arts Center through Citizens Business Bank to handle credit card transactions for the Performing Arts Center Box Office. In addition, the Federal Perkins Loans bank account should be a Mt. SAC district bank account. Therefore, Fiscal Services is currently working with City National Bank to close the existing Auxiliary Services account and open a new account to handle the Federal Perkins Loan program. The funds in the Auxiliary Services Federal Perkins Loans bank account will be transferred to the new Mt. San Antonio College Federal Perkins Loans bank account. This account must remain with City National Bank due to the nature of the account.

Fiscal Services would also like to formally close the unauthorized bank account at SchoolsFirst Federal Credit Union for the Mt. SAC Fire Academy. The remaining funds in this account will be placed in the Los Angeles County Treasury for use by the Mt. SAC Fire Academy.

**ANALYSIS AND FISCAL IMPACT**

Periodically, Fiscal Services reviews existing bank accounts to determine if accounts may need to be opened, closed, or revised.

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #25

**SUBJECT:** Resolution No. 11-11 - Open New Bank Accounts and Close Existing Bank Account

**DATE:** June 27, 2012

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopts a resolution to authorize the opening and closing of new bank accounts pursuant to the California Community College Budget and Accounting Manual as authorized by Sections 84030 and 85266 of the Education Code, and in accordance with Section 58311 of Title 5 of the California Code of Regulations.

It is recommended that one new bank account be opened with Citizens Business Bank to handle all credit card charges for the Performing Arts Box Office.

It is recommended that one new bank account be opened with City National Bank in order to transfer the assets of the existing Federal Perkins Loan account that currently resides with Auxiliary Services.

It is recommended that the unauthorized bank account be closed with SchoolsFirst Federal Credit Union and that the assets be deposited in the Los Angeles County Treasury.

It is recommended that, in order to adequately safeguard and manage District assets, two authorized signatures be required on each check on every account, unless otherwise stated.

It is recommended that account signers, banks, and savings and loans not be authorized to issue counter checks or cashier's checks on any of the accounts.

It is recommended that the Board authorizes the submission of signature cards to banking institutions for accounts that may be affected by personnel changes.

**RESOLUTION NO. 11-11  
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT  
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA**

**RESOLUTION AUTHORIZING THE OPENING OF NEW BANK ACCOUNTS AND THE  
CLOSING OF AN EXISTING BANK ACCOUNT**

WHEREAS, the Board of Trustees finds there is a need to establish new or changed bank accounts for clearing, revolving, payroll, and accounts payable accounts; and

WHEREAS, pursuant to the California Community College Budget and Accounting Manual as authorized by 84030 of the Education Code, and in accordance with 58311 of Title 5 of the California Code of Regulations, the Board of Trustees is authorized to establish such accounts; and

WHEREAS, pursuant to Education Code Section 85266, with the approval of the county superintendent of schools, the governing board of a community college district may cause warrants to be drawn on the county treasury against designated funds, except debt service, of the district in the county treasury in the payment of expenses of the district.

NOW, THEREFORE, BE IT RESOLVED that the accounts and custodians/account signers listed are duly authorized and approved.

**OPEN NEW ACCOUNTS**

**Citizens Business Bank  
1095 North Garey Avenue  
Pomona, CA 91767**

Account Name:	<b>Mt. San Antonio Community College District – Performing Arts Center</b>
Type:	Merchant/Checking Account
Purpose:	To handle all credit card charges for the Performing Arts Center Box Office
Action:	Open New Account
Signatures:	William T. Scroggins, Michael D. Gregoryk, Virginia Burley, Thomas G. Meikle (two signatures required)

**City National Bank  
3424 Carson Street  
Torrance, CA 90503**

Account Name: **Mt. San Antonio Community College District –  
Federal Perkins Loans**

Type: Checking

Purpose: To handle both the disbursements and repayments of student  
Federal Perkins Loans

Action: Open new account

Signatures: William T. Scroggins, Michael D. Gregoryk, Virginia Burley,  
Thomas G. Meikle (two signatures required)

**SchoolsFirst Federal Credit Union  
P.O. Box 11547  
Santa Ana, CA 92711-1547**

Account Name: **Mt. San Antonio Fire Academy and Fire Tech Club**

Type: Checking Account

Purpose: Unauthorized Bank Account

Action: Close existing account

Existing Signatures: Jerry Austin

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Mt. San Antonio  
Community College District, as follows:

PASSED AND ADOPTED this 27th day of June 2012 by the Board of Trustees of the Mt. San  
Antonio Community College District of the County of Los Angeles, State of California, by the  
following vote:

AYES:  
NOES:  
ABSENT:  
ABSTENTIONS:

This is to certify that this is a true and correct copy of the resolution as adopted and approved at a regular meeting of the Board of Trustees of the Mt. San Antonio Community College District.

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William T. Scroggins  
College President & CEO and  
Secretary to the Board of Trustees  
Mt. San Antonio Community College District

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

**DATE:** June 27, 2012

**CONSENT**

**SUBJECT:** Annual Approval of Aircraft Repair Services – Nostalgia Airways, Inc. for  
2012-13 Fiscal Year

**BACKGROUND**

The College's Aviation program, located at the Brackett Airfield, manages and maintains several aircraft for student flight training purposes. These aircraft require scheduled maintenance per Federal Aviation Administration (FAA) requirements, periodic engine overhauls, and occasional off-schedule service when unexpected repairs are required. Nostalgia Airways Inc. dba NAI Aircraft Services has been identified as the single maintenance center at Brackett Airfield available to service the College's aircraft.

**ANALYSIS AND FISCAL IMPACT**

At its meeting on March 28, 2007, the Board of Trustees approved the sole-source procurement of aircraft maintenance services for the College's aircraft from Nostalgia Airways, Inc. dba NAI Aircraft Services as allowed under Public Contract Code (PCC) Section 3400(b)(3), which permits the purchase of "...a necessary item that is only available from one source."

Approval is sought to continue procurement of aircraft maintenance services from NAI Aviation at a cost of up to \$95,000 for the 2012-13 fiscal year.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the procurement of aircraft maintenance services for the College's aircraft from Nostalgia Airways, Inc. dba NAI Aircraft Services for the 2012-13 fiscal year.

Prepared by: Thomas G. Meikle

Reviewed by: Linda M. Baldwin/Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #26

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>June 27, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Annual Advertisements for Goods and Services for Fiscal Year 2012-13</u>	

**BACKGROUND**

Each year, bids are prepared for goods and services that are necessary to the operation of the College. Education Code 81641 requires that the College publishes these bids in a local newspaper at least once a week for a period of two weeks.

**ANALYSIS AND FISCAL IMPACT**

The following is a list of goods and services for which the College may need to advertise in the 2012-13 fiscal year:

- |                                     |                          |
|-------------------------------------|--------------------------|
| Audio/Visual Supplies and Equipment | Maintenance Projects     |
| Computers and Related Equipment     | Printing Class Schedules |
| Construction Projects               | Rental of Equipment      |
| Furniture                           | Supplies and Equipment   |
| Maintenance Agreements              |                          |

The College anticipates spending approximately \$10,000 in advertising costs for the 2012-13 fiscal year.

**Funding Source**

- Advertising construction projects - charged to each project.
- Advertising all other goods and services - Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorizes the advertisement of the above listed goods and services as needed for the 2012-13 fiscal year.

Prepared by: <u>Thomas G. Meikle</u>	Reviewed by: <u>Linda M. Baldwin/Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #27</u>

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

**DATE:** June 27, 2012

**CONSENT**

**SUBJECT:** Sale of Miscellaneous Surplus Items

**BACKGROUND**

In an attempt to keep areas from becoming unsightly and hazardous, it is necessary to remove scrap metal, furniture, and miscellaneous salvage items that are no longer being used in instructional programs. In the past, the College has received authorization from the Board of Trustees to deal directly with recycling vendors and/or private individuals wishing to acquire these items. This request will allow the College to continue working with local recycling vendors and/or private individuals for the 2012-13 fiscal year.

**ANALYSIS AND FISCAL IMPACT**

Education Code Section 81452 allows the sale of personal property by an employee of the College empowered for that purpose by the Board when items do not exceed the value of \$5,000.00. Examples of items that would be sold during the course of the year would include scrap metal, surplus furniture, obsolete HVAC units, and obsolete computers/parts (which have only salvage value). None of these items at any given time during the course of the year would exceed the amount stated in Education Code Section 81452.

The amount of money derived from the disposal of surplus materials and equipment varies from year to year and is dependent upon the type, quantity, and intrinsic value of such items.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorizes the sale of scrap metal and miscellaneous salvage items for the 2012-13 fiscal year and delegate to the Purchasing Manager the authority to sell these items.

Prepared by: Thomas G. Meikle

Reviewed by: Linda M. Baldwin/Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #28

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>June 27, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Assessment Fee for Secondary Internet Circuit</u>	

**BACKGROUND**

Since the mid-1990s, the Chancellor’s Office has paid all costs associated with connecting colleges and districts to the internet with Telecommunications and Technology Infrastructure Program (TTIP) funds. Mt. SAC has two internet connectivity circuits (a primary and a secondary) which provide critical diverse routes for internet access. Due to ongoing budget cuts in TTIP funds, the Chancellor’s Office now charges the College for a portion of the secondary circuit. The Chancellor’s Office believes that this is a temporary situation, and they will revert back to TTIP paying the full cost for all circuits within a few years.

**ANALYSIS AND FISCAL IMPACT**

The Chancellor’s Office is strongly urging colleges to retain their secondary circuits. Without a secondary circuit, if the primary circuit fails due to hardware issues or a fiber cut, the College would be unable to access the internet and web-based systems, like Banner or the course management system, until the primary circuit is repaired.

Due to aggressively pursuing discounts with service providers, the College has achieved savings in the telecommunications utility budget that offset the assessment fee for the secondary circuit.

Second Circuit Assessment Fee 2012-13	\$16,774.20
Portion of Second Circuit Funded by TTIP and CA Teleconnect Fund	\$30,191.40
Total Cost of Second Circuit	\$46,965.60

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the \$16,774.20 assessment fee for the secondary internet circuit for the 2012-13 fiscal year.

Prepared by: <u>Victor A. Belinski</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #29</u>

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

**DATE:** June 27, 2012

**CONSENT**

**SUBJECT:** Transfer of AudienceView Software Contract

**BACKGROUND**

The original Performing Arts Center Box Office has expanded its scope of services to become the College Box Office. The College Box Office now provides ticketing services for the Performing Arts Center along with the Randall Planetarium, Mt. SAC home football games, the Mt. SAC Relays, the Mt. SAC Cross Country Invitational, and other campus special events. The College Box Office utilizes a web-based computerized ticketing application to provide these services.

The contract with our former software supplier, Tickets.com, ended on November 30, 2011. In anticipation of the contract expiration, the College Box Office and Auxiliary Services entered into a five-year agreement with AudienceView Ticketing on April 27, 2011. This allowed the software installation, configuration, and training to be accomplished before the November expiration. All up-front costs of the conversion were paid from the Performing Arts Trust that was located in Auxiliary Services. With the transfer of accounting functions from Auxiliary Services to the District, the contract for this software service must also be transferred.

**ANALYSIS AND FISCAL IMPACT**

The AudienceView software system was chosen after a complete staff review of available box office products and vendors. This product was selected for a variety of reasons, including the following: 1) The application is hosted off-site, minimizing PCI-compliance liability for the College; 2) The application provides enhanced features such as allowing on-line patrons to choose their own seats; and 3) most importantly, the College will save approximately \$7,000 in annual support costs. The last annual payment to Tickets.com was \$17,122. The cost of this agreement is \$9,700 annually, payable for the four remaining years of the contract.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the transfer of the AudienceView contract from Auxiliary Services to the District.

Prepared by: William Eastham

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #30

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

**DATE:** June 27, 2012

**CONSENT**

**SUBJECT:** Student Accident/Athletic Insurance Coverage - Renewal

**BACKGROUND**

Mt. San Antonio College is authorized to purchase student accident and athletic insurance for credit students through an annual group policy (Education Code Section 32221). The policy covers basic as well as catastrophic insurance. The master policy contains complete details of provisions, limitations, and exclusions and will prevail at all times.

**ANALYSIS AND FISCAL IMPACT**

The student accident and athletic policy period is July 1, 2012, through July 1, 2013, and includes the following coverage limits:

<u>Student Accident Coverage – Basic Coverage</u>	
Per Accident Deductible	\$50
Per Accident Maximum	\$50,000
<u>Student Accident Coverage – Catastrophic Coverage</u>	
Per Accident Deductible	\$50,000
Per Accident Maximum	\$1,000,000
<b>Total Student Accident Premium</b>	<b>\$63,277</b>
<u>Intercollegiate Athletes Coverage – Basic Coverage</u>	
Per Accident Deductibles	\$100 Class I Athletes \$50 Class II Athletes
Per Accident Maximum	\$25,000
<u>Intercollegiate Athletes Coverage – Catastrophic Coverage</u>	
Per Accident Deductible	\$25,000
Per Accident Maximum	\$1,000,000
<b>Total Intercollegiate Athlete Premium</b>	<b>\$88,339</b>
<u>Fire Academy Coverage – Expanded Coverage</u>	
Per Accident Deductible	\$50
Per Accident Maximum	\$25,000
<b>Total Fire Academy Premium</b>	<b>\$10,344</b>

Prepared by: Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #31

**SUBJECT:** Student Accident/Athletic Insurance Coverage - Renewal

**DATE:** June 27, 2012

Included in this renewal, for the first time, is expanded insurance coverage exclusively for students who are participating in Fire Academy courses and would provide coverage for injuries resulting from a physiological malfunction, such as heart, heat stroke, stress fracture, etc., which may not be the direct result of an accidental injury.

Mt. SAC has used Student Insurance Company for more than 16 years and is pleased with the service they provide. The combined premium of \$161,960 represents an increase in premium from the previous year of \$18,833, or approximately 13.16%.

#### Funding Source

- Student Accident Coverage - Student Health Services fund with appropriate reimbursement from the Child Development Center fund.
- Athletic Insurance - Unrestricted General Fund.

#### RECOMMENDATION

It is recommended that the Board of Trustees approves payment of the student accident and athletic insurance coverage of \$161,960 to Student Insurance Company, as presented.

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

**DATE:** June 27, 2012

**CONSENT**

**SUBJECT:** Fine Arts Insurance Coverage - Renewal

**BACKGROUND**

Mt. San Antonio College purchases insurance coverage for its museum collection and temporarily loaned art items for exhibitions held in the Art Gallery.

**ANALYSIS AND FISCAL IMPACT**

The Art Gallery has approximately six exhibits per year, which have been covered under a program of fine arts insurance administered by Huntington T. Block Insurance Agency, Inc., and insured by Ace American Insurance Company. The fine arts policy is for the period July 1, 2012, through July 1, 2013, and includes the following coverage limits:

Property Coverage – Museum Collection and Temporary Loans

Limits of Liability:     \$300,000 at the insured premises  
                                  \$300,000 legal liability  
                                  \$300,000 at any other location  
                                  \$300,000 in-transit on any one conveyance  
                                  \$300,000 earthquake  
                                  \$300,000 in any one loss or disaster, either in case of partial or total loss, or salvage charges, or expenses, or all combined

Deductible:             \$1,000 each claim for loss or damage separately occurring (applies only to owned objects)  
                                  \$0 applies only to earthquake losses  
                                  \$2,500 applies to outdoor sculpture

The requested premium of \$2,000 reflects no increase from the previous year.

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves payment of the fine arts insurance coverage of \$2,000 to Huntington T. Block Insurance Agency, Inc., as presented.

Prepared by: Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #32

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

**DATE:** June 27, 2012

**CONSENT**

**SUBJECT:** Aviation Insurance Policy - Renewal

**BACKGROUND**

Mt. San Antonio College annually purchases aviation hull and liability insurance to cover the College's liability resulting from the activities of the Aircraft Technology and Aeronautics Departments, the Mt. San Antonio College Flight Training Association, and the Mt. San Antonio College Flying Team. The College has received proposals from Falcon Insurance Agency of California, Inc. for primary and excess liability insurance in the amount of \$73,056.

**ANALYSIS AND FISCAL IMPACT**

The primary and excess liability policies are for the period July 1, 2012, through July 1, 2013, and include the following coverage limits:

**Primary Liability and Hull Coverage**

Liability Coverage:	\$1,000,000 - Combined Single-Limit of Bodily Injury and Property Damage, including Passengers. California Renter's and Trainee's Liability included. \$3,000 – Medical Coverage each Person including Crew.		
Non-Owned Liability "Gap" Coverage:	\$1,000,000 - Combined Single-Limit of Bodily Injury and Property Damage, including Passengers. This covers the gap when the Flight Team rents aircraft that does not have the \$1,000,000 of primary coverage.		
Hull Coverage:	N714GM	\$18,250	All Risk Hull with Deductible of \$2,500 All losses
	N48968	\$20,000	All Risk Hull with Deductible of \$2,500 All losses
	N94364	\$24,000	All Risk Hull with Deductible of \$2,500 All losses
	N20562	\$33,000	All Risk Hull with Deductible of \$2,500 All losses
	N49228	\$57,000	All Risk Hull with Deductible of \$2,500 All losses
Use:	Non-commercial and Special Uses. Special uses are defined as the instruction, both dual and solo, of members of the Mt. San Antonio College Flight Training Association under the direct supervision of a pilot holding an FAA Flight Instructor Rating.		
<b>Total Primary Liability and Hull</b>	<b>\$30,901</b>		

Prepared by: Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #33

**SUBJECT:** Aviation Insurance Policy - Renewal**DATE:** June 27, 2012Excess Liability, Non-Owned Aircraft Physical Damage and Liability

Liability Coverage:	\$10,000,000 – Excess of primary insurance for aircraft owned and/or operated by the Mt. San Antonio College Flight Training Association. \$3,000 – Medical Coverage each Person including Crew, to cover all uses of aircraft not owned by the College.
Non-Owned Aircraft Physical Damage Liability:	\$100,000 – Any One Aircraft \$1,000 – Deductible Any One Loss
Non-Owned Aircraft Liability Coverage:	\$10,000,000 – Combined Single Limit of Bodily Injury and Property Damage including Passengers.
Uses:	As respects Non-Owned Aircraft – Incidental rental of aircraft while participating in intercollegiate events when the Mt. San Antonio College Flying Team has to use aircraft other than their own.
<b>Total Excess Liability, Non-Owned</b>	<b>\$34,155</b>

Primary Liability – 1972 Gulfstream G-II, N218SE

Hull:	Not applicable
Liability:	\$5,000,000 – Combined Single Limit of Bodily Injury and Property Damage excluding Passenger Liability
Use:	Training Aid – Ground Only (No Flight). In motion and not in motion.
<b>Total Primary Liability</b>	<b>\$8,000</b>

The combined premium of \$73,056 represents a decrease in insurance premium of \$2,088, or approximately 2.78%.

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves payment of the aviation liability insurance premium of \$73,056 to Falcon Insurance Agency of California, Inc., as presented.

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

**DATE:** June 27, 2012

**CONSENT**

**SUBJECT:** General Liability/Property Coverage - Renewal

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

Pursuant to Education Code Section 72506, the Board of Trustees shall procure insurance to insure against all of the following:

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

The ASCIP insurance program will renew for the period July 1, 2012, through July 1, 2013, and will include general, excess, and automobile liability coverage with a self-insured retention (SIR) of \$25,000; property coverage with a \$10,000 deductible; and crime, auto physical damage, and storage tank liability coverage for a combined premium of \$789,014. The combined premium of \$789,014 represents a decrease in premium from the previous year of \$39,066 or 4.72%. The memorandum of coverage contains complete details of provisions, limitations, and exclusions.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves payment of the combined liability and property insurance coverage of \$789,014 to the Alliance of Schools for Cooperative Insurance Program (ASCIP), as presented.

Prepared by: Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #34

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

**DATE:** June 27, 2012

**CONSENT**

**SUBJECT:** Proposal to Update Multi-Jurisdictional Hazard Mitigation Plan with the  
City of Walnut

**BACKGROUND**

In June 2004, the City of Walnut and Mt. San Antonio College, with the assistance of a consultant, prepared and submitted to the Federal Emergency Management Agency (FEMA) their Multi-Jurisdictional Hazard Mitigation Plan. In accordance with the requirements of 44 C.F.R., Part 201, and the Disaster Mitigation Act of 2000, this plan must be reviewed, updated, and resubmitted for approval every five years. States and communities must have an approved mitigation plan in place prior to receiving post-disaster hazard mitigation grant funding.

**ANALYSIS AND FISCAL IMPACT**

The City of Walnut has solicited proposals from vendors with expertise in preparing hazard mitigation plans and has selected Dimensions Unlimited, Inc., for a fee of \$24,300, to provide services to update and submit the Multi-Jurisdictional Hazard Mitigation Plan to FEMA for re-approval. Mt. SAC's portion of that fee is half, or \$12,150. Additionally, the City of Walnut has applied for a Community Development Block Grant to procure funding for the ongoing development of the plan that serves as a planning tool for the City and its political subdivisions, agencies, and special districts. If the City is awarded such funds, Mt. SAC would receive a full refund for their portion of the fee.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves payment to the City of Walnut in the amount of \$12,150 for the proposal to update the Multi-Jurisdictional Hazard Mitigation Plan.

Prepared by: Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #35

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

**DATE:** June 27, 2012

**CONSENT**

**SUBJECT:** Claim Against the District – Christyl Sturrock

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

On May 24, 2012, the District received a claim from the law firm of Thomas A. Cifarelli, on behalf of claimant Christyl Sturrock, alleging that on or around September 1, 2010, and continuing through March 15, 2012, Ms. Sturrock was subjected to sexual discrimination, retaliation, verbal abuse, and threats by the volunteer track coach. The District's claims administrator has reviewed the claim and requests that the Board take action to reject the claim.

**Funding Source**

Not applicable.

**RECOMMENDATION**

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

Prepared by: Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #36

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>June 27, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Claim Against the District – Camille Robertson</u>	

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

On May 24, 2012, the District received a claim from the law firm of Thomas A. Cifarelli, on behalf of claimant Camille Robertson, alleging that on or around September 1, 2010, and continuing through March 15, 2012, Ms. Robertson was subjected to sexual discrimination, retaliation, verbal abuse, and threats by the volunteer track coach. The District's claims administrator has reviewed the claim and requests that the Board take action to reject the claim.

Funding Source

Not applicable.

**RECOMMENDATION**

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

Prepared by: Karen A. Saldana Reviewed by: Michael D. Gregoryk  
Recommended by: Bill Scroggins Agenda Item: Consent #37

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

**DATE:** June 27, 2012

**CONSENT**

**SUBJECT:** Claim Against the District – Nayomie Jarvis

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

On May 24, 2012, the District received a claim from the law firm of Thomas A. Cifarelli, on behalf of claimant Nayomie Jarvis, alleging that on or around September 1, 2010, and continuing through March 15, 2012, Ms. Jarvis was subjected to sexual discrimination, retaliation, verbal abuse, and threats by the volunteer track coach. The District's claims administrator has reviewed the claim and requests that the Board take action to reject the claim.

**Funding Source**

Not applicable.

**RECOMMENDATION**

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

Prepared by: Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #38

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>June 27, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Valley Academies Foundation - Addendum to Lease Agreement</u>	

**BACKGROUND**

Mt. San Antonio College has offered courses at the Village at Indian Hill in Pomona for the past several years through a sub-lease with the Valley Academies Foundation. Mt. SAC has offered day and evening courses in the areas of electronics and computer systems to afford students of the Pomona Unified School District and its community with the opportunity to complete course work leading to certifications and preparing them for employment in the field.

**ANALYSIS AND FISCAL IMPACT**

The current lease term is due to expire June 30, 2012. Therefore, approval is being sought to extend the lease for one year for the period July 1, 2012, through June 30, 2013.

Extending this lease will continue to provide three dedicated classrooms for Mt. SAC's use as well as allowing the students of the Pomona Unified School District and its community to continue to benefit from the opportunities offered by the Electronics Department.

The original monthly costs were \$2,074.80 per month, plus all utilities and custodial. The monthly rental amount was reduced to \$1,037.40 for the past two years due to financial cuts facing school districts and community colleges. The Valley Academies Foundation has offered to extend the reduced rate for the 2012-13 fiscal year; however, the fees will be renegotiated for 2013-14.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Addendum to the Lease with the Valley Academies Foundation for the period July 1, 2012, through June 30, 2013.

Prepared by:	<u>Thomas G. Meikle</u>	Reviewed by:	<u>Linda M. Baldwin/Michael D. Gregoryk</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #39</u>

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

**DATE:** June 27, 2012

**CONSENT**

**SUBJECT:** Declassification and Destruction of Records

**BACKGROUND**

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

- All Requisitions, Contracts, Purchase Orders, Bids, and supporting documentation prior to fiscal year 2009-10, except for capital property documents classified as Class 1 records;
- Accounts Payable Payment Packages and related documents prior to fiscal year 2009-10;
- Journal Vouchers prior to fiscal year 2009-10;
- Accounts Receivable Documents prior to fiscal year 2009-10;
- Appropriation Transfers prior to fiscal year 2009-10;
- Deposits, Bank Reconciliations and Cancelled Checks prior to fiscal year 2009-10;
- District Invoices prior to fiscal year 2009-10;
- Budget Revisions prior to fiscal year 2009-10;
- Payroll Timesheets prior to fiscal year 2009-10;
- Official Payments Credit Card Reports prior to fiscal year 2009-10;
- HR Employment Applications and Recruitment Files prior to fiscal year 2009-10;
- Federal and State Categorical Programs – Financial and Program Records for programs ending prior to fiscal year 2009-10; and
- Financial Aid Financial Records prior to fiscal year 2008-09.

**ANALYSIS AND FISCAL IMPACT**

These records have been retained for the legal period of time as per Article 2, Sections 16023 through 16028, of Title 5, California Administrative Code. There is no further need to retain these records for use by the District.

**Funding Source**

Not applicable.

**RECOMMENDATION**

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

Prepared by: Thomas G. Meikle Reviewed by: Linda M. Baldwin/Michael D. Gregoryk

Recommended by: Bill Scroggins Agenda Item: Consent #40

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>June 27, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Renewal Agreement With AT&amp;T Mobility</u>	

**BACKGROUND**

In September 2007, the Board of Trustees approved an agreement with AT&T Mobility to lease space on the rooftop of the Learning Technology Center to provide cell site service to the surrounding area. The initial agreement commenced October 1, 2007, for a five-year period with the option to renew for five additional five-year periods.

**ANALYSIS AND FISCAL IMPACT**

The College wishes to exercise its option to renew the agreement with AT&T Mobility for a second five-year term commencing October 1, 2012, through September 20, 2017. The current lease amount is \$1,788.69 per month and is increased annually in the amount of 2.5%. The income generated from this lease is deposited into the College Improvements Fund.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the five-year renewal agreement with AT&T Mobility for the period October 1, 2012, through September 30, 2017.

Prepared by: Thomas G. Meikle Reviewed by: Linda M. Baldwin/Michael D. Gregoryk  
Recommended by: Bill Scroggins Agenda Item: Consent #41

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

**DATE:** June 27, 2012

**CONSENT**

**SUBJECT:** Purchase of Altec Aerial Lift Truck

**BACKGROUND**

The Facilities Planning and Management Department is in need of an aerial lift truck to provide timely and emergency service to complete multiple maintenance tasks including maintaining effective parking lot and roadway lighting levels, repairing and installing rooftop mechanical, electrical, and plumbing equipment, removing debris and making repairs to campus roofs, hanging various customer-requested signs and banners across campus, painting, and tree trimming.

This purchase replaces the previous 1981 unit that could no longer meet ANSI and OSHA safety standards certification due to age and wear. The unit was salvaged in 2010. Since this time, the Maintenance and Grounds departments have rented a lift or contracted the work to others.

**ANALYSIS AND FISCAL IMPACT**

The Facilities Planning and Management Department has spent over \$15,000 per year on contractor activities and rental fees that will be avoided by purchasing a new lift truck. In addition, other services that have traditionally been contracted out may be transferred to in-house staff, resulting in even more savings. Most importantly, by owning a lift truck, staff can quickly respond to urgent issues that require access above 20', ensure pedestrian and vehicle safety by continuously maintaining proper lighting levels on campus streets and parking lots, and maintaining the new traffic signal that will be installed at the Bonita Avenue and Walnut Avenue intersection this fall. The cost for this equipment through the CMAS agreement is \$113,980.69. The price includes a discount of \$9,885.00 for purchasing a demo unit, 2011 model year. Annual maintenance and inspection costs are estimated at \$1,000.00.

The California Multiple Award Schedule (CMAS) is issued by the California Department of General Services (DGS). Public Contract Code 20653 allows public agencies, such as Mt. San Antonio College, to participate in the CMAS agreement. This method of procurement allows local agencies to receive substantial discounts through contracts that have been awarded by DGS. Therefore, to bid, this requirement would not serve any economic advantage to the College. This equipment will be purchased from the CMAS through Altec Industries, Inc., in Pomona, who is an authorized CMAS vendor.

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #42

**SUBJECT:** Purchase of Altec Aerial Lift Truck

**DATE:** June 27, 2012

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the purchase of the Altec aerial lift truck, as presented.

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

**DATE:** June 27, 2012

**CONSENT**

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

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

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

The current five-year agreement expires on June 30, 2012. Therefore, approval is being sought to enter into a new five-year agreement commencing July 1, 2012, through June 30, 2017.

The hourly billing rates vary depending on the service unit provided, and the rates for 2012-13 range from \$66.23 per hour for a Deputy Sheriff Generalist to \$86.93 per hour for a Sergeant.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: Thomas G. Meikle

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #43

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>June 27, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Purchase Chairs for Design Technology Center</u>	

**BACKGROUND**

The project to renovate the Design Technology Center (DTC) Building includes new chairs throughout the building. The chairs will be for instructional classrooms.

A mock-up evaluation process was conducted for the instructional chairs to meet the immediate needs of the Design Technology Center, and also to provide for the development of standards for instructional furniture throughout the campus. To assure that quality, service, and cost issues were properly addressed, selection of the chairs was based on ballots cast by the participants. The participants included deans, faculty, and staff.

From the evaluation process, a short list of products was compiled, and costs were submitted by the corresponding vendors. A cost comparison spreadsheet was generated for the DTC furniture committee for evaluation and selection. The final award for instructional chairs was selected based on a majority vote with the following evaluation criteria:

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

**ANALYSIS AND FISCAL IMPACT**

Deans, faculty, and staff participated in evaluating approximately 20 different instructional chair product lines. A mockup evaluation process was conducted in summer of 2011 during which product options from eight manufacturers were evaluated. A Request for Quote was submitted to three preapproved vendors from the Administration Building RFP, at which time it was determined that the lowest responsible and responsive bidder was Interior Office Solutions.

Cost proposals were submitted by the selected manufacturers. During the analysis process the building end users and furniture consultant, PAL id studio, determined that the manufacturer, products, and dealers below meet both the functional requirements and budget.

Prepared by: Thomas G. Meikle/Gary L. Nellesen      Reviewed by: Michael D. Gregoryk  
Recommended by: Bill Scroggins      Agenda Item: Consent #44

**SUBJECT:** Purchase Chairs for Design Technology Center

**DATE:** June 27, 2012

<u>Bidder</u>	<u>Amount</u>
Interior Office Solutions Inc.	\$169,845.67
Corporate Business Interiors	\$169,217.78
Tangram Interiors	\$172,602.65

Cost proposals, as submitted, are in line with the College's cost estimates for this project. The majority of the manufacturers above have successfully provided quality products and services to the College in the past, and their thorough participation during the selection process speaks well for their services during the time of the contract.

Funding Source

State Capital Outlay, Measure R Bond, and Measure RR Bond Anticipation Note funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the purchase of Chairs for the Design Technology Building and awards the project to Interior Office Solutions Inc.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>June 27, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Professional Design and Consulting Services</u>	

**BACKGROUND**

In order to commence design on construction and renovation projects, it is necessary to retain the services of qualified professionals.

**ANALYSIS AND FISCAL IMPACT**

The following contracts are presented for approval:

<b>#1</b>	<b>Consultant:</b>	Cambridge West Partnership	
	<b>Project:</b>	Facilities Master Plan	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional consulting services for the Facilities Master Plan, coordination with the Chancellor’s Office, and Facilities Planning support for the 2012 Environmental Impact Report. Hourly, as needed, not to exceed:	\$30,000.00	
	<b>Contract Amount</b>		<b>\$30,000.00</b>

<b>#2</b>	<b>Consultant:</b>	H2 Environmental Consulting Services, Inc.	
	<b>Project:</b>	Asbestos Air Monitoring and Lead Specifications	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Perform asbestos air monitoring and project oversight for asbestos abatement work at the Technology and Health Building; necessary to support the Fire Alarm Upgrade Project. Not to exceed:	\$16,650.00	
	<b>Contract Amount</b>		<b>\$16,650.00</b>

Prepared by: Gary L. Nellesen                      Reviewed by: Michael D. Gregoryk  
 Recommended by: Bill Scroggins                      Agenda Item: Consent #45

**SUBJECT:** Professional Design and Consulting Services

**DATE:** June 27, 2012

<b>#3</b>	<b>Consultant:</b>	Helix Environmental Planning	
	<b>Project:</b>	2012 Environmental Impact Report	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional biological consulting services in support of the 2012 Environmental Impact Report. Not to exceed:	\$32,000.00	
	Contract Amount		\$32,000.00

<b>#4</b>	<b>Consultant:</b>	P2S Engineering, Inc.	
	<b>Project:</b>	Agricultural Sciences Complex HVAC Investigation	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional engineering services to provide an investigation of the HVAC system at the Agricultural Sciences Complex.	\$18,600.00	
	Contract Amount		\$18,600.00

<b>#5</b>	<b>Consultant:</b>	Steven Fader Architects	
	<b>Project:</b>	Founders Hall Improvements	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional architectural services for design alterations to the Board Room, kitchen, and second floor control room in Founders Hall. Services are provided for a fixed fee.	\$21,185.00	
	Reimbursable expenses:	\$500.00	
	Contract Amount		\$21,685.00

<b>#6</b>	<b>Consultant:</b>	Pal id studio	
	<b>Project:</b>	Campus Standards	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional interior design services to establish and prepare documents for furniture per Campus Standards for offices, classrooms, and computer laboratory spaces.	\$15,500.00	
	Reimbursable expenses:	\$1,240.00	
	Contract Amount		\$16,740.00

**SUBJECT:** Professional Design and Consulting Services

**DATE:** June 27, 2012

<b>#7</b>	<b>Consultant:</b>	Integrated Design Services	
	<b>Project:</b>	Campus Structural Engineering Support Services	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional structural engineering services to provide ongoing support as follows:  <ul style="list-style-type: none"> <li>• Inspect and evaluate existing facilities and make recommendations to implement repair and mitigation efforts;</li> <li>• Provide analysis to identify structural engineering needs and cost estimates on various projects (per review); and</li> <li>• Provide support to assess structural damages in the event of a campus emergency situation.</li> </ul> <p>Contract is based on a three-year period, not to exceed \$25,000 per year. Not to exceed:</p>	\$75,000.000	
	Contract Amount		\$75,000.00

### Funding Sources

#s1 and 3-6 – Measure RR Bond Anticipation Notes funds.

#2 – 2010-11 Redevelopment funds.

#7 – Various, depending on specific project.

### RECOMMENDATION

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

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

**DATE:** June 27, 2012

**CONSENT**

**SUBJECT:** Astronomy Telescope Dome Addition (Bid No. 2911)

**BACKGROUND**

The Science Building was completed in 2007 and was designed by NTD Architecture with provisions for a future astronomy observatory area on its roof. The roof area is accessible to staff and students by means of an elevator from within the building below. The observatory area has been in use as an open deck, and the Astronomy Department currently keeps equipment in a storage container located on the roof deck. The College previously purchased an operable telescope dome, and its components are currently stored on campus. The College also purchased a 16" telescope for permanent mounting within the planned structure. Approval of the project through the Department of the State Architect [DSA] proved onerous, but was secured in March 2012.

This project is a modest addition of approximately 1,100 square feet and contains three major parts: a telescope room with a 20' diameter rotating dome to enclose and protect the fixed telescope; an anteroom which will function as a control room and storage area for the Astronomy Department's mobile telescopes; and a viewing area with a surrounding rail which is open to the sky.

**ANALYSIS AND FISCAL IMPACT**

Forty-one contractors were invited to participate in the bid process. Seventeen contractors attended the job walk with three bids received and publicly opened on June 12, 2012. A summary of bids is as follows:

<u>Company</u>	<u>Bid Amount</u>
GDL Best Contractors, Inc., Whittier, CA	\$590,000
NB Construction, Inc., Chino, CA	\$595,513
Fast-Track Construction Corporation, Culver City, CA	\$643,000

**Funding Source**

Measure RR Bond Anticipation Note funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves Bid No. 2911 - Astronomy Telescope Dome Addition, and awards the project to GDL Best Contractors, Inc., as presented.

Prepared by: Thomas G. Meikle

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #46

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>June 27, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Design Technology Center (Change Orders)</u>	

## **BACKGROUND**

Design Technology Center (Change Orders).

As of May 1, 2012, Change Orders for the Design Technology Center project totaled \$1,429,812.10, or 8.97% of all contracts. Changes totaling 4.23% of all contracts were owner-requested changes, 2.90% were required by the Architect, 0.66% was required to update Campus Standards, 0.74% was to address unforeseen conditions, and 0.43% was for Division of the State Architect, updated code requirements, and other miscellaneous changes.

## **ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>	2844	<b>Contractor:</b>	Evans Brothers, Inc. (Site Prep & Site Utility Relocation Contractor)	<b>CO No.</b>	6
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Install riprap to reduce the amount of erosion at the roof drain outlets and bio swale. <i>Architect/engineer requirements-additional details required.</i>			\$5,351.66	0 days
2	Add area drain to prevent pooling of water and construct additional concrete stairs to meet the metal stairs. Since the metal stairs were fabricated incorrectly, a portion of this change will be back-charged to the steel fabricator. <i>Architect/engineer requirements-additional details required.</i>			\$8,386.55	0 days
3	Modify grades and storm drain system to prevent pooling of water at the west side of the building. <i>Architect/engineer requirements-additional details required.</i>			\$27,134.43	0 days
4	Excavate wet soils in trash enclosure and replace with dry soils. <i>Miscellaneous change-rain costs.</i>			\$2,560.80	0 days
5	Clear site of debris and prepare soils for relocated fencing to allow construction on the north/south fire road. <i>Miscellaneous change-site conditions.</i>			\$1,209.34	0 days

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

**SUBJECT:** Design Technology Center (Change Orders)

**DATE:** June 27, 2012

<b>Bid No.</b>	2844 (cont.)	<b>Contractor:</b>	Evans Brothers, Inc. (Site Prep & Site Utility Relocation Contractor)	<b>CO No.</b>	6
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
6	Provide additional staining on the southeast area of the fire road where it joins the existing fire road. <i>Architect/engineer requirement-additional details required.</i>		\$1,839.74	0 days	
	Total		\$46,482.52	0 days	
	Original Contract Amount		\$1,599,000.00		
	Net Change by Previous Change Orders		\$191,904.13		
	Net Sum Prior to This Change Order		\$1,790,904.13		
	Amount of Change Order No. 6		\$46,482.52		
	New Contract Sum		\$1,837,386.65		
	Percentage of Change to Contract, to Date		14.91%		

The following Change Orders have previously been approved by the Board of Trustees:

<b>Design Technology Center</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2844 Evans Brothers, Inc. (Site Grading Contractor)</b>
Contract Amount		\$1,599,000.00		
C. O. No. 1	May 2010	\$7,592.35	0.47%	Remove septic tank and install four concrete filled bollards.
C. O. No. 2	August 2010	\$44,715.32	2.80%	Wet soils remediation and install rodent screens.
C. O. No. 3	January 2011	\$15,580.84	0.97%	Install retaining wall; Install subdrains; Dry-pack storm drain penetrations through concrete retaining walls; Remove standing rain water; Grade and prep the south side of site; Adjust site retaining wall foundation for utilities; Pour slurry mix under chilled water lines.
C. O. No. 4	February 2012	\$106,522.54	6.66%	Demo north and south fire roadway; Revise concrete fire lane and grading; Delete traffic coating at second floor balcony; Provide designated smoking area; Install sleeves for future landscape irrigation pipes and control wires.

**SUBJECT:** Design Technology Center (Change Orders)**DATE:** June 27, 2012

<b>Design Technology Center (cont.)</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2844 Evans Brothers, Inc. (Site Grading Contractor)</b>
C. O. No. 5	March 2012	\$17,492.68	1.09%	Metal fencing and gate; Sidewalk curb and gutter; Expose encasement; Sand for new drain line; Extra work performed.

<b>Bid No.</b>	<b>2847</b>	<b>Contractor:</b>	<b>Columbia Steel (Structural Steel Contractor)</b>	<b>CO No.</b>	<b>4</b>
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Provide countertop supports per owner-requested casework revisions. <i>Owner-directed change-added scope.</i>			\$3,978.00	0 days
2	Replace specified built-up roofing system with a single-ply thermoplastic roof membrane system. <i>Owner-directed change-design modification.</i>			\$0.00	0 days
3	Modify embeds and studs due to the amount of congestion in the area between the structural rebar. <i>Architect/engineer requirements-additional details required.</i>			\$655.00	0 days
4	Back charge for welding work done by another contractor. <i>Miscellaneous change-contract price adjustment.</i>			<\$4,432.29>	0 days
5	Extra mobilization to provide overhead coil jamb support in the lobby. This change will be back charged to the general contractor. <i>Miscellaneous change-contract price adjustment.</i>			\$914.00	1 day
6	Revise metal stud framing and ceiling structural components to support the added theatrical lighting and speaker system. <i>Owner-directed change-added scope.</i>			\$38,610.00	0 days
7	Create openings in the roof screens to allow the chilled water piping to continue to the units. This work ensures access to the mechanical equipment on the roof. <i>Owner-directed change-added scope.</i>			\$3,341.00	0 days
8	Provide additional hangers at the lighting pipe grid. Sufficient support was not indicated on the original plans. <i>Architect/engineer requirements-additional details required.</i>			\$1,331.26	1 day
9	Provide credit for stainless steel rail not installed. This work was included in another contractor's scope. <i>Miscellaneous change-contract price adjustment.</i>			<\$58,741.00>	0 days
10	Add exterior metal fence and gate on the west side of the assembly space to improve safety and security at the northwest entrance. <i>Owner-directed change-added scope.</i>			\$9,631.00	0 days
11	Provide duct shaft supports to route the vertical supply duct through the lobby. <i>Architect/engineer requirements-additional details required.</i>			\$1,960.00	0 days

**SUBJECT:** Design Technology Center (Change Orders)

**DATE:** June 27, 2012

<b>Bid No.</b>	2847 (cont.)	<b>Contractor:</b>	Columbia Steel (Structural Steel Contractor)	<b>CO No.</b>	4
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
12	Install additional bracing at the cross-over ladder on the roof of the assembly space. <i>Owner-directed change-added scope.</i>			\$1,913.00	0 days
13	Modify equipment screen and louvers to include doors in order to improve access to the rooftop equipment. <i>Owner-directed change-added scope.</i>			\$9,708.00	0 days
	Total			\$8,867.97	2 days
	Original Contract Amount			\$2,044,400.00	
	Net Change by Previous Change Orders			\$33,265.89	
	Net Sum Prior to This Change Order			\$2,077,665.89	
	Amount of Change Order No. 4			\$8,867.97	
	New Contract Sum			\$2,086,533.86	
Percentage of Change to Contract, to Date				2.06%	

The following Change Orders have previously been approved by the Board of Trustees:

<b>Design Technology Center</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2847 Columbia Steel (Structural Steel Contractor)</b>
Contract Amount		\$2,044,400.00		
C. O. No. 1	November 2010	\$2,284.39	0.11%	Concrete filled bollards; Over time; Additional survey.
C. O. No. 2	December 2010	\$4,979.00	0.36%	Revise beam location; Reinstall perimeter post and additional support under penetrations.
C. O. No. 3	April 2011	\$26,002.50	1.27%	Add support at floor boxes; Weld plate washers and slot holes in base plates; Furnish elevator hoist beam; Revise wall framing; Furnish mechanical unit platform framing for condenser.

**SUBJECT:** Design Technology Center (Change Orders)**DATE:** June 27, 2012

<b>Bid No.</b>	2849	<b>Contractor:</b>	RC Construction (General Contractor)	<b>CO No.</b>	15
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Revise concrete fire lane paving design and grading design to achieve the new campus paving design standards. Contractor will coordinate only. <i>Campus Standards.</i>			\$0.00	0 days
2	Redesign soffits and ceilings at the open resource area to accommodate the area ductwork. <i>Architect/engineer requirements-design modification.</i>			\$0.00	0 days
3	Revise toilet accessories to meet campus standards. <i>Campus Standards.</i>			\$0.00	0 days
4	Provide a continuous stainless steel top rail to the railing assembly as shown on clarification drawings. <i>Architect/engineer requirements – additional details required.</i>			\$21,519.00	0 days
5	Revise door hardware at Doors 165A and 165B to ensure safe pedestrian circulation. <i>Owner-directed change-design modification.</i>			\$6,889.00	0 days
6	Provide stainless steel trim at all restroom mirrors to close the gap between the mirror and the wall to minimize vandalism. <i>Architect/engineer requirements-design modification.</i>			\$795.00	0 days
	Total			\$29,203.00	0 days
	Original Contract Amount			\$4,998,000.00	
	Net Change by Previous Change Orders			\$628,903.59	
	Net Sum Prior to This Change Order			\$5,626,903.59	
	Amount of Change Order No. 15			\$29,203.00	
	New Contract Sum			\$5,656,106.59	
	Percentage of Change to Contract, to Date			13.17%	

The following Change Orders have previously been approved by the Board of Trustees:

<b>Design Technology Center</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2849 RC Construction (General Contractor)</b>
Contract Amount		\$2,707,000.00		
C. O. No. 1	July 2010	\$1,464.72	0.59%	Pump for rain water; Relocate fence.
C. O. No. 2	August 2010	\$1,684.69	1.00%	Increase wall thickness; Insulation at roof cricket for mechanical unit.
C. O. No. 3	December 2010	\$27,666.00	0.55%	Roofing; Rubber tile flooring.
C. O. No. 4	January 2011	\$37,232.00	0.74%	Metal wall panels; Revised floor finishes.

**SUBJECT:** Design Technology Center (Change Orders)

**DATE:** June 27, 2012

<b>Design Technology Center (cont.)</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2849 RC Construction (General Contractor)</b>
C. O. No. 5	April 2011	\$33,221.73	0.66%	Metal stud furring wall; Change out wood doors to 100% FSC; Concrete work; Revise corridor ceiling heights; Duct chase at upper roof; Framing changes at wheelchair lift; 1,200-gallon water tank; Install plywood sheathing.
C. O. No. 6	May 2011	\$65,889.48	1.32%	Fire alarm system; Column furring; Revise drinking fountain; Revise wall framing; Change opening of doors; Automatic door openers; Ductwork in assembly space; Add soffit.
C. O. No. 7	June 2011	\$79,375.30	1.59%	Architectural metal louvers.
C. O. No. 8	July 2011	\$163,884.10	3.28%	Marker boards; Revise room layouts; Metal stud framing; Anti-graffiti coating and glazing; Replace drywall with wonder board; Expansion joints; Revise door hardware.
C. O. No. 9	September 2011	\$19,883.33	0.40%	Revise metal stud framing in Assembly Space; Increase framing soffit; Box-in tube steel; Backing for monitors in lobby; Demo and patch drywall.
C. O. No. 10	October 2011	\$83,329.56	1.67%	Revise floor finishes.
C. O. No. 11	November 2011	\$21,816.62	0.44%	Provide expansion joint at block wall; Traffic coating at balcony; Soffits in elevator machine room; Panels at stair landing; Modify ceiling height.
C. O. No. 12	December 2011	\$37,761.00	0.76%	Eliminate tackable wall panel; Composite panels at stair landing; Window roller shades; Time extension due to unforeseen abatement; Time extension due to weather; Relocate temporary fence; Provide additional SWPPP maintenance.

**SUBJECT:** Design Technology Center (Change Orders)**DATE:** June 27, 2012

<b>Design Technology Center (cont.)</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2849 RC Construction (General Contractor)</b>
C. O. No. 13	February 2012	\$28,472.00	0.57%	Modify temporary fence; Air barrier at cement board siding; Paint colors Seg. C; Cement board siding on wall at Stair 1; Relocate smoke detectors; SWPPP maintenance; Access panels.
C. O. No. 14	April 2012	\$27,225.97	0.54%	Revise door hardware; Add access panels; Provide tackable wall panels.

<b>Bid No.</b>	2852	<b>Contractor:</b>	West Tech Mechanical (HVAC Contractor)	<b>CO No.</b>	6
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
1	Revise lighting control/lighting zones to provide additional lighting control for the corridor and exterior lighting. <i>Owner-directed change-added scope.</i>		\$0.00	0 days	
2	Revise metal stud wall framing to increase the wall thickness in the Photo Studio to accommodate the recessed electrical panel. <i>Architect/engineer requirement-additional details required.</i>		\$0.00	0 days	
3	Relocate duct work in the assembly space to the correct position; the mechanical drawings show this duct in the wrong location. <i>Architect/Engineer requirements-design modification.</i>		\$9,318.64	15 day	
4	Provide duct chase at upper roof per the clarification drawings to provide a route vertical supply duct to the lobby. <i>Architect/engineer requirement-design modification.</i>		\$0.00	0 days	
5	Remove scope of work for the EMS controls per the owner-requested change to use a lighting control panel. <i>Owner-directed change-added scope.</i>		\$0.00	0 days	
6	Install a larger annunciator to accommodate future system expansion. <i>Owner-directed change-added scope.</i>		\$0.00	0 days	
7	Provide metal stud and gypsum board soffits to accommodate and conceal the specified smoke guard roll down smoke containment system above the elevator door openings. <i>Owner-directed change-added scope.</i>		\$0.00	0 days	
8	Provide a flexible braided hose connector at the seismic joint in the lobby; seismic joint not indicated on mechanical plans. <i>DSA/Code requirement.</i>		\$6,942.74	0 days	

**SUBJECT:** Design Technology Center (Change Orders)

**DATE:** June 27, 2012

<b>Bid No.</b>	2852 (cont.)	<b>Contractor:</b>	West Tech Mechanical (HVAC Contractor)	<b>CO No.</b>	6
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
9	Eliminate fire sprinkler head and smoke/heat detector device in the elevator shaft per the clarification drawings. <i>Architect/engineer requirement-additional details required.</i>			\$0.00	0 days
10	Install electric metering for domestic hot and cold water, chilled water including the HVAC control interface as per the Metering and Verification Plan. <i>Owner-directed change-LEED costs.</i>			\$36,549.84	0 days
11	Provide lateral bracing at exposed duct work in Room 202 per code requirements. <i>DSA/Code requirement.</i>			\$1,515.52	0 days
12	Rebalance the system after revising minimum air exchange values in response to the LEED design review comments. <i>Owner-directed change-added scope.</i>			\$5,131.12	0 days
13	Install alternate duct hanger attachment at the concrete filled metal decks to provide for increased support. <i>Architect/engineer requirements-additional details required.</i>			\$0.00	4 days
14	Revise duct-mounted smoke detector locations and quantities to accommodate the as-built duct configuration and layout. <i>Architect/engineer requirement-design modification.</i>			\$1,143.08	2 days
15	Back charge credit to clean tire marks from stained area on fire road due to excessive traffic. <i>Miscellaneous change-</i>			<\$576.56>	0 days
	Total			\$60,024.38	21 days
	Original Contract Amount			\$1,800,500.00	
	Net Change by Previous Change Orders			-\$63,943.88	
	Net Sum Prior to This Change Order			\$1,736,556.12	
	Amount of Change Order No. 6			\$60,024.38	
	New Contract Sum			\$1,796,580.50	
	Percentage of Change to Contract, to Date				-0.22%

The following Change Orders have previously been approved by the Board of Trustees:

<b>Design Technology Center</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2852 West Tech Mechanical (HVAC Contractor)</b>
Contract Amount		\$1,800,500.00		
C. O. No. 1	August 2010	\$2,520.20	0.14%	Remove septic tank and brick.
C. O. No. 2	May 2011	\$20,214.93	1.12%	One-hour fire rating; Revise HVAC at Storage Room 303.
C. O. No. 3	June 2011	\$7,225.29	.040%	Install exhaust in photo processing area.

**SUBJECT:** Design Technology Center (Change Orders)**DATE:** June 27, 2012

<b>Design Technology Center (cont.)</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2852 West Tech Mechanical (HVAC Contractor)</b>
C. O. No. 4	August 2011	\$2,772.02	1.05%	Credit for roof flashing, Add smoke/fire dampers; Establish lighting control zones; Relocate boiler.
C. O. No. 5	November 2011	<\$96,676.32>	<5.37%>	Back charge for welding inspector; Back charge for decorative louvers; Add three duct detectors.

<b>Bid No.</b>	2853	<b>Contractor:</b>	Brewster Electric (Electrical Contractor)	<b>CO No.</b>	16
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
1	Install owner-furnished emergency phones throughout the building. <i>Campus Standards.</i>		\$1,679.00	2 days	
2	Provide structural and architectural changes for the assembly space to accommodate the campus's needs. <i>Owner-directed change-added scope.</i>		\$0.00	0 days	
3	Rework power to display cases, as information from the casework contractor was not provided in a timely manner. This change will be back charged to the casework contractor. <i>Miscellaneous change-contract price adjustment.</i>		\$932.00	1 day	
4	Rework data room cabling to accommodate updated Campus Standards. <i>Campus Standards.</i>		\$10,944.00	11 days	
5	Revise communication, lighting, and power plans to accommodate the revised furniture layouts. <i>Owner-directed change-design modification.</i>		\$5,648.00	2 days	
6	Relocate the data rack and related infrastructure in the Assembly Space Control Room in order to better coordinate the layout with equipment to be housed in this room. <i>Owner-directed change-design modification.</i>		\$1,565.00	2 days	
7	Revise audiovisual and communication cabling in Room 229 to accommodate the revised room layout for the Radio Program. <i>Owner-directed change-design modification.</i>		\$238.00	2 days	
8	Replace duct detectors damaged by the other trades. This change will be back charged to other contractors. <i>Miscellaneous change-back charge to responsible contractors.</i>		\$1,450.00	0 days	
	Total		\$22,456.00	20 days	
	Original Contract Amount			\$2,491,338.00	
	Net Change by Previous Change Orders			\$417,132.66	
	Net Sum Prior to This Change Order			\$2,908,470.66	

**SUBJECT:** Design Technology Center (Change Orders)

**DATE:** June 27, 2012

	Amount of Change Order No. 16	\$22,456.00
	New Contract Sum	\$2,930,926.66
	Percentage of Change to Contract, to Date	17.64%

The following Change Orders have previously been approved by the Board of Trustees:

<b>Design Technology Center</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2853 Brewster Electric (Electrical Contractor)</b>
Contract Amount		\$2,491,338.00		
C. O. No. 1	June 2010	\$14,085.49	0.56%	Revise high voltage feeder location; Repair conduit in sidewalk; Repair light pole locations.
C. O. No. 2	July 2010	\$200,409.40	8.00%	Add rooftop lighting; Revise lighting layout; Floor boxes; Protection screen locations; Add lights in Hallway 123; Exterior light fixture.
C. O. No. 3	October 2010	\$18,452.04	0.74%	Add light in corridor; Power and conduit to irrigation controller; Add power at AHU unit.
C. O. No. 4	November 2010	\$6,710.26	0.27%	Roofing credit; Power to automatic doors; Install disconnect switch.
C. O. No. 5	January 2011	\$44,136.96	1.77%	Wire baskets; Sump drain; Store existing emergency blue phone; Add power to EMS control panels; FLEX vs. EMT.
C. O. No. 6	March 2011	\$14,352.01	0.58%	Delete intrusion alarm; Interior and exterior lighting controls; Revise power distribution in Room 137.
C. O. No. 7	May 2011	<\$24,998.00>	<0.1>%	Power smoke detector to fire alarm system; Revise power in Rooms 158 and 143; Revise electrical design in Assembly Space ; Reinstall disconnects; Connect fire alarm to coiling door; Ceiling-mounted receptacles; Credit for Public Address systems; Lighting control zones; Install annunciate panel.

**SUBJECT:** Design Technology Center (Change Orders)**DATE:** June 27, 2012

<b>Design Technology Center (cont.)</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2853 Brewster Electric (Electrical Contractor)</b>
C. O. No. 8	July 2011	\$5,498.00	0.22%	Temporary power for elevator installation; Relocate boiler control panel location; Install wall-mounted light fixture at wheelchair lift; Column furring at Room 113.
C. O. No. 9	August 2011	\$39,833.00	1.60%	Fire stopping; Install projection screen and project lift in Assembly space; Revise communications; Three duct detectors on second floor.
C. O. No. 10	September 2011	\$13,950.00	0.56%	Change light fixtures; Revise corridor ceiling plan revision of cost estimate.
C. O. No. 11	November 2011	\$12,684.50	0.51%	Change transformer in Room 103; Modify outlets; Provide metal stud and gypsum board soffits; Route power connection at water heater; Provide Cat 6 cabling into ceiling space; Delete fire alarm device in Rooms 307 and 308; Provide power to condensate pumps; Revise lighting design at second floor corridors; Add rebar on the light pole bases.
C. O. No. 12	December 2011	\$26,477.00	1.06%	Add metering to the main power and light panels, Add nine duct detectors.
C. O. No. 13	February 2012	\$12,223.00	.49%	Add cable for projector lift; Relocate light fixtures in Room 202; Electrical junction box; Relocate owner-furnished hand dryer; Revise/supplement lighting layout in the mailroom/break room.
C. O. No. 14	March 2012	\$27,454.00	1.10%	Power to roller shade connection; Future mass notification; Added soffits; Fire accordion door control; Water heater time clock.

**SUBJECT:** Design Technology Center (Change Orders)

**DATE:** June 27, 2012

<b>Design Technology Center (cont.)</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2853 Brewster Electric (Electrical Contractor)</b>
C. O. No. 15	May 2012	\$5,865.00	0.24%	Provide recessed outlet boxes for additional motorized roller shades in the Lobby; GFCI protection in the photo lab; Install underground conduit for water meter cabling; Add DL-2400 card; Revise fire alarms; Rework power for the exhaust fan.

Funding Sources

State Capital Outlay and Measure R Bond funds.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>June 27, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Administration Building Remodel (Change Orders)</u>	

## **BACKGROUND**

Administration Building Remodel (Change Orders).

As of May 1, 2012, Change Orders for the Administration Building Remodel project totaled \$1,630,592.06, or 24.90% of all contracts. Changes totaling 14.06% of all contracts were owner-requested changes, 3.61% were required by the Architect, 1.50% were required to update Campus Standards, 3.10% were to address unforeseen conditions, and 2.63% were for Division of the State Architect, updated code requirements, and other miscellaneous changes.

## **ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>	2855	<b>Contractor:</b>	Angeles Contractor (General Contractor)	<b>CO No.</b>	14
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
1	Install elevator guard rail per Field Change Directive 3; this is a no-cost change order. <i>DSA/Code requirement-miscellaneous change-administrative procedure.</i>		\$0.00	0 days	
2	Formally incorporate Addenda 1-4 as amended by the State Architect after the public bids were awarded into the contract documents; this is a no-cost change order. <i>Miscellaneous change-administrative procedure.</i>		\$0.00	0 days	
3	Revise lay-in floor mat to a recessed floor mat per the Architect's Supplemental Instruction 25. <i>Architect/engineer requirements-additional details required.</i>		\$0.00	0 days	
4	Relocate the power and data outlets and delete Door 111A per the Architect's Supplemental Instruction 27. <i>Architect/engineer requirements-additional details required.</i>		\$0.00	0 days	
5	Provide correction for roof drain leader location and chase per the Architect's Supplemental Instruction 9R2. <i>Architect/engineer requirements-additional details required.</i>		\$0.00	0 days	
6	Provide waterproofing for the penthouse floor per Architect's Supplemental Instruction 10. <i>Architect/engineer requirements-additional details required.</i>		\$0.00	0 days	

Prepared by: Gary L. Nellesen Reviewed by: Thomas G. Meikle/Michael D. Gregoryk

Recommended by: Bill Scroggins Agenda Item: Consent #47

**SUBJECT:** Administration Building Remodel (Change Orders)

**DATE:** June 27, 2012

Total	\$0.00	0 days
Original Contract Amount	\$2,582,000.00	
Net Change by Previous Change Orders	\$807,509.05	
Net Sum Prior to This Change Order	\$3,389,509.05	
Amount of Change Order No. 14	\$0.00	
New Contract Sum	\$3,389,509.05	
Percentage of Change to Contract, to Date		31.27%

The following Change Orders have previously been approved by the Board of Trustees:

<b>Administration Building Remodel</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2855 Angeles Contractor Inc. (General Contractor)</b>
Contract Amount		\$2,582,000.00		
C. O. No. 1	July 2010	\$121,159.78	4.69%	Add punch windows; Add roller shade for skylight.
C. O. No. 2	August 2010	\$35,942.34	6.08%	Modify roofing application to cover parapet wall.
C. O. No. 3	September 2010	\$12,125.52	6.79%	Reinforce penthouse duct openings.
C. O. No. 4	January 2011	\$68,526.69	9.44%	Penthouse wall panels; Roof reinforcement for HVAC; Parapet membrane.
C. O. No. 5	March 2011	\$67,389.36	12.05%	Human Resources Department reconfiguration; Repair existing walls; Access controls hardware.
C. O. No. 6	April 2011	\$14,704.38	12.62%	Revise concrete stair landing; Room 130 transaction counter; Casework.
C. O. No. 7	May 2011	\$254,114.61	22.46%	Add exterior steel canopies; Modify interior walls due to reconfiguration of rooms; Add exterior windows; Fiscal Services vault fit-out; Add card readers.
C. O. No. 8	June 2011	\$106,705.54	26.59%	Plaster patching at existing areas; Add windows where previously there was colored glass block; Print Services shelving; Storefront hardware; Wall framing.
C. O. No. 9	September 2011	\$64,219.05	29.08%	Exterior painting; Roller shades; Concrete paving; Structural reinforcement.

**SUBJECT:** Administration Building Remodel (Change Orders)**DATE:** June 27, 2012

<b>Administration Building Remodel (cont.)</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2855 Angeles Contractor Inc. (General Contractor)</b>
C. O. No. 10	November 2011	\$22,111.26	29.94%	Waterproofing membrane; Elevator operator; Wall shelving at Print Shop; Miscellaneous painting.
C. O. No. 11	December 2011	\$22,180.90	30.80%	Construct wall; steel stud headers; gypsum board at skylight brace frame; aluminum cover to conceal conduit; replace old color windows; patch drywall; modify soffit; slip-not warning on stairs.
C. O. No. 12	February 2012	\$6,761.33	31.06%	Existing openings at 106A and 121a, omit flashing on parapet wall, reveal colors and scribed filler, drywall, floor infill, descope trash enclosure, paint south wall at east entrance, drywall/patch, light fixture wires
C. O. No. 13	March 2012	\$5,568.29	31.27%	Vapor barrier at walls, remove drywall, casework deletion, dry pack existing concrete beam, remove signage, repair roof slope, credit unused allowance

<b>Bid No.</b>	2857	<b>Contractor:</b>	Empyrean Plumbing, Inc. (Plumbing Contractor)	<b>CO No.</b>	5
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
1	Remove concrete debris in the existing inoperable floor drain at north entrance and install new drain pipe. <i>Miscellaneous change-unforeseen field conditions.</i>		\$4,766.00	3 days	
2	Connect gas line to the boiler; this work will be back charged to the mechanical contractor. <i>Miscellaneous change-contract price adjustment.</i>		\$4,004.00	0 days	
3	Flush and clean four existing storm drain tie-ins and replace an existing section that was found to be in poor condition due to corrosion. <i>Miscellaneous change-unforeseen field conditions.</i>		\$2,394.00	0 days	
	Total		\$11,164.00	3 days	
	Original Contract Amount			\$239,485.00	
	Net Change by Previous Change Orders			\$94,043.00	
	Net Sum Prior to This Change Order			\$333,528.00	
	Amount of Change Order No. 5			\$11,164.00	
	New Contract Sum			\$344,692.00	
Percentage of Change to Contract, to Date				43.93%	

**SUBJECT:** Administration Building Remodel (Change Orders)

**DATE:** June 27, 2012

The following Change Orders have previously been approved by the Board of Trustees:

<b>Administration Building Remodel</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2857 Empyrean Plumbing, Inc. (Plumbing Contractor)</b>
Contract Amount		\$239,485.00		
C. O. No. 1	September 2010	\$19,830.00	8.28%	Remove and replace existing roof drain.
C. O. No. 2	January 2011	\$28,684.00	11.98%	Hand sink in print shop; Install new model floor service sink; Install gas line for Print Services; Safety drip pan beneath storm drain; Install roof receptor and vent.
C. O. No. 3	April 2012	\$22,608.00	29.70%	Provide mass flow gas meter and domestic water meter; Install trap primers and vent; Install water line for ice makers.
C. O. No. 4	May 2012	\$22,921.00	39.27%	Seismic bracing; Reroute existing storm drain on the east side; Additional demolition and concrete to tie into catch basin.

#### Funding Sources

State Capital Outlay and COPS funds.

#### RECOMMENDATION

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

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

**DATE:** June 27, 2012

**CONSENT**

**SUBJECT:** Physical Education Program Building Renovation (Change Order)

**BACKGROUND**

Physical Education Program Building Renovation (Change Order).

As of May 1, 2012, Change Orders for the Physical Education Program Building Renovation project totaled \$267,476.63, or 9.02% of all contracts. Changes totaling 2.73% of all contracts were owner-requested changes, 4.95% were required by the Architect, 0.13% was required to update Campus Standards, 0.03% was to address unforeseen conditions, and 1.18% were for Division of the State Architect, updated code requirements, and other miscellaneous changes.

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>	2862	<b>Contractor:</b>	Empyrean Plumbing (Plumbing Contractor)	<b>CO No.</b>	4
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Provide revised angle stops recommended by the Facilities staff for ease of maintenance and better performance. <i>Campus Standards.</i>			\$1,760.00	1 day
2	Remove existing water closets in the existing restrooms to allow for new flooring to be installed. <i>Owner-directed change-additional scope.</i>			\$1,867.00	0 days
3	Provide credit for unused allowance. <i>Miscellaneous change-contract price adjustment.</i>			<\$61.12>	0 days
	Total			\$3,565.88	1 day
	Original Contract Amount				\$194,316.00
	Net Change by Previous Change Orders				\$31,970.67
	Net Sum Prior to This Change Order				\$226,286.67
	Amount of Change Order No. 4				\$3,565.88
	New Contract Sum				\$229,852.55
	Percentage of Change to Contract, to Date				18.29%

Prepared by: Gary L. Nellesen

Reviewed by: Thomas G. Meikle/Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #47

**SUBJECT:** Physical Education Program Building Renovation (Change Order)

**DATE:** June 27, 2012

The following Change Orders have previously been approved by the Board of Trustees:

<b>Physical Education Program Building Remodel</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2862 Empyrean Plumbing, Inc. (Plumbing Contractor)</b>
Contract Amount		\$1934.316		
C. O. No. 1	April 2011	\$19,431.60	10.00%	Install trap primers; Connect downspouts to storm drain lines; Add isolation valves; Add exterior hose bib; Replace 2" water service pipe.
C. O. No. 2	October 2011	\$1,592.95	0.82%	Remove existing water heater.
C. O. No. 3	April 2012	\$10,946.12	5.63%	Add drywall for AC; Add water hammer arrestors; Rebuild hot and cold water system piping.

Funding Source

Measure RR Bond Anticipation Note funds.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>June 27, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Annual Maintenance Agreement (Contract Amendment)</u>	

**BACKGROUND**

In order to provide for the ongoing maintenance and safe operation of certain specialized equipment and systems, it is necessary to retain the services of qualified professionals.

**ANALYSIS AND FISCAL IMPACT**

The following contract amendment is presented for approval:

	<b>Consultant:</b>	Schindler Elevator Company	<b>No.</b>	1
	<b>Project:</b>	Annual Elevator Maintenance Agreement		
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	
	Addition of the Agricultural Science Complex, Music Building, and ten wheelchair lifts to the remaining year of the three-year annual elevator maintenance contract; including an annual cost adjustment of 4.28%. Fixed fee for three-year term:		\$5,950.00	
	Total		\$5,950.00	
	Original Contract Amount		\$87,516.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$87,516.00	
	Amount of Amendment No. 1		\$5,950.00	
	New Contract Sum		\$93,466.00	

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: Gary L. Nellesen                      Reviewed by: Michael D. Gregoryk  
 Recommended by: Bill Scroggins                      Agenda Item: Consent #48

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

**DATE:** June 27, 2012

**CONSENT**

**SUBJECT:** Professional Design and Consulting Services (Contract Amendments)

**BACKGROUND**

In order to commence design on construction and renovation projects, it is necessary to retain the services of qualified professionals.

**ANALYSIS AND FISCAL IMPACT**

The following contract amendments are presented for ratification:

<b>#1</b>	<b>Consultant:</b>	Hill Partnership	<b>No.</b>	6
	<b>Project:</b>	Agricultural Science Complex		
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	
	Additional architectural services to assist in completing the Agricultural Science Building and related site improvements, including the project close-out and certification.		\$60,000.00	
	Total		\$60,000.00	
	Original Contract Amount		\$100,000.00	
	Net Change by Previous Amendments		\$62,161.00	
	Net Sum Prior to This Amendment		\$162,161.00	
	Amount of Amendment No. 6		\$60,000.00	
	New Contract Sum		\$222,161.00	

<b>#2</b>	<b>Consultant:</b>	Pal id studio	<b>No.</b>	2
	<b>Project:</b>	Administration Building Remodel		
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	
	Additional interior design services for the purchase of new furniture, fixtures, and equipment. Fixed fee:		\$18,750.00	
	Reimbursable expenses:		\$500.00	
	Total		\$19,250.00	
	Original Contract Amount		\$78,300.00	
	Net Change by Previous Amendments		\$8,078.40	
	Net Sum Prior to This Amendment		\$86,378.40	
	Amount of Amendment No. 2		\$19,250.00	
	New Contract Sum		\$105,628.40	

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #49

**SUBJECT:** Professional Design and Consulting Services (Contract Amendments)

**DATE:** June 27, 2012

<b>#3</b>	<b>Consultant:</b>	tBP Architecture	<b>No.</b>	12
	<b>Project:</b>	Child Development Center		
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	
	Additional architectural and engineering services for the weathered structural wood repair at the Child Development Center. Fixed fee:		\$11,213.00	
	Total		\$11,213.00	
	Original Contract Amount		\$425,000.00	
	Net Change by Previous Amendments		\$1,040,210.55	
	Net Sum Prior to This Amendment		\$1,465,210.55	
	Amount of Amendment No. 12		\$11,213.00	
	New Contract Sum		\$1,476,423.55	

Funding Source

Measure RR Bond Anticipation Note funds.

**RECOMMENDATION**

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

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

**DATE:** June 27, 2012

**ACTION**

**SUBJECT:** Associated Students Proposed Budget for Fiscal Year 2012-13

**BACKGROUND**

Associated Students has followed its established process to adopt and forward a tentative budget for the 2012-13 academic year for approval by the Board of Trustees. In February 2012, a notice was sent to the campus community informing faculty and staff of the procedures to request funds from the Associated Students. Thirty requests were received totaling \$729,203. Budget presentations and deliberations were conducted in April 2012. Associated Students funded some portion of nearly all requests for a total of \$573,000. These actions were approved by the Associated Students Senate and ratified by the Executive Board and Associated Students President. The budget has been reviewed by the Vice President, Student Services, and is now being presented for approval by the Board of Trustees.

**ANALYSIS AND FISCAL IMPACT**

The Associated Students budget for 2012-13 comprises net revenues collected during the 2011-12 academic year. Revenues collected as of April 2012 equal \$573,000.

- The total revenue budget for 2012-13 is 2% (\$13,142) less than last year's budget. This decrease is due to a decrease in student enrollment and an increase in students waiving the optional Student Activities fee.
- Academic Departments, Programs, and Team funding was \$29,189 last year and has been increased to \$36,000. This increase was due to the Associated Students' decision to fund the Turf Team.
- Awards and Scholarships received 2% (\$1,300) less than the 2011-12 allocation. Book Scholarships received the same amount of funding as the previous year (\$23,500), resulting in 134 student scholarships.
- Retention and Transfer received a 3% (\$725) increase in funding over last year's allocation.

Prepared by: Carolyn Keys/Maryann Tolano-Leveque

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Action #1

**SUBJECT:** Associated Students Proposed Budget for Fiscal Year 2012-13

**DATE:** June 27, 2012

- Student Leadership and Conferences received a 17% (\$11,000) decrease in funding from last year's budget. The Student Conferences line item was significantly decreased due to the Associated Students' decision to no longer attend conferences sponsored by the Student Senate for California Community Colleges (SSCCC).

	<u>Total Amount</u>	<u>% of Budget</u>
Fixed Accounts (Salaries and Benefits)	\$230,613	40%
Associated Students Activities, Programs, and Projects	\$151,612	27%
Academic Departments, Programs, and Teams	\$ 36,000	6%
Awards and Scholarships	\$ 78,400	14%
Retention and Transfer	\$ 23,375	4%
Student Leadership and Conferences	<u>\$ 53,000</u>	<u>9%</u>
Total	\$573,000	100%

Funding Source

Student Activities Fee.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Associated Students Proposed Budget for Fiscal Year 2012-13.

**SUBJECT:** Associated Students Proposed Budget for Fiscal Year 2012-13

**DATE:** June 27, 2012

**ASSOCIATED STUDENTS  
2012-13 BUDGET SUMMARY**

ACCOUNT NAME	Budget Committee Funded 2011-12	Budget Committee Funded 2012-13	Funding Difference from last year (\$)	Funding Difference from last year (%)	Notes
<b>FIXED ACCOUNTS</b>					
Classified Salaries (including benefits)	\$220,853	\$230,613	\$9,760	4%	1
<b>TOTAL</b>	<b>\$220,853</b>	<b>\$230,613</b>	<b>\$9,760</b>	<b>4%</b>	
<b>A .S. ACTIVITIES, PROGRAMS, PROJECTS</b>					
AS President's Hospitality	\$1,000	\$1,087	\$87	9%	
ASPIRE (Black History Month event)	\$2,500	\$2,500	\$0	0%	
Campus Activities	\$97,700	\$77,875	-\$19,825	-20%	
Campus Projects (for Student Center furniture)	\$11,000	\$19,000	\$8,000	73%	2
Disability Celebration Month	\$1,100	\$1,100	\$0	0%	
Inter-Club Council Activities	\$3,500	\$3,500	\$0	0%	
Office Expense	\$18,100	\$7,200	-\$10,900	-60%	3
Student Center Equipment	\$6,100	\$10,600	\$4,500	74%	4
Student Assistants	\$20,000	\$20,000	\$0	0%	
Student Publicity	\$8,750	\$8,750	\$0	0%	
<b>TOTAL</b>	<b>\$169,750</b>	<b>\$151,612</b>	<b>-\$18,138</b>	<b>-11%</b>	
<b>ACADEMIC DEPARTMENTS, PROGRAMS, TEAMS</b>					
ACM Computer Programming Competition	\$189	\$300	\$111	59%	
Art Gallery	\$3,500	\$3,500	\$0	0%	
Choral Singers	\$9,000	\$9,000	\$0	0%	
Music Instrumental	\$9,500	\$9,500	\$0	0%	
Skills USA Competition Team	\$7,000	\$7,000	\$0	0%	
Turf Team	\$0	\$6,700	\$6,700	100%	5
<b>TOTAL</b>	<b>\$29,189</b>	<b>\$36,000</b>	<b>\$6,811</b>	<b>23%</b>	

Notes:

1. After the A. S. deliberation process concluded, Fiscal Services determined that the full-time salary amount was increased to \$230,004
2. Associated Students approved additional funding for the purpose of purchasing furniture for the Student Center.
3. The steep reduction was due to the cancelation of the contract to produce and mail the A. S. Activities Sticker each semester.
4. Associated Students provided additional funding in order to purchase a TV, air hockey table, and arcade game for the Student Center.
5. New request (funding was not requested the previous academic year).

**SUBJECT:** Associated Students Proposed Budget for Fiscal Year 2012-13**DATE:** June 27, 2012

**ASSOCIATED STUDENTS  
2012-13 BUDGET SUMMARY**

ACCOUNT NAME	<i>Budget Committee Funded 2011- 12</i>	<i>Budget Committee Funded 2012- 13</i>	<i>Funding Difference from last year (%)</i>	<i>Funding Difference from last year (%)</i>	Notes
<b>AWARDS AND SCHOLARSHIPS</b>					
Awards and Recognition Programs	\$14,900	\$14,900	\$0	0%	
Scholarships	\$64,800	\$63,500	-\$1,300	-2%	
<b>TOTAL</b>	<b>\$79,700</b>	<b>\$78,400</b>	<b>-\$1,300</b>	<b>-2%</b>	
<b>RETENTION AND TRANSFER</b>					
Black College Summit	\$500	\$700	\$200	40%	
Bridge Program (closing ceremonies)	\$1,000	\$1,500	\$500	50%	
New Student Welcome	\$1,500	\$1,200	-\$300	-20%	
Student Life Activities	\$3,900	\$4,225	\$325	8%	
Transfer Achievement Celebration	\$4,000	\$4,000	\$0	0%	
University Tours	\$9,000	\$9,000	\$0	0%	
WIN Program	\$2,750	\$2,750	\$0	0%	
<b>TOTAL</b>	<b>\$22,650</b>	<b>\$23,375</b>	<b>\$725</b>	<b>3%</b>	
<b>STUDENT LEADERSHIP AND CONFERENCES</b>					
Center for Constructive Leadership	\$2,000	\$2,000	\$0	0%	
Student Conferences	\$38,000	\$25,000	-\$13,000	-34%	
Fall Leadership Conference	\$24,000	\$26,000	\$2,000	8%	
<b>TOTAL</b>	<b>\$64,000</b>	<b>\$53,000</b>	<b>-\$11,000</b>	<b>-17%</b>	
<b>TOTAL BUDGET</b>	<b>\$586,142</b>	<b>\$573,000</b>	<b>-\$13,142</b>	<b>-2%</b>	

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

**DATE:** June 27, 2012

**ACTION**

**SUBJECT:** Revisions to Board Policy 3565 – Smoking on Campus

**BACKGROUND**

Mt. San Antonio College (Mt. SAC) is continuing the process of updating and aligning the College's Board Policies with the recommended policies developed through the College's legal counsel, Liebert Cassidy Whitmore, in conjunction with the Community College League of California (CCLC). Mt. SAC is a member of the Board Policy and Administrative Regulation Subscription Service coordinated by the CCLC.

**ANALYSIS AND FISCAL IMPACT**

The goal is to continue to review the current Mt. SAC Policies and align them with the policies recommended by our legal counsel and the CCLC. This policy has been reviewed by the President's Cabinet as well as shared with the President's Advisory Council.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves revisions to Board Policy 3565 – Smoking on Campus.

Prepared by: Denise Lindholm

Recommended by: Bill Scroggins

Agenda Item: Action #2

**SUBJECT:** Revisions to Board Policy 3565 – Smoking on Campus

**DATE:** June 27, 2012

## Chapter 3 – General Institution

### BP 3565 Smoking on Campus

References:

~~California Health and Safety Code Sections 104350-104495; 104555-104558; 118875-118915; 118920-118945; 19994.30-19994.35~~

**Government Code Sections 19994.30-19994.35, Section 7597.1**

~~Student, employee, and visitor health is a primary concern of Mt. San Antonio College. Because of the clear evidence of the harmful nature of smoke inhalation and because of the general concern over air contamination, Mt. SAC in accordance with State law, bans smoking within all campus buildings and in any other outdoor area within 20 feet of a main exit, entrance, or operable window of a campus building. This includes all College leased and College occupied buildings. Further, smoking is banned in the swimming pool area, Hilmer Lodge Stadium, and in all College vehicles.~~

**In an effort to provide a healthy, productive working and learning environment, the Board of Trustees will assure that:**

- a. **Smoking will be limited to designated areas only.**
- b. **The sale and advertising of cigarettes and tobacco products, in any manner, is prohibited on District property. The prohibition includes free samples distributed by vendor or event sponsors.**
- c. **Advertising and sponsorship of District events by tobacco companies will not be permitted.**
- d. **Students and employees have access to information regarding programs that reduce tobacco product use or support cessation efforts.**

**Violations of this policy will result in the issuance of a citation and will be subject to a fine. The fine shall be equal to the average fine levied for parking violations with repeat violations resulting in higher fines.**

Approved April 28, 2004

Revised June 27, 2012