



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

**Wednesday, December 9, 2015**

**5:00 p.m. - Open and Adjourn to Closed Session**  
**6:00 p.m. – Reception for Elected and Re-elected Board Members**  
**6:30 p.m. – Public Session**

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

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

## AGENDA

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

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

## PUBLIC COMMUNICATION

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

## CLOSED SESSION

- **Conference with Legal Counsel – Existing Litigation pursuant to Section 54956.9(d)**  
(Case No. BC 576587)

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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.*

**RECEPTION FOR ELECTED AND RE-ELECTED BOARD MEMBERS (6:00 p.m., Founders Hall)**

- **Manuel Baca**
- **Rosanne Bader**
- **Jay Chen**

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

**ADMINISTER OATH OF OFFICE**

- **Manuel Baca**
- **Rosanne Bader**
- **Jay Chen**

**ELECTION OF BOARD OF TRUSTEES OFFICERS**

To comply with Education Code Section 35143, an annual organizational meeting must be held within 15 calendar days of the first Friday in December to elect officers of the Board. (See backup packet Pages 1 and 2.)

**REPORTING OF ACTION TAKEN IN CLOSED SESSION**

**INTRODUCTIONS AND RECOGNITION**

- **Introduction of the following newly appointed and promoted employees:**
  - Classified Employee (Newly Appointed)
    - **Nolan Catingub**, Technician, Performing Arts Operations – Master Electrician (Technical Services)
  - Management Employee (Newly Appointed)
    - **Mauro Ivan Pena**, Director, Career and Transfer Services (Student Services)
  - Classified Employee (Newly Promoted)
    - **Wilton Tan**, Senior Systems Analyst/Programmer (Information Technology)
- **Recognition:**
  - Award a Certificate of Service to the following retiring staff member:
    - **Jean De Vito**, Administrative Specialist III (Arts Division), 25½ years of service

**APPROVAL OF MINUTES**

Approval of minutes of the regular meeting of November 18, 2015. (See backup packet Pages 3 through 15.)

## **PUBLIC COMMUNICATION**

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

## **REPORTS**

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

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

## **BOARD COMMUNICATION**

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

9. President's Report – Bill Scroggins, President & CEO
  - Oral report by Vicenti, Lloyd & Stutzman representatives (Action #1)

## 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 16 through 19.)
2. Consideration of approval of Resolution No. 15-07 – Renaming Existing Bank Account. (See backup packet Pages 20 through 29.)
3. Consideration of approval of ratification of an agreement with Hot Doggers, Inc. dba Gold Coast Tours to provide charter bus services. (See backup packet Page 30.)
4. Consideration of approval of the Final Reconciliation and Notice of Completion for the Lease/Leaseback Construction Contract for the Parking Structure – Phase I. (See backup packet Pages 31 and 32.)
5. Consideration of approval of the purchase of instructional classroom and modular systems furniture, seating, freestanding tables, ergonomic, and visual display accessories for the Temporary Classroom Building – Phase I. (See backup packet Pages 33 and 34.)
6. Consideration of approval of the purchase of Phase III furniture for the Student Success Center. (See backup packet Pages 35 and 36.)
7. Consideration of approval of the purchase of milling and lathe equipment for the following Bid. (See backup packet Pages 37 and 38.)
  - Bid No. 3060 Purchase of Milling and Lathe Equipment – GTS Sales Company of Downey, CA
8. Consideration of approval of the purchase of a mobile television production trailer for the following Bid. (See backup packet Pages 39 and 40.)
  - Bid No. 3061 Purchase of a Mobile Television Production Trailer – Gerling and Associates, Inc. of Sunbury, OH
9. Consideration of approval of the purchase of used television production equipment from Bexel TSS Global Broadcast Solutions, a division of the Vitec Group, P.L.C. (See backup packet Pages 41 through 43.)

10. Consideration of approval of the following Contract Amendment. (See backup packet Page 44.)
  - Contract Temporary Space Building Infrastructure and Central Plant Connection – P2S Engineering, Inc. - Amendment No. 1.
11. Consideration of approval of the following Change Order for the Building 23 Renovation. (See backup packet Page 45.)
  - Contract Harik Construction, Inc. (General Contractor) – Change Order No. 1.
12. Consideration of approval of the following Change Order for Agricultural Sciences Utility Infrastructure Improvements. (See backup packet Page 46.)
  - Contract Kincaid Industries, Inc. (Utility Contractor) – Change Order No. 1.
13. Consideration of approval of the following Proposed Gifts and Donations to the College:
  - Susan and Gene Spiritus – Artist Neil Chapman photographs (nine total) (eight from the ‘Mannequin Series’ and one from the ‘Broadway Series’), valued by donor at \$4,750, to be added to the permanent collection in the Art Gallery.

## **HUMAN RESOURCES**

14. Consideration of approval of Personnel Transactions. (See backup packet Pages 47 through 53.)
15. Consideration of approval of the Renewal of Management Contracts. (See backup packet Pages 54 and 55.)
16. Consideration of approval of the revised Alternate Media Specialist job classification description. (See backup packet Page 56.)

## **INSTRUCTION**

17. Consideration of approval of Continuing Education Division additions and changes. (See backup packet Pages 57 and 58.)
18. Consideration of approval of an affiliation agreement with the City of Long Beach/ Long Beach Fire Department. (See backup packet Page 59.)
19. Consideration of approval of an addendum to the Carl D. Perkins Career and Technical Education Act of 2006 Title 1C Grant; and CTE Transitions. (See backup packet Page 60.)
20. Consideration of approval of a contract with UCLA Conference Center and advance payment for the Great Staff Retreat. (See backup packet Page 61.)
21. Consideration of approval of the Communication Department to host ‘Close to the Coast Swing’ Tournament. (See backup packet Page 62.)
22. Consideration of approval of acceptance of funds for Course Identification (C-ID) Grant. (See backup packet Page 63.)

23. Consideration of approval of acceptance of funds for LA84 Foundation/Mt. SAC Relays Youth Days Track and Field Program Grant. (See backup packet Page 64.)

### **PRESIDENT'S OFFICE**

24. Consideration of approval of the proposed revised Board of Trustees 2015-16 Regular Meeting Calendar, changing the February 2016 meeting date from February 10 to February 17 and adding the February 27 Board Study Session date. (See backup packet Page 65.)

### **STUDENT SERVICES**

25. Consideration of approval to hire Note Takers as Independent Contractors for the Disabled Student Programs and Services in order to acquire the expertise needed to accomplish College goals and to meet deadlines. (See backup packet Page 66.)
26. Consideration of approval of a contract with XAP Corporation for eTranscript California. (See backup packet Page 67.)

## **ACTION ITEMS**

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

1. Consideration of approval to accept the audit reports from Vicenti, Lloyd & Stutzman, Certified Public Accountants, for the fiscal year ending June 30, 2015, relating to books and records of the Mt. San Antonio Community College District, Financial Aid, and Mt. San Antonio College Auxiliary Services Corporation. (Distributed as separate documents.)
2. Consideration of approval to appoint Emmett Badar and Alta Skinner (Business/Community Representatives) and reappoint Andrew Jared, Joshua Acevedo, Chester Sasaki (Business/Community Representatives), Suzanne Gomez (Senior Citizens' Organization Representative), Paul Maselbas (Taxpayer Association Representative), and Jonnatthan Ortez (Student Organization Representative) to the Citizens Oversight Committee, effective January 1, 2016, through December 31, 2017. (See backup packet Pages 68 and 69.)
3. Consideration of approval of Proposal to Initiate CSEA, Chapter 651 Negotiations for Second-Year Reopener Agreement for July 1, 2014, through June 30, 2017. (See backup packet Pages 70 and 71.)
4. Consideration of approval of Continuing Education Building 40 Upgrades (Bid Nos. 3064-3066) [PLACEHOLDER]. (See backup packet Page 72.)
5. Consideration of approval to appoint a representative to the 2015-16 Los Angeles County School Trustees Association. (See backup packet Page 73.)

## INFORMATION ITEM

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

1. Receive as information the Student Equity Plan. (See backup packet Pages 74 and 75.)

## ADJOURNMENT

### Future Board Meetings

January 13, 2016  
February 17, 2016 (if approved)  
February 27, 2016 (Board Study Session) (if approved)  
March 9, 2016

### Upcoming Events

December 3                    **Administration Holiday Tea**, 1:00-3:00 p.m., Founders Hall

December 3-5                **18<sup>th</sup> Annual Wassail Dinner and Concert**, 6:00 p.m., Dance Studio/Feddersen Recital Hall

December 3-6                **Crazy Eights: The Eighth Annual Student Show**, December 3-5, 8:00 p.m.; and December 6, 2:00 p.m., Studio Theater

December 4                    **Last Day to Petition for 2016 Winter Intersession Graduation**  
**Secret of the Cardboard Rocket**, 4:30-5:00 p.m., Planetarium  
**Star Tales**, 6:00 and 7:30 p.m., Planetarium  
**Telescope Night**, 9:00 p.m., Science Building Dome

December 5                    **One World, One Sky: Big Bird's Adventure**, 4:30 p.m., Planetarium  
**Season of Light**, 6:00 and 7:30 p.m., Planetarium

December 7-12                **Finals Week**

### Upcoming Sports Events

December 4-6                **Men's Basketball Mountie Classic**, Time TBA, Gymnasium

December 5                    **Wrestling Southern California Championships**, All Day, Gymnasium

January 8                      **Women's Basketball vs. Cerritos College**, 5:00 p.m., Gymnasium  
**Men's Basketball vs. Cerritos College**, 7:00 p.m., Gymnasium

January 15                    **Women's Basketball vs. Cerritos College**, 5:00 p.m., Gymnasium  
**Men's Basketball vs. Cerritos College**, 7:00 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**

**December 9, 2015**



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

**DATE:** December 9, 2015 **ELECTION OF BOARD OFFICERS**

**SUBJECT:** Election of Officers – Annual Organizational Meeting

**BACKGROUND**

To comply with Education Code Section 35143, an annual organizational meeting must be held within 15 days of the first Friday in December to elect officers of the Board.

**ANALYSIS AND FISCAL IMPACT**

1. Although Education Code Section 35143 requires only that a president and secretary of the Board be elected, it has been the practice of the College to elect a President of the Board, Vice President of the Board, and Clerk of the Board for one-year terms.
2. In accordance with Board Policy, the College President serves as Secretary of the Board of Trustees.
3. Current officers:
  - David Hall, President
  - Judy Chen Haggerty, Vice President
  - Rosanne Bader, Clerk
  - Bill Scroggins, Secretary
4. Responsibilities of officers:
  - President: The President of the Board of Trustees shall preside at all regular and special meetings; call special meetings as provided for by law; sign documents on behalf of the Board of Trustees as may require his/her signature; and represent the College in its relations with other Boards of Trustees.
  - Vice President: Shall assume the President's duties in the absence of the President of the Board.
  - Clerk: May sign documents that have been authorized by action on behalf of the Board of Trustees.
  - Secretary: May sign documents which have been authorized by action on behalf of the Board of Trustees.
5. Officers assume responsibility immediately after election.

Recommended by: Bill Scroggins Agenda Item: Election of Board Officers

**SUBJECT:** Election of Officers – Annual Organizational Meeting

**DATE:** December 9, 2015

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees elects officers of the Board.



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

**Wednesday, November 18, 2015**

### MINUTES

#### CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Hall at 5:38 p.m. on Wednesday, November 18, 2015. Trustees, Baca, Bader, Chyr, Hall, Hidalgo, Santos (arrived at 6:48 p.m.), and Student Trustee Santos were present. Trustee Chen Haggerty was absent.

#### 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. PUBLIC COMMUNICATION REGARDING CLOSED SESSION

None.

#### 2. CLOSED SESSION

The Board adjourned to Closed Session at 5:39 p.m. to discuss the following item:

- **Conference with Legal Counsel – Existing Litigation pursuant to Section 54956.9(d)**  
(Case No. BC 576587)

#### 3. PUBLIC SESSION

Note: The entire dialogue may be heard beginning at 0:00:00 on the attached audio.

The public meeting reconvened at 6:32 p.m., and the Pledge of Allegiance was led by Trustee Robert Hidalgo.

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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.*

#### 4. **MOMENT OF SILENCE**

Note: The entire dialogue may be heard beginning at 0:00:45 on the attached audio.

A moment of silence was observed in honor of the Long Beach State College student (Nohemi Gonzalez), who was killed in the Paris massacre. Nohemi was also a local resident.

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

Note: The entire dialogue may be beginning heard at 1:56 on the attached audio.

None.

#### 6. **INTRODUCTIONS AND RECOGNITION**

Note: The entire dialogue may be heard beginning at 0:02:05 on the attached audio.

- **The following newly appointed and promoted employees were introduced:**

- Classified (Newly Appointed)

- **Matthew Bidart**, Web Designer (Information Technology) (present)
- **Tai Ying Chou**, Mental Health Clinician (Disabled Students Programs and Services) (present)
- **Ashley Gallegos**, Construction Projects Specialist (Facilities, Planning and Management) (present)
- **Amanda Gonzalez**, Student Services Program Specialist II (Student Services) (present)
- **David Gordon**, Computer Facilities Assistant (Information Technology) (absent)
- **Ken Kawaguchi**, Computer Facilities Assistant (Information Technology) (absent)
- **Melanie Lazo**, Budget & Accounting Technician (Fiscal Services) (present)
- **Stephanie Lopez**, Student Program Specialist II (Student Health Services) (present)
- **Sean Truong**, Coordinator, Computer Facilities (Information Technology) (present)

- Management Employee (Newly Appointed)

- **Gloria Arevalo**, Director, Course Identification (C-ID) Grant Operations (Instruction) (present)

- Classified Employees (Newly Promoted)

- **Evelyn Ojeda**, Training & Applications Specialist (Information Technology) (absent)
- **Brittany Rusich**, Specialist, ESL Instructional Support (ESL) (absent)

- Management Employees (Newly Promoted)

- **Ronald Bean**, Assistant Director, Academic Technology & Infrastructure (Information Technology) (absent)
- **Sarah Plesetz**, Associate Dean, Technology and Health (Technology and Health) (absent)

- **The following program was given recognition:**

Mt. San Antonio College's Interior Design Program was recognized as the 2014 College of the Year by the National Kitchen and Bath Association (NKBA) as the top college to receive an NKBA Excellence in Education Award for 2014. As part of an annual requirement for accreditation, each school submitted two student-designed bath projects that followed the requirements of the NKBA Student Design Competition for the year. Student work samples included a floor plan, elevation, construction plan, and mechanical plan. The bath work samples were assessed by an NKBA Certified Kitchen Designer,

Certified Bath Designer (CKD, CBD) for compliance with the NKBA Planning Guidelines and adherence to NKBA Graphic and Presentation Standards. The project submissions met the NKBA's challenging goal of earning average scores of at least 90 out of a possible 100 on the projects designed by the students. Under the leadership of Professors **Niki Tran** and **Lis Eatman**, Mt SAC students **Amie Gonzalez** and **Lisa Melling** received a combined score of 98.13 to be the best of the 30 colleges competing nationwide.

## 7. APPROVAL OF MINUTES

Note: The entire dialogue may be heard beginning at 0:14:20 on the attached audio.

- It was moved by Trustee Baca and seconded by Trustee Chyr to approve the minutes of the regular meeting of October 21, 2015.

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

Noes: None

Abstained: None

Absent: Chen Haggerty

Student Trustee concurred.

## 8. PUBLIC COMMUNICATION

Note: The entire dialogue may be heard beginning at 0:15:01 on the attached audio.

- Kevin House, a Mt. SAC Public Safety Officer, and his wife gave accolades to the hiring of an excellent Police Chief. He also talked about the recent rash of violence and advocated for some of the in-house officers to carry firearms.
- Barbara Leibold, of Leibold McClendon & Mann, an attorney hired by the City of Walnut, spoke regarding Consent Item Nos. 12 and 13 and asked the Board to continue these items until such time that the proposed Project has obtained the requisite City permits and has satisfied the requirements of CEQA.

## 9. REPORTS

Note: The entire dialogue may be heard beginning at 0:21:50 on the attached audio.

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

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

## 10. BOARD COMMUNICATION

Note: The entire dialogue may be heard beginning at 0:56:40 on the attached audio.

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

B. All Board members shared the following comments:

- They welcomed and congratulated newly appointed, promoted, and retiring employees Gloria Arevalo, Ronald Bean, Matthew Bidart, Tai Ying Chou, Ashley Gallegos, Amanda Gonzalez, David Gordon, Ken Kawaguchi, Melanie Lazo, Stephanie Lopez, Evelyn Ojeda, Sarah Plesetz, Brittany Rusich, and Sean Truong.
- They congratulated the Interior Design Program for being recognized as the 2014 College of the Year by the National Kitchen and Bath Association (NKBA) as the top college to receive an NKBA Excellence in Education Award for 2014.

C. Student Trustee Santos reported the following:

- She attended Alumni Day and thanked Dr. Scroggins for his guidance.
- She attended a recent Mountie tailgate party and the football game.
- She attended Heidi Gallegos's and Judy Nieh's farewell party.
- She attended Rosanne Bader's election celebration at her home.
- She attended the Dia De Los Muertos event on campus.
- She will be attending the CCLC Annual Convention with Trustee Chen Haggerty and Dr. Scroggins.

D. Trustee Santos reported the following:

- She thanked Trustee Chyr for all he's done for Mt. SAC. She said it was a pleasure working with him and looks forward to working with him the future.
- She attended the Business and Computer Technology Center ground-breaking.
- She attended Alumni Day and enjoyed the Wilderness Sanctuary.
- She attended the Youth Science Center luncheon at the Rowland Heights Community Center.
- She attended the Latino Book Fair on campus.
- She attended the Board of Governors dinner on campus.
- She attended the Regional Chamber reception for the new executive director.
- She attended Irwindale Chamber's Casino Night.
- She working with the Baldwin Park Business Association to help get them going.
- She's going to attend the Hope Latina Leadership Conference.
- She attended the Veterans Day events at Irwindale and West Covina.
- She attended a reception with Congressman Raul Ruiz from the Inland Empire.
- She attended the Latino Environmental Summit.
- She said that L. A. County is doing a county-wide assessment of its parks, and there will be 200 meetings between December and February.

E. Trustee Hidalgo reported the following:

- He thanked Trustee Chyr for his many years of service on the Mt. SAC Board.
- He attended the Citizens Oversight Committee meeting.
- He attended the Reynolds Buick 100-year celebration with Bill Lambert.
- He attended the Business and Computer Technology Center ground-breaking.
- He attended the San Gabriel Valley Regional Chamber of Commerce meeting.

F. Trustee Bader reported the following:

- She attended the Citizens Oversight Committee meeting.
- She took her grandsons to the Planetarium.
- She congratulated Trustee Baca for being honored for his term on the Board of Governors.
- She announced that she won her election by 80%.
- She thanked Trustee Chyr for his 20 years of service. She used words like: competent, friendly, Ukranian, Ukranian-American, loyal board member, father, leader, passionate, and dedicated to Mt. SAC always.

G. Trustee Baca reported the following:

- He thanked Trustee Chyr for respecting Trustees Bader and Hall for not making him take the stage on Puttin' on the Hits. He said that he could count on Trustee Chyr to do a really good analysis on contract, budget, and legal issues, and he asked the questions that needed to be asked. He said that he'll miss Trustee Chyr on this board and his friendship, and he hopes to work with him in the future.

H. Trustee Hall reported the following:

- On behalf of Trustee Chen Haggerty, he thanked Trustee Chyr for his 20 years of service and wished him well.
- He attended the Business and Computer Technology Center ground-breaking.
- He attended the Science Center fund-raiser at Rowland Heights Community Center.
- He'll be attending this week's Lakers Game, due to an auction item that he won.
- He attended the Mt. SAC football game, where he accepted and presented to the general public the Learfield Award for the Best Community College Athletic Program in the United States, with Athletic Dean Joe Jennum.
- He'll be attended Mt. SAC's last football game of the season, this Saturday.
- He attended the Citizens Oversight Committee meeting.
- A lot of school board members showed up to a fund-raiser he sponsored at University of the West, which netted \$20K for the City of Hope.
- He thanked Trustee Chyr for his 20 years of service. He doesn't remember Trustee Chyr ever missing a board meeting, study session, and he always did his homework for the matters at-hand. He'll remember times with Trustee Chyr in the press box at football games and baseball games, and his enthusiasm for Wassail every year. His perspectives that he brought to Mt. SAC from the University of La Verne, the private educational sector, marketing, and fiscal analyses were invaluable. He said that



Trustee Chyr originated the 10% reserve rule when he became a member of this board, which is still the College's parachute. He admires Trustee Chyr's consistent dedication to his values and philosophy, and he stays true to what he believes in. He said that he's learned a lot from Trustee Chyr over the years and considers him a friend and wonderful member of the Board, and a colleague.

I. Trustee Chyr reported the following:

He said that, when he first ran for the Board, he had grand ideas of how he was going to put his imprint on the College. He's changed over the years and he recognized what's here. He said how fast the last 20 years has passed. He talked a lot about the culture and the focus on students at Mt. SAC. He said that's where we draw our inspiration. The heart of any institution is in the classroom. He thanked faculty for taking care of the students. He thanked the classifieds for keeping everything going. He said that the marketing team is fabulous, and he thinks that it's flourished to the best marketing team in the state. He said that the administrators are great at collaborating with the different areas of campus. He commended the sports teams. He said that Trustee Hall loves this college more than anyone he knows, and he's the kind of trustee that the institution needs to carry on. He said that he admires all his colleagues and said that their relationship is special. He also paid his respects to former President Bill Feddersen for his integrity. He's been asked many times what board members do, and he tells them they make policy and is a guardian of the campus culture. He thanked everyone for giving him the opportunity to be here for 20 years.

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

Note: The entire dialogue may be heard beginning at 1:25:19 on the attached audio.

- He said that he's had a couple of unique times to work with Trustee Chyr and, as the President of the Board, he reads everything and is prepared with questions. He said that Trustee Chyr wanted to make sure he understood everything before taking a stand on a subject. He said that he also works with the colleges in the community as a colleague, specifically at the University of La Verne, where Trustee Chyr works. He said that the University of La Verne has evolved over the years, and Trustee Chyr has done a great job meeting the needs of the university going forward. He admires Trustee Chyr both as a board member and a colleague. He said that he looks forward to a continuing close relationship with him.
- He said that Cabinet would be finalizing the Board Study Session Agenda in the next couple of weeks.
- He talked about the AACC Pathways Grant.
- He said that we got word today that Mt. SAC is one of 10 finalists for the Bellwether Award.

**12. BOARD INFORMATIONAL REPORTS**

Note: The presentations, video, and entire dialogue may be heard beginning at 1:35:00 on the attached audio.

- The following Mt. SAC employees presented on and led discussions with the Board on the California Community Colleges' 2014 Student Success Scorecard for Mt. SAC: **Barbara McNeice-Stallard**, Director, Research and Institutional Effectiveness, as well as **Madelyn Arballo**, Dean, School of Continuing Education. Ms. McNeice-Stallard noted that the Scorecard was developed to provide stakeholders with clear and concise

information on key student progress and success metrics in order to improve performance. Information is publicly available to allow the College's community members to view our progress in improving student success. Information is available by gender, age, and ethnicity. The presenters discussed the overarching metrics and Mt. SAC's progress.

Ms. McNeice-Stallard indicated that Mt. SAC was compared to 18 peer colleges including Chaffey, Citrus, Crafton Hills, Mt. San Jacinto, and Riverside. Mt. SAC was scored on, among other things, completion, persistence, career technical education (CTE), and the earning of 30 units within six years. Ms. McNeice-Stallard advised the Board of Trustees to refer to the two-page handout from the Chancellor's Office that outlines Mt. SAC's outcomes. In particular, the report indicates that, on average, students who are unprepared for College (English and/or Math below College level when they begin their studies) achieve Scorecard outcomes at a lower rate than those who are prepared for College. Furthermore, those unprepared for College tend to make up the majority of the students. These findings give credence to the need to have the specialty programs and services we offer at the College now and in the future in order to help students be successful.

Dr. Arballo indicated that Mt. SAC has numerous CDCP certificates awarded, but that the California Community Colleges Chancellor's Office does not appear to have a way to accept that information. Based on the Scorecard metrics, it is difficult for students to achieve the outcomes. Ms. McNeice-Stallard mentioned that there are numerous interventions already in place at Mt. SAC to improve success and close the achievement gap "Pathways to Transfer."

The Trustees reviewed the information and asked questions of the presenters as follows: Was it necessary to compare Mt. SAC to other Colleges given that each school is so different? Ms. McNeice-Stallard replied that the College uses the peer-College comparison as a general comparison and that in future it would not be used; however, a year-over-year comparison would still be of value to see trends over time. Another trustee asked how this information was used outside of the College for decision-making. Ms. McNeice-Stallard responded that the Scorecard is given to the Legislature and the Governor. College President Scroggins indicated that it is used for fiscal purposes by the government. The Scorecard is posted on the College website with these minutes.

- **Audrey Yamagata-Noji**, Vice President, Student Services; **Tom Mauch**, Dean, Counseling; and **James Ocampo**, Director, Assessment Matriculation; and **Lucy De Leon**, Project/Program Coordinator, SSSP, gave a presentation on the Student Success and Support Program (SSSP) Plan.
- Board members were previously provided with a written summary on the Mt. SAC Science, Technology, Engineering, and Math (STEM) Teacher Preparation Program, presented by **Charles Newman** and **Iraj Nehad**, both Chemistry professors. A video was also shown.

### 13. CONSENT CALENDAR

Note: The entire dialogue may be heard beginning at 2:40:30 on the attached audio.

The following correction was made to the Consent Calendar:

On Page 25, Consent #4, Quarterly Financial Status Report - under VII. – the first small-print paragraph should read, “**Estimated one-time expenditures are over estimated one-time revenues. The College has made the decision to fund one-time expenditures with the prior year reserves that are the result of positive variances. In making that decision, the College achieved the mandated 10% Board policy reserves and an additional 2.05% reserves.**”

It was moved by Trustee Baca and seconded by Trustee Chyr to approve the following items:

#### **ADMINISTRATIVE SERVICES**

1. Approval of the Appropriation Transfers and Budget Revisions Summary.
2. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
3. Approval of the re-issuance of stale-dated warrants, as listed.
4. Approval of the Quarterly Financial Status Report ending September 30, 2015.
5. Approval of the Quarterly Investment Report ending September 30, 2015.
6. Approval of an agreement with General Dynamics Information Technology (GDIT) for 1098T forms.
7. Approval of the purchase of Phase II furniture and the amendment to Phase I furniture for the Student Success Center.
8. Approval of an agreement with Margolis Healy & Associates, LLC to provide a comprehensive Clery Act Compliance Assessment of Mt. SAC’s programs, policies, and procedures related to its Clery Act compliance program.
9. Approval of an agreement with Ellucian to provide on-site training on the Luminis System.
10. Approval of the renewal of a three-year software maintenance contract and pre-payment discount with Runner Technologies, Inc.
11. Approval of an amendment to the agreement with SchoolDude for Facilities Maintenance Management Software.
12. Approval of agreements to provide professional design and consulting services with ALTA Environmental for the Annual Emissions Report; and ASM Affiliates; Greve & Associates, LLC; Helix Environmental Planning; Iteris; Sid Lindmark; and AICP for the Physical Education Project Environmental Impact Report; Ridge Landscape Architects for The Equity Center (new modular unit); Hill Partnership, Inc. for the Central Campus Precinct Planning Study and Temporary Classroom Building Systems Upgrade; Helix Environmental Planning for the West Parcel Solar Project; and WW Design & Consulting, Inc. for the West Parcel Solar Project Line of Site Study.

13. Approval of the following Contract Amendments:
  - Contract Business and Computer Technology Center – Hill Partnership, Inc. - Amendment No. 2.
  - Contract The Equity Center – P2S Engineering, Inc. – Amendment No. 2.
  - Contract Solar Photovoltaic System Support – Newcomb Anderson McCormick – Amendment No. 2.
14. Approval of the following lease/leaseback construction Change Order for the Food Services Building:
  - Contract Tilden-Coil Constructors (Contractor) – Change Order No. 1.
15. Approval of the following lease/leaseback construction Change Order for the Student Success Center:
  - Contract Tilden-Coil Constructors (Contractor) – Change Order No. 1.

## **HUMAN RESOURCES**

16. Approval of Personnel Transactions.

## **INSTRUCTION**

17. Approval of the acceptance of funds and approval of purchases for the Adult Education Block Grant.
18. Approval of Continuing Education Division additions and changes.
19. Ratification of a Regional Adult Education Fall Summit Addendum.
20. Approval of the acceptance of funds and approval of activities for the Workforce Innovation and Opportunity Act Title II Grant.
21. Ratification of an entrustment agreement with Haas Automation, Inc.
22. Approval of the acceptance of funds and approval of activities for the California State Preschool Program Quality Rating and Improvement System Block Grant.
23. Approval of a Spanish Language Placement Exam Pilot and contract approval with Avant Assessment, LLC.
24. Approval of advance payment for State Championship ring purchase and advance payment to Signature Style Jewelry.
25. Approval of new and modified courses and new and modified degrees and certificates effective with the 2016-17 academic year.
26. Approval of the Mt. San Antonio College 2015 Scorecard.
27. Approval of the acceptance of funds and approval of activities for the Science, Technology, Engineering, and Mathematics Teaching Preparation Program (STEM TP<sup>2</sup>) Grant.

**PRESIDENT'S OFFICE**

28. Approval of the Resolution No. 15-05 – Approval to Compensate Trustee Judy Chen Haggerty for Her Absence from the Regular Meeting of the Board of Trustees on November 18, 2015.

29. This item was pulled and acted upon separately (see Paragraph No. 14).

**14. CONSENT ITEM NO. 29 – PROPOSED REVISED BOARD OF TRUSTEES 2015-16 REGULAR MEETING CALENDAR, CHANGING THE FEBRUARY 2016 MEETING FROM FEBRUARY 10 TO FEBRUARY 17 AND ADDING THE FEBRUARY 27 BOARD STUDY SESSION**

Note: The entire dialogue may be heard beginning at 2:43:21 on the attached audio.

It was moved by Trustee Hidalgo and seconded by Trustee Baca to table this item until the January 9, 2016, meeting.

Discussion: Trustee Santos asked if the January meeting could be changed from January 13 to January 20 so she can attend her local parks and recreation meeting. The other trustees said that they would check their calendars and, if it will work for them, it will be put on the board agenda for the December 9 meeting.

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

Noes: None

Abstained: None

Absent: Chen Haggerty

Student Trustee concurred.

**15. ACTION ITEM NO. 1 – RESOLUTION NO. 15-06 – NEW ASSESSMENT, DESIGN, INSTALLATION, OPERATION, AND MAINTENANCE OF A PHOTOVOLTAIC SOLAR SYSTEM**

Note: The entire dialogue may be heard beginning at 2:46:50 on the attached audio.

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

Resident Hassan Sassi spoke in opposition to this item. He wanted to know the difference between tonight's resolution and the one that was passed on September 16, 2015.

Barbara Leibold, of Leibold McClendon & Mann, an attorney hired by the City of Walnut, spoke in opposition to this item and urged the Board to continue it until such time that the proposed Project has obtained the requisite City permits and has satisfied the requirements of CEQA.

Discussion: Trustee Hall asked Gary Nellesen, Director, Facilities Planning and Management, about the relationship between tonight's resolution and the one approved previously. Mr. Nellesen explained the difference.

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

Noes: None

Abstained: None

Absent: Chen Haggerty

Student Trustee concurred.

**16. ACTION ITEM NO. 2 – PROPOSAL TO INITIATE CSEA, CHAPTER 262 NEGOTIATIONS FOR SECOND-YEAR RE-OPENER AGREEMENT FOR JULY 1, 2014, THROUGH JUNE 30, 2017**

Note: The entire dialogue may be heard beginning at 2:58:15 on the attached audio.

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

Discussion: None.

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

Noes: None

Abstained: None

Absent: Chen Haggerty

Student Trustee concurred.

**17. ACTION ITEM NO. 3 – PROPOSAL TO INITIATE CSEA, CHAPTER 651 NEGOTIATIONS FOR SECOND-YEAR RE-OPENER AGREEMENT FOR JULY 1, 2014, THROUGH JUNE 30, 2017**

Note: The entire dialogue may be heard beginning at 2:58:49 on the attached audio.

This item was pulled and will be brought back to the December meeting for approval.

**18. ACTION ITEM NO. 4 – STUDENT SUCCESS AND SUPPORT PROGRAM PLAN**

Note: The Plan and entire dialogue may be heard beginning at 2:59:12 on the attached audio.

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

Discussion: None.

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

Noes: None

Abstained: None

Absent: Chen Haggerty

Student Trustee concurred.

**19. ACTION ITEM NO. 5 – PROPOSED REVISIONS TO BOARD POLICY 3550 – DRUG-FREE ENVIRONMENT AND DRUG PREVENTION PROGRAM**

Note: The entire dialogue may be heard beginning at 2:59:54 on the attached audio.

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

Discussion: None.

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

Noes: None

Abstained: None

Absent: Chen Haggerty

Student Trustee concurred.

**20. ACTION ITEM NO. 6 – PROPOSED REVISIONS TO BOARD POLICY 7340 – LEAVES**

Note: The entire dialogue may be heard beginning at 3:00:34 on the attached audio.

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

Discussion: None.

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

Noes: None

Abstained: None

Absent: Chen Haggerty

Student Trustee concurred.

**21. ACTION ITEM NO. 7 – SOUTH CAMPUS SITE IMPROVEMENTS (BID NOS. 3055-3059)**

Note: The entire dialogue may be heard beginning at 3:01:08 on the attached audio.

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

Residents Hassan Sassi and Layla Aboud spoke in opposition to this item.

Barbara Leibold, of Leibold McClendon & Mann, an attorney hired by the City of Walnut, spoke in opposition to this item and urged the Board to continue it until such time that the proposed Project has obtained the requisite City permits and has satisfied the requirements of CEQA.

Discussion: Trustee Chyr asked Gary Nellesen, Director, Facilities Planning and Management, about the number of truck trips. Trustee Baca asked about the cost incurred on this and its effect on educational requirements. Dr. Scroggins mentioned that the cost of the dirt hauling will be for both the Solar and East Athletic Complex projects. Trustee Hall asked about the efficiency of the CEQA. Trustee Hall asked about the accusation of a violation of the Brown Act. Trustee Chyr asked about the amount of weight each truck can hold and how many trips it would take. Dr. Scroggins said that mitigation modifications have been made since the original environmental impact report. Trustee Hidalgo asked about prior requirements by the City of Walnut for previous projects.

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

Noes: None

Abstained: None

Absent: Chen Haggerty

Student Trustee concurred.

**22. ACTION ITEM NO. 8 – BUSINESS AND COMPUTER TECHNOLOGY CENTER (NEW CONSTRUCTION) AND LEARNING LANGUAGE CENTER BUILDING EXPANSION (BID NOS. 3043 AND 3046)**

Note: The entire dialogue may be heard beginning at 3:32:44 on the attached audio.

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

Discussion: Trustee Hall asked about the bids that were rejected and the rejection of the flooring bid. Trustee Santos asked about third-party estimators before we go out to bid. Trustee Bader asked if the bids were rejected because they were submitted late.

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

Noes: None

Abstained: None

Absent: Chen Haggerty

Student Trustee concurred.

**23. PUBLIC COMMUNICATION REGARDING CLOSED SESSION**

Note: The entire dialogue may be heard beginning at 3:38:20 on the attached audio.

Sidi Benzahra spoke regarding his educational background, his teaching background, and his evaluation at Mt. SAC. He said that he's been teaching since 1984 and has never had a bad evaluation. He said that he was nominated for Distinguished Faculty at Cal Poly San Luis Obispo. He said that his evaluator didn't like him, and he knew that he would be getting a poor evaluation.

**24. CLOSED SESSION**

Note: The entire dialogue may be heard beginning at 3:45:25 on the attached audio.

The Board adjourned to Closed Session at 10:18 p.m. to discuss the following items:

1. Appeal of Administrative Review, per Administrative Procedure 3435 – Discrimination and Harassment Investigations (regarding Employee No. ...6493).
2. Public Employee Discipline/Dismissal/Release, per Government Code Section 54957 (regarding Employee No. ...3489).

**25. PUBLIC SESSION**

The public meeting reconvened at 10:49 p.m.

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

1. The Board voted unanimously to reject the appeal of the administrative review, per Administrative Procedure 3435 – Discrimination and Harassment Investigations, and concluded there had been no discrimination directed at Employee No. ...6493.
2. The Board unanimously voted to accept the findings and recommended decision of the President to terminate Employee No. ...3489, effective immediately.

**27. ADJOURNMENT**

The meeting adjourned at 10:51 p.m.

WTS:dl



<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>December 9, 2015</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 10/22/15 - 11/2/15**

**Unrestricted General Fund - 11 and 13**

From:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 3,585
2000 Classified/Other Nonacademic Salaries	14,023
4000 Supplies/Materials	10,409
7950 Unassigned Fund Balance	<u>26,552</u>
<b>Total</b>	<b>\$ 54,569</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
3000 Employee Benefits	\$ 44,160
5000 Other Operating Expenses/Services	5,887
6000 Capital Outlay	<u>4,522</u>
<b>Total</b>	<b>\$ 54,569</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:** December 9, 2015

**Restricted General Fund - 17**

From:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 152,824
6000 Capital Outlay	32,193
<b>Total</b>	<b>\$ 185,017</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 11,095
2000 Classified/Other Nonacademic Salaries	96,477
3000 Employee Benefits	35,522
4000 Supplies/Materials	41,923
<b>Total</b>	<b>\$ 185,017</b>

**Child Development Fund - 33**

From:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 14,958
7940 Assigned Fund Balance	11,768
<b>Total</b>	<b>\$ 26,726</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 19,505
3000 Employee Benefits	7,221
<b>Total</b>	<b>\$ 26,726</b>

**Capital Outlay Projects Fund - 41**

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 17,606
<b>Total</b>	<b>\$ 17,606</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 17,606
<b>Total</b>	<b>\$ 17,606</b>

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

**DATE:** December 9, 2015

**Associated Students Trust Fund - 71**

From:

<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$ 800
7920	Restricted Fund Balance	7,785
<b>Total</b>		<b>\$ 8,585</b>

To:

<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$ 5,920
3000	Employee Benefits	1,865
4000	Supplies/Materials	800
<b>Total</b>		<b>\$ 8,585</b>

**BUDGET REVISIONS**  
**For the period 10/22/15 - 11/2/15**

**Unrestricted General Fund - 11**

Revenue:

<u>Budget Classification</u>		<u>Amount</u>
889000	Self-Insured Retention Trust	\$ 1,376
<b>Total</b>		<b>\$ 1,376</b>

Expenditures:

<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$ 3,666
7950	Unassigned Fund Balance	(2,290)
<b>Total</b>		<b>\$ 1,376</b>

**Restricted General Fund - 17**

Revenue:

<u>Budget Classification</u>		<u>Amount</u>
865900	2015-16 Center of Excellence	\$ 10,000
<b>Total</b>		<b>\$ 10,000</b>

Expenditures:

<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$ 23,236

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

**DATE:** December 9, 2015

3000	Employee Benefits	\$	131
4000	Supplies/Materials		800
5000	Other Operating Expenses/Services		(14,167)
<b>Total</b>		<b>\$</b>	<b>10,000</b>

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$54,569), Restricted General Fund (\$185,017), Child Development Fund (\$26,726), Capital Outlay Projects Fund (\$17,606) and Associated Students Trust Fund (\$8,585) 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 (\$1,376) and Restricted General Fund (\$10,000) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

**DATE:** December 9, 2015

**CONSENT**

**SUBJECT:** Resolution No. 15-07 – Renaming Existing Bank Account

**BACKGROUND**

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

In addition, the governing board of any community college district may establish clearing accounts for the deposit of any miscellaneous receipts (including receipts from the sale of property or materials pursuant to Sections 81457 or 81458 of the Education Code) and provide for withdrawals from such accounts. All money in any such bank accounts shall be placed into the appropriate county treasury within a reasonable time period. Also, the governing board of a community college district may establish a revolving cash fund account for the payment of services, material purchases, and supplemental salary payments when it has been determined that an error has been made in calculating or reporting employee payrolls.

The College currently collects fees from credit cards for the Performing Arts Program through the Performing Arts Center Box Office. These fees are deposited in the Mt. San Antonio Community College District Performing Arts Center merchant/checking account. The College plans to expand the collection of fees by debit/credit cards to other college programs to improve efficiencies and strengthen internal controls. Therefore, the College wishes to rename the existing Performing Arts Program merchant/checking account to Mt. San Antonio Community College District College Programs merchant/checking account.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

**SUBJECT:** Resolution No. 15-07 – Renaming Existing Bank Account

**DATE:** December 9, 2015

**ANALYSIS AND FISCAL IMPACT**

Periodically, Fiscal Services reviews existing bank accounts to determine if accounts may be closed, consolidated, or renamed.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopts a resolution to authorize renaming the existing merchant/checking account with Citizens Business Bank from Mt. San Antonio Community College District Performing Arts Center to Mt. San Antonio Community College District College Programs, pursuant to the California Community College Budget and Accounting Manual, as authorized by Sections 84030 and 85266 of the Education Code, and in accordance with Section 58311 of Title 5 of the California Code of Regulations.

It is recommended that the renamed Mt. San Antonio Community College District College Programs merchant/checking account with Citizens Business Bank handle all debit/credit card collections of fees for the Performing Arts Center and Other College Programs through the Performing Arts Box Office.

It is recommended that the Board of Trustees authorizes the submission of banking forms to process the renaming of the merchant/checking account from Mt. San Antonio Community College District Performing Arts Center to Mt. San Antonio Community College District College Programs.

**RESOLUTION NO. 15-07  
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT  
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA  
RESOLUTION AUTHORIZING CHANGES TO EXISTING BANK ACCOUNTS**

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

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

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

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

**CHANGES TO EXISTING ACCOUNTS**

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

Account Name: **Mt. San Antonio Community College District – Revolving Fund**

Type: Checking Account

Purpose: Revolving cash fund used for emergency purposes, such as securing or purchasing services, materials, and payment of supplement salary due to payroll errors. This account is also used to order change funds.

Action: No Change

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Karen A. Saldana, Irene M. Malmgren (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (two signatures required)

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

Account Name: **Mt. San Antonio Community College District – Community Education Clearing Account**

Type: Merchant/Checking Account

Purpose: Fees paid by credit cards for Community Education fee-based classes.

Action: No Change

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Karen A. Saldana, Irene M. Malmgren (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (two signatures required)

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

Account Name: **Mt. San Antonio Community College District – District Clearing Account**

Type: Checking Account

Purpose: Receipt of ACH Deposits

Action: No Change

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Karen A. Saldana, Irene M. Malmgren (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (two signatures required)



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

Account Name: **Mt. San Antonio Community College District – Web Registration Credit Cards**

Type: Merchant/Checking Account

Purpose: Clearing account for all credit card activity related to web registration.

Action: No Change

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Karen A. Saldana, Irene M. Malmgren (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (two signatures required)

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

Account Name: **Mt. San Antonio Community College District – Parking Services Credit Cards**

Type: Merchant/Checking Account

Purpose: Clearing account for all credit card activity related to Parking Services.

Action: No Change

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Karen A. Saldana, Irene M. Malmgren (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (two signatures required)

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

Current Account Name: Mt. San Antonio Community College District – Performing Arts Center

New Account Name: **Mt. San Antonio Community College District – College Programs**

Type: Merchant/Checking Account

Purpose: To handle all debit/credit card collection of fees for the Performing Arts and College Programs through the Performing Arts Center Box Office

Action: Rename Account/Broaden Purpose

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Karen A. Saldana, Irene M. Malmgren (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (two signatures required)

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

Account Name: **Mt. San Antonio College Auxiliary Services – SAC Book Rack**

Type: Merchant/Checking Account

Purpose: Clearing account for all credit card activity related to the SAC Book Rack

Action: No Change

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Karen A. Saldana, Irene M. Malmgren (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (two signatures required)

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

Account Name: **Mt. San Antonio College Auxiliary Services – General Account**

Type: Checking Account

Purpose: Main Bank Account for Mt. SAC Auxiliary Services

Action: No Change

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Karen A. Saldana, Irene M. Malmgren (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (two signatures required)

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

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

Type: Checking Account

Purpose: Student Federal Perkins Loans

Action: No Change

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Karen A. Saldana, Irene M. Malmgren (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (two signatures required)

**Bank of America  
Southern California Government Services  
333 South Hope Street, 13<sup>th</sup> Floor  
Los Angeles, CA 90071**

Account Name: **Mt. San Antonio Community College District – Payroll Warrants**

Type: Payroll Warrants

Purpose: Issue Payroll Warrants Only

Action: No Change

Current Signatures: Facsimile signature for Michael D. Gregoryk, Vice President, Administrative Services; or Rosa Royce, Associate Vice President, Fiscal Services

**Bank of America  
Southern California Government Services  
333 South Hope Street, 13<sup>th</sup> Floor  
Los Angeles, CA 90071**

Account Name: **Mt. San Antonio Community College District – Payroll Direct Deposits**

Type: ACH Account Payroll Direct Deposits

Purpose: ACH Account for processing Payroll Direct Deposits only

Action: No Change

Signatures: No signature required; File transfer only

**Bank of America  
Southern California Government Services  
333 South Hope Street, 13<sup>th</sup> Floor  
Los Angeles, CA 90071**

Account Name: **Mt. San Antonio Community College District – Commercial Warrants**

Type: Commercial Warrants

Purpose: Issue Warrants for Accounts Payable only

Action: No Change

Current Signatures: Facsimile signature for Michael D. Gregoryk, Vice President, Administrative Services; or Rosa Royce, Associate Vice President, Fiscal Services

**Bank of America  
Southern California Government Services  
333 South Hope Street, 13<sup>th</sup> Floor  
Los Angeles, CA 90071**

Account Name: **Mt. San Antonio Community College District – ACH Vendor Payments**

Type: ACH Vendor Payments

Purpose: Electronic File Transfer for Vendor Payments only

Action: No Change

Signatures: No Signature Required: Electronic Transfer only

**Bank of America  
Southern California Government Services  
333 South Hope Street, 13<sup>th</sup> Floor  
Los Angeles, CA 90071**

Account Name: **Mt. San Antonio Community College District – Sweep Account**

Type: Sweep Account

Purpose: Sweep Account for making deposits directly with the Los Angeles County Treasurer’s Office

Action: No Change

Current Signatures: Michael D. Gregoryk, Vice President, Administrative Services; and Rosa Royce, Associate Vice President, Fiscal Services

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

PASSED AND ADOPTED this 9th day of December 2015 by the Board of Trustees of the Mt. San Antonio Community College District of the County of Los Angeles, State of California, by the following vote:

AYES:  
NOES:  
ABSENT:

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

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>December 9, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Renewal Agreement with Hot Doggers, Inc. dba Gold Coast Tours</u>	

**BACKGROUND**

In November 2014, the College entered into a five-year agreement with Hot Doggers, Inc. dba Gold Coast Tours to provide charter bus services for transporting students and staff to athletic events, field trips, and Continuing Education programs. The College utilizes charter buses for trips that extend outside of a 60-mile radius.

**ANALYSIS AND FISCAL IMPACT**

Year one of the five-year agreement with Hot Doggers, Inc. dba Gold Coast Tours expired November 30, 2015. The College wishes to extend the agreement with Gold Coast Tours for an additional one-year period, December 1, 2015, through November 30, 2020. Some key factors include:

- No increase to the Overnight trip charge. Cost of driver’s room for overnight stay to be paid by the College at the current room rate, which is standard in the industry.
- Increase to the minimum five-hour flat rate - 48 passenger bus from \$550 to \$560
- Increase to the minimum five-hour flat rate - 56 passenger bus from \$575 to \$585
- Increase to the minimum five-hour flat rate - 35 passenger bus from \$500 to \$510

The total costs for the 2014-15 fiscal year was \$144,820. Therefore, the estimated costs for the 2015-16 fiscal year will be approximately \$148,000. The actual costs for these services will vary depending on the number of trips taken during the 2015-16 fiscal year period.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratifies the renewal agreement with Hot Doggers, Inc. dba Gold Coast Tours, as presented.

Prepared by: <u>Teresa Patterson</u>	Reviewed by: <u>Rosa M. Royce/Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #3</u>

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

**DATE:** December 9, 2015

**CONSENT**

**SUBJECT:** Lease/Leaseback Construction – Final Reconciliation and Notice of  
Completion – Parking Structure Phase 1

**BACKGROUND**

The Parking Structure Phase 1 Project was approved under the Lease/Leaseback Construction Delivery Method on February 11, 2015, with a Guaranteed Maximum Price of \$8,418,921.00. The construction began on March 17, 2015. Parking Structure construction activities were halted per the preliminary injunction issued by Judge Luis A. Lavin, Superior Court of California, County of Los Angeles, in the matter of United Walnut Taxpayers vs. Mt. San Antonio College etc. et al. In July 2015, the Board placed the Parking Structure project on hold. At this time, the Phase I Construction contract should be terminated for convenience and be considered complete. 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 increase to the GMP was required during this project.

<b>Contractor</b>	Tilden-Coil Constructors (Contractor)	<b>CO No.</b>	1
<b>Item</b>	<b>Change and Justification:</b>	<b>Amount</b>	<b>Time</b>
	Provide credit back to the College for work not completed.	<\$6,588,297.35>	0 days
	Original Contract Amount		\$8,418,921.00
	Net Change by Previous Change Orders		<\$0.00>
	Net Sum Prior to This Change Order		\$8,418,921.00
	Amount of Change Order No. 1		<\$6,588,297.35>
	New Contract Sum		\$1,819,614.65
	Percentage of Change to Contract, to Date		-78.36%

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #4



**SUBJECT:** Lease/Leaseback Construction – Final Reconciliation and Notice of Completion – Parking Structure Phase 1

**DATE:** December 9, 2015

In addition, the Lease/Leaseback Construction Delivery Method allows for the lease of the work by the College 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 35 days.

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

Project Data for the Campus Wide Audiovisual Improvements Project

Pre-Construction Phase

- Constructability Review Comments Incorporated Pre-Bid (both Phases) 712
- Standards/Code Compliance Review Comments Incorporated Pre-Bid 0
- Average Bids per Trade (Phase I only) 6.5

Construction Phase

- Final Cost Over/Under Guaranteed Maximum Price (\$6,588,297.35)
- Percent Cost Over/Under Guaranteed Maximum Price -78.36%
- Working Days Over/Under Contract Schedule -585
- Contract Change Orders 1

Post-Construction Phase

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

Funding Source

Measure RR Bond Anticipated Note funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees terminates the contract for convenience and approves the reduction of \$6,588,297.35 to the contract amount, the reduction of the lease period to 35 days, and accepts the project as complete.

<b>BOARD OF TRUSTEES</b>	
<b>MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>December 9, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Purchase of Instructional Classroom and Modular Systems Furniture,</u>	
<u>Seating, Free-standing Tables, Ergonomic, and Visual Display</u>	
<u>Accessories for the Temporary Classroom Building – Phase I</u>	

**BACKGROUND**

A project is currently underway to renovate and upgrade the Temporary Classroom Building (Building 40). The project is expected to be completed and the building re-occupied in February 2016 to accommodate Spring Semester classes. This renovated building will include instructional lecture classrooms, faculty and staff offices, a conference room, hospitality rooms, a breakroom, and storage area. The new furniture was selected following campus standards that were developed during the Administrative Services and Design Technology Center request for proposal process.

The furniture for the building will be procured in two (2) phases. Phase I is for Classroom furniture purchases, while the offices and remaining areas of the building will be identified and procured in Phase II. Costs for Phase II furniture will be presented and recommended for award at the January 2016 Board of Trustees meeting.

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bidder</b>	<b>Amount</b>
<b>Allsteel</b> - Regular tables and chairs and ADA-height adjustable tables and chairs for the classrooms (CMAS)	\$ 24,983.78
<b>Corporate Business Interiors</b> - Miscellaneous products, e.g. fabric for tack boards and data grommets, labor, project management, and installation charges (Administrative Services Building and Design Technology Request for Proposals)	\$ 33,467.28
<b>Egan Visual</b> – Marker boards and tack boards (CMAS)	\$ 1,964.18
<b>Krueger International</b> – Student tablet armchairs (CMAS)	\$107,032.01
<b>Total</b>	<b>\$167,447.25</b>

Prepared by: Teresa Patterson/Gary L. Nellesen      Reviewed by: Rosa M. Royce/Michael D. Gregoryk  
Recommended by: Bill Scroggins      Agenda Item: Consent #5

**SUBJECT:** Purchase of Instructional Classroom and Modular Systems Furniture,  
Seating, Freestanding Tables, Ergonomic and Visual Display  
Accessories for the Temporary Classroom Building – Phase I

**DATE:** December 9, 2015

The costs for the Temporary Classroom Building Phase I furniture include all applicable sales tax and freight and are in line with the College's cost estimates for this project. The manufacturers listed above have successfully provided quality products and services to the College in the past. Contract terms include:

- California Multiple Awards Schedule (CMAS)
- Administrative Services Building Request for Proposal
- Design Technology Center Request for Proposal

Funding Source

Measure RR (Series A) Bond funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the purchase of Instructional Classroom and Modular Systems Furniture, Seating, Free-standing Tables, and Ergonomic and Visual Display Accessories for the Temporary Classroom Building – Phase I, as presented.

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

**DATE:** December 9, 2015

**CONSENT**

**SUBJECT:** Purchase of Phase III Furniture for the Student Success Center

**BACKGROUND**

This procurement will provide exterior furniture, ergonomic accessories, marker boards, a conference room table, and miscellaneous parts and accessories that were not included in the previous phases for the new Student Success Center Building. Phase III will complete the furniture purchases for this building.

A portion of the new furniture was selected following campus standards that were developed during the Administrative Services and Design Technology Center request for proposal process, which established standards for office, workstation, hospitality, and workroom spaces, meeting rooms, and certain teaching spaces. The remaining furniture was selected through mock-up presentations conducted during July to September 2015, in which over 100 individuals attended including students. During these presentations, evaluation forms were completed for the various furniture options to form the basis for future furniture standards for student collaboration and open resource areas.

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bidder</b>	<b>Amount</b>
<b>Allsteel</b> – Modular systems furniture and conference room seating (CMAS)	\$ 12,123.38
<b>Corporate Business Interiors</b> – Purchase of bariatric chairs, miscellaneous products, e.g. brackets for monitors, CPU holders, grommets, fabric for tack boards, labor, project management, and installation charges (Administrative Services and Design Technology Center Request for Proposals)	\$ 83,900.97
<b>Egan Visual</b> – Marker boards and tack boards (CMAS)	\$ 21,540.58
<b>Goldfish Studio Inc.</b> – Custom exterior patio tables. Deposit of \$5,756.02 is required upon issuance of Purchase Order. (Design Technology Center Request for Proposal)	\$ 11,712.05

Prepared by: Teresa Patterson/Gary L. Nellesen

Reviewed by: Rosa M. Royce/Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #6

**SUBJECT:** Purchase of Phase III Furniture for Student Success Center

**DATE:** December 9, 2015

<b>Gunlocke Co.</b> – Conference table (CMAS)	\$ 5,870.85
<b>Humanscale</b> – Ergonomic accessories and monitor arms (CMAS)	\$ 12,378.31
<b>Landscape Forms, Inc.</b> – Exterior patio chairs and tables (CMAS)	\$ 52,461.91
<b>Peter Pepper</b> – Wall-mounted and free-standing literature/magazine racks (CMAS)	\$ 2,260.94
<b>Total</b>	<b>\$202,248.99</b>

The above costs include all applicable sales tax and freight, and the proposals submitted are in line with the College’s cost estimates for this project. The manufacturers listed above have successfully provided quality products and services to the College in the past.

Contract terms include:

- California Multiple Awards Schedule (CMAS)
- Design Technology Center Request for Proposal
- Administrative Services Building Request for Proposal

Funding Source

Measure RR (Series A) Bond funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Purchase of Phase III Furniture for the Student Success Center, as presented.

<b>BOARD OF TRUSTEES</b>	
<b>MT. SAN ANTONIO COLLEGE</b>	
DATE: <u>December 9, 2015</u>	<b>CONSENT</b>
SUBJECT: <u>Purchase of Milling and Lathe Equipment (<del>—</del>Bid No. 3060)</u>	

**BACKGROUND**

The Manufacturing Technology and new Industrial Design Engineering Programs utilize milling and lathe machines as core pieces of equipment to train students in machining high-precision round and rectangular mechanical parts to fabricate virtually any mechanical component. The consistent precision and reliability of the machines is of utmost importance. Many of the program’s operating machines are over 60 years old and are not representative of current industry standards and expectations.

In order to increase student success, direct hands-on experience with these machines is required and is the foundation of many technical and higher level professional engineering careers. The purchase of additional machines will allow more students to have access to hands-on training for longer periods, and will also allow them to complete more projects per semester.

**ANALYSIS AND FISCAL IMPACT**

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Five bids were requested with two bids received and publicly opened on November 10, 2015. ~~One bid was received after the closing date and was returned to the sender unopened.~~—The lowest responsible, responsive bidder is GTS Sales Company, located in Downey, CA. A summary of bids is as follows:

Company Name and Location	Total
GTS Sales Company, Downey, CA	\$ 88,600.00
Republic Lagun Machine Tool Co., Harbor City, CA	\$179,236.60

A deposit of \$19,242.80 is required upon issuance of a purchase order. The total cost for this equipment is \$88,600.00 plus any applicable tax.

Prepared by: <u>Teresa Patterson</u>	Reviewed by: <u>Rosa M. Royce/Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #7</u>

**SUBJECT:** Purchase of Milling and Lathe Equipment (Bid No. 3060)

**DATE:** December 9, 2015

Funding Source

Instructional Equipment Grant.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the award of the Purchase of Milling and Lathe Equipment (Bid No. 3060) to GTS Sales Company, as presented.

**BID SUMMARIES**

<b>Company</b>	<b>Qty.</b>	<b>Model No.</b>	<b>Description</b>	<b>Unit Price</b>	<b>Discount</b>
GTS Sales	6	SSM1340-BV	Kent Precision Lathe	\$10,950.00	Included in unit price
GTS Sales	2	KTM-3VSF	Kent Knee Mill	\$11,450.00	Included in unit price
Republic Lagun	6	AT-1340-G-TW	American Turnmaster Lathe	\$24,038.54	3%
Republic Lagun	2	MVM-2	Megamill Knee Mill	\$17,502.68	3%

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

**DATE:** December 9, 2015

**CONSENT**

**SUBJECT:** Purchase of a Mobile Television Production Trailer (Bid No. 3061)

**BACKGROUND**

In order to meet contemporary production requirements for television classes and the College's production needs, it is necessary to acquire a new mobile television production trailer that will serve both classroom instruction and special events. The mobile trailer will be used for student remote production activities in different areas around campus. The trailer will also be used to provide coverage of special events, such as the College's Commencement Ceremony.

In addition to serving mobile production needs, the trailer will be used as the control room for the Television Studio in the Library, bringing high-definition production capability to that space. The custom designed trailer will be purchased in "rack-ready" condition with all chassis and body work complete, HVAC, power conditioning and distribution systems, and interior racks and consoles. The expected configuration of the trailer, based on the College's specifications, will be a 45'-53' main body with one to two expanding sides, as required to meet internal configuration requirements.

**ANALYSIS AND FISCAL IMPACT**

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Four bids were requested with one bid received and publicly opened on November 17, 2015, from Gerling and Associates, Inc. located in Sunbury, Ohio. A Summary of Bids is as follows:

<b>Company/Location</b>	<b>Base Bid Amt.</b>	<b>Add Alt. 1</b>	<b>Add Alt. 2</b>	<b>Add Alt. 3</b>	<b>Shipping</b>
Gerling and Associates, Inc. Sunbury, OH	\$488,440	\$5,150	\$0.00	\$1,199	\$8,767
Kentucky Trailer Monee, IL	No Bid				
Frontline Communications Clearwater, FL	No Bid				

The cost for this trailer is \$494,789, which represents the base bid, shipping, and Additive Alternate Nos. 1, 2, and 3, plus any applicable taxes.

Prepared by: William Eastham/Teresa Patterson

Reviewed by: Rosa M. Royce/Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #8



**SUBJECT:** Purchase of a Mobile Television Production Trailer (Bid No. 3061)

**DATE:** December 9, 2015

The additive alternates will replace the manual leveling jacks with a hydraulic leveling system, change the ceiling carpet covering to sonic-type pyramid foam covering, and provide LED rope light illumination on the stair side rails.

The terms of this purchase are as follows: 30% due upon issuance of the Purchase Order; 30% at the midpoint of completion once the chassis is completed; 30% at final acceptance on site at Gerling and Associates in Sunbury, Ohio, and the balance due upon delivery to campus.

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the award of the purchase of a Mobile Television Production Trailer (Bid No. 3061), to Gerling and Associates, Inc., as presented.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>December 9, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Purchase of Used Television Production Equipment</u>	

**BACKGROUND**

As part of the acquisition process for a new mobile television production trailer, the College will need to purchase a large quantity of high-definition television production equipment including cameras, switchers, routers, and a wide variety of television engineering equipment and systems. Due to the rapid turnover of technical equipment in the professional broadcast market, College staff has determined that a substantial amount of money can be saved by purchasing select equipment on the secondary market. Much of this equipment has only been used on one production and meets current standards for high-definition equipment. Purchasing equipment on the secondary market will allow the College to provide expanded production capabilities at a lower cost. All of the equipment will be provided with a warranty meeting the College’s needs.

**ANALYSIS AND FISCAL IMPACT**

Owing to the volatile nature of the secondary broadcast equipment market, there is no opportunity to engage in a competitive bidding process. College staff have conducted a careful review of the equipment listed below and determined that the proposed equipment would represent a 30%-45% overall savings. This savings represents an outstanding value when compared to retail purchases made through the bid process. The following is a list of used television production equipment requested:

Used Television Production Equipment			
Model/Part #	Quantity	Cost	Ext.
Fujinon 12x4.5 lens	1	\$8,000	\$8,000
Fujinon 13X4.5 lens	2	\$7,500	\$15,000
Fujinon 14X4.5 lens	2	\$8,000	\$16,000
Fujinon 22x7.6 lens	2	\$8,000	\$16,000
Fujinon 23x7.6 lens	2	\$8,500	\$17,000
Canon 22eX7.6B IASE full servo lens	2	\$8,600	\$17,200
Canon 22eX7.6B IRSE lens	2	\$8,000	\$16,000
Sony RCP1500	6	\$3,000	\$18,000
Sony MVS or Grass Valley K-frame switcher (pending availability)	1	\$74,000	\$74,000

Prepared by:	<u>William Eastham/Teresa Patterson</u>	Reviewed by:	<u>Rosa M. Royce/Michael D. Gregoryk</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #9</u>

**SUBJECT:** Purchase of Used Television Production Equipment**DATE:** December 9, 2015

Used Television Production Equipment			
Model/Part #	Quantity	Cost	Ext.
Ki Pro Rack	4	\$2,000	\$8,000
Evertz CP-1000E 16 Button	4	\$950	\$3,800
Evertz CP-2232E 32 Button	2	\$2,700	\$5,400
Evertz CP-2272E 72 Button	3	\$2,300	\$6,900
Evertz CP-2126E-H Panel	2	\$1,200	\$2,400
VIPA 16 Duo-HS	1	\$8,500	\$8,500
EQX Video Router 26 RU w/ input & output cards	1	\$250,000	\$250,000
EMR Audio Router w input & output cards	1	\$25,000	\$25,000
Magnum Server	1	\$11,000	\$11,000
AJA FS1	2	\$2,000	\$4,000
AJA FS2	2	\$3,000	\$6,000
Evertz 5602ACO2	1	\$1,600	\$1,600
Evertz 7700FR w/PSU's	2	\$600	\$1,200
Boland BT-LH1700 17" Monitor	6	\$1,500	\$9,000
Boland PVB17 17" Monitor	6	\$1,000	\$6,000
Panasonic BT-LH1700 Monitor	6	\$1,200	\$7,200
Panasonic BT-LH1710 Monitor	6	\$1,500	\$9,000
Sony LMD-4250W 42" Monitor	6	\$2,000	\$12,000
Sony LMD 5320 5.6" Triple Monitor	4	\$1,300	\$5,200
Sony LMD 7220W Dual Monitor	4	\$200	\$800
TV Logic LQM-171W 17" Quad Monitor	6	\$1,300	\$7,800
TV Logic LQM-241W 24" Quad Monitor	6	\$2,300	\$13,800
TV Logic LVM-173W 17" Monitor	6	\$1,500	\$9,000
TV Logic LVM-212W 21" Monitor	9	\$2,200	\$19,800
Wohler VMDA-4 Audio Monitor	4	\$300	\$1,200
Wohler AMP1 HDSDI Audio Monitor	4	\$1,200	\$4,800
Tektronix WFM-7100	1	\$3,600	\$3,600
		<b>Subtotal:</b>	<b>\$640,200</b>

Due to previous successful transactions with Bexel TSS Global Broadcast Solutions, a division of the Vitec Group, P.L.C., in Burbank, California, and favorable reviews within the broadcast industry, the College has solicited pricing for the above-listed used equipment from this company.

**SUBJECT:** Purchase of Used Television Production Equipment

**DATE:** December 9, 2015

The total expected cost for equipment is \$640,200, which represents the subtotal plus any applicable taxes and shipping.

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the purchase of Used Television Production Equipment from Bexel TSS Global Broadcast Solutions, a division of the Vitec Group, P.L.C., as presented.

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>December 9, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Professional Design and Consulting Services (Contract Amendment)</u>	

**BACKGROUND**

In order to complete the required facilities planning activities and to commence the design phase for construction and renovation projects, it is necessary to retain the services of qualified professionals.

**ANALYSIS AND FISCAL IMPACT**

The following contract amendment is presented for approval:

<b>#1</b>	<b>Consultant:</b>	P2S Engineering, Inc.	<b>No.</b>	1
	<b>Project:</b>	Temporary Space Building Infrastructure and Central Plant Connection (Building 40)		
<b>Item</b>	<b>Description:</b>	<b>Amount</b>		
	Provide professional mechanical, electrical, and plumbing engineering services for two new staff restrooms, required by code, due to increased occupant load from added classrooms.	\$9,500.00		
	Total	\$9,500.00		
	Original Contract Amount	\$62,500.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$62,500.00		
	Amount of Amendment No. 2	\$9,500.00		
	New Contract Sum	\$72,000.00		
	Percentage of this Change to the Total Project Budget	0.46%		

**Funding Source**

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

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

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

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

**DATE:** December 9, 2015

**CONSENT**

**SUBJECT:** Building 23 Renovation (Change Order)

**BACKGROUND**

Building 23 Renovation (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.	3009	Contractor:	Harik Construction, Inc. (General Contractor)	CO No.	1
Item	Change and Justification:		Amount	Time	
1	Relocate door in Room 3100, add two skylights, and paint Room 2105, per owner-directed change.		\$30,466.00	20 days	
2	Add bulkhead walls and install acoustical treatments to provide sound insulation between offices and conference rooms.		\$25,704.00	20 days	
3	Install additional drywall to accommodate door hardware modifications.		\$1,246.00	2 days	
4	Texture existing and new walls to match and provide a consistent wall finish.		\$4,157.00	2 days	
	Total		\$61,573.00	44 days	
	Original Contract Amount			\$499,000.00	
	Net Change by Previous Change Orders			\$0.00	
	Net Sum Prior to This Change Order			\$499,000.00	
	Amount of Change Order No. 1			\$61,573.00	
	New Contract Sum			\$560,573.00	
	Percentage of Change to Contract, to Date			12.3%	

**Funding Source**

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

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

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #11

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>December 9, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Agricultural Sciences Utility Infrastructure Improvements</u>	
	<u>(Change Order)</u>	

**BACKGROUND**

Agricultural Sciences Complex Infrastructure Improvements (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>		<b>Contractor:</b> Kincaid Industries, Inc. (Utility Contractor)	<b>CO No.</b>	1
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>
1	Replace the existing transite water line with a new one. Services include overtime costs to minimize the impact on the Farm and Community Education programs.		\$1,031.00	0 days
2	Install a tee connection in the new water line to service an existing 4" underground line. This work is necessary to maintain water service to existing farm structures.		\$7,155.90	0 days
	Total		\$8,186.90	0 days
	Original Contract Amount			\$39,726.00
	Net Change by Previous Change Orders			\$0.00
	Net Sum Prior to This Change Order			\$39,726.00
	Amount of Change Order No. 1			\$8,186.90
	New Contract Sum			\$47,912.60
	Percentage of Change to Contract, to Date			20.6%

**Funding Source**

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

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

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

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

**DATE:** December 9, 2015

**CONSENT**

**SUBJECT** Personnel Transactions

**CLASSIFIED EMPLOYMENT**

**Permanent New Hires**

Name: Rodriguez, Giovanni  
 Position: Student Center Specialist New: No  
 Department: Student Life  
 Range/Step: A-79, Step 1 Salary: \$4,027.52/month  
 Job FTE: 1.00/12 months  
 Effective: TBD

Name: Santos, Eric  
 Position: Parking Officer New: No  
 Department: Public Safety  
 Range/Step: A-71, Step 1 Salary: \$1,766.68/month  
 Job FTE: 0.475/12 months  
 Effective: 1/14/16

**Promotion**

Name: Santiago, Christine  
 Position: Financial Aid Specialist New: No  
 Department: Financial Aid  
 Range/Step: A-81, Step 5 Salary: \$4,993.87/month  
 Job FTE: 1.00/12 months  
 Effective: 12/10/15  
 Remarks: Previously Administrative Specialist I

**Classification Description Changes**

CSEA, Chapter 262 Classification Descriptions

Current Title	Current Salary Range	Recommended Title	Proposed Salary Change
Caseworker	71	Student Services Program Specialist I	71
Student Specialist	79	Student Services Program Specialist II	79
Student Services Program Specialist	79		

Prepared by: Human Resources Staff

Reviewed by: James Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #14



**SUBJECT:** Personnel Transactions**DATE:** December 9, 2015**Retirement**

Jean De Vito, Administrative Specialist III, Arts, effective 11/30/15

**ACADEMIC EMPLOYMENT****Professional Growth Increments, 2015-16**

\$342/month for completing six semester units of course work

NAME	DEPARTMENT	EFFECTIVE
Beam, Terri	Chemistry	8/24/15

**Winter 2016****Credit Hourly Instructors/Substitutes****NAME**

Alvarado, Alexandra  
 Alvarado, Noel M  
 Alvarez, Veronica Iris  
 Anderson, Lida L  
 Badre, Albert F  
 Banuelos, Marissa C  
 Bark, Andrew J  
 Bartz, Virginia Jo Ann  
 Basile, Tammy Louise  
 Bayle, M Dolores  
 Beakes, Jane Ellen  
 Benoe, Christopher Scott  
 Berenji, Nima Saljooghi  
 Berry, Theresa M  
 Boada, Miriam Magdalena  
 Bowman, Deanna Dawn  
 Bradshaw, Stacy Leigh  
 Brandler, Marcielle Y  
 Butler, Gwendolyn Joleen  
 Byce, Joann M  
 Cammayo, Christina Gloria  
 Cardenas, Yecenia Baltazar  
 Cascella, Henry H  
 Case, Marissa  
 Ceniceroy, Jonathan R  
 Chan, Franny Wai  
 Chance, Patricia B  
 Chandler, Gregory A

**NAME**

Chang, Hsiao-Ying  
 Chau, Evelyn Nhu  
 Chen, Daniel L  
 Chevalier, Angelis  
 Clapp, Daniel Lee  
 Connor, Sean Patrick  
 Coronel, Jessica E  
 Couch, Anna J  
 Crocker, Christine Elizabeth  
 Crossman, Elizabeth Erin  
 Cruz-Pobocik, Sylvia  
 Curran, Karen O'Brien  
 Cushing, William P  
 Daigre, Victorine Elizabeth  
 Damansouz, Firouzeh  
 Dhalla, Sarah-E Fatem  
 Dorgan, Catherine Marie  
 Dunipace, Taber D  
 Durfield, Timothy Richard  
 Edwards, Elizabeth Rose  
 Ellis, Richard Harold  
 Engstrom, Rebecca Zoe  
 Eremiyski, Rumen R  
 Erickson, Eric Luther  
 Fantazia, Julianne Renee  
 Faradineh, Rahim Alavi  
 Felten, Angelique M  
 Fields, Gale Anthony

**NAME**

Flores, Cynthia Alicia  
 Francev, Peter K  
 Fuentes, Antonio  
 Fuller, Maria Luisa  
 Garcia, John Glenn  
 Garcia, Victor M  
 Garcia-Mata, Marilyn Victoria  
 Genovese, Maria  
 Giles, Naomi Ruth  
 Golden, Nancy S  
 Gomez-Lecaro, Maria Elena  
 Gonzalez, Randall A  
 Griendling, Kevin A  
 Habayeb, Olga N  
 Hackmann, Debra Jeanne  
 Haines, Michael S  
 Hamby, Bobbi Page  
 Hammad Hammad, Mahbuba  
 Hancock, Joy Elizabeth  
 Haney, Randy G  
 Harirchi, Madjid  
 Henry, Heather Kathaleen  
 Hernandez, Lisa Steele  
 Hernandez-Magallon, Karla  
 High, Kathleen Elizabeth  
 Hight, Deana Marie  
 Hight, Jeremy J  
 Hight, Lisa Ann Midori

**SUBJECT:** Personnel Transactions

**DATE:** December 9, 2015

**Winter 2016**

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

**NAME**

Hoekstra, Thomas Richard  
 Holland, Daniel Patrick  
 Hruby, Shauna T  
 Huang, Lily Liwen  
 Humaciu, Matthew Frank  
 Hunt, Ryan R  
 Ildefonso, Nelson J  
 Irvine, Cynthia D  
 Iskander, Christine Adel  
 Jaimes, Franciella Marie  
 Jannati, Elmira  
 Jenkins, Tina S  
 Johnson, Kent James  
 Joneja, Kamal Preet  
 Joshua, Stacey Jae  
 Kennelley, Erika F  
 Key Ketter, Leah Marie  
 Khattar, Fayez Fouad  
 Khattar, Fayez Fouad  
 Kiang, Grace Hwei-Ching L  
 Kim, Myong-Sook  
 Kowalski, Francis S  
 Kowell, Masha  
 Kuroki, Hirohito  
 La Valle Shepston, Anne  
 Lahey, Michael John  
 Lahr-Dolgovin, Roberta  
 Lai, Irving W  
 Lam, Albert  
 Lam, Hoa Quoc  
 Lam, Wood C  
 Lao, Faye Wang  
 Laub, Kathleen Ann  
 Lawton, Judith M  
 Lazar, Ryan E  
 Lee, Bianca Aquilla  
 Lee, Chongui Keith  
 Lee, Monica Jean  
 Leung, Sing Lit  
 Likens, John D

**NAME**

Lloyd, Anthony Frazier  
 Louis, Iris Guerra  
 Lucas, Hannah Edit  
 Lukenbill, Casey Maureen  
 Luther, Mihoko Terada  
 Lynch-Thompson, Candace  
 Mahlke, Jennifer Lynn  
 Martin Jr, George T  
 Mason, Caryn Remington  
 Mason, Clair S  
 Mateo, Sheila Marie  
 Mattoon, Mark D  
 Mc Kennon, Anna L  
 Merward III, Charles Joseph  
 Montero, Sasha  
 Moore, Barbara J  
 Moore, Robin D  
 Moorehead I, Antonio J  
 Morales Beasley, Stacey A  
 Moss, Jessica Spence  
 Mullane, Douglas M  
 Murashige, Stanley James  
 Musallet, Omar A  
 Mushik, Martin P  
 Myers-Mc Kenzie, Laurel  
 Nafzgar, Sara Ann  
 Nahabedian, Steven  
 Nguyen, Cynthia N  
 Nguyen, Hoang-Quyen Huu  
 Nguyen, Tracy  
 Nolan Marion, Meagan  
 Null, Nicholas E  
 O'Cleary, Aiida Renee  
 Ong, Hai Tuan  
 Osbourne, Greg A  
 Pappas SR, Gus T  
 Park, Jinsun  
 Parker, Steven William  
 Pawlak, Matthew M  
 Paz, Ross Louie Coria

**NAME**

Pedroja, Joy  
 Peng, Grace C  
 Perez Gonzalez, Jose  
 Petrilla, Ginny L  
 Petry, Petra  
 Piluso, Robert  
 Poehner, William John  
 Pringle, Lisa M  
 Rahman, Mustafizur  
 Ramos Bernal, Natasha  
 Ramos, Christopher Michael  
 Rivas, Karla Frine  
 Robles, Donice Kaye  
 Rodriguez, Carmen B  
 Romero, Alicia  
 Romero, Edward Perez  
 Salata, Kathy Elaine  
 Sanchez, Cynthia  
 Saul, Julie Marie  
 Scholz, Suzanne M  
 Schroeder, Jennifer Renee  
 Selnick, Sharon M  
 Silverstein, Andrew Young  
 Solorzano, Diana Barajas  
 Soohoo-Hui, Anastasia Noel  
 Spanu, Luisa  
 Spitzer, Jessica H  
 St John, Tamara Lynn  
 Staylor, Daniel Sean  
 Stefan, John Andrew  
 Stevens, Kathleen A  
 Stowell, Adam T  
 Stubbs, Thomas Edward  
 Sweetman, Susan E  
 Tarman, Shana Levet  
 Tassone, Richard F  
 Trokkos, Mireille Touma  
 Tsai, Jennifer  
 Tuggle, Scott Paul  
 Vance, Debra S

**SUBJECT:** Personnel Transactions

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**DATE:** December 9, 2015

**Winter 2016**

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

NAME

VanderVis, Melinda K  
Vargas, Albert Thomas  
Vartapetian, Irina  
Vazquez Celaya, Sandra  
Villalobos, Jacob Israel  
Voss, Marc Thomas  
Walls, Robert K

NAME

Watkins, Priscilla Gayle  
Weidner, Ned Blocher  
Whitlow, Lane M  
Willis, Janice A  
Wilson Gonzalez, Jennifer  
Wong, Jack Yim-Yin  
Wood, Steven A.

NAME

Wright, Sheila L  
Yagoda, Mario  
Zawahri, Louis  
Zeledon, Selena Marie  
Zelt, Steve M

**Winter 2016**

**Non-Credit Hourly Instructors/Substitutes**

NAME

Baker, Nathalie Willemze  
Beightol, Donna Marie  
Beizai, Robin F  
Charbonneau, David  
Chiu, Jennifer Shih-Yen  
Conte, Kelly Okura  
Cridland, Patricia Lea  
Dapello Jr, Alfred  
Devi, Maya P  
Friedman, Karena  
Henry, Pamela L  
Hunnicut, Leslie Mae  
James, Darrell  
Jones, Vanessa Rose

NAME

Killiany, Kathy Lee  
Klein, Gabriela Lobasov  
Kretschmar, Judith Lyn  
Ledezma, Erica Yolanda  
Mc Farlin-Stagg, Zina  
Middleton, Michael Joseph  
Ortiz, Calixto  
Paphatsarang, Bounyou  
Ponce, Heather R  
Purper, Kristen Nicole  
Rafter, John Michael  
Reynolds, Martha Esta  
Rohrenbacher, Jennifer J  
Ryan, Rebecca A

NAME

Rzonca, Shelly Kristin  
Smith, Heather J  
Stringfellow, Susan Joy  
Tamburro, Melody Lynn  
Tom, Aaron Patrick  
Trimble, Jill Ann  
Tucker, Raymond Michael  
Velarde, Margaret G  
Wallis, Patrick James  
Walter, Kenneth  
White, Shelby Lynn  
Williams, Stephen Odeal

**SUBJECT:** Personnel Transactions

**DATE:** December 9, 2015

## **MANAGEMENT EMPLOYMENT**

### **Interim Assignment**

Name: Lange, Mary  
 From: Supervisor, Emeritus Program  
 To: Interim Director of Education for Older Adults & Adults with Disabilities  
 Department: Continuing Education Programs & Services  
 Range/Step: M-15, Step 1  
 Effective: 12/11/15  
 End Date: 12/10/16  
 Remarks: Previously Supervisor, Emeritus Program

New: Yes  
 Salary: \$120,576.00/annual

### **Resignation**

Tiffany Sergio, Director, International Students (Student Services) effective 10/30/15

## **TEMPORARY EMPLOYMENT**

### **Substitute Employees**

<u>Name</u>	<u>Title</u>	<u>Rationale</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Santana, Barbara	HR Technician	Absence	Human Resources	25.85	11/02/15-06/30/16

### **Hourly Non-Academic Employees**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Boon, Lorina	Human Resources Aide	Human Resources	16.24	12/01/15-06/30/16
Gamez, Michael	Outreach Specialist	High School Outreach	12.50	10/15/15-02/21/16
Hanlon, Lisa	Cashier III	Bursar's	11.00	01/04/16-06/30/16

### **Professional Expert Employees – Extended Assignments**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Alirez, Janell	Paramedic Specialist	Medical Services	27.00	10/01/15-12/30/15
Angulo, Karina	CDC Teacher II	Child Development Ctr.	10.25	10/26/15-06/30/16
Dominico, Shane	Aquatics Assistant I	Kinesiology, Ath. & Dance	10.00	10/01/15-06/30/16
Fallon, Brian	Lecturer – Fire Tech.	Fire Technology	37.26	07/01/15-06/30/16
Garner, Virginia	Athletic Injury Specialist I	Kinesiology, Ath. & Dance	22.00	11/01/15-06/30/16
Goff, Michael	Project Coordinator	Kinesiology, Ath. & Dance	35.00	10/01/15-06/30/16
Jimenez, Claudia	Event Supervisor I	Technical Services	11.75	10/12/15-06/30/16
Kelly, Stillman	Vision Mixer	Technical Services	50.00	10/23/15-06/30/16
Landorf, Richard	Lecturer – Fire Tech.	Fire Technology	37.26	07/01/15-06/30/16
Leon, Noah	Sports Publicist	Kinesiology, Ath. & Dance	16.00	10/29/15-06/30/16
Malmgren, Scott	Project Manager	Facilities Plng. & Mgmt.	55.00	11/02/15-06/30/16
Martinez, Brenda	Event Supervisor II	Technical Services	13.75	10/14/15-06/30/16
McKinley, Jonathan	Lecturer – Fire Tech.	Fire Technology	37.26	11/03/15-06/30/16

**SUBJECT:** Personnel Transactions**DATE:** December 9, 2015**Professional Expert Employees – Extended Assignments** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Momayez, Saba	Tutorial Specialist I	Tutorial Services	17.00	10/26/15-06/30/16
Penaloza, Maritza	Project Coordinator	Facilities Plng. & Mgmt.	35.00	11/16/15-06/30/16
Shaw-Scott, Stacy	Interpreter II	Interpreter II	30.00	10/26/15-06/30/16
Springer, Johnathon	Aquatics Assistant I	Kinesiology, Ath. & Dance	10.00	10/01/15-06/30/16
Vaniman, Barry	Head Video Utility	Technical Services	50.00	10/20/15-06/30/16

**Student Employees**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Bustamante, Jasmine	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/15-02/21/16
Byers, Christopher	Student Assistant I	Technical Services	9.00	10/23/15-12/31/15
Canete, Beatrice	Student Assistant III	DSP&S	10.50	11/04/15-02/16/16
Cantu, Jacob	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/15-02/21/16
Choe, Gyuhun	Student Assistant II	Chemistry	9.75	11/01/15-02/21/16
Clancy, Kyle	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/15-02/21/16
Costa, Sirena	Student Assistant V	Teacher Prep. Institute	12.50	09/01/15-02/19/16
Coulter, Brody	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/15-02/21/16
Covarrubias, Susana	Student Assistant V	Assessment & Matric.	12.50	11/02/15-12/22/15
DesRochers, Justin	Student Assistant V	DSP&S	12.50	10/02/15-12/11/15
Dessesseau, Robert	Student Assistant I	Technical Services	9.00	11/02/15-12/31/15
Edwards, Lonnell	Student Assistant III	Research & Inst. Effect.	10.50	10/07/15-12/22/15
Espinoza, Eliana	Student Assistant I	Child Development Ctr.	9.00	11/05/15-02/19/16
Flores, Luis	Student Assistant IV	Learning Assistance Ctr.	11.25	11/01/15-02/11/16
Garcia, Aidee	Student Assistant I	Child Development Ctr.	9.00	10/01/15-02/19/16
Garcia, Arilene	Student Assistant V	DSP&S	12.50	10/02/15-12/11/15
Garcia, Terumi	Student Assistant III	Architecture	10.50	11/16/15-02/19/16
Gordon, Josiah	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/15-02/21/16
Haffner, Elizabeth	Student Assistant III	Agricultural Sciences	10.50	11/16/15-02/19/16
Hernandez, Justin	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/15-02/21/16
Hindy, Sandra	Student Assistant V	DSP&S	12.50	10/02/15-12/11/15
Ho, Cindy	Student Assistant V	DSP&S	12.50	10/02/15-12/11/15
Jara-Casavielles, Liliacna	Student Assistant V	DSP&S	12.50	10/02/15-12/11/15
Jaramillo, Andres	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/15-02/21/16
Juvera, Itzumi	Student Assistant IV	Student Services	11.25	11/02/15-12/22/15
Kaeni, Nafiseh	Student Assistant V	Facilities Plng. & Mgmt.	12.50	11/05/15-02/21/16
Krolik, Hannah	Student Assistant I	Kinesiology, Ath. & Dance	9.00	09/01/15-02/21/16
Lares, Deane	Student Assistant III	The Writing Center	10.50	10/01/15-02/11/16
Le, Oanh	Student Assistant II	Chemistry	9.75	11/01/15-02/21/16
Lolohea, Jonathan	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/15-02/21/16
Lopez, Hector	Student Assistant II	Chemistry	9.75	11/01/15-02/21/16
Ma, Jennifer	Student Assistant III	Tutorial Services	10.50	10/27/15-02/11/16
Ma, Jennifer	Student Assistant II	Chemistry	9.75	11/01/15-02/21/16
Macias, Rhianna	Student Assistant II	Chemistry	9.75	11/01/15-02/21/16
Mahan, Megan	Student Assistant V	DSP&S	12.50	11/02/15-02/19/16

**SUBJECT:** Personnel Transactions

**DATE:** December 9, 2015

**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Martinez, Esteban	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/15-02/21/16
Masten, Hans	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/15-02/21/16
Mata, Gustavo	Student Assistant V	DSP&S	12.50	10/02/15-12/11/15
Medeiros, Bryan	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/15-02/21/16
Paquini, David	Student Assistant III	Technology & Health	10.50	10/30/15-12/13/15
Perez, Jonathan	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/15-02/21/16
Randles, Thomas	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/15-02/21/16
Rehrer, Jacob	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/15-02/21/16
Richardson, Kory	Student Assistant V	DSP&S	12.50	10/02/15-12/11/15
Rodriguez, Carolina	Student Assistant IV	Tutorial Services	11.25	11/01/15-02/11/16
Silverberg, Jeffrey	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/15-02/21/16
Thomas, Thomas	Student Assistant V	Technology & Health	12.50	11/02/15-12/13/15
Torres, Andrew	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/15-02/21/16
Uztariz, Shannon	Student Assistant V	DSP&S	12.50	10/02/15-12/11/15
White, Gregory	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/15-02/21/16
Wilkerson, D'Andre	Student Assistant IV	Public Safety	11.25	11/03/15-12/22/15
Yerena, Savannah	Student Assistant III	Agricultural Sciences	10.50	11/18/15-02/19/16

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>December 9, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Renewal of Management Contracts</u>	

**BACKGROUND**

Formal action by the Board of Trustees is required to offer managers, recommended in the list below, employment contracts effective July 1, 2016.

**ANALYSIS AND FISCAL IMPACT**

Following the initial employment period, the majority of management contracts are for a two-year term. Approximately one-half of management two-year contracts will expire on June 30, 2016, and are, therefore, due to be renewed at this time. Certain managers receive one-year contracts based on extenuating circumstances or the unpredictable nature of the funding sources for their positions. With the exception of those managers employed from special funding sources, all managers with contracts due to expire on June 30, 2016, are being recommended for a two-year contract for the period of July 1, 2016, through June 30, 2018.

**Funding Sources**

Unrestricted General Fund, Restricted General Fund, and Measure RR Series A and B funds.

**RECOMMENDATION**

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

Prepared by: Human Resources Staff

Recommended by: Bill Scroggins

Agenda Item: Consent #15

**SUBJECT:** Renewal of Management Contracts

**DATE:** December 9, 2015

**Manager - Two-Year Contract  
(July 1, 2016-June 30, 2018)**

Bradshaw, George  
Cavion, Deborah  
Charbonneau, David  
Culross, Sheree  
Dorame, Francisco  
Eastham, William  
Hanson, Grace  
Jenkins, James  
Judd, Jemma Blake  
Judd, Matthew  
Lee, Richard  
Long, Susan  
Madrigal, Paulo  
McAlpin, Kenneth  
McNeice-Stallard, Barbara  
Mitchell, Rebecca  
Nellesen, Gary  
Ocampo, James  
Price, Adrienne  
Saldana, Karen  
Schroeder, Christopher  
Sneed, Roger  
Velickovic, Jeanne Marie  
Whitford, Marguerite  
Zahrt-Egbert, Shelly

**Manager - One-Year Contract  
(July 1, 2016-June 30, 2017)**

Cowin, Caryn  
Gidcumb, Gary  
Miri, Omideh  
Rodriguez, Lisa  
Teske, Margaret



<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>December 9, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Revised Alternate Media Specialist Job Classification Description</u>	

**BACKGROUND**

The Alternate Media Specialist job classification description has been revised to reflect the current needs of the College.

**ANALYSIS AND FISCAL IMPACT**

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

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the revised Alternate Media Specialist job classification description.

Prepared by: James Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #16

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

**DATE:** December 9, 2015

**CONSENT**

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

**BACKGROUND**

The Continuing Education Division presents a wide variety of programs and courses each semester. Note: Community Services materials fees are paid directly to the instructor.

**ANALYSIS AND FISCAL IMPACT**

1. Community Services - Additional Offerings

<b>Course Title/Program</b>	<b>Presenter</b>	<b>Payment</b>	<b>Fee</b>
Passport to Retirement	Mosley, Tom	40%	\$39
VEX Robotics for Kids (Grades 7-12)	Thomas, Thomas	\$15/hour	\$240

2. Community Services – Program Changes

<b>Course Title/Program</b>	<b>From:</b>	<b>To:</b>
Body Contouring	Body Contouring	Strength Training for Fat Loss
Woodworking	\$140	\$145 – Winter \$150 – Spring
How to Make a Living as an Artist	\$39 - 3 hours \$49 - 4 hours Materials Fee: \$15	\$55 Materials Fee: \$15
Kick Boxing	\$65	\$57 – Winter \$65 – Spring
Brazilian Jiu-Jitsu	\$56	\$57 – Winter \$65 – Spring
Filipino Boxing	DelCastillo, Steve  \$47	Gonzales, Mark  \$37 – 5 Weeks Materials Fee: \$10 \$37 – 4 Weeks Materials Fee: \$10 \$62 – 9 Weeks Materials Fee: \$10

Prepared by: Madelyn Arballo

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #17

**SUBJECT:** Continuing Education Division Additions and Changes**DATE:** May 27, 2015

<b>Course Title/Program</b>	<b>From:</b>	<b>To:</b>
Filipino Martial Arts (Kids-Teens)	\$77  Materials Fee: \$25	Additional Instructor: Karr, Kandace  \$37 – 4 Weeks Materials Fee: \$25
Jeet Kune Do	\$65	\$60 – 6 Weeks \$50 – 4 Weeks

3. New Contracts

<b>Agency (Description of Services)</b>	<b>Expenses</b>	<b>Fee</b>
Harry C. Ho 19208 Springport Drive Rowland Heights, California 91748  Consulting Services January 1-June 30, 2016	Fee for Service Not to exceed \$5,000	\$0

4. Contract Renewals

<b>Contract</b>	<b>Amount</b>
Institute of Reading Development (IRD) 5 Commercial Boulevard, Novato, California 94949 Contract: February 1-December 31, 2016 IRD will pay Mt. SAC 10% of all tuition collected.	No Cost to District

Funding Sources

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

**RECOMMENDATION**

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

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

**DATE:** December 9, 2015

**CONSENT**

**SUBJECT:** Affiliation Agreement with the City of Long Beach/Long Beach Fire  
Department

**BACKGROUND**

Students enrolled in the Paramedic Program require use of facilities for training. The City of Long Beach/Long Beach Fire Department, located in Long Beach, CA, has agreed to accept Paramedic students and will provide our students with excellent training opportunities.

**ANALYSIS AND FISCAL IMPACT**

The new affiliation agreement between Mt. SAC and the City of Long Beach/Long Beach Fire Department is the standard Mt. SAC paramedic agreement. No changes or amendments have been made.

The agreement shall be effective December 10, 2015, through December 10, 2018.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the affiliation agreement with the City of Long Beach/Long Beach Fire Department.

Prepared by: Jemma Blake-Judd

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #18

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>December 9, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Activities and Acceptance of Funds: Carl D. Perkins Career and Technical Education (CTE) Act of 2006 (Perkins IV) Title 1C Grant; and CTE Transitions Addendum</u>	

**BACKGROUND**

Mt. San Antonio College developed a local plan and submitted an application to the California Community College Chancellor’s Office for funding through a federal grant provided by the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV). An allocation of \$989,997 for the 2015-16 academic year will fund activities that will lead to program improvement for Career Technical Education (CTE) programs. A portion of these funds was allocated to marketing for targeted CTE programs and for purchase of saddles for the Animal Science Program. These purchases were funded through the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) Title 1C Grant and were approved at the June 24, 2015, Board of Trustees meeting.

Two vendors, ReachLocal (marketing services provider) and NRS – National Ropers Supply (saddle provider) require payment prior to receipt of the items. Authorization is requested to make advance payment to both vendors.

**ANALYSIS AND FISCAL IMPACT**

The cost for marketing eight programs for two cycles/months, through ReachLocal, is \$16,000, and the cost for the purchase of the saddles, through NRS – National Ropers Supply, is \$18,200.

There is no impact to the College budget.

**Funding Source**

Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) Title 1C Grant as set-aside from the State Carl D. Perkins Allocation.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the advance payment to ReachLocal and NRS – National Ropers Supply, as presented.

Prepared by:	<u>Jennifer Galbraith</u>	Reviewed by:	<u>Irene M. Malmgren</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #19</u>

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

**DATE:** December 9, 2015

**CONSENT**

**SUBJECT:** Classified Great Staff Retreat at UCLA Conference Center

**BACKGROUND**

In an effort to return to an annual Classified Retreat, President's Cabinet has allocated \$30,000 for such a retreat for the 2015-16 fiscal year. A task force was formed to organize and plan a two-and-a-half day retreat. The retreat will focus on employee engagement and motivation, team-building, leadership, effective communication, and to improve the knowledge of Classified staff's job roles. These were the top goals from a recent survey of Classified and Confidential employees. The retreat will be held at the UCLA Conference Center, in Lake Arrowhead, CA, on May 4-6, 2016. Authorization is requested to enter into a contract with the UCLA Conference Center to conduct this retreat.

**ANALYSIS AND FISCAL IMPACT**

The UCLA Conference Center offers a complete meeting package at a cost per person for double occupancy of \$225. This cost includes lodging, meals, and the conference location. Costs for additional food services and team-building activities are at an additional cost. A contract with the UCLA Conference Center has been received and the Task Force is requesting a not-to-exceed amount of \$20,000, with anticipation of 40 participants. Additional authorization is requested to make advance payment (deposit) of \$9,000 to the Conference Center.

**Funding Source**

Unrestricted General Fund (\$20,000).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Great Staff Retreat at the UCLA Lake Arrowhead Conference Center and advance payment, as presented.

Prepared by: Stacey Gutierrez

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #20

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>December 9, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Communication Department to Host 'Close to the Coast Swing'</u> <u>Tournament</u>	

**BACKGROUND**

The Communication Department is requesting authorization to host a forensics tournament event called the 'Close to the Coast Swing' with Orange Coast College. Dates for the competition are January 23-24, 2016.

**ANALYSIS AND FISCAL IMPACT**

Costs to host the event will not exceed \$3,000; it is expected that the costs will be covered by fees charged to participants. Costs include purchasing trophies/awards, snacks, decorations, office supplies, and compensation for a small number of judges.

Funding Source

Revenue-generated account in the Unrestricted General Fund (\$3,000).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the 'Close to the Coast Swing' tournament and approves the purchases, as presented.

Prepared by: <u>James Jenkins</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #21</u>

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

**DATE:** December 9, 2015

**CONSENT**

**SUBJECT:** Course Identification (C-ID) Grant: Acceptance of Funds

**BACKGROUND**

Mt. San Antonio College received notification of an augmentation to the Course Identification (C-ID) Program Grant, funded by the California Community Colleges Chancellor's Office. The purpose of the grant is to continue to provide for a course identification numbering system to maximize the effective and efficient transfer of students within and among California's higher education segments and expand activities to include curriculum that supports a variety of new initiatives including the Associate Degrees for Transfer program, transfer-level Career Technical Education curriculum, lateral transfer among California community colleges (including basic skills), and continual review of the top 20 transfer majors.

**ANALYSIS AND FISCAL IMPACT**

This grant award notification is for an augmentation of \$92,035. The total funding is now \$242,035. Future funding is contingent upon annual performance reviews.

The performance period for this grant has been extended and is now June 1, 2015, through January 31, 2016.

The funding agency has approved the expenditure of grant funds to support the following: non-instructional salaries, employee benefits, supplies and materials, travel, catering, sub-contracts, computer equipment, and indirect costs.

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

**Funding Source**

California Community Colleges Chancellor's Office.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the C-ID Program Grant funds, as presented.

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #22



<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>December 9, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>LA84 Foundation/Mt. SAC Relays Youth Days Track and Field Program Grant: Acceptance of Funds and Approval of Purchases and Activities</u>	

**BACKGROUND**

Mt. San Antonio College received an award notification from the LA84 Foundation for a grant titled 'LA84 Foundation/Mt. SAC Relays Youth Days Track and Field Program.' The purpose of the grant is to provide elementary and middle school students with an educational experience in track and field through instructional clinics and competitions coordinated at local schools with assistance from the College. As part of the grant activities, authorization is requested to: (a) purchase food for grant-related meetings that occur throughout the year; (b) purchase promotional items for meetings and events that occur throughout the year; (c) provide advance payment (deposits) to vendors for grant-related activities; and (d) reimburse expenses of Mt SAC employees and non-employees for travel and other allowable costs associated with participating in grant activities.

**ANALYSIS AND FISCAL IMPACT**

Funding for the grant is \$85,000.

The period of performance is November 19, 2015, through November 18, 2016.

The funding agency has approved the expenditure of grant funds to support the following: salaries, fringe benefits, instructional and non-instructional supplies, promotional supplies for participants, K-12 student transportation, travel, advertising, printing, and related expenses.

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

**Funding Source**

LA84 Foundation Grant funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the LA84 Foundation/Mt. SAC Relays Youth Days Track and Field Program Grant funds and approves the purchases and activities, as presented.

Prepared by: <u>Adrienne J. Price</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #23</u>



# MT. SAN ANTONIO COLLEGE

## BOARD OF TRUSTEES

### 2015-16 REGULAR AND SPECIAL MEETING CALENDAR

The Mt. San Antonio College Board of Trustees normally meets the second Wednesday of each month at 1100 North Grand Avenue, Walnut, CA, in Founders Hall. The closed session portion of the meeting begins at 6:00 p.m., with the public session beginning at 6:30 p.m. The Board Study Session is scheduled to begin at 8:30 a.m. and conclude at 5:00 p.m., and the venue is to be determined.

Special meetings may be called, as needed.

The Board will meet on the following dates during 2015-16:

July 8, 2015  
 August 5, 2015  
 September 16, 2015  
 October 21, 2015  
 November 18, 2015  
 December 9, 2015  
 January 13, 2016  
 February 17, 2016  
**February 27, 2016 (Board Study Session)**  
 March 9, 2016  
 April 13, 2016  
 May 11, 2016  
 June 22, 2016

WTS:dl

Recommended by: Bill Scroggins Agenda Item: Consent #24

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>December 9, 2015</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Independent Contractors: Note Takers for the Disabled Student Programs and Services</u>	

**BACKGROUND**

Approval of Note Takers as Independent Contractors for the Disabled Student Programs and Services for the Fall 2015 semester.

**ANALYSIS AND FISCAL IMPACT**

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

<b>Provider</b>	<b>Amount Not to Exceed</b>
Hernandez-Gonzalez, Jorge	\$96.00
Pompey, Samantha	\$96.00
Zabaleta, Jacqueline	\$96.00

**Funding Source**

Restricted General Fund – Disabled Student Programs and Services.

**RECOMMENDATION**

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

Prepared by: <u>Grace Hanson</u>	Reviewed by: <u>Audrey Yamagata-Noji</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #25</u>

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

**DATE:** December 9, 2015

**CONSENT**

**SUBJECT:** Contract with XAP Corporation for eTranscript California

**BACKGROUND**

Mt. San Antonio College is looking to fully implement the electronic processing of transcripts via the adoption of eTranscript California. This new functionality will allow the campus to integrate the import of electronic transcripts into the campus' document imaging system. This integration will help facilitate the evaluation of incoming transcripts and the collection of educational planning information for students to use in the Mountie Academic Plan. eTranscript California is a statewide electronic transcript exchange supporting the request and delivery of electronic transcripts across all of California's postsecondary systems. eTranscript California is recognized as a key initiative to support the work of the Student Success Act of 2012 (SB1456), AB1056, and the California Community Colleges (CCC) Education Planning Initiative. It is hoped that by utilizing eTranscript California, both the campus and its students will be able to take better advantage of new technology associated with the processing and distribution of electronic transcripts.

**ANALYSIS AND FISCAL IMPACT**

eTranscript California is now available for free to California Community Colleges. In the past, costs associated with participating in the program have been borne by the individual campus or district. Recent changes now allow eTranscript California membership fees to be paid centrally by the CCC Chancellor's Office for the current and future fiscal years. The Admissions and Records Department, together with the Information Technology Department, have reviewed the eTranscript California contract and believe we are prepared to implement those recommended provisions.

**Funding Source**

Not applicable.

**RECOMMENDATION**

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

Prepared by: George Bradshaw

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #26

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

**DATE:** December 9, 2015

**ACTION**

**SUBJECT:** Appointment and Reappointment of Members to the Citizens Oversight Committee

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

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

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

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

- Business/Community Representatives:
  - Joshua Acevedo (Bassett)
  - Paul Breit (San Dimas)
  - Robert Carter (Walnut)
  - Theodore (Ted) Ebenkamp (Rowland Heights)
  - Andrew L. Jared (Glendora)
  - Marilyn A. Peters (Diamond Bar)
  - Chester Sasaki (San Dimas)
  - Edward F. Walsh (Pomona)
  - Michael J. Zhang (Rowland Heights)

Recommended by: Bill Scroggins Agenda Item: Action #2

**SUBJECT:** Appointment and Reappointment of Members to the Citizens Oversight Committee

**DATE:** December 9, 2015

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

Paul Breit, Theodore (Ted) Ebenkamp, Marilyn Peters, and Michael Zhang (Business/Community Representatives) have served two consecutive terms and cannot be reappointed to the Committee. Andrew Jared, Joshua Acevedo, Chester Sasaki (Business/Community Representative), Suzanne Gomez (Senior Citizens' Organization Representative), Paul Maselbas (Taxpayer Association Representative), and Jonnatthan Ortez (Student Organization Representative) have indicated their willingness to serve another two-year term. Edward Walsh (Business/Community Representative) does not want to seek reappointment; therefore, a replacement is being sought for his position. Therefore, a total of five positions are available.

Emmett Badar and Alta Skinner, both of San Dimas, have submitted applications (under separate cover) to fill two of the Business/Community Representative positions.

#### Funding Source

Not applicable.

#### **RECOMMENDATION**

It is recommended that the Board of Trustees appoints Emmett Badar and Alta Skinner (Business/Community Representative) and reappoints Andrew Jared, Joshua Acevedo, Chester Sasaki (Business/Community Representatives), Suzanne Gomez (Senior Citizens' Organization Representative), Paul Maselbas (Taxpayer Association Representative), and Jonnatthan Ortez (Student Organization Representative) to the Citizens Oversight Committee, effective January 1, 2016, through December 31, 2017.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>December 9, 2015</u>	<b>ACTION</b>
<b>SUBJECT:</b>	<u>Proposal to Initiate CSEA, Chapter 651 Negotiations for Second-Year Reopener Agreement for July 1, 2014, through June 30, 2017</u>	

**BACKGROUND**

Chapter 10.7, Sections 3440-3549 of the California Government Code requires that items to reopen negotiations for 2014-17 must first be identified by both parties and be presented in advance to the Board, prior to the start of negotiations.

**ANALYSIS AND FISCAL IMPACT**

The District and CSEA, Chapter 651 have agreed to begin negotiations for the second-year reopener agreement during the winter intersession of 2016. Negotiations for the reopener agreement will begin no later than January 22, 2016.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts and approves the initial proposals submitted by the District and CSEA, Chapter 651.

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Action #3

**SUBJECT:** Proposal to Initiate CSEA, Chapter 651 Negotiations for Second-Year Reopener Agreement for July 1, 2014, through June 30, 2017

**DATE:** December 9, 2015

### **Proposals for First-Year Reopener Agreement**

#### **From the District:**

The Mt. San Antonio Community College District submits the following topical proposals to CSEA, Chapter 651 for the purpose of opening negotiations on the second-year reopener agreement for July 1, 2014, through June 30, 2017:

Article VII:	Salaries
Article VIII:	Health and Welfare Benefits

#### **From CSEA, Chapter 651:**

CSEA, Chapter 651 submits the following conceptual proposals to the Mt. San Antonio Community College District for the purpose of opening negotiations on the second-year reopener agreement for July 1, 2014, through June 30, 2017:

Article V:	Rights of the Association
Article VII:	Salaries
Article VIII:	Health and Welfare Benefits
Article X:	Leaves of Absence and Related Matters
Article XI:	Transfers and Related Matters
Article XVI:	Personal/Professional Growth
Appendix B:	Salary Schedule Assignments

The District and CSEA, Chapter 651 reserve the right to add, modify, or remove proposals for any/all Articles during the course of negotiations, in accordance with applicable laws.



<b>BOARD OF TRUSTEES</b>	
<b>MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b>	<u>December 9, 2015</u> <b>ACTION</b>
<b>SUBJECT:</b>	<u>Continuing Education Building 40 Upgrades (Bid Nos. 3064-3066)</u> <u>[PLACEHOLDER]</u>

**BACKGROUND**

This project is to upgrade 9,500 square feet of temporary space for classrooms, offices, and support spaces. The project will provide new heating, ventilation, air conditioning, and lighting to increase energy efficiency and add improved technology. By right-sizing the classrooms to campus standards, there will be increased utilization and the addition of four new classrooms.

**ANALYSIS AND FISCAL IMPACT**

Due to the time constraints in meeting the Board submittal deadline, a recommendation and summary will be presented to the Board of Trustees at its regular meeting on December 9, 2015.

**Funding Source**

Measure RR (Series A) Bond funds.

**RECOMMENDATION**

A recommendation will be presented to the Board of Trustees at its regular meeting on December 9, 2015.

Prepared by: Teresa Patterson/Gary L. Nellesen Reviewed by: Rosa M. Royce/Michael D. Gregoryk  
Recommended by: Bill Scroggins Agenda Item: Action #4

**2015-2016 Annual Representation**

Annual Representative July 1, 2015-June 30, 2016

DISTRICT/COMMUNITY COLLEGE:

\_\_\_\_\_

*(Please print or type name):*

\_\_\_\_\_ has been selected by our Board as the Annual Representative to the Los Angeles County School Trustees Association for 2015- 2016. The representative shall perform duties as described in Standing Rule #6 (as below):

Representatives: Each School Board will be asked to select a Board member at their organizational meeting to serve as the LACSTA representative. The representative's role is to:

- a. vote on all Association matters; and
- b. communicate between the Executive Board, the Association, and the local Board.

Signed:

\_\_\_\_\_  
*(Secretary)*

Print:

\_\_\_\_\_

Date:

\_\_\_\_\_

<b>BOARD OF TRUSTEES</b>	
<b>MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>December 9, 2015</u>	<b>INFORMATION</b>
<b>SUBJECT:</b> <u>Student Equity Plan</u>	

**BACKGROUND**

The California Education Code (Sections 78216, 78220-78221), the State Budget Act of 2014 (SB 860) along with the Student Success Act created through Senate Bill 1456, require the development and submission of Student Equity plans to provide students with reasonable opportunities to reach their educational and career goals. In June 2014, the State of California approved the appropriation of \$70 million statewide to fund activities specified in colleges' Student Equity Plans. Mt. San Antonio College's allocation for 2014-15 was \$1,655,272. In June 2015, the State approved an appropriation of \$100 million for Student Equity. Mt. SAC's allocation for 2015-16 is an additional \$3,387,056, bringing the total allocation to \$5,042,328.

Mt. SAC has had an active Student Equity Plan in place since 1996. The College has conducted extensive work to provide opportunities for college-wide stakeholder input to the guiding principles as well as the submission of specific activities contained in the Plan. There are five major success/goal indicators that must be addressed in the Plan: Access, Course Completion, ESL/Basic Skills Completion, Degree/Certificate Completion, and Transfer.

The Plan must focus on which groups of students are found to be disproportionate in achieving these success indicators. At a minimum, colleges must address students in the following ethnic and racial categories, as defined by the U.S. Census Bureau for the 2010 Census: American Indian or Alaska Native, Asian, Black or African American, Hispanic/Latino, Native Hawaiian of other Pacific Islander, White, some other race, more than one race. Additionally, plans must address students with the following characteristics: males, females, students with disabilities, low-income students, current or former Foster Youth, and Veterans.

Student Equity planning and activities must be coordinated with the following:

- Disabled Student Programs and Services (DSPS)
- Extended Opportunity Programs and Services (EOPS)
- Student Success and Support Program (SSSP)
- Programs for Foster Youth
- Programs for Veterans
- California Work Opportunity and Responsibility for Kids (CalWORKs)
- Student Financial Aid Administration, Board Financial Assistance Program (BFAP)
- Basic Skills Initiative (BSI)

Prepared by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Information #1

**SUBJECT:** Student Equity Plan

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**DATE:** December 9, 2015

The Mt. SAC Student Equity Plan consists of four main foci:

- specific, targeted interventions for target student populations such as Aspire, Arise, Dream, Foster Youth, Veterans, DSPS, EOPS, CalWORKs, LGBTQ, Non-native English speakers (ESL/AmLA);
- novel, new initiatives designed to improve success rates of under-represented and under-served students such as the Minority Male Initiative, Student Support for Educational and Employment Development, Inreach/Student Ambassadors, Work Preparedness Training, Student Leadership Development, and Diversity Awareness;
- cross-collaboration between various departments and programs such as the Math Boot Camps, Accessible Media and Assistive Technology, Financial Literacy, Outreach, and Transfer Bridge; and
- college-wide initiatives designed to improve student equity and student success through larger scale efforts such as: STEM Center, Tech Ed Resource Center, Pathways, Bridge, Library/Textbook Access, Teaching Learning Center, and Universal Design.

## **ANALYSIS AND FISCAL IMPACT**

The Mt. SAC Student Equity Plan has been developed following the shared governance process. Opportunities for input from departments and programs across the campus have been provided. The Plan meets all of the requirements detailed in State Education Code, regulations, and directives. The Plan requires certain approvals from governing officials including the President on behalf of the Board of Trustees, presidents of the Academic Senate, the Classified Senate, and the Associated Students. The Plan is due to be approved by the Academic Senate on Thursday, December 10, 2015. Once approved by the Academic Senate, the Plan will subsequently return to the Board of Trustees for final approval.

### **Funding Sources**

Student Equity allocation.  
Unrestricted General Fund.

## **RECOMMENDATION**

It is recommended that the Board of Trustees receives as information the Student Equity Plan for review.