



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 23, 2013

5:30 p.m. Open and Adjourn to Closed Session  
6:00 p.m. Decade of Dominance Athletics Reception  
6:30 p.m. Public Session

Founders Hall, 1100 North Grand Avenue  
Walnut, CA 91789

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

## AGENDA

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

**CALL TO ORDER (5:30 p.m.)**

**DECADE OF DOMINANCE ATHLETICS RECEPTION (6:00 p.m., Founders Hall)**

## 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.**

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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.*

## CLOSED SESSION

1. **Conference with Legal Counsel – Settlement Agreement** (one case)
2. **Conference with Legal Counsel – Arbitration** (one case)

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

## INTRODUCTIONS AND RECOGNITIONS

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

- Classified Employees

- **Katelyn Abadie**, Learning Lab Assistant I (Learning Assistance Center)
- **Adam Beckerdite**, Parking Officer (Public Safety)

- Management Employees

- **Jennifer Galbraith**, Interim Associate Dean (Business)
- **Karelyn Hoover**, Interim Associate Dean (Natural Sciences)
- **Christopher Schroeder**, Manager, Network and Data Security (Information Technology)

- **Recognition:**

- Presentation of Certificates of Commendation to A1C **Hilda Patino**, United States Air Force; Ssgt. **Devon Goodwin**, United States Marine Corps/Urban Search and Rescue; PO2 **Christopher Padilla**, United States Navy; and Arise student **Stiveni Tamaivena**, for their compassion and efforts to maintain a safe campus environment in an altercation that took place on campus on September 19, 2013.
- For the third time, Mt. SAC Athletics has captured the National Association of Two-Year College Athletic Administrator (NATYCAA) Cup Championship with the highest point total achieved in the 10-year history of the award. No other college has scored more points, been in the top two more times, or captured more NATYCAA Cup titles (**Joe Jennum**).
- Presentation of American Red Cross Awards to Associated Students President **May Ochoa** for: 1) Most Blood Donations by Site (1,345 units); 2) Most Blood Donations Overall (1,345 units); Most Winter Blood Donations (184 units); and winner of the “Out for Blood” competition (558 units) against Cal Poly Pomona (530 units).
- Award Certificates of Service to the following retiring staff members:
  - **Ronald Becerra**, Grounds Equipment Operator, Facilities Planning and Management Department, 11 years of service
  - **Janet Shoemaker**, Laboratory Technician, Math and Computer Sciences Department, 18 years of service
  - **Frances Smothers**, Library Technician III, Library, 36 years of service

## **APPROVAL OF MINUTES**

Approval of minutes of the regular meeting of September 11, 2013. (See backup packet Pages 1 through 10.)

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

### **BOARD COMMUNICATION**

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

9. President's Report – Bill Scroggins, President & CEO
  - Preliminary Review of Board Study Session.
  - Review of proposed change in Board meeting dates for 2013-14.
10. Informational Report – Student Success Initiative, presented by Audrey Yamagata-Noji, Vice President, Student Services.
11. Informational Report – Technology Master Plan, presented by Victor Belinski, Chief Technology Officer. (See backup packet Page 11.)

## **CONSENT CALENDAR**

All matters listed under **Consent Calendar** are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the Board votes on them, unless a Board member requests a specific item be removed from the Consent Calendar for discussion and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be heard prior to the Board's vote on the Consent Calendar.

### **ADMINISTRATIVE SERVICES**

1. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet Pages 12 through 15.)
2. 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 16 and 17.)
3. Consideration of approval of the reissuance of stale-dated warrants, as listed. (See backup packet Page 18.)
4. Consideration of approval of the renewal of a contract with Turbo Data Systems Inc. for processing citations. (See backup packet Page 19.)
5. Consideration of approval of a contract for pre-construction services using the Lease/Leaseback construction delivery method for the Agricultural Sciences Complex. (See backup packet Pages 20 and 21.)
6. Consideration of approval of agreements to provide Professional Design and Consulting Services with GNA-Brook Fire Protection for the Annual Fire Sprinkler Inspection project; with HMC Architects for the Child Development Center project; PAL id Studio for the Student Success Center, Business and Computer Technology Building, and Student Services Office Improvements projects; with Steven Fader Architects for Design Services; with ASCIP for Construction Support Services; with Coin Security Systems for the Annual Key Box Maintenance Service Agreement; with Hill Partnership, Inc. for the Agricultural Sciences Complex project; and with Psomas for the Utility Infrastructure South of Temple Avenue project. (See backup packet Pages 22 through 24.)

7. Consideration of ratification of the following Child Development Center project Change Orders:
  - Bid No. 2831 Moore Flooring (Flooring Contractor) – Change Order No. 2. (See backup packet Pages 25 and 26.)
  - Bid No. 2948 Child Development Center – HCI Systems (Security Contractor) – Change Order No. 1. (See backup packet Pages 25 and 26.)
8. Consideration of ratification of the following Temporary Classrooms project Change Order:
  - Bid No. 2946 Temporary Classrooms – GDL Best Contractors, Inc. (General Contractor) – Change Order No. 1. (See backup packet Pages 27 and 28.)
9. Consideration of ratification of the following Technology Building Fire Alarm Replacement project Change Order:
  - Bid No. 2912 Technology Building Fire Alarm Replacement – Advanced Building & Electronic Control Systems (Security Contractor) – Change Order No. 1. (See backup packet Pages 29.)
10. Consideration of approval of the following Contract Amendments:
  - Contract Environmental Impact Report Construction Support – Helix Environmental Planning, Inc. (Professional Design and Consulting Services) – Amendment No. 2. (See backup packet Pages 30 and 31.)
  - Contract Facilities Emergency Operations Center Addition and Plan Room Renovation – PAL id Studio (Professional Interior Design Services) – Amendment No. 1. (See backup packet Pages 30 and 31.)
  - Contract Agricultural Sciences Complex – Dog Kennel Addition – Hill Partnership, Inc. (Professional Architectural and Engineering Services) – Amendment No. 1. (See backup packet Pages 30 and 31.)
11. Consideration of approval of the following Completion Notice:
  - Bid No. 2912 Technology Building Fire Alarm Replacement, Advanced Building & Electronic Control Systems, Inc. (Contractor)
12. Consideration of approval of the following Proposed Donation to the College:
  - Claremont Graduate University – Forty Dell 755 Dual-core CPU personal computers with hard disk and 2GB ram; no keyboard, mouse, or monitor. Valued by donor at \$2,000, to be used by the Electronics and Computer Technology departments for laboratory exercises in the Computer Maintenance program.

## **HUMAN RESOURCES**

13. Consideration of approval of Personnel Transactions. (See backup packet Pages 32 through 50.)

## **INSTRUCTION**

14. Consideration of approval of new and modified courses, modified certificates, and modified degrees to be effective with the 2014-15 academic year. (See backup packet Pages 51 and 52.)
15. Consideration of approval of an Externship Agreement with secondary partners that include East San Gabriel Valley ROP, Covina-Valley USD, La Puente Valley ROP, and Rowland USD for the Career Technical Education Community Collaborative Grant. (See backup packet Page 53.)
16. Consideration of approval of activities and acceptance of funds for the Child Development Training Consortium Grant. (See backup packet Page 54.)
17. Consideration of approval of activities and acceptance of funds for the CARES Plus Stipend Program Grant. (See backup packet Page 55.)
18. Consideration of approval of activities and acceptance of funds for the Transforming Undergraduate Education in Science, Technology, Engineering, and Mathematics Grant. (See backup packet Page 56.)
19. Consideration of approval of activities and acceptance of funds for the Upward Bound Grant. (See backup packet Pages 57 and 58.)
20. Consideration of approval of activities and acceptance of funds for the Asian-American and Native American Pacific Islander-Serving Institutions Grant. (See backup packet Pages 59 and 60.)
21. Consideration of approval of activities and acceptance of funds for the Student Support Services Grant. (See backup packet Pages 61 and 62.)
22. Consideration of approval of activities and acceptance of funds for the Workforce Investment Act, Title II: Adult Education and Family Literacy Act, Section 231 and English Literacy and Civics Education Grant. (See backup packet Page 63.)
23. Consideration of approval of ratification of an agreement with Subway to provide catering for the Cross Country Invitational. (See backup packet Page 64.)
24. Consideration of approval of an agreement with In-N-Out to provide food at the Athletics Championship Celebration on January 24, 2014. (See backup packet Page 65.)
25. Consideration of approval of a contract with Cole-Schaefer Ambulance Services to provide coverage at the 2013 Cross Country Invitational. (See backup packet Page 66.)

26. Consideration of approval of an agreement with Pacific Palms Hotel and Conference Center for the Athletics Hall of Fame Dinner on February 8, 2014. (See backup packet Page 67.)
27. Consideration of approval of a contract payment schedule with WISE Abroad, LLC, for the Study Abroad Program in Taipei, Taiwan, January 8 through February 15, 2014. (See backup packet Page 68.)
28. Consideration of approval of a contract payment for the Study Abroad Program in Hawaii, January 8 through February 15, 2014. (See backup packet Page 69.)
29. Consideration of approval for four Journalism students and a faculty member to attend the ACP/CMA National College Media Convention in New Orleans, LA, scheduled for October 24-27, 2013. (See backup packet Page 70.)
30. Consideration of approval of the Chamber Singers' 2014 Performance Tour, March 28 through April 7, 2014. (See backup packet Page 71.)
31. Consideration of approval of payment of Tie-Down fees for Mt. SAC aircraft at Brackett Field Airport. (See backup packet Page 72.)
32. Consideration of approval of the On Course Professional Development four-day workshop scheduled for February 4-7, 2014. (See backup packet Page 73.)
33. Consideration of approval activities for the Continuing Education Division for the 2013-14 academic year. (See backup packet Page 74.)
34. Consideration of approval of additions and changes for the Continuing Education Division. (See backup packet Page 75.)

## **STUDENT SERVICES**

35. Consideration of approval to increase the Student Health Services Fee. (See backup packet Page 76.)

## **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 following requests for the San Jose Hills Road Site Improvement project using the Lease/Leaseback construction delivery method; reduction of \$76,790 to the contract amount; reduction of the lease period to thirty-five days; and accept the project as complete. (See backup packet Pages 77 and 78.)
2. Consideration of approval of a Meet-and-Confer Agreement between the District and Confidential and Supervisory Employees. (See backup packet Pages 79 and 80.)
3. Consideration of approval of a Meet-and-Confer Agreement between the District and Management Employees. (See backup packet Page 81.)

## DISCUSSION ITEM

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

- HR/Payroll Calendar as it pertains to Board of Trustees meeting dates (distributed as a separate document).

## INFORMATION ITEMS

No action will be taken on items listed. All items are being provided to the Board of Trustees for information only.

1. Receive new Administrative Procedure 5142 – Students with Disabilities: Accessibility of Multimedia Instructional Material: Captioning. (See backup packet Pages 82 and 83.)
2. Receive new Administrative Procedure 7135 – Temporary Special Administration. (See backup packet Pages 84 through 89.)

## CLOSED SESSION

The meeting will adjourn to Closed Session to conduct two student expulsion hearings, per Education Code Section 72122.

## REPORTING OF ACTION TAKEN IN CLOSED SESSION

## ADJOURNMENT

### Future Board Meetings

November 20, 2013  
December 11, 2013  
January 22, 2013

### Upcoming Events

October 16, 2013	<b>Health Fair</b> – 11:00 a.m.-2:00 p.m., Student Health Building and Courtyard
October 17, 2013	<b>Campus Great Shakeout Exercise</b> – 10:17 a.m., Campus-wide
October 18, 2013	<b>One World, One Sky: Big Bird's Adventure</b> – 4:30 p.m., Planetarium
	<b>Halloween Happenings</b> – 6:00 and 7:30 p.m., Planetarium



## **Upcoming Events** (continued)

- October 18-19, 2013      **Dead Man's Cell Phone** - 7:30 p.m., Theater
- October 19, 2013      **Saturday Academy** – 7:30 a.m.-12:30 p.m., Student Life Center Stage Area
- Collaborative Divorce Workshop** – 8:30 a.m.-12:30 p.m., Building 18, Room 15
- Secret of the Cardboard Rocket** – 4:30 p.m., Planetarium
- Halloween Happenings** – 6:00 and 7:30 p.m., Planetarium
- October 19, 2013      **Music Faculty Showcase – Adventures in Artistry** – 7:30 p.m., Feddersen Recital Hall
- October 20, 2013      **Dead Man's Cell Phone** - 2:00 p.m., Theater
- October 19, 2013      **Saturday Academy** – 7:30 a.m.-12:30 p.m., Student Life Center Stage Area
- Music Faculty Showcase** – 7:30 p.m., Theater
- October 22, 2013      **DSP&S Planning for College** – 5:30-7:00 p.m., Student Life Center Stage Area
- October 23, 2013      **Lost and Found Silent Auction** – 10:00 a.m.-1:00 p.m., Student Life Center Stage Area
- October 25-27, 2013      **Associated Students Fall Leadership Conference** – Weekend – UCLA Conference Center, Lake Arrowhead
- October 30, 2013      **Transfer Day College Fair** – 10:00 a.m.-1:00 p.m., Miracle Mile
- October 31, 2013      **Associated Students' Halloween Event** – 3:00-5:00 p.m., Student Life Center Stage Area
- November 1-2, 2013      **Fall Choral Concert** – 7:30 p.m., Feddersen Recital Hall
- Fall Repertory Dance Concert** – 8:00 p.m., Clarke Theater
- November 3, 2013      **Fall Repertory Dance Concert** – 3:00 p.m., Clarke Theater
- November 5, 2013      **Aspire Transfer Forum** – 2:00-3:30 p.m., Student Life Center Stage Area
- November 6, 2013      **Veterans' Day Event** – Time TBD, Veterans' Resource Center
- November 7, 2013      **Community Volunteer Fair** – 10:00 a.m.-1:00 p.m., Student Life Center Patio Area
- November 7-  
December 12, 2013      **Sense and Sensibility II Art Exhibit** – Art Gallery Hours; Reception: November 7, 4:00-6:00 p.m., Art Gallery
- November 8, 2013      **High School Educators Conference** – 7:30 a.m.-1:30 p.m., Design Technology Center, Room 1300
- November 9, 2013      **Fall Wind Ensemble Concert** – 7:30 p.m., Clarke Theater
- November 11, 2013      **Veterans' Day** – Campus Closed
- November 11-15, 2013      **International Education Week** – Time and Place TBD

## **Upcoming Events** (continued)

- November 12, 2013      **Parallel Existence – How Smoking Ultimately Wins** – 1:30-3:00 p.m., Student Life Center Stage Area
- November 13, 2013      **Registration Begins for 2014 Winter Intersession**
- November 15, 2013      **Alumni Association Presents Alumni Day** – 9:00 a.m.-4:00 p.m., Design Technology Center
- Fall Jazz Band Concert** – 7:30 p.m., Clarke Theater
- November 17, 2013      **Fall Chamber Music Concert** – 3:00 p.m., Feddersen Recital Hall
- November 20, 2013      **Feel Blue? Manage School and Holiday Stress** – 11:00 a.m.-12:00 p.m., Regan Room
- Fall Percussion Concert** – 7:30 p.m., Feddersen Recital Hall
- November 21, 2013      **Great American Smokeout – Quitting Tobacco Information Booth** – 11:00 a.m.-1:00 p.m. – Miracle Mile
- November 23, 2013      **Vocal Jazz Fall Concert** – 7:30 p.m., Feddersen Recital Hall

## **Upcoming Sports Events**

- October 16, 2013      **Volleyball vs. Pasadena City College** – 5:00 p.m., Gymnasium
- October 18, 2013      **Cross Country Invitational** – All Day
- Men's Soccer vs. L. A. Harbor College** – 6:00 p.m., Soccer Field
- October 19, 2013      **Football vs. L. A. Harbor College** – 6:00 p.m., Hilmer Lodge Stadium
- October 22, 2013      **Men's Soccer vs. Cerritos College** – 5:00 p.m., Soccer Field
- October 23, 2013      **Volleyball vs. L. A. Harbor College** – 6:00 p.m., Gymnasium
- October 25, 2013      **Men's Soccer vs. Compton College** – 2:00 p.m., Soccer Field
- Women's Soccer vs. Compton College** – 4:00 p.m., Soccer Field
- October 29, 2013      **Men's Soccer vs. El Camino College** – 2:00 p.m., Soccer Field
- Women's Soccer vs. El Camino College** – 4:00 p.m., Soccer Field
- November 1, 2013      **Men's Soccer vs. East L. A. College** – 2:00 p.m., Soccer Field
- Women's Soccer vs. East L. A. College** – 4:00 p.m., Soccer Field
- Volleyball vs. El Camino College** – 6:00 p.m., Gymnasium
- November 5, 2013      **Women's Soccer vs. Long Beach City College** – 3:00 p.m., Soccer Field
- November 8, 2013      **Men's Soccer vs. Pasadena City College** – 6:00 p.m., Soccer Field
- November 8-10, 2013      **Women's Basketball Tip-Off Tournament** – Time TBD, Gymnasium
- November 9, 2013      **Football vs. El Camino College** – 1:00 p.m., Hilmer Lodge Stadium
- November 12, 2013      **Women's Soccer vs. L. A. Harbor College** – 3:00 p.m., Soccer Field
- November 13, 2013      **Volleyball vs. Cerritos College** – 6:00 p.m., Gymnasium

**Upcoming Sports Events** (continued)

November 15, 2013      **Women's Soccer vs. Cerritos College** – 3:00 p.m., Soccer Field

November 20, 2013      **Volleyball vs. L. A. Trade Technical College** – 6:00 p.m., Gymnasium

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**

**October 23, 2013**





# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 11, 2013

### MINUTES

#### CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 6:35 p.m. on Wednesday, August 28, 2013. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present. Student Trustee Maureira was also present.

#### STAFF PRESENT

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

#### 1. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Dr. David K. Hall, Trustee, in a tribute to the fallen on September 11, 2001.

#### 2. INTRODUCTIONS

The following newly appointed staff members were introduced:

##### Classified Employees

- **Kameliya Chekardzhikova**, Account Clerk III (Fiscal Services) (absent)
- **Taylor Dinius**, PE/Athletic Technician I (Kinesiology, Athletics, and Dance) (present)
- **Candis Kumpe**, PE/Athletic Technician I (Kinesiology, Athletics, and Dance) (present)
- **Leonard Ortiz**, Construction Specialist (Facilities Planning and Management) (present)

##### Management Employee

- **Monica Cantu**, Assistant Director (Fiscal Services) (present)

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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.*

### Faculty

- **John Burdett**, Professor, Music and Band Director (Music) (present)
- **Carly Creley**, Professor, Agriculture (Registered Veterinary Technology) (Agricultural Sciences) (present)
- **Brian Crichlow**, Professor, Kinesiology and Head Coach, Women's Basketball (Kinesiology, Athletics, and Dance) (present)
- **Taber Dunipace**, Professor, Commercial Art (Commercial and Entertainment Arts) (present)
- **Kay Dutz**, Professor, Chemistry (Chemistry) (present)
- **Cheryl Gilbert**, Professor, Psychiatric Technician (Mental Health) (present)
- **Hong Guo**, Professor, Library Science Online Learning (Library and Learning Resources) (present)
- **Scott Jaeggi**, Professor, Emergency Medical Technologies (Medical Services) (present)
- **Jason Perez**, Professor, Photography (Commercial and Entertainment Arts) (absent)
- **Roger Willis**, Professor, Communication (Communication) (present)

### 3. **RECOGNITION**

- A Certificate of Service will be mailed to the following retiring staff member, who was unable to attend tonight's meeting:
  - **Anna Acosta**, Administrative Secretary, Business Division (Perkins Grant), 10 years of service

### 4. **APPROVAL OF MINUTES**

It was moved by Trustee Hall, seconded by Trustee Chen Haggerty, and passed to approve the minutes of the regular meeting of August 28, 2013. Student Trustee concurred.

### 5. **PUBLIC COMMUNICATION**

- Eric Kaljumagi called the Board's attention to the 2011 request to approve out-of-class assignments for a number of managers across campus, and reminded the Board that the request was denied due to the Koff & Associates classification study being performed. He urged the Board to disapprove tonight's Temporary Change in Title and Salary for a Human Resources Director and asked them to take the same action as was taken in 2011, i.e., wait for the classification study to be completed.
- Marlen Garcia introduced herself as a candidate for one of the seats on the Mt. SAC Board of Trustees. She has been serving as a Baldwin Park Councilmember for the past 14 years and has served as a member of Mt. SAC's Citizens Oversight Committee, both as chair and co-chair. She invited everyone to attend a screening on American Latinos, September 16-October 15, 2013, in recognition of Hispanic month.

## 6. REPORTS

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

- May Ochoa, President, Associated Students
- Eric Kaljumagi, President, Academic Senate
- Deejay Santiago, President, Classified Senate
- Lance Heard, President, Faculty Association
- Laura Martinez, President, CSEA 262
- Bill Lambert, Executive Director, Mt. SAC Foundation

## 7. BOARD COMMUNICATION

A. Trustee Baca read the following reminder: “At this time, the Board of Trustees will report on matters related to attendance at conferences, professional affiliations, and community involvement directly related to their functions as Board members.”

B. All Board members shared the following comments:

- They welcomed new employees Monica Cantu, Kameliya Chekardzhikova, Taylor Dinius, Candis Kumpe, and Leonard Ortiz.
- They welcomed new faculty John Burdett, Carly Creley, Brian Crichlow, Taber Dunipace, Kay Dutz, Cheryl Gilbert, Hong Guo, Scott Jaeggi, Jason Perez, and Roger Willis.
- They congratulated Anna Acosta on her retirement.

C. Trustee Chen Haggerty reported the following:

- She attended the Rowland Coordinating Council meeting.
- She’s looking forward to co-chairing the ACES Committee and will be in San Francisco next week.

D. Trustee Bader reported the following:

- She attended the Foundation Retreat.
- She attended the San Gabriel Valley Economic Partnership Awards dinner.
- She mentioned that, at the L. A. County Fair, there is a great animation display.
- She’s taking a class in the Wellness Center and recommends it highly.

E. Trustee Hall reported the following:

- He attended the San Gabriel Valley Economic Partnership Awards dinner. He thanked Dr. Scroggins for serving on the Board of Directors of that organization.
- He thanked Marlen Garcia for attending tonight’s Board meeting.
- He said that, earlier this evening, another candidate, Steve Herfert, was on campus.
- He said he was very disappointed that Mt. SAC’s football team lost to Saddleback College.

F. Trustee Chyr reported the following:

- Other than welcoming the new employees and congratulating the retiree, he had nothing to add.

G. Student Trustee Maureira reported the following:

- She plans to work with the Associated Students on all the new policies that will affect them this coming year. One plan is to reach out to them through the web.
- She will be attending the Student Trustees Conference and thanked Dr. Scroggins for sponsoring the conferences she attends.
- Phi Theta Kappa is holding a fund-raiser event for breast cancer in October.

H. Trustee Baca reported the following:

- He attended the San Gabriel Valley Economic Partnership Awards dinner.
- He attended the football game and was sad to see that Mt. SAC lost, but looks forward to wins in the future.
- He will be attending the students' retreat in Lake Arrowhead.

## 8. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed new employees Monica Cantu, Kameliya Chekardzhikova, Taylor Dinius, Candis Kumpe, and Leonard Ortiz.
- He welcomed new faculty John Burdett, Carly Creley, Brian Crichlow, Taber Dunipace, Kay Dutz, Cheryl Gilbert, Hong Guo, Scott Jaeggi, Jason Perez, and Roger Willis.
- He congratulated Anna Acosta on her retirement.
- He talked about the Board of Trustees' meeting dates, going forward, and how the dates affect Payroll since new employees are required to work one day in the month in order to receive benefits beginning the next month. With the meeting dates as is, sometimes employees are required to wait a month before receiving benefits. Moving the Board meeting dates up a week, to the third Wednesday of the month, would alleviate this problem. His suggestion is to revise the meeting dates effective with the 2014-15 fiscal year.
- He introduced **Mike Gregoryk**, Vice President, Administrative Services; and **Rosa Royce**, Associate Vice President, Fiscal Services, who gave a report on the 2013-14 Adopted Budget.

The budget assumes revenues totaling \$137.4 million while expenditures are estimated at \$147 million, resulting in a projected structural budget deficit of \$9.4 million. The budget includes an unrestricted general fund balance, formerly known as reserves, of \$19.7 million. For the first time in six years, the College received \$371,000 from the State for instructional equipment. Looking ahead, the College will continue its efforts, through collaboration and teamwork, to ensure Mt. SAC's fiscal stability. Ms. Royce mentioned that we're getting paid from the Education Protection account, that approved with the passing of Proposition 30, quarterly, and we received a balloon payment last June 28.



Mr. Gregoryk said that our OPEB Trust is at risk, if we don't make our payments, and we're fortunate to have \$75 million in that Trust.

Mr. Gregoryk also said that the redevelopment backfill will be a concern over the next three years or so; but, we'll probably receive approximately \$1.4-\$2 million.

Another issue is that the IRS is requiring social security numbers on the 1098T forms, which is not required on Mt. SAC's part. So, the IRS wants the students to send a letter to Mt. SAC providing that number. Information Technology said there's a huge problem with that regarding security. ACBO is taking a lead for all of the 112 California community colleges to respond to the IRS by the deadline of October 15.

Mr. Gregoryk said that we still don't have numbers for categorical funding for Student Success; however, we expect it soon.

Mr. Gregoryk also said that, for the first time in years, we're going to be able to fill some of our New Resource Allocation Requests and follow our Budget Process.

Mr. Gregoryk said that we're working hard on enrollment management and believes we can earn the 1.63% in growth restoration. He said that we're very fortunate because there are several colleges that struggle to get to base, let alone to growth cap.

Mr. Gregoryk said that the most important thing that happens at Mt. SAC is the collaboration and teamwork that goes on to stay at the same fiscal level. We haven't laid people off, we haven't cut salaries, and we haven't instilled furlough days. He said it was a pleasure to see some new allocations, such as COLA.

Trustee Chen Haggerty asked how much is in the OPEB Trust, and Mr. Gregoryk said that there's a base of about \$75 million, and the interest on the Trust is enough to pay the retiree health benefit premiums, even without contributing to the Trust. Also, he doesn't foresee any fluctuation in 2013-14. Dr. Scroggins mentioned that, not contributing to the OPEB Trust may affect Mt. SAC's ability to sell bonds and may affect our bond rating. Mr. Gregoryk said that it's important to keep our reserves within the Board Policy, and that's one of the reasons we have such a high bond rating. Trustee Hall asked how much are we paying out per year for retirees, and the answer was about \$4 million.

Trustee Bader asked what the redevelopment shortfalls are, and Mr. Gregoryk said that we thought it was pretty solid when the Department of Defense (DOF) said it would be making a payment June 30, and then discovered that the amount wasn't as significant as originally thought because the cities couldn't dispose of their properties as was anticipated. So, now it's in the Assembly to settle the amount. The DOF's numbers are different than the Chancellor's Office numbers.

The 2013-14 Adopted Budget summary presentation is included on the College website with these minutes.

## 9. CONSENT AGENDA

The following corrections were made to the Consent Calendar:

- Page 34 - Consent #12, "Professional Design and Consulting Services." Delete **#2 (TOMIT Consulting for the Campus-wide Door Hardware Improvements project)** and **#3 (TOMIT Consulting for the Campus-wide Audiovisual Systems Improvements project)**.

- On Page 40, Consent #17, "Personnel Transactions." On Page 4 of 7 Pages, under "Professional Expert Employees – Extended Assignment," **remove Jennifer Daigle, Sports Publicist.** On Page 5 of 7 Pages, under "Student Employees," **insert Jennifer Daigle, Student Assistant V, Kinesiology, \$12.50/hour.** (Explanation: Jennifer Daigle is a student; therefore, she cannot be a professional expert.)
- On Page 55, Consent #26, "2013-14 Athletics Special Events Expenditures and Contracts." The Funding Source should read, "**Fund 79 – Other Trust funds which include revenues generated from the Mt. SAC Cross Country Invitational and the Mt. SAC Relays.**"

It was moved by Trustee Chyr, seconded by Trustee Hall, and passed to approve or ratify the following items, as corrected:

### **ADMINISTRATIVE SERVICES**

1. Approval of the Appropriation Transfers and Budget Revisions Summary.
2. Approval to hire an Independent Contractor in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
3. Approval of Resolution No. 13-01, Appropriations Limit for fiscal year 2013-14.
4. Approval to use the estimated \$17,378,445 Education Protection Account to fund Instructional Salaries and Benefits for the 2013-14 fiscal year.
5. Approval of the re-issuance of stale-dated warrant No. 07026358 in the amount of \$85.80.
6. Approval of the expenses for the 2013 Foot Locker, Inc. National Cross Country Championships.
7. Approval of a Communications Site Lease Agreement with the City of West Covina and authorization of advance lease payments for the KSAK-FM transmitter site.
8. This item was pulled and acted upon separately (see paragraph No. 10).
9. This item was pulled and acted upon separately (see paragraph No. 11).
10. Approval to reduce to 5% retention for the following Bid:
  - Bid No. 2852      Design Technology Center Mechanical/HVAC Package – West-Tech Mechanical, Inc. (Mechanical/HVAC Contractor).
11. Approval to relieve one Bid and reject the second and third Bids received on the following Bid:
  - Bid No. 2953      Performing Arts Center Building – Boiler Replacement.
12. Approval of agreements to provide Professional Design and Consulting Services with PAL id Studio for the Administration Building Renovation, with TOMIT Consulting for Campus-wide Door Hardware Improvements and Campus-wide Audiovisual Systems Improvements.

13. Ratification of the following Change Order:

- Bid No. 2852      Design Technology Center – West Tech Mechanical (HVAC Contractor) – Change Order No. 7.

14. This item was pulled and acted upon separately (see paragraph No. 12).

15. Approval of the following Completion Notice:

- Bid No. 2852      Design Technology Center – Mechanical/HVAC, West-Tech Mechanical, Inc. (Contractor)

16. Approval of the following Proposed Gifts and Donations to the College:

- Michael P. Sullivan – DVDs and DVD Sets, valued by donor at \$1,715, to be used to expand the media collection for teaching and learning in the Library.

### **HUMAN RESOURCES**

17. This item was pulled and acted upon separately (see paragraph No. 13).

### **INSTRUCTION**

18. Approval of the Developmental Education Fall Follow-up Conference, to be held on October 17, 2013.

19. Approval of affiliation agreements with Montebello Fire Department, Santa Fe Springs Fire Department, and Downey Fire Department for students enrolled in the Paramedic Program.

20. This item was pulled and acted upon separately (see paragraph No. 14).

21. This item was pulled and acted upon separately (see paragraph No. 15).

22. Approval of additions and changes for the Continuing Education Division.

23. Acceptance of funds and approval of activities for the Career Technical Education Community Collaborative Grant.

24. Approval of fees for students taking First Aid and CPR courses.

25. This item was pulled and acted upon separately (see paragraph No. 16).

26. Approval of a contract with RaceWire to perform race timing services.

Student Trustee concurred.

### **10. CONSENT ITEM #8 – PRE-CONSTRUCTION SERVICES FOR THE BUSINESS AND COMPUTER TECHNOLOGY PROJECT AND THE PARKING STRUCTURE PROJECT**

Trustee Hall said that he's assuming that the Tilden-Coil will be the contractor for pre-construction services for all projects going forward. Gary Nellesen, Director, Facilities Planning and Management, said that we're bringing them to the Board of Trustees one project at a time.

If it works out, then we'll continue with Tilden-Coil; however, if it doesn't work out, we'll go out for a new Request for Proposal. Trustee Hall said that he doesn't want Mt. SAC to put all of its eggs in one basket, i.e., creating a monopoly. Dr. Scroggins said that, during the first few small projects, an additional analysis was done to be sure the prices are reasonable. In one case, we told Tilden-Coil that the Guaranteed Maximum Price wasn't in line, and it was changed. He assured Trustee Hall that due diligence and analyses were done. Trustee Hall said that he wants to make sure that the dollars aren't the only thing that's being considered and that quality isn't being sacrificed. Mr. Gregoryk said that the Student Success facility and the Food Services facility, which are in DSA right now, will give us a better indicator on how Tilden-Coil is doing. Mr. Nellesen reiterated that we're starting out with small projects. Trustee Chyr called attention to approval of large projects on tonight's agenda, and he asked what expertise we have in-house. Mr. Nellesen said that pre-construction is what we normally ask contractors to do. Trustee Chyr indicated that he's concerned that we're getting into another Bovis-like scenario and asked how we measure the value that is being brought to the process. Mr. Nellesen said that these services are costing Mt. SAC a lot less than with Bovis.

It was moved by Trustee Bader, seconded by Trustee Hall, and passed to approve this item. Student Trustee concurred.

#### **11. CONSENT ITEM #9 – LEASE/LEASEBACK CONSTRUCTION SERVICES FOR THE EMERGENCY OPERATIONS CENTER**

Questions for this item were answered in paragraph 10, above.

It was moved by Trustee Hall, seconded by Trustee Bader, and passed to approve this item. Student Trustee concurred.

#### **12. CONSENT ITEM #14 – CONTRACT AMENDMENTS**

Trustee Hall asked how the item for the Agricultural Sciences Complex project went from \$100K to \$393K. Mr. Nellesen said that, when the AC Martin contract was terminated, it was 80% complete; then, Hill Partnership was hired for this work and to close out the project with DSA.

Trustee Chyr asked that a percentage be included on all contracts in the future.

- Contract      Environmental Impact Report Master Plan Update – Sid Lindmark (Professional Design and Consulting Services) – Amendment No. 1.
- Contract      Child Development Center – tBP Architecture (Professional Architectural and Construction Administration Services) – Amendment No. 15.
- Contract      Agricultural Sciences Complex – Hill Partnership, Inc. (Professional Architectural and Engineering Services) – Amendment No. 8.

It was moved by Trustee Chen Haggerty, seconded by Trustee Bader, and passed to approve this item. Student Trustee concurred.

**13. CONSENT ITEM #17 – PERSONNEL TRANSACTIONS**

Dr. Scroggins explained that the Human Resources job is temporary as a result of a failed search for a new director and that the temporary reclassification is a combination of two management positions. Many hours are being worked to accomplish the needs of the department, and a new search for a director will be attempted in the spring.

Also, dates for two Interim Associate Deans were corrected to read, "From: 8/20/13 and To: 8/29/13."

After much discussion, it was moved by Trustee Bader, seconded by Trustee Chen Haggerty, and passed to approve this item. Student Trustee abstained.

**14. CONSENT ITEM #20 – AGREEMENT WITH WISE ABROAD, LLC, FOR THE STUDY ABROAD PROGRAM IN TAIPEI, TAIWAN, JANUARY 8 THROUGH FEBRUARY 15, 2014**

Trustee Chen Haggerty thanked Dr. Scroggins for providing her with the itinerary for this trip. She asked if students are getting financial aid to attend. Dr. Yamagata-Noji said that, if the student is enrolled in the class, they could receive a loan or financial aid, if qualified. Trustee Chen Haggerty expressed her concern that students are taking loans to attend. Dr. Malmgren said that the program director and faculty have developed a syllabus for both this trip, and the Student Learning Outcomes requirements will be met.

It was moved by Trustee Chen Haggerty, seconded by Trustee Bader, and passed to approve this item. Student Trustee concurred.

**15. CONSENT ITEM #21 – STUDY ABROAD PROGRAM IN HAWAII, JANUARY 20 THROUGH FEBRUARY 12, 2014**

Paragraph 14 above pertains to this item, as well, with the addition of, they will be using a youth hostel in Hawaii.

It was moved by Trustee Chen Haggerty, seconded by Trustee Bader, and passed to approve this item. Student Trustee concurred.

**16. CONSENT ITEM #25 – AFFILIATION AGREEMENTS WITH AZUSA PACIFIC UNIVERSITY; CHAPMAN UNIVERSITY; CALIFORNIA STATE UNIVERSITY, FULLERTON; CALIFORNIA STATE UNIVERSITY, LONG BEACH; AND THE UNIVERSITY OF LA VERNE FOR STUDENTS IN THE ATHLETICS TRAINING PROGRAM**

Trustee Chyr recused himself because he works at the University of La Verne.

It was moved by Trustee Hall, seconded by Trustee Chen Haggerty, and passed to approve this item. Student Trustee concurred.

**17. ACTION ITEM #1 – PUBLIC HEARING ON PROPOSED BUDGET FOR FISCAL YEAR 2013-14**

In accordance with Title 5 of the California Code of Regulations, Section 58301, the 2011-12 Proposed Budget was made available to the public from September 6, 2013, through September 11, 2013, and a Public Hearing was scheduled for 6:30 p.m., on Wednesday, September 11, 2013. Trustee Baca opened the Public Hearing at 8:56 p.m. There were no statements made relative to the proposed Budget. The Public Hearing was closed at 8:56 p.m.

**18. ACTION ITEM #2 – ADOPTION OF THE 2013-14 BUDGET (DISTRIBUTED AS A SEPARATE DOCUMENT)**

It was moved by Trustee Hall and seconded by Trustee Chyr, to approve the 2013-14 Adopted Budget. Motion carried. Student Trustee concurred.

**19. DISCUSSION ITEM #1 – HR/PAYROLL CALENDAR AS IT PERTAINS TO BOARD OF TRUSTEES MEETING DATES (DISTRIBUTED AS A SEPARATE DOCUMENT).**

Board members will have input as to the proposed dates. Trustee Hall said that he would be willing to implement the changes sooner than July 1, 2014.

**20. ADJOURNMENT**

The meeting adjourned at 8:59 p.m.

WTS:dl

**Informational Report to the Board of Trustees  
Technology Master Plan  
Presented by Victor Belinski, Chief Technology Officer**

### Background

Mt. SAC's Technology Master Plan (TMP) addresses institutional needs across Instructional, Administrative, Human Resources, and Student Services areas. The 2009 TMP was thoroughly reviewed and revised by the Information Technology Advisory Committee (ITAC) during a year-long process and approved at the June 2013 meeting. The new 2013 TMP was presented to President's Advisory Council on August 28, 2013.

### Overview

The process to revise the TMP involved broad input from all constituents, a review of the College's Facilities Master Plan and Educational Master Plan, a review of the Chancellor's Office Technology Plan, a review of needs identified in the College's Planning for Institutional Effectiveness (PIE) process, and research of new and emerging technologies. All of this information was synthesized and integrated into an overall plan that included defining strategic objectives that are tied to College goals.

A major strategic objective from the 2013 plan is to upgrade the College's infrastructure to keep pace with future data and network needs. The College's wired and wireless infrastructure is upgraded in new and remodeled buildings as Measure RR projects are completed. Phase I of the Network Upgrade Project to replace aging equipment in existing buildings began in Fall 2013 with the recent order of replacement hardware for two of the College's six main network components.

The 2013 TMP emphasizes training staff to utilize existing and new technology to their fullest potential. Information Technology (IT) offered 133 classes via Professional Development over the last year and has plans to expand course offerings in 2014. IT is positioned as a partner in technology acquisition and implementation to ensure the College receives the most 'bang for the buck' on new purchases. IT is also planning to expand Help Desk service hours to better align with instructional hours. The objective in the TMP is to have the Help Desk available until 7:00 p.m., beginning in Spring 2014, to assist evening students and faculty members.

Plans for enhancing capabilities of the College's enterprise application system include new releases of the College's mobile application, MountieAPP. New features that are in the planning stage include sending class waitlist notices directly to students via the app.

The College's TMP is a living document that will be updated in 2014-15 with completed items and new technology initiatives. The Technology Master Plan is available at: [http://www.mtsac.edu/it/about\\_us/master\\_plan.html](http://www.mtsac.edu/it/about_us/master_plan.html)

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>October 23, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Appropriation Transfers and Budget Revisions Summary</u>	

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

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

Funding Source

**APPROPRIATION TRANSFERS**  
**For the period 7/1/13 - 9/30/13**

**Unrestricted General Fund - 11 and 13**

From:

<u>Budget Classification</u>	<u>Amount</u>
4000      Supplies/Materials	\$ <u>51,866</u>
<b>Total</b>	<b>\$ 51,866</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
2000      Classified/Other Nonacademic Salaries	\$ 8,700
5000      Other Operating Expenses/Services	3,931
6000      Capital Outlay	33,197
7000      Other Outgo	<u>6,038</u>
<b>Total</b>	<b>\$ 51,866</b>

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



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

**DATE:** October 23, 2013

**Restricted General Fund - 17**

From:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 142
2000 Classified/Other Nonacademic Salaries	14,950
4000 Supplies/Materials	<u>14,362</u>
<b>Total</b>	<b>\$ 29,454</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
3000 Employee Benefits	\$ 331
5000 Other Operating Expenses/Services	16,164
7000 Other Outgo	<u>12,959</u>
<b>Total</b>	<b>\$ 29,454</b>

**Farm Operations Fund - 34**

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ <u>1,250</u>
<b>Total</b>	<b>\$ 1,250</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ <u>1,250</u>
<b>Total</b>	<b>\$ 1,250</b>

**Health Services Fund - 39**

From:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ <u>2,100</u>
<b>Total</b>	<b>\$ 2,100</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 180
6000 Capital Outlay	<u>1,920</u>
<b>Total</b>	<b>\$ 2,100</b>

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

**DATE:** October 23, 2013

**Associated Students Trust Fund - 71**

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 6,950
<b>Total</b>	<b>\$ 6,950</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 3,200
6000 Capital Outlay	3,750
<b>Total</b>	<b>\$ 6,950</b>

**Other Trust Funds - 79**

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 1,000
<b>Total</b>	<b>\$ 1,000</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 1,000
<b>Total</b>	<b>\$ 1,000</b>

**BUDGET REVISIONS**  
**For the period 7/1/13 - 9/30/13**

**Unrestricted General Fund - 13**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
887710 Paramedic Program	\$ 2,949
887712 Fire Academy	53,208
888545 Nursing Kaplan Integrated Test Fees	25,613
<b>Total</b>	<b>\$ 81,770</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 56,157
5000 Other Operating Expenses/Services	25,613
<b>Total</b>	<b>\$ 81,770</b>

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

**DATE:** October 23, 2013

**Restricted General Fund - 17**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
819000 2013-14 Mt. SAC Suicide Prevention	\$ 50,269
819000 Cyber Watch West	270,764
819100 Cyber Watch West, Program Income	780
865900 2013-15 Song-Brown Nursing	120,000
<b>Total</b>	<b>\$ 441,813</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 31,664
2000 Classified/Other Nonacademic Salaries	61,799
3000 Employee Benefits	6,762
4000 Supplies/Materials	6,285
5000 Other Operating Expenses/Services	335,303
<b>Total</b>	<b>\$ 441,813</b>

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the appropriation transfers within the Unrestricted General Fund (\$51,866), Restricted General Fund (\$29,454), Farm Operations Fund (\$1,250), Health Services Fund (\$2,100), Associated Students Trust Fund (\$6,950), and Other Trust Funds (\$1,000) pursuant to the California Code of Regulations, Title 5, Section 58307.

Further authorization is requested to approve the budget revisions and allow expenditures within the Unrestricted General Fund (\$81,770) and Restricted General Fund (\$441,813) pursuant to the California Code of Regulations, Title 5, Section 58308.

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>October 23, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Independent Contractors</u>	

**BACKGROUND**

Approval of Independent Contractors.

**ANALYSIS AND FISCAL IMPACT**

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

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Campodonico, Tony	Instruction – Music	Pianist – Jazz Day	10/24/13– 6/30/14	\$400
Cervantes, Ebiut	Instruction – Music	Music Recording/ Mixing Services – Chamber Singers	10/24/13– 6/30/14	\$1,100
Gadson, James	Instruction – Music	Drummer – Jazz Day	10/24/13– 6/30/14	\$400
Gilkey, John	Instruction – Music	Move and set up Grand Piano in Music classroom	10/25/13	\$250
Gregory, Steve	Instruction – Music	Accompanist/ Performer with Frontline - Fall Vocal Jazz Concert	11/21/13– 11/23/13	\$400
Johnstone, Dave	Instruction – Music	Accompanist/ Performer – Various Performances	10/24/13- 6/30/14	\$6,000
Kishimoto, Elwin	Instruction – Fine Art	Repairs to firing kilns in Ceramics classrooms- studios	10/24/13- 6/30/14	\$600

Prepared by: Rosa M. Royce Reviewed by: Michael D. Gregoryk  
 Recommended by: Bill Scroggins Agenda Item: Consent #2

**SUBJECT:** Independent Contractors

**DATE:** October 23, 2013

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Lane, Denise	Instruction – Child Development Workforce Initiative Grant	Instructor, CPR Training	9/1/13–6/30/14	\$4,000
Marsh, Kerry	Instruction – Music	Music Arrangement - Singcopation	10/24/13-6/30/14	\$1,200
Sperry, Ethan	Instruction – Music	Music and Choral Arrangement - Concert Choir	9/19/13-10/30/13	\$150
Stone, Dave	Instruction – Music	Bass Player – Jazz Day	10/24/13-6/30/14	\$400
Suffredini, Ron	Instruction – Music	Accompanist/ Performer – Various Performances	10/24/13-6/30/14	\$6,000
Wilkerson, Andrea	Instruction – Music	Vocalist – Jazz Day	10/24/13-6/30/14	\$400

### Funding Sources

Unrestricted General Fund – Instruction - Music, Child Development Workforce Initiative Grant, Fine Art.

Restricted General Fund – Instruction - Music.

### **RECOMMENDATION**

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

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

**DATE:** October 23, 2013

**CONSENT**

**SUBJECT:** Re-issuance of Stale-Dated Warrants

**BACKGROUND**

Board approval is required to re-issue any warrant that has not been cashed within 2½ years from the original issue date, per Education Code 85270.

**ANALYSIS AND FISCAL IMPACT**

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

<u>Warrant No.</u>	<u>Date Original Issued</u>	<u>Payee</u>	<u>Amount</u>
07053023	4/30/10	Village Academy High School	\$111.02
07092712	1/6/11	Matthew E. Mclauchlin	\$1,326.00
07092713	1/6/11	Viven S. Mendoza	\$1,325.00
07107274	3/16/11	Cesar Silva	\$38.00

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #3

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

**DATE:** October 23, 2013

**CONSENT**

**SUBJECT:** Contract Renewal with Turbo Data Systems Inc. for Processing Citations

**BACKGROUND**

On October 24, 2012, the Board of Trustees approved renewal of the contract with Turbo Data Systems Inc. to provide services for processing parking citations for the Mt. SAC Public Safety Department. The services provided by Turbo Data Systems Inc. include delinquent collection and payment processing, electronic citation information, handheld ticket writer interface, system and document storage, online reporting, DMV interface for vehicle registered owner information, DMV registration holds, out-of-state processing, web payment system, online system access for violator and staff, and Franchise Tax Board offset collection.

**ANALYSIS AND FISCAL IMPACT**

The initial term of this contract was for one year, commencing November 1, 2011, with the option to renew for four additional one-year periods, not to exceed five years. Staff is requesting approval to renew the contract with Turbo Data Systems Inc. for year three of the five-year term for the period November 1, 2013, through October 31, 2014. The cost for providing these services is dependent upon the number of parking citations issued and will be paid out of the revenues collected from the citations. The cost for this renewal term will be approximately \$20,000.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves renewal of the contract with Turbo Data Systems Inc., as presented.

Prepared by: Mark DiMaggio/Teresa Patterson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #4

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>October 23, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Pre-Construction Services – Agricultural Sciences Complex</u> <u>Corrective Measures</u>	

**BACKGROUND**

An essential element of the Lease/Leaseback construction delivery method is the preconstruction phase. By engaging the services of the Lease/Leaseback contractor prior to the completion of the construction documents, problems during the construction phase can be minimized. At this time, the Agricultural Sciences Complex Corrective Measures project is ready for contractor reviews.

**ANALYSIS AND FISCAL IMPACT**

Following are the preconstruction services to be provided for the listed projects.

- Review design documents for costs, constructability, scheduling clarity, consistency, LEED provisions, and coordination.
- Coordinate all required scope and clarifications for sub-trade bidding and compilation of final GMP.
- Provide detailed cost analysis.
- Undertake value engineering analysis, as requested, and prepare reports with recommendations to the College to maintain the established construction budget.
- Design reviews including modifications, if any, based on value analysis with the College and Design Team.
- Prepare milestone and detailed schedules for College review, trade bidding and construction.
- Develop Building Information Models (BIM) for use in the construction phase and for future use by the District’s Maintenance and Operations Team.
- Conduct trade bid solicitation and conduct competitive trade bidding.
- Obtain contractor-required permits including local business license(s), grading, demolition, storm drainage, Storm Water Pollution Prevention Plan, encroachment, and other permits, as may be required.

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk  
Recommended by: Bill Scroggins Agenda Item: Consent #5



**SUBJECT:** Pre-Construction Services – Agricultural Sciences Complex  
Corrective Measures

**DATE:** October 23, 2013

The cost for the listed services is as follows.

	<b>Contractor:</b>	Tilden-Coil Constructors	
	<b>Project:</b>	Agricultural Sciences Complex Corrective Measures.	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Pre-construction services at 1% of the estimated construction budget of \$725,000.00	\$7,250.00	
	Contract amount:		\$7,250.00

Funding Source

Measure RR Series A Bond funds.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>October 23, 2013</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>	GNA-Brook Fire Protection	
	<b>Project:</b>	Annual Fire Sprinkler Inspection	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Three-year professional services maintenance agreement to provide annual fire alarm monitoring services and dry standpipe inspection and certification. Fixed fee for three-year term, not to exceed:	\$42,000.00	
	<b>Contract Amount:</b>	<b>\$42,000.00</b>	

<b>#2</b>	<b>Consultant:</b>	HMC Architects	
	<b>Project:</b>	Child Development Center	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional architectural consulting services to assist in obtaining Title 22 licensing of the Child Development Center including outdoor play areas.	\$5,250.00	
	<b>Contract Amount:</b>	<b>\$5,250.00</b>	

<b>#3</b>	<b>Consultant:</b>	PAL id Studio	
	<b>Project:</b>	Student Success Center	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional interior design services for the purchase of new furniture, fixtures, and equipment. Fixed fee, not to exceed:	\$66,750.00	
	Reimbursable Expenses:	\$3,187.00	
	<b>Contract Amount:</b>	<b>\$66,937.00</b>	

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

**SUBJECT:** Professional Design and Consulting Services

**DATE:** October 23, 2013

<b>#4</b>	<b>Consultant:</b>	PAL id Studio	
	<b>Project:</b>	Business and Computer Technology Building	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional interior design services for the purchase of new furniture, fixtures, and equipment for the Business and Computer Technology Building project. Fixed fee, not to exceed:	\$79,000.00	
	Reimbursable Expenses:	\$3,950.00	
	Contract Amount:		\$82,950.00

<b>#5</b>	<b>Consultant:</b>	PAL id Studio	
	<b>Project:</b>	Student Services Office Improvements	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional interior design services for the purchase of new furniture, fixtures, and equipment for the Student Services Office Improvements project. Fixed fee, not to exceed:	\$10,000.00	
	Reimbursable Expenses:	\$500.00	
	Contract Amount:		\$10,500.00

<b>#6</b>	<b>Consultant:</b>	Steven Fader Architects	
	<b>Project:</b>	Design Services	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional architectural services on an as-needed basis for smaller, time-sensitive projects. Design services include planning, design, construction administration, as-built drawings, and other architectural services, as needed.	\$50,000.00	
	Contract Amount:		\$50,000.00

<b>#7</b>	<b>Consultant:</b>	ASCIP	
	<b>Project:</b>	Construction Support Services	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional risk management services to perform safety inspections and make recommendations to reduce risk at various construction sites one day per week for 35 months.	\$65,625.00	
	Contract Amount:		\$65,625.00

**SUBJECT:** Professional Design and Consulting Services**DATE:** October 23, 2013

<b>#8</b>	<b>Consultant:</b>	Coin Security Systems	
	<b>Project:</b>	Annual Key Box Maintenance Service Agreement	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Three-year maintenance agreement to provide annual service on the Facilities Management Key Box. Fixed fee for three-year term:	\$2,448.00	
	<b>Contract Amount:</b>		\$2,448.00

<b>#9</b>	<b>Consultant:</b>	Hill Partnership, Inc.	
	<b>Project:</b>	Agricultural Sciences Complex	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional architectural and engineering services to secure DSA approval of change orders and addenda issued by the previous architectural firm during construction and to administer any change work required by DSA to secure such approval. DSA approval is required to obtain DSA certification and closeout.	\$167,855.00	
	<b>Contract Amount:</b>		\$167,855.00

<b>#10</b>	<b>Consultant:</b>	Psomas	
	<b>Project:</b>	Utility Infrastructure South of Temple Avenue	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional engineering services to provide design and construction support services for the replacement of the existing sanitary sewer main between Grand Avenue and Bonita Drive.	\$26,500.00	
	<b>Reimbursable expenses:</b>	\$2,500.00	
	<b>Contract Amount:</b>		\$29,000.00

**Funding Sources**

#s1 and 8 – Unrestricted General Fund.

#2 – Measure RR Bond Anticipated Note funds.

#s 3, 4, 5, 7, 9, and 10 – Measure RR Bond Series A funds.

#6 – Unrestricted General Fund, Measure RR Bond Series A funds, and State Scheduled Maintenance funds.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>October 23, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Child Development Center (Change Orders)</u>	

**BACKGROUND**

Child Development Center (Change Orders).

**ANALYSIS AND FISCAL IMPACT**

The following changes were 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>	2831	<b>Contractor:</b>	Moore Flooring (Flooring Contractor)	<b>CO No.</b>	2
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
	Additional preparation of concrete floors in Buildings A, C, and D to meet flooring manufacturer's product installation requirements. <i>Architectural/engineering requirements-additional details required.</i>			\$8,450.00	0 days
	Total			\$8,450.00	0 days
	Original Contract Amount			\$301,966.00	
	Net Change by Previous Change Orders			\$14,513.27	
	Net Sum Prior to This Change Order			\$316,479.27	
	Amount of Change Order No. 2			\$8,450.00	
	New Contract Sum			\$324,929.27	
	Percentage of Change to Contract, to Date			7.6%	

The following Change Order has previously been approved by the Board of Trustees:

Child Development Center	Date	Amount	Total Amount Contract Sum	%	Total %	Bid No. 2831 Moore Flooring (Flooring Contractor)
Contract Amount		\$301,966.00				
C. O. No. 1	10/2012	\$14,513.27	\$324,929.27	4.81%	7.6%	Increased materials costs due to delays caused by the removal and replacement of the general contractor.

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk  
 Recommended by: Bill Scroggins Agenda Item: Consent #7

**SUBJECT:** Child Development Center (Change Orders)**DATE:** October 23, 2013

<b>Bid No.</b>	2948	<b>Contractor:</b>	HCI Systems	<b>CO No.</b>	1
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
	Relocate four child observation room cameras and associated microphones due to miscellaneous obstructions from overhead cabinets and junction boxes. <i>Unforeseen conditions-miscellaneous change.</i>			\$2,269.00	0 days
	Total			\$2,269.00	0 days
	Original Contract Amount				\$204,161.00
	Net Change by Previous Change Orders				\$0.00
	Net Sum Prior to This Change Order				\$204,161.00
	Amount of Change Order No. 1				\$2,269.00
	New Contract Sum				\$206,430.00
	Percentage of Change to Contract, to Date				1.11%

**Funding Sources**

Measure R Bond funds and Measure RR Bond Anticipated Note funds.

**RECOMMENDATION**

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

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

**DATE:** October 23, 2013

**CONSENT**

**SUBJECT:** Temporary Classrooms (Change Order)

**BACKGROUND**

Temporary Classrooms (Change Order).

**ANALYSIS AND FISCAL IMPACT**

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

Bid No.	2946	Contractor:	GDL Best Contractors, Inc. (General Contractor)	CO No.	1
Item	Change and Justification:		Amount	Time	
1	Revise form work and add new concrete curb at the north side of classroom building to provide finish grading along exposed building footings. <i>Unforeseen condition-miscellaneous change.</i>		\$3,730.00	0 days	
2	Provide deepened walkway footing and raised curbs for future handrail installation. <i>Architect/engineer requirement-design modification.</i>		\$6,658.00	0 days	
3	Pour concrete at asphalt walkway east of classroom buildings, as existing asphalt created a trip hazard. <i>Architect/engineer requirement-design modification.</i>		\$4,772.00	0 days	
4	Add new concrete curb at sidewalk south of classrooms to cover the existing exposed slab. <i>Unforeseen condition-miscellaneous change.</i>		\$3,500.00	0 days	
5	Remove and replace existing damaged asphalt. <i>Unforeseen condition-miscellaneous change.</i>		\$1,580.00	0 days	
6	In-fill two walls between classrooms, per owner's request at Buildings 21H and 21I. <i>Owner-directed change-design modification.</i>		\$2,150.00	0 days	
7	Fabricate and install four guardrails at two concrete ramps, as needed, for safe access and egress. <i>DSA/Code requirements.</i>		\$13,440.00	0 days	
8	Remove and re-install rain gutters to flow to outside walkways only and to prevent pooling. <i>Owner-directed change—design modification.</i>		\$3,390.00	0 days	

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #8

**SUBJECT:** Temporary Classrooms (Change Order)**DATE:** October 23, 2013

<b>Item</b>	<b>Change and Justification:</b>	<b>Amount</b>	<b>Time</b>
9	Install College-standard hand dryer in new portable restroom in Building 21E. <i>Owner-directed change – design modification.</i>	\$690.00	0 days
10	In-fill additional wall between classrooms, per owner's request at Building 21J. <i>Owner-directed change-design modification.</i>	8,250.00	0 days
11	Replace two existing door locksets at restroom in Building 21E, per the College door hardware standards. <i>Owner-directed change-Campus Standards.</i>	\$1,778.00	0 days
12	Provide credit for unused allowance. <i>Miscellaneous change—contract price adjustment.</i>	<\$107.00>	0 days
	Total	\$49,831.00	0 days
	Original Contract Amount	\$583,000.00	
	Net Change by Previous Change Orders	\$0.00	
	Net Sum Prior to This Change Order	\$583,000.00	
	Amount of Change Order No. 1	\$49,831.00	
	New Contract Sum	\$632,831.00	
	Percentage of Change to Contract, to Date		8.55%

**Funding Sources**

Measure RR Bond Anticipated Note and Series A funds.

**RECOMMENDATION**

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



<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>October 23, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Technology Building Fire Alarm Replacement (Change Order)</u>	

**BACKGROUND**

Technology Building Fire Alarm Replacement (Change Order).

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>	2912	<b>Contractor:</b>	Advanced Building & Electronic Control Systems (Security Contractor)	<b>CO No.</b>	1
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
	Provide credit for unused allowances. <i>Miscellaneous change-contract price adjustment.</i>		<\$3,881.00>	0 days	
	Total		<\$3,881.00>	0 days	
	Original Contract Amount		\$275,525.00		
	Net Change by Previous Change Orders		\$0.00		
	Net Sum Prior to This Change Order		\$275,525.00		
	Amount of Change Order No. 1		<\$3,881.00>		
	New Contract Sum		\$271,644.00		
Percentage of Change to Contract, to Date			-1.41%		

**Funding Sources**

Measure RR Bond Anticipated Note funds and 2010-11 One-time funds.

**RECOMMENDATION**

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

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>October 23, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Professional Design and Consulting Services (Contract Amendments)</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 contract amendments are presented for approval:

<b>#1</b>	<b>Consultant:</b>	Helix Environmental Planning, Inc.	<b>No.</b>	2
	<b>Project:</b>	Environmental Impact Report Construction Support		
<b>Item</b>	<b>Description:</b>		<b>Amount</b>	
	Additional professional services to assist the District with public and agency responses to comments on biological issues on an as-needed time-and-materials basis. This work was not included in the original proposal.		\$5,000.00	
	Total		\$5,000.00	
	Original Contract Amount		\$32,000.00	
	Net Change by Previous Amendments		\$5,000.00	
	Net Sum Prior to This Amendment		\$37,000.00	
	Amount of Amendment No. 2		\$5,000.00	
	New Contract Sum		\$42,000.00	
	Percentage of Change to Contract, to Date		31.25%	

<b>#2</b>	<b>Consultant:</b>	PAL id Studio	<b>No.</b>	1
	<b>Project:</b>	Facilities Emergency Operations Center Addition and Plan Room Renovation		
<b>Item</b>	<b>Description:</b>		<b>Amount</b>	
	Professional interior design services including furniture programming, procurement assistance, and coordination of installation activities for the Emergency Operations Center and Plan Room Renovation project. This work was not included on the original agreement because certain changes to the Facility Plan room were not yet completed.		\$12,617.50	
	Total		\$12,617.50	

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

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

**DATE:** October 23, 2013

Original Contract Amount	\$63,000.00
Net Change by Previous Amendments	\$0.00
Net Sum Prior to This Amendment	\$63,000.00
Amount of Amendment No. 1	\$12,617.50
New Contract Sum	\$75,617.50
Percentage of Change to Contract, to Date	20.03%

<b>#3</b>	<b>Consultant:</b>	Hill Partnership, Inc.	<b>No.</b>	1
	<b>Project:</b>	Agricultural Sciences Complex – Dog Kennel Addition		
<b>Item</b>	<b>Description:</b>	<b>Amount</b>		
	Professional architectural, structural, mechanical, plumbing, and electrical services for the Dog Kennel Addition. Additional services are necessary to meet DSA requirements. DSA has indicated that this must be a standalone project; therefore, information from the original project must be redone and resubmitted.	\$36,625.00		
	Total	\$36,625.00		
	Original Contract Amount	\$61,900.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$61,900.00		
	Amount of Amendment No. 1	\$36,625.00		
	New Contract Sum	\$98,525.00		
	Percentage of Change to Contract, to Date	59.17%		

### Funding Sources

#s1 and 2 – Measure RR Bond Series A funds.  
 #3 – Measure RR Bond Anticipated Note funds.

### **RECOMMENDATION**

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



**SUBJECT:** Personnel Transactions

**DATE:** October 23, 2013

**Changes of Assignment** (continued)

Name: Nunez, Alma  
 Position: Office Assistant  
 Department: Financial Aid  
 Range/Step: A-45, Step 4 Salary: \$1,898.83/month  
 Job FTE: 0.60/12 months  
 Effective: 10/24/13  
 Remarks: Change from 0.475 Job FTE

Name: Quinlan, Beth  
 Position: Risk Management Specialist  
 Department: Administrative Services  
 Range/Step: A-88, Step 2 Salary: \$4,403.33/month  
 Job FTE: 1.00/12 months  
 Effective: 10/24/13  
 Remarks: Change from 0.75 Job FTE

**Temporary Out-of-Class Assignments**

Name: Coronado, Claudia  
 From: Clerical Specialist  
 To: Computer Services Coordinator  
 Department: Information Technology Salary: \$5,431.85/month  
 Range/Step: A-114, Step 1  
 Effective: 10/14/13  
 End Date: 2/14/14  
 Remarks: Backfill for an employee on leave

Name: Rose, Bernice  
 From: Budget and Accounting Technician  
 To: Coordinator, Budgeting and Accounting  
 Department: Fiscal Services  
 Range/Step: A-105, Step 3 Salary: \$5,475.62/month  
 Effective: 10/14/13  
 End Date: 2/28/14  
 Remarks: Backfill for an employee on leave

**President's College Champion Award Recipient**

Elmer Anzora Rodriguez, Student Services Outreach Specialist, Counseling - \$500

**SUBJECT:** Personnel Transactions**DATE:** October 23, 2013**Resignation**

David Tieu, Student Services Outreach Specialist, High School Outreach, effective 10/2/13

**Retirements**

Janet Shoemaker, Laboratory Technician, Mathematics and Computer Sciences, Natural Sciences, effective 9/13/13

Frances Smothers, Library Technician III, Library and Learning Resources, effective 11/4/13

**CONFIDENTIAL EMPLOYMENT****Retirement**

Linda Potter, Executive Assistant II, Vice President, Instruction, Instructional Services, effective 12/30/13

**ACADEMIC EMPLOYMENT****Banking Leaves of Absence with Pay**

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Hischar, Paul	Accounting and Management	15	Spring 2014
Howell, Luisa	Foreign Languages	1	Spring 2014
Leung, Jenny	Chemistry	15	Spring 2014
Masoomian, Rasool	Business Administration	15	Spring 2014
Scott, Sarah	Biological Sciences	15	Spring 2014

**Initial Salary Placement Adjustments**

Name:	Dunipace, Taber	New:	No
Position:	Professor, Commercial & Entertainment Arts		
Department:	Commercial and Entertainment Arts		
Column/Step:	I-4	Salary:	\$66,551.00/annual
Job FTE:	1.00/10 months		
Effective:	8/26/13		
Remarks:	Initially placed at Column I, Step 1		

Name:	Dutz, Kay	New:	No
Position:	Professor, Chemistry		
Department:	Chemistry		
Column/Step:	III-2	Salary:	\$68,235.00/annual
Job FTE:	1.00/10 months		
Effective:	8/26/13		
Remarks:	Initially placed at Column I, Step 1		

**SUBJECT:** Personnel Transactions

**DATE:** October 23, 2013

**Initial Salary Placement Adjustments** (continued)

Name: Guo, Hong  
 Position: Professor, Library  
 Department: Library & Learning Resources  
 Column/Step III-8 Salary: \$97,542.34/annual  
 Job FTE: 1.00/11 months  
 Effective: 8/26/13  
 Remarks: Advancement from Column I, Step 1

**Salary Advancement for Full-Time Faculty Column Crossover - 2013-14**

Coursework and/or Degree earned

Name: Rivas, Antonio  
 Position: Counselor  
 Department: Counseling  
 Column/Step III-12 Salary: \$111,915.51/annual  
 Job FTE: 1.00/11 months  
 Effective: 11/1/13  
 Remarks: Advancement from Column II, Step 11

**Salary Advancements for Part-Time Faculty Column Crossover - 2013-14**

Coursework and/or Degree earned

Name: Altmire, Matthew  
 Position: Adjunct  
 Department: Music  
 Column/Step: III-3 Salary: \$80.61/hour  
 Effective: 8/26/13  
 Remarks: Advancement from Column II, Step 1

Name: Baker, Nathalie  
 Position: Adjunct  
 Department: Continuing Education  
 Column/Step: II-1 Salary: \$51.31/hour  
 Effective: 8/26/13  
 Remarks: Advancement from Column I, Step 1

**Approval of Stipend**

**Doctorate Degree - \$2,000**

Maria Davis, Consumer Science and Design Technologies, effective 8/26/13

**SUBJECT:** Personnel Transactions**DATE:** October 23, 2013**President's College Champion Award Recipients**

James Stone, Professor, Geography and Political Science - \$500

Ron Kamaka, Professor, Kinesiology, Athletics, and Dance, Cross Country Assistant Coach,  
and Men's Track & Field Head Coach - \$500**Resignation**

Rafaela Jobbitt, Professor, History and Art History, effective 12/15/13

**Retirements**Michael Goff, Professor/Head Coach, Men's Cross Country, Kinesiology, Athletics and Dance,  
effective 12/15/13

Gail Gonzalez, Professor, Mental Health, effective 2/23/14

Paul Sharpe, Professor, Public Services, Alcohol/Control Substance, effective 6/30/14

**Student Interns**

Drew Barrett, Child Development Center, University of La Verne, effective 8/27/13–12/12/13

Jesse Lopez, EOPS/CARE, California State University, Long Beach, effective 8/26/13–  
6/15/14Sophia Salazar, High School Outreach, California State Polytechnic University, Pomona,  
effective 9/26/13–12/6/13**Additional Assignments**

<b>Provider</b>	<b>Area/Department</b>	<b>Service/Agreement</b>	<b>Dates</b>	<b>Amount</b>
Brekke, Ian	Music	Clinician, Vocal Jazz Festival	2/28/14	Not to exceed \$350
Chevalier, Angelis	Music	Faculty Performer/Music Faculty Showcase	10/19/13	\$45.14/hour Not to exceed \$100
Domingues, Cameron	Music	Saxophone Choir Coach	9/6/13– 11/22/13	\$50.50/hour Not to exceed \$570
Fabiero, Karin	Music	Flute Choir Coach	9/6/13– 11/22/13	\$42.15/hour Not to exceed \$495
Fabiero, Karin	Music	Faculty Performer/Music Faculty Showcase	10/19/13	\$42.15/hour Not to exceed \$100
Laronga, Barbara	Music	Trumpet Choir Coach	9/6/13– 11/22/13	\$43.61/hour Not to exceed \$495



**SUBJECT:** Personnel Transactions**DATE:** October 23, 2013**Additional Assignments** (continued)

Provider	Area/Department	Service/Agreement	Dates	Amount
Mahpar, Steve	Music	French Horn/Chamber Winds Coach	9/27/13–11/22/13	\$42.15/hour Not to exceed \$370
Massey, Christine	Music	Faculty Performer/Music Faculty Showcase	10/19/13	\$42.15/hour Not to exceed \$100
Meyers-McKenzie, Laurel	Music	Faculty Performer/Music Faculty Showcase	10/19/13	\$45.14/hour Not to exceed \$100
Shear, Michell	Kinesiology, Athletics & Dance	Choreographer for Theater Department productions	10/24/13–6/30/14	Not to exceed \$500
Stuntz, Lori	Music	Brass Ensemble & Quintet Coach	9/6/13–11/22/13	\$46.72/hour Not to exceed \$550
Worsley, Margaret	Music	Clarinet Choir Coach	9/6/13–11/22/13	\$43.61/hour Not to exceed \$495
Zeidel, Scott	Music	Faculty Performer/Music Faculty Showcase	10/19/13	\$50.50/hour Not to exceed \$100

**MANAGEMENT EMPLOYMENT****New Hires**

Name: Brown, Stephen  
 Position: Director, CalWORKs  
 Department: CalWORKs  
 Range/Step: M-11, Step 1  
 Job FTE: 1.00/12 months  
 Effective: 10/24/13  
 New: No  
 Salary: \$93,342.00/annual

Name: Rodriguez, Lisa  
 Position: Director, Title V Grant  
 Department: Instruction Office  
 Range/Step: M-12, Step 1  
 Job FTE: 1.00/12 months  
 Effective: 11/4/13  
 Remarks: Annual renewal of this position is contingent upon continued funding  
 New: Yes  
 Salary: \$102,645.00/annual

**SUBJECT:** Personnel Transactions**DATE:** October 23, 2013**Temporary Out-of-Class Assignment**

Name: Whitford, Marguerite  
 From: Registered Nurse Practitioner  
 To: Interim Director, Student Health Services  
 Department: Student Health Services  
 Range/Step: M-15, Step 1 Salary: \$9,326.92/monthly  
 Effective: 10/1/13  
 End Date: 1/1/14  
 Remarks: Backfill created due to vacancy

**TEMPORARY EMPLOYMENT****Temporary Special Projects Administrators (NEW)**

Special Project Coordinator	Range 1	(M-05)
Special Project Manager	Range 2	(M-09)
Special Project Director	Range 3	(M-13)

**Hourly Non-Academic Employees - Clarification**

New rate and title effective 8/28/13 to include levels not previously submitted  
 Career and Transfer Services Aide I, II, III: \$10.00, \$12.00, \$14.00/hour

**Substitute Employees**

NAME	TITLE	RATIONALE	DEPARTMENT	PAY RATE	HIRE DATE
Avila, Jacob	Custodian	Absence	Custodial Svcs.	17.42	09/03/13-12/31/13
Azul, Amy	Tutorial Svcs. Spec.	Absence	The Writing Ctr.	24.19	09/03/13-12/13/13
Biller, Valerie	Secretary	Absence	Technical Svcs.	22.57	09/09/13-09/12/13
Biller, Valerie	Secretary	Absence	Technical Svcs.	22.57	09/23/13-09/27/13
Holt, Sharelle	Custodian	Absence	Custodial Svcs.	17.42	09/03/13-12/31/13
Homsi, Bishara	Custodian	Absence	Custodial Svcs.	17.42	09/03/13-12/31/13
Juarez, Kimberly	Library Technician III	Absence	Lib. & Lrn. Res.	22.12	09/01/13-10/31/13
Kirkland, Stafford	Custodian	Absence	Custodial Svcs.	17.42	09/25/13-12/31/13
Munar, David	Custodian	Absence	Custodial Svcs.	17.42	09/25/13-12/31/13
Navarro, Albert	Grounds Equip. Oper.	Vacant	Grounds	18.30	09/19/13-03/12/14
Parraguirre, Dinorah	Library Technician III	Absence	Lib. & Lrn. Res.	22.12	09/01/13-10/31/13
Ponce, Edward	Custodian	Absence	Custodial Svcs.	17.42	09/25/13-12/31/13
Williams Jr., Jerry	Custodian	Absence	Custodial Svcs.	17.42	09/23/13-12/31/13

**SUBJECT:** Personnel Transactions**DATE:** October 23, 2013**Hourly Non-Academic Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Aguero, Jesse	Study Skills Assistant III	The Writing Center	12.48	08/26/13-02/16/14
Bibawi, George	Learning Assistant	Learning Assistance Ctr.	13.00	10/24/13-06/30/14
Cano, Mireya	Tutor IV	Upward Bound	11.75	10/24/13-05/31/14
Dekhtyar, Jonathan	Instrument Simulator Instr.	Continuing Education	30.00	10/01/13-06/30/14
Del Real, Javier	Study Skills Assistant II	Tutorial Services	11.32	07/01/13-08/25/13
Diaz, Alisha	Study Skills Assistant II	Adult Basic Education	11.32	10/24/13-06/30/14
Hernandez, Sandra	Study Skills Assistant I	The Writing Center	10.27	08/26/13-02/16/14
Herrador, Gracie	Study Skills Assistant II	Learning Assistance Ctr.	11.32	08/26/13-12/20/13
Johnson, Amy	Model	Fine Arts	21.00	07/01/13-06/30/14
Lee, Jully	Model	Fine Arts	21.00	07/01/13-06/30/14
Markel, Raymond	Administrative Aide	EOPS/CARE	12.76	10/24/13-12/20/13
McDonald, Melissa	Admissions & Records Aide I	Admissions & Records	10.87	10/28/13-06/30/14
Olivarez, Toni	Learning Assistant	Learning Assistance Ctr.	13.00	10/24/13-06/30/14
Perez, Pedro	Tutor IV	Upward Bound	11.75	10/24/13-05/31/14
Quintana, Jessica	Career & Transfer Svcs. Aide I	Career & Transfer Svcs.	10.00	08/29/13-12/20/13
Raja, Asma	Study Skills Assistant I	Tutorial Services	10.27	10/24/13-06/30/14
Rogoff, Samantha	Tutor III	Counseling - Bridge Prog.	10.50	09/23/13-12/20/13
Roueintan, Masoud	Tutorial Specialist III	Tutorial Services	20.00	08/26/13-06/30/14
Samra, Jasmine	Tutor III	Counseling - Bridge Prog.	10.50	08/26/13-12/20/13
Youngyern, Christa	Study Skills Assistant I	The Writing Center	10.27	10/24/13-06/30/14

**Professional Expert Employees – Extended Assignments**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Alonzo, Jason	Lecturer – Fire Technology	Kinesiology, Ath. & Dnce.	37.26	07/01/13-06/30/14
Alvarado, Angel	Game Day Personnel	Kinesiology, Ath. & Dnce.	10.00	09/01/13-06/30/14
Anderson, Lea	Recruiting Coordinator	Kinesiology, Ath. & Dnce.	25.00	09/01/13-06/30/14
Arriola, Rowel	Athletic Injury Specialist I	Kinesiology, Ath. & Dnce.	22.00	07/01/13-06/30/14
Beber, Nathan	Lecturer-Fire Technology	Fire Technology	37.26	09/03/13-06/30/14
Becker, Sarah	Teaching Aide	Adult Basic Education	13.27	09/04/13-06/30/14
Benavides, Michelle	Interpreter II	DSP&S	22.00	08/26/13-06/30/14
Benz, Sandra	Registered Vet Technician	Agriculture Sciences	12.48	09/03/13-06/30/14
Bing, Lisa	Interpreter II	DSP&S	22.00	09/09/13-06/30/14
Brandenburg, Steven	EMS Licensing Examiner III	Medical Services	25.00	08/26/13-06/30/14
Brandenburg, Steven	Paramedic Specialist	Medical Services	15.60	08/26/13-06/30/14
Camama, Abner	Recruiting Coordinator	Kinesiology, Ath. & Dnce.	25.00	08/27/13-06/30/14
Carbajal, Laura	Athletic Injury Specialist I	Kinesiology, Ath. & Dnce.	22.00	09/20/13-06/30/14
Cardoza, Leslie	Athletic Injury Specialist I	Kinesiology, Ath. & Dnce.	22.00	08/01/13-06/30/14
Carr, Brian	Interpreter II	DSP&S	22.00	08/26/13-06/30/14
Cass, Aaron	EMS Licensing Examiner III	Medical Services	25.00	08/05/13-06/30/14
Cervantes, Elida	Technical Expert II	Nursing	45.00	08/26/13-06/30/14
Cook, Christopher	Lecturer-Fire Technology	Kinesiology, Ath. & Dnce.	37.26	07/01/13-06/30/14
Cox, Kioko	EMS Licensing Examiner III	Medical Services	25.00	08/05/13-06/30/14
Cox, Kioko	Paramedic Specialist	Medical Services	15.60	08/05/13-06/30/14
Crespin, Richard	Theatrical Rigger I	Technical Services	12.50	07/01/13-06/30/14

**SUBJECT:** Personnel Transactions**DATE:** October 23, 2013**Professional Expert Employees – Extended Assignments** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Diaz, Lauren	Project Expert/Specialist	Architecture	25.00	09/06/13-06/30/14
Dinh, Vu	Recruiting Coordinator	Kinesiology, Ath. & Dnce.	25.00	08/27/13-06/30/14
Dixon II, Alder	Lecturer-Fire Technology	Kinesiology, Ath. & Dnce.	37.26	08/12/13-06/30/14
Dravis, Regina	Interpreter IV	DSP&S	38.00	08/26/13-06/30/14
Ellis, Kelly	Paramedic Specialist	Medical Services	15.60	07/01/13-06/30/14
Espinoza, Juan	EMS Licensing Examiner III	Medical Services	25.00	08/05/13-06/30/14
Ewing, Lynn	Technical Expert II	Nursing	45.00	09/16/13-06/30/14
Flerchinger, Kaylyn	Aquatics Assistant II	Kinesiology, Ath. & Dnce.	12.00	09/01/13-06/30/14
Forrand, Anthony	EMS Licensing Examiner III	Medical Services	25.00	07/01/13-06/30/14
Foster, Alea	Technical Expert II	Nursing	45.00	08/23/13-06/30/14
Giacomazzi, Amber	Athletic Injury Specialist I	Kinesiology, Ath. & Dnce.	22.00	09/01/13-06/30/14
Gonzalez, Richard	EMS Licensing Examiner III	Medical Services	25.00	07/01/13-06/30/14
Goodson, Kathy	Interpreter V	DSP&S	45.00	08/26/13-06/30/14
Goodson, Kathy	Interpreter V	Humanities & Social Sci.	45.00	08/26/13-06/30/14
Graf, Cara	Technical Expert I	Nursing	35.00	08/23/13-06/30/14
Grant, Veronica	Teaching Aide	Journalism	13.27	09/09/13-02/21/14
Grove, Monica	Athletic Injury Specialist I	Kinesiology, Ath. & Dnce.	22.00	09/01/13-06/30/14
Gutierrez, Miguel	EMS Licensing Examiner III	Medical Services	25.00	09/18/13-06/30/14
Ha, Chauly	Technical Expert II	Nursing	45.00	08/23/13-06/30/14
Haroutunian, Todd	Lecturer-Fire Technology	Fire Technology	37.26	09/19/13-06/30/14
Hartman, Kimberly	Technical Expert I	Nursing	35.00	08/23/13-06/30/14
Hill, Alexandria	House Manager I	Technical Services	10.75	08/26/13-06/30/14
Hinds, Shawna	Technical Expert I	Nursing	35.00	08/26/13-06/30/14
Hinson, Jennifer	Technical Expert II	Nursing	45.00	08/26/13-06/30/14
Ibarra, Maria	Technical Expert II	Nursing	45.00	08/01/13-06/30/14
Jenkins, Tina	Interpreter V	DSP&S	45.00	08/26/13-06/30/14
King, Angela	Interpreter I	Communication	18.00	08/26/13-06/30/14
King, Deborah	Interpreter IV	DSP&S	38.00	08/26/13-06/30/14
Kladouris, Jolene	Tutorial Specialist IV	Tutorial Services	23.22	09/03/13-06/30/14
Klepacki, Brian	EMS Licensing Examiner III	Medical Services	25.00	08/05/13-06/30/14
Klepacki, Brian	Paramedic Specialist	Medical Services	15.60	08/05/13-06/30/14
Kwan, Tomoko	Tutorial Specialist I	Tutorial Services	17.00	08/26/13-06/30/14
Larson, Sandon	Interpreter IV	DSP&S	38.00	08/26/13-06/30/14
Lerma, Francisco	EMS Licensing Examiner III	Medical Services	25.00	08/20/13-06/30/14
Li, Jinbai	Tutorial Specialist IV	Tutorial Services	23.22	08/26/13-02/16/14
Liwonde, Wendy	Interpreter II	DSP&S	22.00	08/26/13-06/30/14
Llevares, Rex	Project Expert/Specialist	Respiratory Technology	25.00	09/23/13-06/30/14
Lunsford-Falco, Stacy	EMS Licensing Examiner III	Medical Services	25.00	07/01/13-06/30/14
Lunsford-Falco, Stacy	Paramedic Specialist	Medical Services	15.60	07/01/13-06/30/14
Ly, Sandy	Technical Expert II	Nursing	45.00	08/23/13-06/30/14
Lyons, Casey	Interpreter II	DSP&S	22.00	08/26/13-06/30/14
Ma, Tiffany	Teaching Aide	Adult Basic Education	13.27	10/01/13-06/30/14
Macias, Brian	Proctor, EMT	Medical Services	12.48	09/06/13-06/30/14
Marino, Carlos	Lecturer-Fire Technology	Fire Technology	37.26	09/30/13-06/30/14
Martinez, Michelle	Technical Expert II	Nursing	45.00	10/01/13-06/30/14

**SUBJECT:** Personnel Transactions**DATE:** October 23, 2013**Professional Expert Employees – Extended Assignments** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Megallos, Moses Avnerian	Proctor, EMT	Medical Services	12.48	09/09/13-06/30/14
Miner, Robert	EMS Licensing Examiner III	Medical Services	25.00	08/28/13-06/30/14
Miner, Robert	Paramedic Specialist	Medical Services	15.60	08/28/13-06/30/14
Molina, Carolyn	Technical Expert II	Nursing	45.00	10/01/13-06/30/14
Momayes, Saba	Tutorial Specialist I	Tutorial Services	17.00	09/03/13-06/30/14
Moreno, Emmanuel	Lecturer-Fire Technology	Kinesiology, Ath. & Dnce.	37.26	07/01/13-06/30/14
Moreno, Yvonne	Interpreter IV	DSP&S	38.00	08/26/13-06/30/14
Morris, Jabari	Lecturer-Fire Technology	Kinesiology, Ath. & Dnce.	37.26	09/01/13-06/30/14
Newharth, Rose	Model	Fine Arts	21.00	07/01/13-06/30/14
O'Brien, Colin	Interpreter III	DSP&S	30.00	08/26/13-06/30/14
Oneill, Joann	Technical Expert II	Nursing	45.00	09/16/13-06/30/14
O'Rourke, Timothy	Technical Expert I	Kinesiology, Ath. & Dnce.	35.00	09/13/13-02/24/14
Ortiz, Jose	Event Supervisor II	Kinesiology, Ath. & Dnce.	13.75	09/06/13-06/30/14
Padilla, E. Horacio	Interpreter IV	Humanities Division	38.00	08/12/13-06/15/14
Papa, Neil	Tutorial Specialist I	Tutorial Services	17.00	08/26/13-06/30/14
Pearson, Julie	Lecturer-Fire Technology	Fire Technology	37.26	09/03/13-06/30/14
Perez, Lorraine	Technical Expert II	Nursing	45.00	09/20/13-06/30/14
Petersen, Craig	Program Supervisor II	Continuing Education	16.64	09/03/13-06/30/14
Pierce, Valerie	Real Time Captioner III	DSP&S	27.00	08/26/13-06/30/14
Price, Kimberi	Real Time Captioner IV	DSP&S	32.00	08/26/13-06/30/14
Razo, Angelica	Technical Expert II	Nursing	45.00	08/22/13-06/30/14
Razo, Angelica	Technical Expert I	Nursing	35.00	09/11/13-06/30/14
Rieben, Michael	Aquatics Assistant VII	Event Services	16.00	09/13/13-06/30/14
Rios, Jesus	Game Day Personnel	Kinesiology, Ath. & Dnce.	10.00	09/01/13-12/31/13
Rodriguez, Guillermina	Technical Expert II	Nursing	45.00	09/30/13-06/30/14
Rosada, Jacklyn	Event Supervisor II	Technical Services	13.75	08/30/13-06/30/14
Ross, Kristen	Athletic Injury Specialist I	Kinesiology, Ath. & Dnce.	22.00	10/01/13-06/30/14
Rutherford, Eileen	Technical Expert II	Nursing	45.00	10/01/13-06/30/14
Samson, Ronald	Athletic Injury Specialist I	Kinesiology, Ath. & Dnce.	22.00	08/01/13-06/30/14
Schiller, James	EMS Licensing Examiner III	Medical Services	25.00	07/01/13-06/30/14
Schiller, James	Paramedic Specialist	Medical Services	15.60	07/01/13-06/30/14
Serrano, Ruby	Projcet Expert/Specialist	Business Division	25.00	08/26/13-06/30/14
Simons, Amber	Interpreter V	Sign Language	45.00	08/06/13-06/30/14
Simons, Amber	Interpreter IV	DSP&S	38.00	08/21/13-06/30/14
Smith, Lamar	Licensed Clinical Psych.	Student Health Services	48.83	10/01/13-06/30/14
Solis, Rafael	Lecturer-Fire Technology	Fire Technology	37.26	09/24/13-06/30/14
Stephenson, Jennifer	Interpreter V	Sign Language	45.00	08/26/13-06/30/14
Stump, Errol	Aquatics Assistant VII	Event Services	16.00	09/13/13-06/30/14
Szenczi, Chris	Lecturer-Fire Technology	Fire Technology	37.26	08/26/13-06/30/14
Tasedan, Hisano	Athletic Injury Specialist I	Kinesiology, Ath. & Dnce.	22.00	08/01/13-06/30/14
Taylor, Carsandra	Athletic Injury Specialist I	Kinesiology, Ath. & Dnce.	22.00	09/01/13-06/30/14
Thompson, Keith	Lecturer-Fire Technology	Fire Technology	37.26	10/14/13-06/30/14
Torres, Marcel	Event Supervisor II	Technical Services	13.75	09/09/13-06/30/14
Truhill, Justin	Lecturer-Fire Technology	Fire Technology	37.26	09/17/13-06/30/14
Valadez, Jennifer	Technical Expert II	Nursing	45.00	08/23/13-06/30/14

**SUBJECT:** Personnel Transactions**DATE:** October 23, 2013**Professional Expert Employees – Extended Assignments** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Valderrama, Mario	Lecturer-Fire Technology	Kinesiology, Ath. & Dnce.	37.26	07/01/13-06/30/14
Vasquez, Sabrina	Technical Expert II	Nursing	45.00	10/01/13-06/30/14
Vazquez Jr., Byron	Interpreter I	DSP&S	18.00	09/16/13-06/30/14
Virdi, Masako	Tutorial Specialist IV	Tutorial Services	23.22	08/26/13-06/30/14
Wimp, Kristin	Athletic Injury Specialist I	Kinesiology, Ath. & Dnce.	22.00	07/01/13-06/30/14
Wong, Allison	Real Time Captioner IV	DSP&S	32.00	09/01/13-06/30/14
Yap, Rich	Teaching Aide	Humanities Division	13.27	09/09/13-02/21/14
Yusi, Laarni	Technical Expert I	Nursing	35.00	08/01/13-06/30/14
Zuniga, Christian	Technical Expert I	Nursing	35.00	08/23/13-06/30/14

**Student Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Acosta, William	Student Assistant II	The Writing Center	8.75	09/12/13-02/16/14
Afutiti, Harriet	Student Assistant III	Arise	10.00	09/18/13-12/20/13
Agu, Chidinma	Student Assistant II	The Writing Center	8.75	09/09/13-02/16/14
Aguilera, Lolita	Student Assistant II	Bridge Program	8.75	08/26/13-12/13/13
Akramian, Naseem	Student Assistant II	Tutorial Services	8.75	09/03/13-02/13/14
Akramian, Naseem	Student Assistant II	The Writing Center	8.75	09/12/13-02/16/14
Alayass, Khaoula	Student Assistant I	Child Development Ctr.	8.00	08/26/13-02/21/14
Albertson, Catalina	Student Assistant II	Tutorial Services	8.75	09/03/13-02/13/14
Alkana, Kealey	Student Assistant III	Technical Services	10.00	08/26/13-02/23/14
Allen, Maurissa	Student Assistant II	Child Development Ctr.	8.75	08/26/13-02/21/14
Alvarado, Alejandra	Student Assistant I	Technical Services	8.00	10/01/13-02/23/14
Alvarez, Nadia	Student Assistant II	Tutorial Services	8.75	08/26/13-02/16/14
Amataga, Kaylani	Student Assistant III	Arise	10.00	09/18/13-12/20/13
Andrade, Roxana	Student Assistant III	Fashion	10.00	08/26/13-02/23/14
Arellano, Esther	Student Assistant I	Child Development Ctr.	8.00	09/18/13-02/21/14
Avendano, Monica	Student Assistant I	Child Development Ctr.	8.00	09/18/13-02/21/14
Ayad, Andre	Student Assistant III	Tutorial Services	10.00	08/26/13-02/16/14
Azabache, Brianna	Student Assistant III	EOPS/CARE	10.00	09/03/13-12/20/13
Baltazar, Jesse	Student Assistant III	EOPS/CARE	10.00	09/03/13-12/20/13
Barranco, Jacqueline	Student Assistant II	Biological Sciences	8.75	09/09/13-02/23/14
Barrios Dircio, Ernesto	Student Assistant II	Bridge Program	8.75	08/26/13-12/13/13
Bastidas, Stefany	Student Assistant I	Child Development Ctr.	8.00	08/26/13-02/21/14
Baylosis, Sunshine	Student Assistant I	Child Development Ctr.	8.00	08/26/13-02/21/14
Bedard, Adrian	Student Assistant III	Tutorial Services	10.00	09/03/13-02/13/14
Bermudez, Jennifer	Student Assistant III	Kinesiology, Ath. & Dnce.	10.00	09/01/13-12/31/13
Berry, Roy	Student Assistant I	Kinesiology, Ath. & Dnce.	8.00	09/15/13-02/23/14
Bissantz, Mathew	Student Assistant III	Comm. & Entertain. Arts	10.00	08/26/13-02/13/14
Bonilla, Sergio	Student Assistant II	Admissions and Records	8.75	08/26/13-02/23/14
Breland, Kelsey	Student Assistant II	Bridge Program	8.75	08/26/13-12/13/13
Briggs, Charles	Student Assistant V	Tutorial Services	12.50	08/26/13-02/16/14
Briones, Jorge	Student Assistant III	Technical Services	10.00	09/18/13-12/30/13

**SUBJECT:** Personnel Transactions**DATE:** October 23, 2013**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Brown, Chester	Student Assistant V	Tutorial Services	12.50	08/26/13-02/16/14
Brown, Robyn	Student Assistant I	Kinesiology, Ath. & Dnce.	8.00	10/01/13-02/23/14
Brunston, Brianna	Student Assistant II	DSP&S	8.75	08/26/13-02/21/14
Bui, Michelle	Student Assistant III	DSP&S	10.00	08/26/13-02/21/14
Burroughs, Marian	Student Assistant II	Technical Services	8.75	08/26/13-02/23/14
Cabrera, Alejandra	Student Assistant IV	Teacher Prep. Institute	11.25	10/04/13-02/23/14
Cabrera, Jorge	Student Assistant IV	Upward Bound	11.25	09/03/13-02/23/14
Calvillo, Jennifer	Student Assistant I	Child Development Ctr.	8.00	08/26/13-02/21/14
Camacho, Gabriel	Student Assistant III	Information Technology	10.00	09/16/13-02/23/14
Campos, Nancy	Student Assistant III	High School Outreach	10.00	09/20/13-02/21/14
Cantrell, Kenneth	Student Assistant V	Architecture	12.50	08/26/13-02/21/14
Cantu, Martin	Student Assistant III	Tutorial Services	10.00	08/26/13-02/16/14
Cantu, Rebecca	Student Assistant I	Agricultural Sciences	8.00	09/01/13-02/23/14
Cardenas, Anna	Student Assistant III	EOPS/CARE	10.00	09/03/13-12/20/13
Cardenas, Jose	Student Assistant II	EOPS/CARE	8.75	09/03/13-12/20/13
Cardiel-Sierra, Angelique	Student Assistant III	Learning Assistance Ctr.	10.00	08/26/13-12/20/13
Casian, Abigail	Student Assistant I	ESL	8.00	08/26/13-02/23/14
Castellanos, Justin	Student Assistant I	Kinesiology, Ath. & Dnce.	8.00	09/13/13-02/23/14
Castellanos, Veronika	Student Assistant III	EOPS/CARE	10.00	09/03/13-12/20/13
Catingub, Nolan	Student Assistant V	Technical Services	12.50	09/21/13-02/15/14
Cephas, Alize	Student Assistant I	Technical Services	8.00	09/10/13-02/23/14
Cervantes, Alexa	Student Assistant II	Admissions and Records	8.75	08/26/13-02/23/14
Cetina, Joshua	Student Assistant I	Human Resources	8.00	09/26/13-09/27/13
Chang, Andrew	Student Assistant IV	Tutorial Services	11.25	08/26/13-02/13/14
Chang, Joan	Student Assistant I	ESL	8.00	08/26/13-02/23/14
Chausse, Kristopher	Student Assistant V	Electronics	12.50	09/05/13-02/23/14
Chavarin, Stephanie	Student Assistant II	Tutorial Services	8.75	08/26/13-02/16/14
Chavez, Steven	Student Assistant IV	Tutorial Services	11.25	09/03/13-02/13/14
Chen, Hui Zu	Student Assistant I	ESL	8.00	09/03/13-02/23/14
Chen, Qiuchi	Student Assistant II	Tutorial Services	8.75	08/26/13-02/16/14
Chen, Qiuchi	Student Assistant I	ESL	8.00	08/26/13-02/23/14
Chenet, Keuntra	Student Assistant III	Child Development Ctr.	10.00	07/01/13-08/23/13
Chenet, Keuntra	Student Assistant III	Child Development Ctr.	10.00	08/26/13-02/21/14
Cheng, Stephanie	Student Assistant III	Tutorial Services	10.00	09/03/13-02/13/14
Cherry, Marquise	Student Assistant I	Kinesiology, Ath. & Dnce.	8.00	09/16/13-02/23/14
Chin, Matthew	Student Assistant II	Tutorial Services	8.75	09/03/13-02/13/14
Chung, Ky	Student Assistant I	ESL	8.00	08/26/13-02/23/14
Cisneros, Jordan	Student Assistant I	ESL	8.00	08/26/13-02/23/14
Conde Martha, Juan	Student Assistant I	Kinesiology, Ath. & Dnce.	8.00	09/17/13-02/23/14
Contreras, Amy	Student Assistant II	Tutorial Services	8.75	09/03/13-02/13/14
Coprich, Jazzmine	Student Assistant IV	Learning Assistance Ctr.	11.25	08/26/13-12/20/13
Coronado, Leila	Student Assistant V	Tutorial Services	12.50	08/26/13-02/13/14
Cortez, Robert	Student Assistant III	Tutorial Services	10.00	08/26/13-02/16/14
Cortez, David	Student Assistant V	Tutorial Services	12.50	08/26/13-02/16/14
Cruz Casas, Christian	Student Assistant II	ESL	8.75	08/26/13-02/23/14

**SUBJECT:** Personnel Transactions**DATE:** October 23, 2013**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Cruz Garcia, Edgar	Student Assistant III	Tutorial Services	10.00	08/26/13-02/16/14
Dang, Anh	Student Assistant II	Biological Sciences	8.75	09/12/13-02/23/14
Dashiell, Donnell	Student Assistant IV	Teacher Prep. Institute	11.25	10/01/13-02/23/14
Daum, Andrea	Student Assistant III	Hospitality Management	10.00	08/26/13-02/23/14
Davila, Sarah	Student Assistant V	Tutorial Services	12.50	08/26/13-02/13/14
De La Puente, Valerie	Student Assistant II	Journalism	8.75	09/09/13-02/21/14
De Leon, David	Student Assistant II	Admissions and Records	8.75	08/26/13-02/13/14
Del Real, Javier	Student Assistant IV	Tutorial Services	11.25	08/26/13-02/16/14
Dela Cruz, Nimrod	Student Assistant V	Animation	12.50	08/26/13-02/23/14
DeMascio, Dylan	Student Assistant II	Tutorial Services	8.75	09/16/13-02/13/14
Deskin, Shannon	Student Assistant III	Agricultural Sciences	10.00	09/18/13-02/23/14
Diaz, James	Student Assistant III	Tutorial Services	10.00	09/03/13-02/13/14
Du, Hao	Student Assistant III	Tutorial Services	10.00	09/16/13-02/13/14
Duarte, Anthony	Student Assistant III	Technical Services	10.00	08/26/13-02/23/14
Duarte, Anthony	Student Assistant IV	Television	11.25	09/03/13-02/23/14
Dulay, Valerie	Student Assistant I	ESL	8.00	08/26/13-02/23/14
Dwyer, Ashley	Student Assistant III	Learning Assistance Ctr.	10.00	08/26/13-12/20/13
Dy, Adrian	Student Assistant II	DSP&S	8.75	08/26/13-02/21/14
Eberman, Sherry	Student Assistant IV	Adult Basic Education	11.25	08/26/13-12/31/13
Elsen, Tim	Student Assistant III	Tutorial Services	10.00	08/26/13-02/16/14
Emanuel, Mclean	Student Assistant III	Kinesiology, Ath. & Dnce.	10.00	09/01/13-12/31/13
Escobedo, Bianca	Student Assistant II	Theater	8.75	09/27/13-02/16/14
Esparza, Steven	Student Assistant II	Admissions and Records	8.75	08/26/13-02/23/14
Estrada, Isaac	Student Assistant IV	Music	11.25	07/01/13-08/04/13
Fallon, Madison	Student Assistant V	Tutorial Services	12.50	08/26/13-02/16/14
Fernandez, Sandra	Student Assistant III	Career & Transfer Svcs.	10.00	08/26/13-02/23/14
Ferrutino, Rodrigo	Student Assistant I	Earth Sciences & Astron.	8.00	09/03/13-02/23/14
Fierro, Demitri	Student Assistant II	Tutorial Services	8.75	09/03/13-02/13/14
Flores, Cintia	Student Assistant III	Architecture	10.00	07/18/13-08/25/13
Flores, Cintia	Student Assistant III	Bridge Program	10.00	08/26/13-02/21/14
Flores, Luis	Student Assistant I	Tutorial Services	8.00	09/09/13-02/13/14
Flores, Monserrath	Student Assistant I	EOPS/CARE	8.00	09/03/13-12/20/13
Frausto, Luis	Student Assistant IV	Tutorial Services	11.25	09/17/13-02/16/14
Fuentes, Mauricio	Student Assistant V	Animation	12.50	08/26/13-02/23/14
Fuller, Rachel	Student Assistant I	Interior Design	8.00	09/09/13-02/23/14
Gaitan, Jennifer	Student Assistant II	Tutorial Services	8.75	08/29/13-02/16/14
Galatiano, Lorraine	Student Assistant III	Information Technology	10.00	09/16/13-02/23/14
Galvan, Sara	Student Assistant I	Child Development	8.00	09/18/13-02/21/14
Garcia, Alexis	Student Assistant III	Tutorial Services	10.00	08/26/13-02/13/14
Garcia, Mayra	Student Assistant II	Tutorial Services	8.75	08/26/13-02/16/14
Garcia, Roldan	Student Assistant I	Technical Services	8.00	08/26/13-02/23/14
George, David	Student Assistant III	Agricultural Sciences	10.00	08/26/13-02/23/14
Gilbreath, Katherine	Student Assistant II	Tutorial Services	8.75	09/02/13-02/13/14
Gonzalez, Aaron	Student Assistant III	Tutorial Services	10.00	08/26/13-02/13/14
Gonzalez, Jocelyn	Student Assistant I	ESL	8.00	08/26/13-02/23/14



**SUBJECT:** Personnel Transactions**DATE:** October 23, 2013**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Gonzalez, Jr. Santiago	Student Assistant I	Technical Services	8.00	09/10/13-02/23/13
Greenwood, Parris	Student Assistant I	ESL	8.00	08/26/13-02/23/14
Guico, Jeremy	Student Assistant III	Technical Services	10.00	08/19/13-08/25/13
Guico, Jeremy	Student Assistant III	Technical Services	10.00	08/26/13-02/23/14
Guillaume, Robert	Student Assistant I	Agricultural Sciences	8.00	08/26/13-02/23/14
Gunn, Amanda	Student Assistant I	Tutorial Services	8.00	09/09/13-02/13/14
Gutierrez, Natalie	Student Assistant I	Interior Design	8.00	09/10/13-02/21/14
Ha, Huy	Student Assistant V	Architecture	12.50	08/26/13-02/21/14
Hagen, Rebecca	Student Assistant I	Interior Design	8.00	09/03/13-02/21/14
Hartwell, Joshua	Student Assistant III	Communication	10.00	08/26/13-02/21/14
Hasenbein, John	Student Assistant III	Tutorial Services	10.00	08/26/13-02/16/14
Heckerson, Desirea	Student Assistant III	Biological Sciences	10.00	09/03/13-02/23/14
Hernandez Castro, Esteban	Student Assistant I	EOPS/CARE	8.00	09/03/13-02/20/14
Hernandez, Cecilia	Student Assistant I	ESL	8.00	09/03/13-02/23/14
Hernandez, Sarah	Student Assistant II	Tutorial Services	8.75	08/26/13-02/16/14
Herrera, Rodolfo	Student Assistant IV	Architecture	11.25	09/03/13-02/21/14
Hillman, Michael	Student Assistant I	Earth Sciences & Astron.	8.00	09/09/13-02/23/14
Hinostroza, Brian	Student Assistant IV	Tutorial Services	11.25	08/26/13-02/16/14
Hoang, Debra	Student Assistant IV	Learning Assistance Ctr.	11.25	08/26/13-12/20/13
Hothi, Gurvinder	Student Assistant III	Instruction Office	10.00	09/17/13-02/14/14
Hothi, Parveen	Student Assistant II	Admissions and Records	8.75	08/01/13-08/25/13
Hothi, Parveen	Student Assistant II	Admissions and Records	8.75	08/26/13-02/23/14
Houston, Xavier	Student Assistant III	Counseling	10.00	09/26/13-12/20/13
Huang, Chih-En	Student Assistant I	ESL	8.00	08/26/13-02/23/14
Huynh, Tin	Student Assistant III	EOPS/CARE	10.00	09/04/13-02/20/14
Iniguez, Andrea	Student Assistant I	ESL	8.00	10/01/13-02/23/14
Islam, Zoreen	Student Assistant II	Tutorial Services	8.75	09/03/13-02/13/14
James, Amanda	Student Assistant III	High School Outreach	10.00	08/26/13-02/21/14
Jeffry, Fnu	Student Assistant IV	Tutorial Services	11.25	09/16/13-02/16/14
Jernagin, Takisha	Student Assistant III	Counseling	10.00	08/26/13-12/20/13
Jett, Dakota	Student Assistant III	Tutorial Services	10.00	08/26/13-02/16/14
Jimenez, Aliza	Student Assistant I	Technical Services	8.00	08/26/13-02/23/14
Jimenez, Aliza	Student Assistant I	Human Resources	8.00	09/25/13-09/30/13
Jimenez, Itsel	Student Assistant II	Child Development Ctr.	8.75	08/26/13-02/21/14
Juarez, Monica	Student Assistant I	ESL	8.00	08/26/13-02/23/14
Karr, Aimee	Student Assistant V	Technical Services	12.50	08/26/13-02/23/14
Kaufman, Jade	Student Assistant I	Earth Sciences & Astron.	8.00	09/13/13-02/23/14
Kaufman, Jasmine	Student Assistant I	ESL	8.00	09/16/13-02/23/14
Kennedy-Cummings, Jacob	Student Assistant III	Financial Aid	10.00	09/03/13-09/10/13
Ketagodage, Naveen	Student Assistant III	Adult Basic Education	10.00	08/27/13-12/31/13
Khan, Amber	Student Assistant II	Tutorial Services	8.75	09/03/13-02/13/14
Koo, Hankyol	Student Assistant I	ESL	8.00	08/26/13-02/23/14
Ku Chi, Nubia	Student Assistant I	ESL	8.00	08/26/13-02/23/14
Kyle, Montaye	Student Assistant I	Kinesiology, Ath. & Dnce.	8.00	09/16/13-02/23/14
Lakey, Kenny	Student Assistant III	The Writing Center	10.00	08/26/13-02/16/14

**SUBJECT:** Personnel Transactions**DATE:** October 23, 2013**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Landeros, Miguel	Student Assistant III	Tutorial Services	10.00	08/26/13-02/16/14
Lara, Alba	Student Assistant II	Bridge Program	8.75	08/26/13-12/13/13
Lares, Deane	Student Assistant II	Bridge Program	8.75	08/26/13-12/13/13
Lee, Grace	Student Assistant I	ESL	8.00	08/26/13-02/23/14
Lew, Toni	Student Assistant IV	Agricultural Sciences	11.25	08/26/13-02/23/14
Li, Austine	Student Assistant II	Tutorial Services	8.75	08/26/13-02/16/14
Li, Hongfei	Student Assistant II	Tutorial Services	8.75	08/26/13-02/16/14
Li, Jia Feng	Student Assistant II	Tutorial Services	8.75	08/26/13-02/16/14
Li, Jiyang	Student Assistant III	Tutorial Services	10.00	09/03/13-02/16/14
Lindsay, Cade	Student Assistant I	Kinesiology, Ath. & Dnce.	8.00	09/15/13-02/23/14
Liu, Yue	Student Assistant III	Tutorial Services	10.00	08/26/13-02/16/14
Loaiza, Shawn	Student Assistant IV	Adult Basic Education	11.25	07/01/13-08/23/13
Loaiza, Shawn	Student Assistant IV	Adult Basic Education	11.25	08/26/13-12/31/13
Lopez, Blanca	Student Assistant II	Agricultural Sciences	8.75	08/26/13-02/23/14
Lopez, Lorena	Student Assistant III	Child Development Ctr.	10.00	08/26/13-02/21/14
Lopez, Marisa	Student Assistant III	Payroll	10.00	08/26/13-12/31/13
Lopez, Melissa	Student Assistant III	Bridge Program	10.00	08/26/13-02/21/14
Lopez, Vanessa	Student Assistant II	Biological Sciences	8.75	09/12/13-02/23/14
Lopez, Veronica	Student Assistant III	Career & Transfer Svcs.	10.00	08/26/13-02/23/14
Loury, Craig	Student Assistant IV	Fire Technology	11.25	09/03/13-12/15/13
Lu, Alice	Student Assistant V	Tutorial Services	12.50	08/26/13-02/16/14
Ma, Brian	Student Assistant II	Biological Sciences	8.75	09/09/13-02/23/14
Macgilvry, Autumn	Student Assistant III	Arts Division	10.00	08/26/13-02/16/14
Macias, Paige	Student Assistant III	Tutorial Services	10.00	08/26/13-02/13/14
Maciel, Arthur	Student Assistant III	Tutorial Services	10.00	08/26/13-02/13/14
Mack, Kwa Vaughn	Student Assistant I	ESL	8.00	08/26/13-02/23/14
Madero, Sally	Student Assistant III	High School Outreach	10.00	09/20/13/02/21/14
Magalei, Numia	Student Assistant III	Kinesiology, Ath. & Dnce.	10.00	09/01/13-12/31/13
Magana-Acevedo, Alejandra	Student Assistant I	Child Development Ctr.	8.00	09/16/13-02/21/14
Magin, Carlos	Student Assistant I	ESL	8.00	08/26/13-02/23/14
Manahan, Justinne	Student Assistant IV	Tutorial Services	11.25	08/26/13-02/13/14
Marin, Michelle	Student Assistant III	The Writing Center	10.00	09/09/13-10/01/13
Marquez, Andrea	Student Assistant I	Earth Sciences & Astron.	8.00	08/27/13-02/23/14
Martinez, Alec	Student Assistant III	Tutorial Services	10.00	08/26/13-02/16/14
Martinez, Elaine	Student Assistant I	DSP&S	8.00	09/03/13-02/21/14
Martinez, Julian	Student Assistant II	Admissions and Records	8.75	08/26/13-02/23/14
Martinez, Lindsay	Student Assistant I	Kinesiology, Ath. & Dnce.	8.00	10/01/13-02/23/14
Martinez, Marco	Student Assistant I	ESL	8.00	08/26/13-02/23/14
Martinez, Natalie	Student Assistant III	Bridge Program	10.00	08/26/13-02/21/14
Matavaio, Ruth	Student Assistant III	Arise	10.00	09/18/13-12/20/13
Matavaio, Virginia	Student Assistant III	Arise	10.00	09/18/13-12/20/13
Mau, Ryan	Student Assistant III	Comm. & Entertain. Arts	10.00	08/26/13-02/16/14
Mauricio, Leonel	Student Assistant II	Biological Sciences	8.75	09/09/13-02/23/14
Mauricio, Leonel	Student Assistant I	Biological Sciences	8.00	09/27/13-02/23/14
McCarthy, Tara	Student Assistant II	Biological Sciences	8.75	09/30/13-02/23/14

**SUBJECT:** Personnel Transactions**DATE:** October 23, 2013**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
McCune, Cynthia	Student Assistant III	Business Division	10.00	09/18/13-02/21/14
Medina, Robert	Student Assistant III	Technical Services	10.00	08/26/13-02/23/14
Merino, Mika	Student Assistant III	Tutorial Services	10.00	08/26/13-02/16/14
Merrick, Lanny	Student Assistant III	Horticulture	10.00	08/26/13-02/23/14
Mestas, Anthony	Student Assistant I	ESL	8.00	08/26/13-02/23/14
Milla, Danny	Student Assistant III	High School Outreach	10.00	09/20/13-02/21/14
Millard, Kimberly	Student Assistant IV	Learning Assistance Ctr.	11.25	08/26/13-12/20/13
Miller, Hannah	Student Assistant II	Tutorial Services	8.75	09/03/13-02/13/14
Minero, Vanessa	Student Assistant III	Financial Aid	10.00	09/11/13-02/21/14
Minton, James	Student Assistant I	Kinesiology, Ath. & Dnce.	8.00	09/20/13-02/23/14
Mohamed, Darren	Student Assistant I	Tutorial Services	8.00	09/09/13-02/13/14
Mojarro, Rose-Celeste	Student Assistant III	Continuing Education	10.00	09/05/13-02/23/14
Moran, Eric	Student Assistant III	Paralegal	10.00	09/16/13-02/23/14
Morelos, Edgar	Student Assistant IV	Teacher Prep. Institute	11.25	10/04/13-02/23/14
Moreno, Hannah	Student Assistant V	HCRC	12.50	09/02/13-02/23/14
Mosavi, Aarefah	Student Assistant III	Tutorial Services	10.00	09/03/13-02/13/14
Mova, Amanda	Student Assistant I	Child Development Ctr.	8.00	09/20/13-02/21/14
Mulholland, Phillip	Student Assistant V	Nutrition and Foods	12.50	08/26/13-02/23/14
Murillo Roa, Nancy	Student Assistant III	Bridge Program	10.00	08/26/13-12/13/13
Murillo, Nancy	Student Assistant II	Bridge Program	8.75	09/01/13-12/13/13
Murthy, Sowmya	Student Assistant II	DSP&S	8.75	08/26/13-02/21/14
Nakata, David	Student Assistant IV	Fine Arts	11.25	09/03/13-02/13/14
Nava, Florie	Student Assistant III	Child Development Ctr.	10.00	09/05/13-02/23/14
Nazaroff, Jonathon	Student Assistant V	The Writing Center	12.50	09/17/13-02/16/14
Ngo, Chau	Student Assistant III	EOPS/CARE	10.00	09/03/13-12/20/13
Nguyen, Matthew	Student Assistant III	Math & Computer Sci.	10.00	09/03/13-02/23/14
Nguyen, Vi	Student Assistant III	Arise	10.00	09/18/13-12/20/13
Nolasco Cacao, Marcela	Student Assistant III	DSP&S	10.00	08/27/13-02/21/14
Ochoa Almeida, Amayrani	Student Assistant II	DSP&S	8.75	09/03/13-02/21/14
Ochoa, Joseph	Student Assistant IV	Animation	11.25	08/26/13-02/23/14
Ojeda, Christian	Student Assistant I	Kinesiology, Ath. & Dnce.	8.00	09/15/13-02/23/14
Olalia, Allison	Student Assistant IV	Fine Arts	11.25	08/26/13-02/13/14
Orantes, Erik	Student Assistant IV	Technical Services	11.25	08/26/13-02/23/14
Orihuela, Mariafe	Student Assistant III	DSP&S	10.00	08/26/13-02/21/14
Orihuela, Mariafe	Student Assistant I	ESL	8.00	08/26/13-02/23/14
Ortega, Liliana	Student Assistant V	Photography	12.50	08/26/13-02/23/14
Osorio, Karen	Student Assistant III	High School Outreach	10.00	09/20/13-02/21/14
Pang, Bonnie	Student Assistant V	Theater	12.50	09/12/13-02/23/14
Pantoja, Eric	Student Assistant IV	Tutorial Services	11.25	08/26/13-02/16/14
Pantoja, Leticia	Student Assistant I	Bursars Office	8.00	08/26/13-10/03/13
Papero, Michael	Student Assistant II	The Writing Center	8.75	08/26/13-02/16/14
Pasillas, Marissa	Student Assistant V	Medical Services	12.50	08/26/13-02/15/14
Pawlak, Mary	Student Assistant III	Horticulture	10.00	08/26/13-02/23/14
Paz, Genoveva	Student Assistant II	Tutorial Services	8.75	09/03/13-02/13/14
Paz, Genoveva	Student Assistant II	The Writing Center	8.75	09/26/13-02/16/14

**SUBJECT:** Personnel Transactions**DATE:** October 23, 2013**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Perez, Joseph	Student Assistant I	ESL	8.00	08/26/13-02/23/14
Perez, Rosemary	Student Assistant III	Child Development Ctr.	10.00	08/26/13-02/21/14
Peterson, Brandon	Student Assistant I	Animal Sciences	8.00	08/26/13-02/23/14
Pham, Tuan	Student Assistant V	Tutorial Services	12.50	08/26/13-02/16/14
Phan, Nhung	Student Assistant V	Adult Basic Education	12.50	09/03/13-12/31/13
Phillips, Girthalel	Student Assistant III	Bridge Program	10.00	08/26/13-02/21/14
Piercy, Mary Linda	Student Assistant V	Tutorial Services	12.50	09/03/13-02/13/14
Pitt, Jacob	Student Assistant III	Kinesiology, Ath. & Dnce.	10.00	09/01/13-12/31/13
Poehlman, Joseph	Student Assistant I	Photography	8.00	09/17/13-02/23/14
Poveda, Vannessa	Student Assistant III	Theater	10.00	08/26/13-02/13/14
Powers, Randy	Student Assistant I	Earth Sciences	8.00	09/03/13-02/21/14
Powers, Randy	Student Assistant III	EOPS/CARE	10.00	09/03/13-12/20/13
Quintero, Bryan	Student Assistant II	Biological Sciences	8.75	09/04/13-02/23/14
Quintero, Gabriella	Student Assistant I	ESL	8.00	08/26/13-02/23/14
Quinteros, Monica	Student Assistant III	Child Development Ctr.	10.00	08/26/13-02/21/14
Ramirez, Cindy	Student Assistant IV	The Writing Center	11.25	08/26/13-02/16/14
Ramirez, Rocio	Student Assistant II	DSP&S	8.75	08/26/13-02/21/14
Ramos, Ramon	Student Assistant III	Bridge Program	10.00	08/26/13-02/21/14
Ramos, Rolando	Student Assistant III	Hospitality Management	10.00	08/27/13-02/23/14
Randell, Jasmine	Student Assistant II	DSP&S	8.75	08/26/13-02/21/14
Raygoza, Cynthia	Student Assistant I	Child Development Ctr.	8.00	09/18/13-02/21/14
Redinger, Haley	Student Assistant II	Earth Sciences & Astron.	8.75	09/03/13-02/23/14
Redublo, Francis	Student Assistant I	Interior Design	8.00	09/09/13-02/23/14
Redublo, Francis	Student Assistant II	Interior Design	8.75	09/09/13-02/23/14
Rettig, Oswaldo	Student Assistant III	Tutorial Services	10.00	08/26/13-02/16/14
Ringger, Natalie	Student Assistant I	Earth Sciences & Astron.	8.00	09/03/13-02/23/14
Rios, Ivan	Student Assistant III	The Writing Center	10.00	08/26/13-02/16/14
Rios, Oscar	Student Assistant II	The Writing Center	8.75	08/26/13-02/16/14
Risnoveanu, Daniella	Student Assistant IV	Child Development Ctr.	11.25	08/26/13-02/21/14
Ritchie, Christian	Student Assistant I	Kinesiology, Ath. & Dnce.	8.00	09/15/13-02/23/14
Rivas, Cindy	Student Assistant IV	The Writing Center	11.25	08/26/13-02/16/14
Riveros, Karen	Student Assistant II	Bridge Program	8.75	08/26/13-12/13/13
Robles, Sergio	Student Assistant I	Kinesiology, Ath. & Dnce.	8.00	09/15/13-02/23/14
Rodriguez, Astrid	Student Assistant II	Technical Services	8.75	09/14/13-02/16/14
Rodriguez, Carolina	Student Assistant I	Tutorial Services	8.00	09/09/13-02/13/14
Rodriguez, Marco	Student Assistant IV	Fine Arts	11.25	08/26/13-02/13/14
Rodriguez, Marianela	Student Assistant II	DSP&S	8.75	08/26/13-02/21/14
Roeske, Alison	Student Assistant V	The Writing Center	12.50	08/26/13-02/16/14
Roldan, Jenny	Student Assistant I	Kinesiology, Ath. & Dnce.	8.00	09/16/13-02/23/14
Rubio, Amanda	Student Assistant II	Tutorial Services	8.75	09/03/13-02/13/14
Ruiz Estrada, Edna	Student Assistant I	Child Development Ctr.	8.00	08/26/13-02/21/14
Ruiz, Briana	Student Assistant III	Natural Sciences Division	10.00	08/26/13-02/21/14
Ruiz, Isaac	Student Assistant II	Tutorial Services	8.75	09/03/13-02/13/14
Ruiz, Sean	Student Assistant V	Electronics	12.50	08/28/13-02/23/14
Ruju, Diego	Student Assistant II	Tutorial Services	8.75	08/26/13-02/16/14

**SUBJECT:** Personnel Transactions**DATE:** October 23, 2013**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Ryle, Vicki	Student Assistant V	Radio	12.50	08/26/13-02/23/14
Saborio, Shantal	Student Assistant II	Tutorial Services	8.75	09/03/13-02/13/14
Sakaria, Hetal	Student Assistant II	Tutorial Services	8.75	08/26/13-02/16/14
Samai, Jendi	Student Assistant II	Tutorial Services	8.75	09/03/13-02/13/14
Samai, Jendi	Student Assistant II	The Writing Center	8.75	09/03/13-02/16/14
Sanchez, Juan	Student Assistant I	ESL	8.00	08/26/13-02/23/14
Sandoval, Maria	Student Assistant III	Tutorial Services	10.00	08/26/13-02/16/14
Sandoval, Maria	Student Assistant I	Earth Sciences & Astron.	8.00	09/03/13-02/23/14
Scale, Reed	Student Assistant I	Kinesiology, Ath. & Dnce.	8.00	09/15/13-02/23/14
Self, Mark	Student Assistant V	Comm. & Entertain. Arts	12.50	09/05/13-02/23/14
Shamsi, Wajeeha	Student Assistant II	EOPS/CARE	8.75	09/03/13-12/20/13
Shannon, Andrew	Student Assistant I	ESL	8.00	08/26/13-02/23/14
Shelton, Rachel	Student Assistant III	DSP&S	10.00	09/02/13-02/21/14
Silva, Adrienne	Student Assistant IV	The Writing Center	11.25	08/26/13-02/16/14
Snuggs, Lindsey	Student Assistant II	Tutorial Services	8.75	09/03/13-02/13/14
Solis Becerra, Esther	Student Assistant III	Instruction Office	10.00	09/16/13-02/13/14
Sommers, Christian	Student Assistant V	Tutorial Services	12.50	09/25/13-02/13/14
Sosa, Felipe	Student Assistant III	Technical Services	10.00	08/26/13-02/23/14
Spolar, Joshua	Student Assistant V	Aeronautics	12.50	09/18/13-02/23/14
Stangor, Erin	Student Assistant III	The Writing Center	10.00	08/26/13-02/16/14
Stella, Michael	Student Assistant II	DSP&S	8.75	08/26/13-02/21/14
Stickley, Alison	Student Assistant II	Tutorial Services	8.75	08/29/13-02/16/14
Suh, Claire	Student Assistant III	Tutorial Services	10.00	08/26/13-02/13/14
Sumaran, Liliann	Student Assistant III	Child Development Ctr.	10.00	08/26/13-02/21/14
Taylor, Monique	Student Assistant III	Counseling	10.00	08/26/13-12/20/13
Tello, Josefina	Student Assistant III	Fashion Design	10.00	08/28/13-02/23/14
Than, Kim	Student Assistant V	Tutorial Services	12.50	08/26/13-02/16/14
Thompson, Chelsea	Student Assistant V	Comm. & Entertain. Arts	12.50	09/04/13-02/23/14
Torres Jr., Angel	Student Assistant IV	Teacher Prep. Institute	11.25	10/04/13-02/23/14
Torres, Daniel	Student Assistant III	Paralegal	10.00	09/17/13-02/23/14
Torres, Jaime	Student Assistant I	Child Development Ctr.	8.00	09/18/13/02/21/14
Tran, Karen	Student Assistant V	Learning Assistance Ctr.	12.50	08/26/13-12/20/13
Tran, Michelle	Student Assistant III	Bridge Program	10.00	08/26/13-08/31/13
Tran, Michelle	Student Assistant II	Bridge Program	8.75	09/01/13-12/13/13
Trujillo, Wendy	Student Assistant I	Child Development Ctr.	8.00	08/01/13-08/23/13
Trujillo, Wendy	Student Assistant I	Child Development Ctr.	8.00	08/26/13-02/21/14
Tupac, Peggy	Student Assistant V	Nutrition and Foods	12.50	08/26/13-02/23/14
Ugay, Kezia	Student Assistant III	Student Life	10.00	09/24/13-02/13/14
Ulloa, Vanessa	Student Assistant III	High School Outreach	10.00	09/20/13-02/21/14
Uribe-Pitts, Andrea	Student Assistant III	Child Development Ctr.	10.00	08/26/13-02/21/14
Valladares, Destina	Student Assistant II	DSP&S	8.75	08/26/13-02/21/14
Vargas, Stacey	Student Assistant IV	Learning Assistance Ctr.	11.25	08/26/13-12/20/13
Vasquez, Christina	Student Assistant III	Natural Sciences Division	10.00	08/26/13-02/23/14
Villa, Gilbert	Student Assistant III	Counseling	10.00	08/26/13-12/20/13
Villa, Max	Student Assistant I	ESL	8.00	09/03/13-02/23/14

**SUBJECT:** Personnel Transactions**DATE:** October 23, 2013**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Villanueva, Jeremy	Student Assistant III	Honors	10.00	09/16/13-02/21/14
Villaverde, Kristelle	Student Assistant II	The Writing Center	8.75	09/17/13-02/21/14
Villegas, Amanda	Student Assistant I	Air Conditioning & Welding	8.00	09/06/13-02/23/14
Vittayarukskul, Ken	Student Assistant III	The Writing Center	10.00	09/03/13-12/15/13
Voltz, Donald	Student Assistant III	Animal Sciences	10.00	08/26/13-02/23/14
Vossburg, Mercedes	Student Assistant IV	The Writing Center	11.25	08/26/13-02/16/14
Ward, Renee	Student Assistant IV	Fine Arts	11.25	08/26/13-02/13/14
Weeks, James	Student Assistant III	Agricultural Sciences	10.00	09/16/13-02/23/14
Weisheit, Nicholas	Student Assistant I	Kinesiology, Ath. & Dnce.	8.00	09/16/13-02/23/14
West, Sharese	Student Assistant I	Kinesiology, Ath. & Dnce.	8.00	09/15/13-02/23/14
Williams, Sydnie	Student Assistant II	Admissions and Records	8.75	08/26/13-02/23/14
Wittenberg, Erin	Student Assistant I	ESL	8.00	09/03/13-02/23/14
Wu, Cheng	Student Assistant II	Tutorial Services	8.75	08/26/13-02/16/14
Xiong, Edmond	Student Assistant III	Adult Basic Education	10.00	10/02/13-12/31/13
Yang, Yuhang	Student Assistant III	Tutorial Services	10.00	08/26/13-02/13/14
Yen, Angela	Student Assistant II	Tutorial Services	8.75	09/10/13-02/16/14
Young, Shannon	Student Assistant II	Tutorial Services	8.75	09/03/13-02/13/14
Yu, Kenneth	Student Assistant IV	Hospitality Management	11.25	08/26/13-02/23/14
Zavalza, Elim	Student Assistant II	Animal Sciences	8.75	08/26/13-02/23/14
Zayas, Samantha	Student Assistant III	Learning Assistance Ctr.	10.00	08/29/13-02/13/14
Zayas, Samantha	Student Assistant II	Biological Sciences	8.75	09/09/13-02/23/14

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

**DATE:** October 23, 2013

**CONSENT**

**SUBJECT:** New and Modified Courses, Modified Certificates, and Modified Degrees,  
Effective with the 2014-15 Academic Year

**BACKGROUND**

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

New Course

AGOR 35

Course Title

Ornamental Plants for Southwest Climates

Modified Courses

AIRM 92B

BIOL 2

EMS 20

ENGL 99

FASH 8

FASH 9

KIN 40

SPAN 3

Course Title

Airframe Maintenance Systems 2

Plant and Animal Biology

Emergency Cardiac Care for Paramedics

Special Projects in English

Introduction to Fashion

History of Costume and Fashion

Techniques of Strength Training and Conditioning

Intermediate Spanish

Modified Certificates

Accounting

Accounting – Computerized

Accounting – Financial

Accounting – Managerial

Computer and Networking Technology – Level II

Computer Systems Technology

Educational Paraprofessional (Instructional Assistant)

Electronics: Industrial System

Radio Broadcasting: Behind-the-Scenes – Level III

Modified Degrees

Accounting

Computer and Networking Technology

Computer Networking Administration and Security

Electronics and Computer Engineering Technology

Ornamental Horticulture

Radio Broadcasting: Behind-the-Scenes

Prepared by: Terri S. Long

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #14

**SUBJECT:** New and Modified Courses, Modified Certificates, and Modified Degrees,  
Effective with the 2014-15 Academic Year

**DATE:** October 23, 2013

### **ANALYSIS AND FISCAL IMPACT**

New and modified courses as well as modified certificates and degrees were developed and approved by their respective departments and divisions. Documentation has been reviewed by the Educational Design Committee and approved by the Curriculum and Instruction Council and the Academic Senate, when appropriate.

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

#### **Funding Source**

Not Applicable.

### **RECOMMENDATION**

It is recommended that the Board of Trustees approves the above curriculum additions and changes, effective with the 2014-15 academic year.



<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>October 23, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Externship Agreement with Secondary Partners for the Career Technical Education Community Collaborative Grant</u>	

**BACKGROUND**

Mt. San Antonio College participates as a sub-grant in the San Gabriel Valley Career Technical Education (CTE) Community Collaborative Grant (SB70 Round 6), funded by the California Community Colleges Chancellor’s Office 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 Industrial Design Engineering. The grant includes teacher and faculty externships in business and industry across all industry sectors.

**ANALYSIS AND FISCAL IMPACT**

Total funding for the grant award is \$66,000.

Grant funds will be used for externships by partnering Regional Occupation Program and high school instructors. A Memorandum of Understanding (MOU) will be executed to reimburse East San Gabriel Valley ROP, Covina-Valley USD, La Puente Valley ROP, and Rowland USD for instructor pay at the 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 MOU with East San Gabriel Valley ROP, Covina-Valley USD, La Puente Valley ROP, and Rowland USD.

Prepared by: _____	Sarah G. Daum	Reviewed by: _____	Irene M. Malmgren
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #15

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>October 23, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Child Development Training Consortium Grant: Acceptance of Funds and Approval of Activities</u>	

**BACKGROUND**

Mt. San Antonio College received an award notification for a sub-grant titled "Child Development Training Consortium," funded by the California Department of Education and passed through Yosemite Community College District. The purpose of the project is to address critical shortages in the number of licensed childcare center workers in California. The primary objective of the grant is to offer classes that meet the needs of the California Department of Education Child Development Division (CDD) and employees in CDD-funded programs. The College is eligible to generate up to 400 units of college credit by enrolling students in courses required by the California Commission on Teacher Credentialing to obtain a new or renew a currently held Child Development Permit.

**ANALYSIS AND FISCAL IMPACT**

This sub-grant award totals \$10,000. The performance period for the sub-grant is September 1, 2013, through June 30, 2014.

The funding agency has approved the expenditure of grant funds to support the following: personnel, employee benefits, supplies, postage, and direct student aid.

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

**Funding Source**

California Department of Education through Yosemite Community College District.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the funds and approves the activities for the Child Development Training Consortium Grant.

Prepared by: <u>Adrienne J. Price</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #16</u>

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

**DATE:** October 23, 2013

**CONSENT**

**SUBJECT:** CARES Plus Stipend Program Grant: Acceptance of Funds and  
Approval of Activities

**BACKGROUND**

Mt. San Antonio College received an award notification for a grant titled "CARES Plus Stipend Program," funded by the Los Angeles County Children and Families First Proposition 10 Commission and passed through Los Angeles Universal Preschool. The purpose of the project is to advise students on the appropriate coursework, completion of program requirements, and incorporation of elements of the Classroom Assessment Scoring System observation tool into daily classroom or child care practice.

**ANALYSIS AND FISCAL IMPACT**

This grant award totals \$6,169.73. The performance period for the grant is July 1, 2013, through June 30, 2014.

The funding agency has approved the expenditure of grant funds to support the following: personnel, employee benefits, and supplies.

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

**Funding Source**

Los Angeles County Children and Families First Proposition 10 Commission through Los Angeles Universal Preschool.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the funds and approves the activities for the CARES Plus Stipend Program Grant.

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #17

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>October 23, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Transforming Undergraduate Education in Science, Technology, Engineering, and Mathematics Grant: Acceptance of Funds and Approval of Activities</u>	

**BACKGROUND**

Mt. San Antonio College received an award notification for a Transforming Undergraduate Education in Science, Technology, Engineering, and Mathematics (TUES) Grant titled "Collaborative Research: Geodesy Curriculum for the 21<sup>st</sup> Century, Innovative Science for Addressing Societally Critical Issues," funded by the National Science Foundation. The College is a partner in this collaborative project, which also includes Indiana University and UNAVCO, Inc. The purpose of the project is to develop, test, and disseminate undergraduate teaching resources that incorporate advances in geodesy (the science of measuring and monitoring the size, shape, and distribution of mass on Earth).

**ANALYSIS AND FISCAL IMPACT**

This grant award is \$37,511. The performance period is July 1, 2013, through June 30, 2016.

The funding agency has approved the expenditure of grant funds to support the following: faculty salaries, employee benefits, travel for the principal investigator (lead faculty), and indirect costs.

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

**Funding Source**

National Science Foundation.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the funds and approves the activities for the TUES grant.

Prepared by: <u>Adrienne J. Price</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #18</u>

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

**DATE:** October 23, 2013

**CONSENT**

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

**BACKGROUND**

Mt. San Antonio College received notification of continued funding for a grant titled “Upward Bound,” funded by the U. S. Department of Education. The purpose of the grant is to provide low-income and potential first-generation college students with instruction, services, and activities that will enable them to stay in school, graduate from high school, and successfully enter and graduate from postsecondary education. This goal will be achieved through the delivery of several key services including academic counseling, academic support through tutoring and guided study groups, basic skills development, financial aid and scholarship assistance, assessment and intervention activities, financial literacy activities, enrollment assistance, personal counseling, peer advising, professional mentoring, field trips, career planning, cultural enrichment activities, family support activities, and leadership development. The project serves two high schools: La Puente High School (Hacienda La Puente Unified School District) and Ganesha High School (Pomona Unified School District).

**ANALYSIS AND FISCAL IMPACT**

This grant award notification is for the second year of funding (\$276,733) of a projected five-year award. Continued grant funding is contingent upon annual performance reviews. The total grant award is projected to be \$1,460,000.

The performance period for this grant is September 1, 2012, through August 31, 2017. The budget period for the second-year grant award is September 1, 2013, through August 31, 2014.

The funding agency has approved the expenditure of grant funds to support the following:

- counseling, classified, and student personnel;
- employee benefits; travel, and professional development for grant personnel;
- student travel; instructional and non-instructional supplies and materials;
- computers, software, and other technology;
- food supplies and/or catering;
- student support (e.g., book purchases, transfer college/university application fees);
- contractual services;

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #19

**SUBJECT:** Upward Bound Grant: Acceptance of Funds and Approval of Purchases

**DATE:** October 23, 2013

- printing/marketing; promotional items; and
- other grant-related costs.

As part of the grant activities, project staff will conduct orientations, open houses, a year-end ceremony, campus tours, and other events. Authorization is requested to purchase food and/or catering services for these meetings, not to exceed \$2,500 per event.

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

Funding Source

U. S. Department of Education.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the funds and approves the activities for the Upward Bound Grant.

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

**DATE:** October 23, 2013

**CONSENT**

**SUBJECT:** Asian-American and Native American Pacific Islander-Serving  
Institutions Grant: Acceptance of Funds and Approval of Activities

**BACKGROUND**

Mt. San Antonio College received notification of an augmentation to an Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI) grant titled "Arise," funded by the U.S. Department of Education. The purpose of the project is to provide a networked link of services and activities to improve the academic achievement and personal development of Asian American and Native American Pacific Islander students. The five main components of the project are: instructional support, counseling intervention, student development, professional development, and research and evaluation. The project's activities are aimed at addressing the AANAPISI program's competitive preference priorities of increasing the number and proportion of high-need students who persist in and complete postsecondary education and enabling data-based decision-making.

**ANALYSIS AND FISCAL IMPACT**

This grant award notification is for an augmentation of \$79,967 to the third year of funding of a projected five-year award. The total third-year funding is now \$479,967. Continued grant funding is contingent upon annual performance reviews. The total grant award is projected to be \$2,152,351.

The performance period for this grant is October 1, 2011, through September 30, 2016. The budget period for the third-year grant award is October 1, 2013, through September 30, 2014.

The funding agency has approved the expenditure of grant funds to support the following:

- faculty, classified, management, and student personnel;
- employee benefits;
- travel and professional development for Grant personnel;
- student travel;
- instructional and non-instructional supplies, materials, and equipment;
- food supplies and/or catering;
- contracted services; printing/marketing;
- promotional items; and
- other grant-related costs.

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #20

**SUBJECT:** Asian-American and Native American Pacific Islander-Serving Institutions  
Grant: Acceptance of Funds and Approval of Purchases

**DATE:** October 23, 2013

As part of the grant activities, project staff will conduct orientations, open houses, a year-end ceremony, campus tours, and other events. Permission is requested to purchase food and/or catering services for these meetings, not to exceed \$2,500 per event.

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

Funding Source

U. S. Department of Education.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the funds and approves the activities for the AANAPISI Grant.



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

**DATE:** October 23, 2013

**CONSENT**

**SUBJECT:** Student Support Services Grant: Acceptance of Funds and Approval of  
Activities

**.BACKGROUND**

Mt. San Antonio College received notification of continued funding for a grant titled "Student Support Services," funded by the U. S. Department of Education. The project will serve at least 140 low-income, first-generation, and/or disabled college students per year over a five-year grant period. The ultimate goal is to increase the college retention, graduation, and transfer rates of participants. This goal will be achieved through the delivery of several key services including academic counseling, academic support through tutoring and guided study groups, basic skills development, financial aid and scholarship assistance, assessment and intervention activities, financial literacy activities, enrollment assistance, personal counseling, peer advising, professional mentoring, a devoted academic resource center and computer lab, priority registration for course enrollment, transfer assistance and field trips, career planning, cultural enrichment activities, family support activities, and leadership development.

**ANALYSIS AND FISCAL IMPACT**

This grant award notification is for the fourth year of funding (\$202,031) of a projected five-year award. Continued grant funding is contingent upon annual performance reviews. The total grant award is projected to be \$1,100,000.

The performance period for this grant is September 1, 2010, through August 31, 2015. The budget period for the fourth-year grant award is September 1, 2013, through August 31, 2014.

The funding agency has approved the expenditure of grant funds to support the following:

- counseling, classified, and student personnel;
- employee benefits;
- travel and professional development for Grant personnel;
- student travel;
- instructional and non-instructional supplies and materials;
- computers, software, and other technology;
- food supplies and/or catering;

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #21

**SUBJECT:** Student Support Services Grant: Acceptance of Funds and Approval of Purchases

**DATE:** October 23, 2013

- student support (e.g., book purchases, transfer college/university application fees);
- contractual services;
- printing/marketing;
- promotional items; and
- other grant-related costs.

As part of the grant activities, project staff will conduct orientations, open houses, a year-end ceremony, campus tours, and other events. Authorization is requested to purchase food and/or catering services for these meetings, not to exceed \$2,500 per event.

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

Funding Source

U. S. Department of Education.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the funds and approves the activities for the Student Support Services Grant.

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

**DATE:** October 23, 2013

**CONSENT**

**SUBJECT:** Workforce Investment Act, Title II: Adult Education and Family Literacy Act, Section 231 and English Literacy and Civics Education Grant:  
Acceptance of Funds and Approval of Activities

**BACKGROUND**

Mt. San Antonio College received an award notification for a grant titled “Workforce Investment Act, Title II: Adult Education and Family Literacy Act, Section 231 and English Literacy and Civics Education.” The purpose of the grant is to provide supplemental instructional support for noncredit Adult Basic Education and ESL.

**ANALYSIS AND FISCAL IMPACT**

The grant award is \$1,085,330 for July 1, 2013, through June 30, 2014.

This grant is intended for supplementary educational activities that enable adults to acquire basic literacy skills, complete basic education courses, improve English language skills, and secure training for employment and civic engagement. Activities include, but are not limited to, professional development, curriculum development and improvement, supplemental instruction and labs, and learning technology. The activities will be carried out with grant funds and will not impact District funds. The grant does not provide for food.

Outcomes of the grant are determined by pre- and post-testing of students using multiple measures. Student learning gains will result in higher benchmark awards in future grant funding.

**Funding Source**

Federal Workforce Investment Act, Title II: Education and Family Literacy Act, Section 231, and EL Civic - this is administered through the Adult Education Office of the California Department of Education.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the funds and approves the activities for the WIA, Title II (231) Grant.

Prepared by: Donna Burns

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #22

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>October 23, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Agreement with Subway for Cross Country Invitational</u>	

**BACKGROUND**

The Cross Country Invitational will be held October 18, 25, and 26, 2013. Subway will be providing catering for all staff and volunteers.

**ANALYSIS AND FISCAL IMPACT**

The catering will be funded through the Cross Country Invitational budget. Authorization is requested to allow Subway to provide catering not to exceed \$2,000. Subway will provide a variety of six-inch sandwiches to be delivered each day of the Invitational.

**Funding Source**

Cross Country Invitational budget.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratifies this agreement for Subway to provide catering for the Cross Country Invitational.

Prepared by: Joseph E. Jennum Reviewed by: Irene M. Malmgren  
Recommended by: Bill Scroggins Agenda Item: Consent #23

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

**DATE:** October 23, 2013

**CONSENT**

**SUBJECT:** Agreement with In-N-Out Burger for Athletics Championship Celebration

**BACKGROUND**

The Kinesiology, Athletics, and Dance Division requests authorization to host an Athletics Celebration Event at Mt. SAC on January 24, 2014, 6:30-8:00 pm. This celebration will allow us to honor all of our coaches and their amazing accomplishments over the past year that led the College to another NATYCAA Cup Championship.

**ANALYSIS AND FISCAL IMPACT**

The Athletics Celebration Event will be funded through the Athletics Championship Trust account and the Cross Country Invitational account. Authorization is requested to enter into a contract with In-N-Out Burger for catering, not to exceed \$1,400. Authorization is also requested to make an advance payment (deposit) in the amount of \$500. In-N-Out will provide a combination of 160 burgers, chips, and drinks for a serving time of 1½ hours.

**Funding Sources**

Athletics Championship Events budget and Cross Country Invitational budget.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the agreement with In-N-Out Burger.

Prepared by: Joseph E. Jennum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #24

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>October 23, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Contract with Cole-Schaefer for Ambulance Services - 2013 Cross Country Invitational</u>	

**BACKGROUND**

As mandated by the California Community College Athletics Association, Mt. San Antonio College is required to have an ambulance present at sporting events. Mt. San Antonio College requests authorization to use Cole-Schaefer Ambulance Service for coverage at the 2013 Cross Country Invitational.

**ANALYSIS AND FISCAL IMPACT**

1. The cost is approximately \$5,000 and has been budgeted through the Cross Country Invitational budget to pay Cole-Schaefer Ambulance Service for coverage at the Cross Country Invitational. (Note: This is an amendment to a Board item approved August 2013 for West Coast Emergency Medical Services. We will not be using this vendor for cost management purposes.)
2. This agreement will be effective October 1, 2013, to October 31, 2013.

**Funding Source**

Cross Country Invitational budget.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the ratification of this agreement with Cole-Schaefer Ambulance Service, as presented.

Prepared by:	<u>Joseph E. Jennum</u>	Reviewed by:	<u>Irene M. Malmgren</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #25</u>

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

**DATE:** October 23, 2013

**CONSENT**

**SUBJECT:** Agreement with Pacific Palms Hotel and Conference Center for the  
Athletics Hall of Fame Dinner

**BACKGROUND**

The Kinesiology, Athletics, and Dance Division requests authorization to host an Athletics Hall of Fame Dinner at Pacific Palms Hotel and Conference Center on February 8, 2014. Eight new members will be inducted into the Mt. SAC Athletics Hall of Fame. This will be the fourth class, joining the 34 inductees from the previous three events. Mt. SAC has countless athletes, coaches, and supporters who have a place of honor within this group and should be recognized as a contributor to the success of Mt. SAC Athletics and others. The eight inductees are all worthy of this award.

**ANALYSIS AND FISCAL IMPACT**

The Athletics Hall of Fame Event will be funded through the Athletics program income-generated account, sponsorships, and from individuals attending. The event will be at a cost of \$65 per person with a current attendance cap of 250; the ability to add more attendees is optional. Pacific Palms will provide the meal and facility at the cost named above. Authorization is requested to enter into a contract with Pacific Palms Hotel and Conference Center for facilities and equipment rental, audiovisual needs, and catering, not to exceed \$15,000. Authorization is also requested to make an advance payment (deposit) in the amount of \$2,400.

**Funding Sources**

Athletics Program Income-Generated account, sponsorships, and dinner guests.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the agreement with Pacific Palms and Conference Center.

Prepared by: Joseph E. Jennum

Reviewed by: Irene Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #26

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>October 23, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Approval of Contract Payment Schedule with WISE Abroad, LLC for the Winter 2014 Study Abroad Program in Taipei, Taiwan</u>	

**BACKGROUND**

At the Board of Trustees meeting on August 28, 2013, the Board approved a contract with WISE Abroad, LLC to provide a Winter 2014 Study Abroad Program in Taipei, Taiwan, at a cost of \$4,900 per student.

**ANALYSIS AND FISCAL IMPACT**

WISE Abroad, LLC requires that payment be made in two installments based upon the number of students participating in the program. A 50% deposit is due on November 10, 2013, and the remaining 50% is due on December 10, 2013.

**Funding Sources**

Instructional budget for faculty salaries.  
Student fees for all other expenses.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the progress payment schedule to WISE Abroad, LLC for the administration of the Winter 2014 Study Abroad Program in Taipei, Taiwan.

Prepared by: _____	James Jenkins	Reviewed by: _____	Irene M. Malmgren
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #27



<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>October 23, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Contract Payment Schedule for Winter 2014 Study Abroad Program</u> <u>in Hawaii</u>	

**BACKGROUND**

At the August 28, 2013, Board of Trustees meeting, the Board approved a Winter 2014 Study Abroad Program in Hawaii, January 8 through February 15, 2014, at an estimated cost of \$3,000 per student.

**ANALYSIS AND FISCAL IMPACT**

Vendors providing insurance, transportation, lodging, and educational facilities/supplies require payment to be made in two installments. A first-day deposit is due upon reservation, and the remainder is due prior to or upon arrival. Deposits are refundable.

Funding Sources

Instructional budget for faculty salaries.  
Student fees for all other costs.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves authorization to enter into agreements with necessary vendors for the Winter 2014 Study Abroad Program in Hawaii.

Prepared by: _____	James Jenkins	Reviewed by: _____	Irene M. Malmgren
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #28

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>October 23, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Journalism Students to Attend Associated Collegiate Press/College Media Association National College Media Convention in New Orleans, LA</u>	

**BACKGROUND**

The English, Literature, and Journalism Department is requesting approval for four journalism students and faculty member Toni Albertson to attend the Associated Collegiate Press/College Media Association (ACP/CMA) National College Media Convention from October 24-27, 2013, in New Orleans, LA.

**ANALYSIS AND FISCAL IMPACT**

The estimated cost of the trip is \$5,285.

Funding Sources

Mountaineer advertising proceeds (\$4,285) and student contributions (\$1,000).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the attendance of four journalism students and one faculty member at the ACP/CMA National College Media Convention.

Prepared by: James Jenkins Reviewed by: Irene M. Malmgren  
Recommended by: Bill Scroggins Agenda Item: Consent #29

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

**DATE:** October 23, 2013

**CONSENT**

**SUBJECT:** Chamber Singers' 2014 Performance Tour

**BACKGROUND**

The Mt. SAC Chamber Singers and Director Bruce Rogers request authorization to embark on a 2014 Performance Tour, traveling to the cities of Baltimore, Maryland, Washington, DC, and New York, NY. Travel dates are March 28 through April 7, 2014.

- Baltimore, MD – the Chamber Singers will join the Deercreek Chorale for a combined concert at the Towson United Methodist Church with all proceeds benefiting the educational program of the Mpala Wildlife Foundation in Kenya. Also, a vocal clinic and performance at a city high school are being considered.
- Washington, DC – consideration is being given to a potential performance for members of Congress.
- New York, NY – the Chamber Singers' will perform on the Carnegie Hall stage in a combined Festival Choir performance of the "Coronation Mass" by Wolfgang Amadeus Mozart with the New York Chamber Orchestra and guest soloists (Bruce Rogers, Conductor).

**ANALYSIS AND FISCAL IMPACT**

The total anticipated cost of this trip is \$55,000.

**Funding Sources**

Unrestricted General Fund - \$25,000.

Student Contributions - \$30,000.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves this Performance Tour, as submitted.

Prepared by: Sue Long

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #30

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>October 23, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Tie-Down Fees for Flying Team Aircraft at Bracket Field Airport</u>	

**BACKGROUND**

In January, 2007, Mt. San Antonio College entered into agreement with American Airports Corporation for a Tie-Down Permit. The "Tie-Down" is defined as an aircraft parking space designated on the property of Bracket Field Airport. In the permit, Mt. San Antonio College agreed to pay Tie-Down fees.

**ANALYSIS AND FISCAL IMPACT**

Tie-Down fees shall be paid on a monthly basis in the amount of \$156 (\$52 each for three spaces). Payment for fees is due on the first of the month and no later than the fifteenth of the month. A 10% late fee shall be incurred if fees are not paid by the fifteenth of each month. Payment for part of any month's rent shall be pro-rated. This cost is paid through revenue-generated funds supported by student fees. There is no residual cost to the District.

**Funding Source**

Unrestricted General Fund Revenue-generated account.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the agreement with American Airports Corporation including the Tie-Down fees, as specified.

Prepared by: Sarah G. Daum Reviewed by: Irene M. Malmgren  
Recommended by: Bill Scroggins Agenda Item: Consent #31

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

**DATE:** October 23, 2013

**CONSENT**

**SUBJECT:** On Course Professional Development Workshop

**BACKGROUND**

Professional and Organizational Development requests authorization to offer a four-day On Course workshop, February 4-7, 2014. This four-day workshop will include a three-day component targeted at instructors that want effective strategies for empowering students to achieve greater success in college and life; coordinators of student success courses and programs such as Bridge, Arise, ASPIRE, ACES, LERN, READ; faculty that want learner-centered instructional methods that engage students in the curriculum; counselors and student support staff who want to assist students in overcoming personal and academic barriers to their success; and administrators who desire a comprehensive program that improves retention and academic success across the curriculum and campus. The final one-day workshop provides training specifically targeted at non-instructional personnel: librarians, counselors, classified staff that support students in various student services, and managers.

Dr. Jonathan Brennan will facilitate the four-day workshop and will receive compensation for his services as well as travel expenses.

**ANALYSIS AND FISCAL IMPACT**

This event will be open to all Mt. SAC employees. There is no cost to the participants. The anticipated cost of the event (based on 50 participants) is \$18,650.

Workshop fee, books, speaker fee, and travel:	\$14,450
Food:	\$ 4,200

**Funding Sources**

Unrestricted General Fund (\$9,550).  
Basic Skills Initiative Categorical Funds (\$9,100).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the On Course Workshop, as presented.

Prepared by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #32

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>October 23, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Continuing Education Division Activities – Revenue-Generated Account</u>	

**BACKGROUND**

The Continuing Education Division has a revenue-generated account that supports a variety of professional development and student enrichment activities. The Division holds events throughout the year such as faculty in-service training, program and division planning retreats and meetings, and student certificate and graduation events.

Approval is requested to provide food, non-alcoholic beverages, small incentives and promotional items, speaker honoraria, and cap and gown rental, as appropriate, to these events, not to exceed \$10,000 for the 2013-14 academic year.

**ANALYSIS AND FISCAL IMPACT**

Costs will be covered by income to the revenue-generated account.

**Funding Source**

Unrestricted General Fund - Revenue-generated account.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Continuing Education Division revenue-generated account activities for the 2013-14 academic year, as presented.

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

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

**DATE:** October 23, 2013

**CONSENT**

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

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

1. Community Services: Additional Classes

Course Title/Program	Presenter	Payment	Fee
SAT Preparation	Madrigal, Yahaira	40%	\$152

2. Community Services - Program Changes:

Course Title/Program	From	To
T1-T2 Water Treatment Operator Exam Review #41686	40%	50%

3. Contract Extension/Renewal:

Agency	Payment
Extension of Memorandum of Understanding LA Works WorkSource Center 5200 Irwindale Avenue, Irwindale, CA 91706 [continue assisting eligible Workforce Investment Act 1 (WIA) customers] July 1, 2013, through June 30, 2014	No cost to the District  Possible revenue generated by WIA I funds
Early Childhood Mentor Program 2013-14 • Supplemental Support Carryover from 2012-13 - \$277.59 plus \$722.51 additional funding • Supplemental Support for Large Area Programs	No Direct Funding \$1,000  \$565

Funding Sources

Community Services – Student Registration Fees.  
Contract Renewals – N/A.

**RECOMMENDATION**

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

Prepared by: Donna Burns Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins Agenda Item: Consent #34

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>October 23, 2013</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Student Health Services Fee Increase</u>	

**BACKGROUND**

Education Code Section 76355 permits the governing board of a community college to increase the Student Health Services fee by the same percentage as the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Whenever that calculation produces an increase of one dollar above the existing fee, the Student Health Services fee may be increased, as directed by the Chancellor's Office. Authorization to increase the student health fee by \$1 is requested.

**ANALYSIS AND FISCAL IMPACT**

The \$1 increase will change the Student Health Services fee to \$19 per semester and \$16 per winter/summer intersessions, commencing Spring Semester 2014. Students receiving the Board of Governors Fee Waiver (BOGW) pay 75% of current fees; therefore, the fee for BOGW students will be \$14 and \$12, respectively.

The Student Health Center has experienced a steady utilization coupled with expanded services in the past three years. The additional funding will allow the Student Health Center to maintain the level of service provided by the same number of professional staff as well as cover the increasing costs of pharmaceuticals, laboratory, and supplies in an effort to continue meeting the health needs of students enrolled in credit courses.

**Funding Source**

Student-paid health fees.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves a Student Health Services fee-increase from \$18 to \$19 per semester, and from \$13 to \$14 for Board of Governors Fee Waiver recipients; and for winter/summer intersessions from \$15 to \$16 and from \$11 to \$12 for Board of Governors Fee Waiver recipients, effective with the Spring Semester 2014.

Prepared by: <u>          Marguerite Whitford/Carolyn S. Keys          </u>	Reviewed by: <u>          Audrey Yamagata-Noji          </u>
Recommended by: <u>          Bill Scroggins          </u>	Agenda Item: <u>          Consent #35          </u>



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

**DATE:** October 23, 2013

**ACTION**

**SUBJECT:** Lease/Leaseback Construction – Final Reconciliation and Notice of  
Completion – San Jose Hills Road Site Improvements

**BACKGROUND**

The San Jose Hills Road Site Improvements project was approved under the Lease/Leaseback construction delivery method on May 22, 2013, with a Guaranteed Maximum Price (GMP) of \$753,957. The construction activities began on June 17, 2013, and were substantially complete on September 25, 2013, on schedule. The contractor's performance was evaluated throughout the pre-construction and construction periods and deemed by staff to be satisfactory in all respects.

**ANALYSIS AND FISCAL IMPACT**

Projects completed under the Lease/Leaseback construction delivery method are approved with a Guaranteed Maximum Price (GMP). Under a GMP, the contractor bills for only the actual costs of the project. During construction, the GMP may be increased by action of the Board of Trustees to address costs associated with additional scope of work for unforeseen conditions not covered by the approved contingency or allowances. No change to the GMP was required during this project.

In addition, the Lease/Leaseback delivery method allows for the lease of the work by the District for a period to be determined at the time the agreement is approved. The lease period for this project was established at six months. In cases where the work is complete in all respects, and the performance of the contractor is deemed to be satisfactory, it is in the best interest of the College to reduce the lease period to the minimum term of thirty-five days.

Prior to award of the project, staff developed a cost estimate in the amount of \$814,000. Not only was the project Guaranteed Maximum Price 7.4% below our cost estimate, after all costs were accounted for, \$76,790 was returned to the District.

To avoid impact on the operation of the campus, the project schedule was aggressively set during the Summer intersession. The project was completed on schedule and access to the campus was restored prior to the start of the Fall semester.

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

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Action #1

**SUBJECT:** Lease/Leaseback Construction – Final Reconciliation and Notice of Completion – San Jose Hills Road Site Improvements

**DATE:** October 23, 2013

Project Data for the San Jose Hills Road Site Improvement Project

Pre-Construction Phase

- Constructability Review Comments Incorporated Pre-Bid 82
- Code Compliance Review Comments Incorporated Pre-Bid 30
- Average Bids per Trade 5.4

Construction Phase

- Final Cost Over/Under Guaranteed Maximum Price -\$76,790
- Percent Cost Over/Under Guaranteed Maximum Price -10.2%
- Working Days Over/Under Contract Schedule 0
- Contract Change Orders 0

Post-Construction Phase

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

Funding Source

Measure RR Bond Anticipated Note funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the reduction of \$76,790 to the contract amount, the reduction of the lease period to thirty-five days, and accepts the project as complete.

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

**DATE:** October 23, 2013

**ACTION**

**SUBJECT:** Meet-and-Confer Agreement Between the District and Confidential  
and Supervisory Employees for 2013-14

**BACKGROUND**

As a result of the Meet-and-Confer process with the District and Confidential and Supervisory Employees, the following mutually acceptable recommendation is proposed:

- An increase to salaries of funded COLA of 1.57% plus an additional 1% increase. The additional 1% increase will be considered one-time if the State-funded COLA for 2014-15 is less than 2%. These terms achieve parity with other units.
- An increase of \$1,500 annually to the Health and Welfare allowance. This \$1,500 increase will be considered one-time if the State-funded COLA for 2014-15 is less than 2%. These terms achieve parity with other units.
- Increase in Professional Growth, as follows:
  - \$300 for completing three (3) semester or four (4) quarter units and an additional \$50 for each additional unit of lower division credit at any school accredited by one of the six accrediting associations of schools and colleges.
  - \$750 for completing three (3) semester or four (4) quarter units and an additional \$100 for each additional unit of upper credit at any school accredited by one of the six accrediting associations of schools and colleges.
  - An additional one-time benefit will be granted for degrees earned or conferred on or after January 1, 2013, as follows: \$1,000 for Associate's Degree; \$1,500 for Bachelor's Degree; and \$2,000 for Master's Degree, or higher.
  - \$500 for obtaining any job-related license and/or certificate on or after January 1, 2013, at any school accredited by one of the six accrediting associations of schools and colleges.
- Longevity parity with other units, as follows:
  - After 10 years: 3.5% above base salary
  - After 15 years: an additional 5.0%
  - After 20 years: an additional 3.5%
  - After 25 years: an additional 3.5%
  - After 30 years: an additional 3.5%

Reviewed by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Action #2

**SUBJECT:** Meet-and-Confer Agreement Between the District and Confidential and Supervisory Employees for 2013-14

**DATE:** October 23, 2013

- The addition of “cousins” to the current Bereavement language.
- The option to transfer sick leave to other Mt. SAC employees.
- Annual notification regarding catastrophic leave, parity to the language in CSEA, Chapter 262 and CSEA, Chapter 651.
- The inclusion of “self-evaluation” to the Employee Evaluation form.
- The creation of a reference guide summarizing benefits specific to Confidential and Supervisory Employees.

### **ANALYSIS AND FISCAL IMPACT**

The cost of providing salary and benefits for 2013-14 is \$125,925, retroactive to July 1, 2013.

#### **Funding Sources**

Unrestricted General Fund and Restricted General Fund.

### **RECOMMENDATION**

It is recommended that the Board of Trustees approves the Meet-and-Confer Agreement Between the District and Confidential and Supervisory Employees for 2013-14.

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

**DATE:** October 23, 2013

**ACTION**

**SUBJECT:** Meet-and-Confer Agreement Between the District and Management  
Employees for 2013-14

**BACKGROUND**

As a result of the Meet-and-Confer process with the District and Management Employees, the following mutually acceptable recommendation is proposed:

- An increase to salaries of funded COLA of 1.57% plus an additional 1% increase. The additional 1% increase will be considered one-time if the State-funded COLA for 2014-15 is less than 2%. These terms achieve parity with other units.
- An increase of \$1,500 annually to the Health and Welfare allowance. This \$1,500 increase will be considered one-time if the State-funded COLA for 2014-15 is less than 2%.\* These terms achieve parity with other units.
- Longevity parity with other units, as follows:
  - After 10 years: 3.5% above base salary
  - After 15 years: an additional 5.0%
  - After 20 years: an additional 3.5%
  - After 25 years: an additional 3.5%
  - After 30 years: an additional 3.5%
  - After 35 years: an additional 3.5%

\*Executive management is included in all of the above agreements. For executive management, any portion of the \$1,500 not placed into a flexible spending account or tax-sheltered annuity shall be treated as taxable income.

**ANALYSIS AND FISCAL IMPACT**

The cost of providing salary and benefits for 2013-14 is \$586,647, retroactive to July 1, 2013.

**Funding Sources**

Unrestricted General Fund and Restricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Meet-and-Confer Agreement Between the District and Management Employees for 2013-14.

Recommended by: Bill Scroggins Reviewed by: James P. Czaja  
Agenda Item: Action #2

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>October 23, 2013</u>	<b>INFORMATION</b>
<b>SUBJECT:</b>	<u>Administrative Procedure 5142 - Students with Disabilities – Accessibility of Multimedia Instructional Material: Captioning (NEW)</u>	

**BACKGROUND**

Administrative Procedure 5142, Students with Disabilities - Accessibility of Multimedia Instructional Material: Captioning is a new procedure that clarifies the requirement that all videos used in the classroom must be captioned. Section 508 of the Rehabilitation Act (Subpart A 1194.24) provides that all training and informational video and multimedia productions that contain speech or other audio information necessary for the comprehension of the content, shall be open- or closed-captioned. Administrative Procedure 3450, Accessibility of Audiovisual Materials-Captioning, previously approved by the Board of Trustees, specifies that all audiovisual material including videos used for general campus viewing also on the College’s general public website, must be captioned. All audiovisual material shown to the general campus community must be shown with captions turned on. AP 5142 does not require that captions be turned on at all times, but reinforces the requirement to honor accommodation requests for students with disabilities.

**ANALYSIS AND FISCAL IMPACT**

Administrative Procedure 5142 has gone through the governance process of the College and has been approved by President’s Advisory Council, President’s Cabinet, Academic Mutual Agreement Council, Academic Senate, and Student Preparation and Success Council.

The fiscal impact related to AP 5142 is based on the costs to caption existing video and audiovisual materials owned by the College as well as the purchasing and installation of compatible classroom equipment and technology.

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees receives as information the new Administrative Procedure – 5142 Students with Disabilities - Accessibility of Multimedia Instructional Material: Captioning, as presented.

Recommended by:	<u>Bill Scroggins</u>	Reviewed by:	<u>Audrey Yamagata-Noji</u>
		Agenda Item:	<u>Information #1</u>

**SUBJECT:** Students with Disabilities – Accessibility of Multimedia Instructional Material:  
Captioning (NEW)

**DATE:** October 23, 2013

## **Chapter 5 – Student Services**

### **AP 5142 Students with Disabilities — Accessibility of Multimedia Instructional Material: Captioning**

#### **References:**

Section 508 of the Rehabilitation Act (29 U.S.C. Section 794d, Subpart A, 1194.24, 36CFR part 1194); Section 504 of the Rehabilitation Act (34CFR Sections 104.3, and 104.44); Americans with Disabilities Act (42 U.S.C. Section 12101) Title 5 Sections 56000 et sec.; Education Code Sections 66010.2, 67310, 67302.5 (AKA Assembly Bill 386) and 84850; BP 3410, BP 3420, BP 3440, and BP 5140, AP3450, AP 5140

Under federal and State laws and statutes, Mt. San Antonio College is required to ensure accessibility of multimedia to all students. Captioning is essential for people with a hearing loss to access the same audio information as people without hearing loss. All multimedia material must be captioned.

Section 508 (1194.24) provides that all training and informational video and multimedia productions that contain speech or other audio information necessary for the comprehension of the content shall have captions. Consequently, multimedia used for instruction must have captions, whether or not the captions are turned on. Education Code and federal law provide that, when a professor is in receipt of an accommodations letter which states the student is to receive captioning as an accommodation in the classroom, captions must be shown for all multimedia materials in that class. However, student-produced videos, intended primarily to be submitted for a professor-assigned grade, do not need to be captioned. Captions may be turned on at the discretion of the professor when no accommodations letter exists.

Students who require assistance or information regarding captioning may contact Disabled Student Programs & Services, located in the Student Services Division, or the ADA/504 Compliance Officer, located in the Human Resources Department.

Students requiring captioning of multimedia instructional material should:

1. Inquire prior to the first day of class if the professor will be using multimedia material in the class.
2. Check in with the professor the first day of class to introduce their need for captioning.
3. Request that the professor display captions for all multimedia materials shown in class.

Approved: September 11, 2013

<b>BOARD OF TRUSTEES</b>	
<b>MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b>	<u>October 23, 2013</u> <b>INFORMATION</b>
<b>SUBJECT:</b>	<u>Administrative Procedure 7135 – Temporary Special Projects Administrators (NEW)</u>

**BACKGROUND**

Mt. San Antonio College (Mt. SAC) is updating the College’s Administrative Procedures to include Administrative Procedure 7135 – Temporary Special Projects Administrators. This Administrative Procedure will allow for the hiring of short-term managers on a one-year contract for up to a period of five years. These positions do not accrue Health and Welfare Benefits unless they meet the set-forth requirements under the Affordable Care Act.

**ANALYSIS AND FISCAL IMPACT**

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

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees receives as information the new Administrative Procedure 7135 – Temporary Special Projects Administrators (NEW).

Recommended by: Bill Scroggins Reviewed by: James P. Czaja  
Agenda Item: Information #2



**SUBJECT:** Administrative Procedure 7135 – Temporary Special Projects Administrators  
(NEW)

**DATE:** October 23, 2013

## **Chapter 7 - Human Resources**

### **AP 7135 Temporary Special Projects Administrators (NEW)**

**Reference:**

Education Code Section 72411

Salary Compensation

Temporary Special Projects Administrators hired under the provisions of Education Code Section 72411 will be compensated in accordance with the Temporary Special Projects Administrator Daily Rate Schedule. The total salary compensation for the term of employment will be calculated as the sum of the assigned duty days and designated management holidays within the contract period multiplied by the daily rate. The daily rate will be prorated for assignments less than one hundred (100) percent. The maximum number of compensable days during any fiscal year shall not exceed two hundred sixty (260).

Term of Assignment

The length of service for a Temporary Special Projects Administrator shall be a maximum of five (5) years, with a yearly evaluation and renewal of assignment.

Holidays

Temporary Special Projects Administrators shall be entitled to the scheduled management holidays that fall within the contract period.

Sick Leave

One day of sick leave will be earned for each full month of service. The amount of earned sick leave will be prorated for assignments less than one hundred (100) percent. Sick leave may be taken prior to being earned, up to the maximum number of days earnable for the contract period. If sick leave is taken in advance and the sick leave taken exceeds the sick leave earned at the time of termination, the salary and stipend pay for the excess days will be deducted from the final paycheck. Unused sick leave days earned during any contract of employment will expire upon termination of employment for that contract period and will not be compensated or applied to any subsequent contract of employment.

**SUBJECT:** Administrative Procedure 7135 – Temporary Special Projects Administrators  
(NEW)

**DATE:** October 23, 2013

### Vacation

One day of vacation will be earned for each full month of service. The amount of earned vacation will be prorated for assignments less than one hundred (100) percent. Vacation must be earned before it can be used. Unused vacation days earned during any contract of employment will be compensated at the daily salary rate provided that the College, prior to termination, may require the Temporary Special Projects Administrator to use any or all remaining vacation days in lieu of payoff.

### Daily Rate Schedule

Special Project Coordinator	Range 1	(M-05)
Special Project Manager	Range 2	(M-09)
Special Project Director	Range 3	(M-13)

### **Classification Title: Special Projects Coordinator (Project Designation)**

Salary Level: Range 1 (Special Projects Administrator Daily Rate Schedule)

### Basic Function

Under general direction, assist supervising manager by performing varied administrative duties involving a high degree of responsibility.

### Representative Duties

- Assist and advise supervising administrator; relieve supervising administrator of special project administrative detail.
- Assist in the implementation of project activities; monitor project activities for conformance with policies and objectives; develop criteria for evaluating the effectiveness of project activities.
- Assist in the monitoring of project budget(s); develop procedures for maintenance of project records and logs.
- Assist in the preparation of fiscal and other reports, as directed; prepare articles for publication.
- Review the work of office staff, as directed.
- Represent the supervising administrator at conferences and meetings related to project activities; address interested groups.

**SUBJECT:** Administrative Procedure 7135 – Temporary Special Projects Administrators  
(NEW)

**DATE:** October 23, 2013

- Assist the supervising administrator in coordinating project activities with campus/ District staff, community agencies, service providers, and businesses.
- Perform related duties, as assigned.

### Qualifications

Knowledge of: organization, personnel, and fiscal management; office management and procedures.

Ability to: analyze and solve problems of organization and management; work both independently and in a team environment; identify the need for and develop proposed changes to operating practices and policies related to special project activities; supervise the staff of an administrative office; speak and write effectively; utilize Microsoft Word and Excel software.

Education and Experience: equivalent to an associate's degree from an accredited experienced institution, preferably with an emphasis in business or related area; extensive responsible office supervisory and technical administrative experience involving analytical and discretionary assignments. Bachelor's degree preferred.

### **Classification Title: Special Projects Manager (Project Designation)**

Salary Level: Range 2 (Special Projects Administrator Daily Rate Schedule)

### Basic Function

Under direction of the responsible campus administrator, perform comprehensive administrative direction of designated special project(s).

### Representative Duties

- Establish a comprehensive plan for achieving project objectives and provide overall direction of project activities including assessment, marketing, development, implementation, and evaluation.
- Manage project budget(s) and maintain appropriate records and logs; prepare fiscal reports required by funding agencies and the District accounting office; prepare other reports, as directed.
- Manage office staff and functions.

**SUBJECT:** Administrative Procedure 7135 – Temporary Special Projects Administrators  
(NEW)

**DATE:** October 23, 2013

- Serve as liaison in coordinating project activities with campus/District staff, community agencies, service providers, and businesses.
- Attend and participate in conferences and meetings related to project activities; address interested groups.
- Seek new grants; write grant proposals.
- Perform related duties, as assigned.

#### Qualifications

Knowledge of: project policies, procedures and practices; writing, implementation, and evaluation of grants; organizational operations and grant budget management.

Ability to: assess, develop, implement, and evaluate project activities; organize time and resources; work both independently and in a team environment; utilize word processing and spreadsheet software; coordinate and conduct meetings; speak and write effectively; utilize correct English, grammar, spelling, punctuation, and vocabulary.

Education and Experience: Bachelor's degree in an area related to the project(s) and at least two (2) years of experience in administering the specified project(s) or similar project(s).

#### **Classification Title: Special Projects Director (Project Designation)**

Salary Level: Range 3 (Special Projects Administrator Daily Rate Schedule)

#### Basic Function

Under direction of the responsible campus-level administrator, perform comprehensive District, regional, and/or statewide administrative direction of designated special project(s).

#### Representative Duties

- Plan, develop, direct, and manage District, regional and/or statewide special project(s). Assume leadership for attainment of project goals and objectives.
- Coordinate the efforts of departments, colleges, and/or districts involved in the project(s) and provide technical assistance with program development and implementation.

**SUBJECT:** Administrative Procedure 7135 – Temporary Special Projects Administrators  
(NEW)

**DATE:** October 23, 2013

- Serve as a resource in maintaining communication with campus, regional, and statewide project administrators and staff to exchange information, coordinate programs, and resolve issues and conflicts.
- Maintain current knowledge of methods and technologies pertinent to the project(s); conduct and review research studies and surveys regarding project constituents, clients, and trends.
- Direct the preparation and maintenance of detailed and comprehensive reports, records, and files regarding project budgets, personnel, facilities, student attendance, and activities.
- Direct, supervise, and evaluate the performance of assigned project managers, coordinators, and staff.
- Plan and conduct initial screening and interviewing of prospective project employees in accordance with District policies and procedures and make recommendations for employment.
- Participate in the orientation, training, assignment, and evaluation of project personnel.

### Qualifications

Knowledge of: project policies, procedures, and practices; writing, implementation, and evaluation of grants; organizational operations and grant budget management.

Ability to: assess, develop, implement, and evaluate project activities; organize time and resources; work both independently and in a team environment; utilize word processing and spreadsheet software; coordinate and conduct meetings; speak and write effectively; utilize correct English, grammar, spelling, punctuation, and vocabulary.

Education and Experience: Graduate degree in a related area AND at least five (5) years of administrative experience in a related educational setting, or the equivalent. Equivalent qualifications must include, at minimum, a Bachelor's degree in a related area and other education, training, and/or professional experience that would be equal to the graduate degree and administrative experience requirements.

Approved: September 11, 2013