



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 8, 2017

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

6:30 p.m. – Public Session

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

Welcome to a meeting of the Mt. San Antonio College Board of Trustees. If you wish to address the Board for any reason, please fill out one of the cards available on the table and give it to the Board Secretary. Those requesting to speak on an agenda item will be called upon at the time the item is under consideration. Anyone wishing to speak to items not on the agenda will be called upon under the "Communication" section.

Comments are limited to no more than three minutes per person.

AGENDA

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

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

PUBLIC COMMUNICATION

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

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

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

CLOSED SESSION

1. **Conference with Legal Counsel** (Pursuant to Government Code Section 54956.9(d) – Existing Litigation – one case:
 - Los Angeles County Superior Court Case No. BC 576587 [consolidated for all purposes with Case Nos. BS 154389 and BS 159953]
2. **Student Expulsion Hearing** (Pursuant to Education Code Section 72122 and Administrative Procedure 5520 – Student Discipline Procedures) – one case, regarding Student No. ...8634

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

REPORTING OF ACTION TAKEN IN CLOSED SESSION

INTRODUCTIONS AND RECOGNITION

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

Classified Employee (Newly Appointed)

- **Melissa Candell**, Student Outreach Specialist (Counseling)
- **Connie Madarang**, Buyer (Fiscal Services)
- **Sabrina Torres**, Laboratory Technician I – Chemistry (Chemistry)
- **Terah Williams**, Laboratory Technician – Photography (Commercial and Entertainment Arts)

Classified Employee (Promoted)

- **Monico Orozco**, Graphic Design Studio Specialist (Commercial and Entertainment Arts)

APPROVAL OF MINUTES

Approval of minutes of the regular meeting of October 11, 2017 (Pages 1 through 9).

PUBLIC COMMUNICATION

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

REPORTS

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

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

BOARD COMMUNICATION

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

10. President's Report – Bill Scroggins, President & CEO
 - Informational Report – BoardDocs Implementation (Page 10)

CONSENT CALENDAR

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

Consideration of approval is requested for the following:

ADMINISTRATIVE SERVICES:

1. Appropriation Transfers and Budget Revisions Summary (Pages 11 through 14);
2. Hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines (Pages 15 and 16);
3. Re-issuance of stale-dated warrant (Page 17);
4. Resolution No. 17-04 – Signature Changes to Existing Bank Accounts (Pages 18 through 27);
5. Memorandum of Understanding with the Los Angeles County Office of Education for reporting information regarding employees' payroll information, including earnings and demographic data directly to the California Public Employees' Retirement System (Page 28);
6. Designate the College's Chief Compliance and College Budget Officer as the College's Disbursing Officer (Page 29);
7. Agreement with General Dynamics Information Technology for 1098T forms (Pages 30 and 31);
8. Mutual confidentiality and non-disclosure agreement with SchoolsFirst Federal Credit Union (Page 32);
9. Renewal agreement with Hot Doggers, Inc. dba Gold Coast Tours for charter bus services (Pages 33 and 34);
10. Renewal agreement with Micro Focus, Inc. for COBOL licenses and support (Page 35);
11. Renewal agreement with Payphone Stations Innovations for campus payphone services (Page 36);
12. Agreement with Xerox Corporation for the lease of printing equipment (Pages 37 and 38);
13. Renewal agreement with The Vinewood Company, LLC for construction inspection services (Pages 39 and 40);

14. Award of Bid No. 3167 to Impact Construction Services, Inc. of Atwater, CA, for the purchase of a triple-wide trailer unit for the School of Continuing Education Simulation Lab (Pages 41 and 42);
15. Contract with Foot Locker for the expenditures for the 2017 Foot Locker National Cross Country Championships (Page 43);
16. Event license agreement with SMG Worldwide for the 2018 Mt. SAC Commencement Ceremony at Citizens Business Bank Arena (Page 44);
17. Revised costs in the agreement with Covina District Field to host the 2016 Mt. SAC football games (Page 45);
18. Revised agreement with SchoolDude for facilities maintenance management software (Page 46);
19. Professional services contracts with Sid Lindmark, AICP, and Iteris for the Physical Education Projects Earth Export Truck Haul Plan (Pages 47 and 48);
20. Professional design services contract with Marlene Imirzian & Associates, Architects, for Sand Volleyball Facilities project (Page 49);
21. Professional design services contract with Marlene Imirzian & Associates, Architects, for the Performing Arts Center Exterior Evaluation project (Page 50);
22. Professional design services contract with Hill Partnership, Inc. for the Science Technology Engineering Math Center (Pages 51 and 52);
23. Award of Bid No. 3168 to Southern California Grading, Inc. of Irvine, CA, for the Physical Education Project – Soil Removal (Pages 53 and 54);
24. Change Order for the Student Equity Center project (Pages 55 and 56):
 - Contract – American Modular Systems (Modular Contractor) Change Order No. 1;
25. Change Orders for the Business and Computer Technology Project (Pages 57 through 66):
 - Contract – SJD&B (Grading Contractor) Change Order No. 5
 - Contract – CLS Constructors, Inc. (Concrete Contractor) Change Order No. 4
 - Contract – KCB Towers, Inc. (Structural and Miscellaneous Steel Contractor) Change Order No. 2
 - Contract – Perfection Glass Company (Glazing Contractor) Change Order No. 1
 - Contract – Caston Inc. (Framing Contractor) Change Order No. 3
 - Contract – Tandus Centiva Inc. (Flooring Contractor) Change Order No. 2
 - Contract – R.W. Smith & Co. (Food Service Equipment Contractor) Change Order No. 2
 - Contract – Stanton Utilities, Inc. (Plumbing Contractor) Change Order No. 5

- Contract – JPI Development Group (Fire Sprinklers Contractor) Change Order No. 1
- Contract – Daniel's Electrical Construction Co., Inc. (Electrical Contractor) Change Order No. 2;

26. Proposed Gifts and Donations to the College:

- Karl Armbrust – disposable supplies; 100 cardboard splints, 30 adult O2 masks, 60 burn sheets, 24 neonatal BVMs, 24 adult BVMs, 2 slide boards, webbing, 10 boxes of XL disposable gloves, 3 boxes of Kerlix, 30 triangle bandages, 2 boxes of 4 x 4 gauze, 2 boxes of occlusive dressings, 3 cases of IV fluids, 2 boxes of arm boards, 4 boxes of tape, 2 boxes of bloodstoppers, and 1 box of trauma dressing, valued by donor at \$2,000, to be used in Public Safety programs – Paramedic and EMT.
- Tony and Judy Sarsam – seven pairs of Dry Marble logo (Nike) shorts, seven pairs of PRDATR Swoosh (Nike) shorts, and seven pairs of DFCT (Nike) shorts, valued by donor at \$707.39, to be used for the Cheer Team camp wear.
- Ready Pac Foods – 72 Ready Pac Bistro Bowls, valued by donor at \$144, to be used for the Pep Squad dinner at the Mt. SAC vs. Santa Monica football game on September 16, 2017.

HUMAN RESOURCES:

27. Personnel Transactions (Pages 67 through 80);
28. PeopleAdmin University – Certified Administrator Initial Training Bundle Prepayment (Page 81);
29. Revised Salary Schedule – Student Assistant Employees (Pages 82 and 83);

INSTRUCTION:

30. Contract Agreement with Kellogg West Conference Center and Lodge for the Semi-Annual Master Plan Summit (Page 84_);
31. 2018-19 Academic Calendar (Page 85 and 86);
32. School of Continuing Education Additions and Changes (Pages 87 through 90);
33. Affiliation Agreement with Mission Hospital for Paramedic Student Training (Page 91);
34. Application Agreement with North Net Training Authority for Fire Academy Skills-Based Training (Page 92);
35. Child Development Center Contract Amendments: Acceptance of Funds (Page 93);
36. Contract Agreement with Latinologues, Inc. for a Lecture Event (Page 94)
37. New, 4-Year Review, Modified Courses, and New Certificates Effective with the 2018-19 Academic Year (Pages 95 through 97);

38. Regional Strong Workforce Program – Career Pathways Specialist Project: Approval of Contracts (Page 98);
39. Strong Workforce Program Regional Share: Acceptance of Funds and Authorization of Purchases (Pages 99 and 100);

STUDENT SERVICES:

40. Contract with Mountain Meadows Golf Course for the Disabled Student Programs and Services Department Annual Training (Page 101);
41. Note Takers as Independent Contractors for the Disabled Student Programs and Services in order to acquire the expertise needed to accomplish College goals and to meet deadlines (Page 102 and 103);

Ratification is requested for the following:

42. Contract Renewal: Evans & Sutherland Computer Corporation for the Digistar Encore Maintenance Service Agreement (Page 104);
43. Contract with Kellogg West Conference Center for the Multiple Measures Planning Day (Page 105); and
44. Agreement with Azusa Pacific University – Noel Academy for Strengths-Based Leadership and Education for Great Staff Retreat Professional Development (Page 106).

ACTION ITEMS

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

1. Resolution No. 17-05 – A Resolution of the Board of Trustees of Mt. San Antonio College Accepting the Requirement of the California Penal Code Section 13522, Chapter 1 of Title 4, Part 4, Relating to the Training of Law Enforcement Officers (Pages 107 and 108);
2. Proposed New Board Policy 3700 – Social Media (Pages 109 and 110); and
3. Proposed Revised Board Policy 7365 – Discipline and Dismissal – Classified Employees (Pages 111 through 114).

DISCUSSION ITEMS

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

1. Proposed Revised Board Policy 6530 Closed Circuit Television Surveillance Systems – Renumbered to Board Policy 6510 Networked Video Cameras (Pages 115 and 116).

INFORMATION ITEMS

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

1. New Administrative Procedure 6510 – Networked Video Cameras (Pages 117 through 120).

ADJOURNMENT

Future Board Meetings

December 13, 2017

January 10, 2018

February 3, 2018 – Board Study Session

February 14, 2018

Upcoming Events

- November 3 **Secret of the Cardboard Rocket**, 4:30-5:00 p.m., Planetarium
Star Tales: Autumn Skies, 6:00-6:50 p.m. and 7:30-8:20 p.m., Planetarium
Telescope Night, 9:00-10:30 p.m., Building 61 Dome
- November 3-4 **Fall Choral Concert**, 7:30 p.m., Recital Hall
- November 4 **One World, One Sky: Big Bird's Adventure**, 4:30-5:00 p.m., Planetarium
Back to the Moon for Good, 6:00-6:40 p.m. and 7:30-8:10 p.m., Planetarium
- November 7 **Dia de Los Muertos Festival**, 2:00-7:00 p.m., Building 9C
- November 8 **Fall Wind Ensemble Concert**, 7:30 p.m., Clarke Theater
- November 8-9 **American Red Cross Blood Drive**, 9:00 a.m.-7:00 p.m., Building 9C
- November 10 **Veterans Day – Campus Closed**
- November 16 **Volunteer Fair**, 10:00 a.m.-1:00 p.m., North of Building 6
Jazz Band Fall Concert, 7:30 p.m., Clarke Theater
Theodore Von Kármán Lecture Series, 6:30-8:30 p.m., Planetarium
- November 17 **One World, One Sky: Big Bird's Adventure**, 4:30-5:00 p.m., Planetarium
Double Feature: Wonders of the Universe and Awesome Light, 6:00-6:40 p.m. and 7:30-8:10 p.m., Planetarium
Chamber Winds Fall Concert, 7:30 p.m., Recital Hall

Upcoming Events (continued)

- November 18 **Secret of the Cardboard Rocket**, 4:30-5:00 p.m., Planetarium
Stars of the Pharaohs, 6:00-6:50 p.m. and 7:30-8:20 p.m., Planetarium
- November 23-26 **Thanksgiving Holiday – Campus Closed**
- November 29 **String Orchestra Fall Concert**, 7:30 p.m., Recital Hall
- December 1 **Secret of the Cardboard Rocket**, 4:30-5:00 p.m., Planetarium
Star Tales: Autumn Skies, 6:00-6:50 p.m. and 7:30-8:20 p.m., Planetarium
Telescope Night, 9:00-10:30 p.m., Building 61 Dome
- December 5 **Associated Students Holiday Celebration**, 12:00-2:00 p.m., Building 9C
- December 6-7 **American Red Cross Blood Drive**, 9:00 a.m.-7:00 p.m., Building 9C

Upcoming Athletic Events

- November 2-4 **Men’s and Women’s Water Polo – SCC Champs**, All Day, Pool
- November 3-5 **Women’s Basketball Tip Off Tournament**, All Day, Gym
- November 3 **Men’s Soccer vs. Rio Hondo College**, 4:00 p.m., Soccer Field
Women’s Soccer vs. Rio Hondo College, 6:00 p.m., Soccer Field
- November 4 **Football vs. L.A. Harbor College**, 6:00 p.m., Covina District Field
- November 10 **Men’s Soccer vs. Chaffey College**, 4:00 p.m., Soccer Field
Women’s Soccer vs. Chaffey College, 6:00 p.m., Soccer Field
- November 11 **Football vs. Riverside College**, 6:00 p.m., Covina District Field
- December 2-3 **Men’s Basketball Mountie Classic**, All Day, Gym

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**

November 8, 2017





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 11, 2017

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Bader at 5:06 p.m. on Wednesday, October 11, 2017. Trustees Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos, and Student Trustee Case were present.

STAFF PRESENT

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

PUBLIC COMMUNICATION REGARDING CLOSED SESSION

None.

CLOSED SESSION

The Board adjourned to Closed Session at 5:07 p.m. to discuss the following items:

1. **Appeal of Administrative Review** (Per Administrative Procedure 3435 – Discrimination and Harassment Investigations) – one case, regarding Employee No. ...2232
2. **Conference with Legal Counsel** (Pursuant to Government Code Section 54956.9(d) – Existing Litigation – one case:
 - Los Angeles County Superior Court Case No. BC 576587 [consolidated for all purposes with Case Nos. BS 154389 and BS 159953]

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

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

PUBLIC SESSION

The meeting reconvened at 6:42 p.m., and the Pledge of Allegiance was led by Eric Kaljumagi.

REPORTING OF ACTION TAKEN IN CLOSED SESSION

1. Appeal of Administrative Review – one case, regarding Employee No. 2232
The Board approves to uphold the administrative determination regarding Employee No. ...2232.
2. Conference with Legal Counsel - Los Angeles County Superior Court Case No. BC 576587 [consolidated for all purposes with Case Nos. BS 154389 and BS 159953]
None.

INTRODUCTIONS AND RECOGNITION

- The following newly appointed and promoted employees were introduced:
Classified Employee (Newly Appointed)
 - **Lisa Jackson**, Administrative Specialist IV (Instruction) (present)
 - **Phillip Wright**, Laboratory Technician – Aeronautics (Aeronautics) (present)
- Award a Certificate of Service to the following retiring employee:
 - **Katherine Coleman**, Curriculum Specialist (School of Continuing Education), 20 years of service (present)

APPROVAL OF MINUTES

It was moved by Trustee Chen Haggerty, seconded by Trustee Baca, and passed to approve the minutes of the regular meeting of September 13, 2017.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

PUBLIC COMMUNICATION

- Karen Osorio, Student, commented on proposed legislation “2017 Dream Act.”
- Perla Gonzales, Student, commented on the English Department’s event, “My Dream is Not Illegal.”
- Alejandro Juarez, Student, commented on various events on campus and the proposed legislation “2017 Dream Act.”
- Mansfield Collins, Community Member, commented on Action Item #2.

REPORTS

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

- **Brian Moon and Daniel Garcia**, President and Vice President, Associated Students
- **Martin Jones-Ramey**, President, Academic Senate
- **John Lewallen**, President, Classified Senate
- **Eric Kaljumagi**, President, Faculty Association
- **Lee Jones**, 1st Vice President, CSEA 262
- **Diondre McBride**, 2nd Vice President, CSEA 651
- **Marisa Fierro**, Director, Development and Alumni Relations
- **Marisa Fierro**, Representative, Management Steering Committee

BOARD COMMUNICATION

- Trustee Bader read the following reminder: “At this time, the Board of Trustees will report on matters related to attendance at conferences, professional affiliations, and community involvement directly related to their functions as Board members.”
- All Board members shared the following comments:
 - They welcomed and congratulated newly appointed and promoted employees.
 - They congratulated Katherine Coleman on her retirement.
- Student Trustee Case reported the following:
 - Attended the International Students Welcomefest.
 - Attended the Chinese Institute of Engineers event, where the Mt. SAC robotics team was represented.
 - Attended the Makerspace Ribbon Cutting Ceremony.
 - Thanked Dr. Scroggins and Irene Malmgren for inviting him to CCC Change Leadership Conference.
- Trustee Hall reported the following:
 - Attended the Chinese Institute of Engineers Annual Dinner.
 - Attended the Makerspace Ribbon Cutting Ceremony.
 - Commented that the Mt. SAC football team is currently 4-1 and the men’s soccer team is also doing well.

E. Trustee Chen reported the following:

- Attended the Chinese American Museum Gala.
- Attended the discussion on DACA at the Cardenas Markets headquarters, and was impressed by the large contingent of Mt. SAC employees and students.
- Attended the CAUSE Dinner Veterans Initiative Kickoff to discuss public service.
- Attended a ribbon cutting for the Regional Chamber of Commerce for a new business in Diamond Bar.

F. Trustee Chen Haggerty reported the following:

- Attended the ACCT Leadership Congress in Las Vegas, and thanked Robert Hidalgo and Manuel Baca for their support. She was elected for a second term on the ACCT Diversity Committee, as well as chair-elect for 2018.
- Attended an AACC Pathways pre-meeting with Irene Malmgren and is looking forward to attending the conference in Seattle.
- Looking forward to attending the upcoming ACES meeting.
- Attended the Rowland Heights Coordinating Council meeting where she gives a monthly update.
- Attended the Makerspace Ribbon Cutting Ceremony.

G. Trustee Santos reported the following:

- Expresses her sympathies and prayers for the victims of recent disasters.
- Congratulates Judy Chen Haggerty on her victory.
- Attended the Chinese Chamber of Commerce Installation Dinner in Chinatown.
- Attended a couple of Baldwin Park Street Fairs.
- Attended some Baldwin Park Business Association events.
- Attended some Women's Club events.
- Attended the stadium dedication at Sierra Vista High School.
- Attended Coffee with the Cops in Baldwin Park.
- Attended a Dia de Los Muertos event and art show.
- Attended Assemblymember Blanca Rubio's health fair event in Bassett.
- Attended some Irwindale Lions meetings.
- Attended an environmental meeting on parks.
- In her advocacy of desalination efforts, went and collected signatures in Huntington Beach in support of a desalination plant there.
- Looking forward to the Three Valleys Leadership Breakfast.

H. Trustee Baca reported the following:

- Attended the ACCT Leadership Congress, and congratulated Judy Chen Haggerty on being re-elected to the Diversity Committee.
- Attended a quarterly meeting for the State Foundation Executive Board at Cuesta College.
- Participated in a civic engagement workshop at College of the Canyons.
- Looking forward to the RP Group event on civic engagement with the State Academic Senate.
- Looking forward to attending the CASE conference with the State Foundation.
- Looking forward to attending the Pathways Institute #6 in Seattle.
- Looking forward to attending the Student Leadership event in Lake Arrowhead.

- I. Trustee Hidalgo reported the following:
- Attended the ACCT Leadership Congress to support Judy, where she won in a landslide.
 - Attended the Mt. SAC football game where we defeated Orange Coast College.
- J. Trustee Bader reported the following:
- Attended the Community Facilities Advisory Committee, where Gary Nellesen talked about the new Physical Education Project.
 - Attended an event where Deborah Keesler, Director of Cardiac Services, Pomona Valley Hospital, was on campus to speak to health careers students.
 - Attended a Pathways pre-meeting, and is looking forward to attending Pathways #6 in Seattle.
 - Proud of our administrators and their involvement and participation in state leadership.
 - Recognized Jill Dolan about her participation with Rotary in Rotoplast, which is an organization that goes to countries to help with cleft palate surgeries.
 - Attended the Makerspace Ribbon Cutting Ceremony.

PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed and congratulated newly appointed and promoted employees.
- He congratulated Katherine Coleman on her retirement.
- He has been conducting classroom visits, which is something he does every semester and enjoys.
- He introduced Adrienne Price, Director, Grants, to present the Grants Update (update attached).
- He introduced Irene Malmgren, Vice President, Instruction, to present the Distance Learning Program Update (presentation attached).

CONSENT CALENDAR

The following correction was made to the Consent Calendar:

- Consent Item #14 – Business and Computer Technology Project (Change Orders), page 40, remove Bid 3049 - Contractor: Stanton Utilities, Inc. (Mechanical)
1. Appropriation Transfers and Budget Revisions Summary;
 2. Hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines;
 3. Re-issuance of stale-dated warrant;
 4. Purchase of budgeting software from Questica, Inc.;
 5. Agreement with PCM-G for Microsoft Office 0365 professional services;
 6. Renewal of production music agreement with Killer Tracks;

7. Contract with The WFC Group for Kronos Workforce Ready System training;
8. Agreement with Psomas for surveying services for the Student Center project;
9. Agreement with Murley Consulting Group to provide energy consulting services;
10. Amendment to the agreement with Collaborative Braintrust Consulting Firm for the Educational Master Plan;
11. Consulting Agreement for furniture, fixtures, and equipment design services with PAL id Studio for the Humanities/Social Sciences North Classroom Utilization project;
12. Contract with HMC Architects for professional design and consulting services on the Tennis Courts/Lot R Parking Structure project;
13. Change Order for Continuing Education Building 40 Upgrades:
 - Contract – Golden Phoenix Construction Co., Inc. (General Contractor) Change Order No. 3
14. Change Orders for the Business and Computer Technology Project:
 - Contract – SJD&B (General Contractor) Change Order No. 4
 - Contract – American Landscape (General Contractor) Change Order No. 1
 - Contract – CLS Constructors, Inc. (General Contractor) Change Order No. 1
 - Contract – Caston, Inc. (General Contractor) Change Order No. 2
 - Contract – Inland Building Construction Companies, Inc. (General Contractor) Change Order No. 3
 - Contract – Stanton Utilities, Inc. Bid No. 3047 (General Contractor) Change Order No. 4
 - Contract – Stanton Utilities, Inc. Bid No. 3049 (General Contractor) Change Order No. 1
15. Personnel Transactions;
16. Contract for Fair Employment Housing Act/Americans with Disabilities Act Reasonable Accommodations with Arrowhead Evaluation Services, Inc.;
17. New and/or Revised Management Job Classification Descriptions;
18. Registration for the California Community College Registry Job Fair – Oakland and Los Angeles;
19. Memorandum of Understanding Between Los Angeles County Workforce Development Aging and Community Services and Mt. San Antonio College to Provide Workforce Development Services;
20. Memorandum of Understanding with California State University San Bernardino to Provide Teacher-Training Opportunities;

21. School of Continuing Education Additions and Changes;
22. Contract Agreement with the City of Corona Fire Department for Wildland Fire Training;
23. Program Articulation Agreement with Southern Illinois University, Carbondale for Administration of Justice Students;
24. Program Articulation Agreement with Southern Illinois University, Carbondale for Emergency Medical Services Students;
25. Program Articulation Agreement with Southern Illinois University, Carbondale for Fire Technology Students;
26. Contract Agreement with Outfront Media for Bus Tail Advertising of the Culinary Arts Programs;
27. Contract Agreement with Hotel Maya for the 2018 Management Retreat;
28. Contract Agreement with Sagatica, LLC for the 2018 Management Retreat;
29. Contract Agreement with The Dinner Detective for the 2018 Management Retreat;
30. Communication Department to Host British Debaters: Approval of Expenditures;
31. Out-of-Country Student Travel: Chamber Singers at the 2018 Ihlombe Festival in South Africa (Page 86);
32. Asian American and Native American Pacific Islander-Serving Institutions Grant: Acceptance of Funds and Authorization of Purchases (Page 87 and 88);
33. Child Development Training Consortium Grant: Acceptance of Funds (Page 89);

PRESIDENT'S OFFICE:

34. Revised 2017-18 Schedule of Board Meeting Dates (Page 90);

STUDENT SERVICES:

35. Contract with the Kellogg West Conference Center and Lodge (Page 91); and
36. Contract for Legal Services with the Harriett Buhai Center for Family Law (Page 92).

Ratification is requested for the following:

37. Consulting agreement for the West Parcel Solar Draft Subsequent Environmental Impact Report with Helix Environmental Planning (Page 93);
38. Twenty-first Amendment to Master Agreement between Mt. San Antonio College and Mt. SAC Auxiliary Services effective July 1, 2016, through June 30, 2021 (Pages 94 through 96); and

39. Contract Agreement with Davis Research LLC to Conduct a Salary Survey for the Los Angeles/Orange County Center of Excellence for Labor Market Research (Page 97).

It was moved by Trustee Baca, seconded by Trustee Chen Haggerty, and passed to approve the above items, as corrected:

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

ACTION ITEM #1 – PUBLIC HEARING ON THE MT. SAN ANTONIO COLLEGE WEST PARCEL SOLAR PROJECT TIERED DRAFT ENVIRONMENTAL IMPACT REPORT (2017 SEIR) (SCH2002041161)

The public hearing was opened at 8:18 p.m.

Public Comments: None.

The public hearing was closed at 8:20 p.m.

ACTION ITEM #2 – RESOLUTION NO. 17-03 – A RESOLUTION OF THE BOARD OF TRUSTEES OF MT. SAN ANTONIO COLLEGE CERTIFYING THE MT. SAN ANTONIO COLLEGE WEST PARCEL SOLAR PROJECT TIERED DRAFT ENVIRONMENTAL IMPACT REPORT (SCH 2002041161) ADOPTING A STATEMENT OF FACTS AND FINDINGS, AND ADOPTING A MITIGATION MONITORING PROGRAM; AUTHORIZING COMMENCEMENT OF PHASE 1 GRADING OPERATIONS

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

Board President Bader ensured that the Board has thoroughly reviewed all of the materials that were provided to them.

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

Noes: Santos

Abstained: None

Absent: None

Student Trustee concurred.

ACTION ITEM #3 – YEAR ONE-OF-THREE NEGOTIATED AGREEMENT BETWEEN CSEA, CHAPTER 262 AND THE DISTRICT FOR 2017-20

Correction: Remove reference to Bereavement Leave in 13.01.

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

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

DISCUSSION ITEM #1 – PROPOSED NEW BOARD POLICY 3700 – SOCIAL MEDIA

This item was presented for discussion. This item will return to the next Board Meeting for Action.

DISCUSSION ITEM #2 – PROPOSED REVISED BOARD POLICY 7365 – DISCIPLINE AND DISMISSAL – CLASSIFIED EMPLOYEES

This item was presented for discussion. This item will return to the next Board Meeting for Action.

INFORMATION ITEM #1 – NEW ADMINISTRATIVE PROCEDURE 3700 – SOCIAL MEDIA

This item was presented for information only. There was Board discussion on this Item.

INFORMATION ITEM #2 – REVISED ADMINISTRATIVE PROCEDURE 7121 – RECRUITMENT AND HIRING: CLASSIFIED EMPLOYEES

This item was presented for information only.

INFORMATION ITEM #3 – NEW ADMINISTRATIVE PROCEDURE 7365 – DISCIPLINE AND DISMISSAL – CLASSIFIED EMPLOYEES

This item was presented for information only.

The meeting adjourned at 8:37 p.m.

WTS:CN

**BoardDocs Implementation
Carol Nelson
November 8, 2017**

Background

In an effort to increase efficiency and provide for a streamlined electronic review and approval process for monthly Board Meeting agenda packets, the College has contracted with Emerald Data Solutions for their Agenda Management System, BoardDocs. BoardDocs is a state-of-the-art, cloud-based board management service specifically designed for governing bodies. This service will replace the current time-consuming manual Board Agenda preparation process. Currently, 42 California Community Colleges are using BoardDocs to manage their Board Meetings.

Impact on Mt. SAC

The target implementation date for BoardDocs is the December Board Meeting. The College has already started campus training for the conversion. There has been an overview training, as well as five hands-on users' trainings, with three additional trainings scheduled. Positive feedback has been received from both submitters and approvers.

Highlights

In addition to improvements in processes and effectiveness, the following are some highlights:

- Conservation – The implementation of the BoardDocs system allows the campus to eliminate our current paper-based Board Agenda process.
- Time-of-Staff – BoardDocs reports board-related staff time savings of up to 75%.
- Compliance – BoardDocs complies with new Brown Act regulations on posting requirements.
- Ease of Use – Since BoardDocs is 100% web-based, it can be accessed from any electronic device.
- MetaSearch – BoardDocs provides the capability to perform searches of public agenda items and policies from similar organizations using BoardDocs services.
- Notifications – Campus reviewers and approvers will be notified automatically via email when they have an item that requires their attention.
- Annotations – If you are an authenticated user, you can enter notes on particular items on one device and retrieve them on another.

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

DATE: November 8, 2017

CONSENT

SUBJECT: Appropriation Transfers and Budget Revisions Summary

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

**APPROPRIATION TRANSFERS
For the period 9/18/17 - 9/27/17**

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$ 252,365
7950	Unassigned Fund Balance	147,689
Total		\$ 400,054

To:

<u>Budget Classification</u>		<u>Amount</u>
1000	Academic Salaries	\$ 116,244
2000	Classified/Other Nonacademic Salaries	150,395
3000	Employee Benefits	29,503
4000	Supplies/Materials	50,554
6000	Capital Outlay	23,358

Prepared by: Rosa Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #1

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: November 8, 2017

7000	Other Outgo	\$	30,000
Total		\$	400,054

Restricted General Fund - 17

From:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	3,088
3000	Employee Benefits		406
4000	Supplies/Materials		16,414
Total		\$	19,908

To:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	2,320
5000	Other Operating Expenses/Services		5,695
6000	Capital Outlay		8,893
7000	Other Outgo		3,000
Total		\$	19,908

Farm Operations Fund - 34

From:

<u>Budget Classification</u>			<u>Amount</u>
7940	Assigned Fund Balance	\$	56,000
Total		\$	56,000

To:

<u>Budget Classification</u>			<u>Amount</u>
6000	Capital Outlay	\$	56,000
Total		\$	56,000

Health Services Fund - 39

From:

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

To:

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

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: November 8, 2017

Associated Students Trust Fund - 71

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 739
6000 Capital Outlay	2,260
Total	\$ 2,999

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 2,999
Total	\$ 2,999

BUDGET REVISIONS
For the period 9/18/17 - 9/27/17

Unrestricted General Fund - 11/13

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
882001 Summer Science Exploration Program	\$ 4,250
Donations	
885000 Campus Facility Rentals	41,744
889005 Summer Science Exploration Program	1,000
Registration Fees	
Total	\$ 46,994

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 500
5000 Other Operating Expenses/Services	46,494
Total	\$ 46,994

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
865900 2017-18 California Community College	\$ 250,000
Makerspace	
Total	\$ 250,000

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: November 8, 2017

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	17,244
2000	Classified/Other Nonacademic Salaries		120,669
3000	Employee Benefits	\$	10,668
4000	Supplies/Materials		34,319
5000	Other Operating Expenses/Services		17,100
6000	Capital Outlay		50,000
Total		\$	250,000

RECOMMENDATION

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$400,054), Restricted General Fund (\$19,908), Farm Operations Fund (\$56,000), Health Services Fund (\$600), and Associated Students Trust Fund (\$2,999) 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 (\$46,994), and Restricted General Fund (\$250,000), pursuant to the California Code of Regulations, Title 5, Section 58308.

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

DATE: November 8, 2017

CONSENT

SUBJECT: Independent Contractors

BACKGROUND

Approval of Independent Contractors.

ANALYSIS AND FISCAL IMPACT

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

Provider	Area/Department	Service/ Assignment	Date(s)	Not to Exceed
Desai, Pathik	Instruction – Music	Guitarist – Vocal Jazz rehearsals and performances	11/14/17 - 6/30/18	\$5,000
Gruver, Dr. Eric	Administrative Services – Campus Safety	Psychological evaluations for Campus Safety personnel	7/1/17- 6/30/18	\$425 per evaluation
Gutierrez, Mark	Instruction – Kinesiology, Athletics and Dance	Design and Artwork of Mt. SAC 2020 Olympic Trials Celebration Shirts	8/1/17- 9/1/17	\$400
Kadwani, Qurrat	Student Services/ International Students Program	Performer & Facilitator– Multicultural diversity discussion	11/13/17 - 11/14/17	\$4,000
LeBeau-Walsh, Lori dba LLW Studio Graphic Design	Instruction – Regional Strong Workforce Career Pathways	Graphic design, articulation handbook, and procedure manual	10/01/17 - 6/30/18	\$3,500
Levine, Iris	Instruction – Music	Adjudicator – Chamber Choir Festival	3/21/18	\$500
Murfett, Edward dba Print Connection	Instruction – Community Education	Personalized promotional items, printing	11/09/17- 6/30/18	\$2,500

Prepared by: Stephen G. Garcia

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

SUBJECT: Independent Contractors

DATE: November 8, 2017

Provider	Area/Department	Service/ Assignment	Date(s)	Not to Exceed
Perhamus, Robert	Instruction – CCC Makerspace	Conducting Maker Skills Academy Training	9/16/17 - 6/30/18	\$1,600
Powell- Fleischman, Erica	Instruction – Music	Guest Performer- Wind Ensemble	2/1/18 – 6/30/18	\$600
Rafael, Pablo dba Sergio's Custom Upholstery	Instruction – Kinesiology, Athletics and Dance	Upholstery repair of light pole padding of Softball/Baseball Field	10/1/17 – 6/30/18	\$600
Richter, Scott	Instruction – Theater	Guest Speaker	11/9/17	\$200
Seo, Brian	Instruction – CCC Makerspace	Conducting Maker Skills Academy Training	10/1/17 - 6/30/17	\$1,600
Talberg, Jonathan	Instruction – Music	Adjudicator – Chamber Choir Festival	3/21/18	\$500

Funding Sources

Unrestricted General Fund – Instruction – Music, Kinesiology, Athletics and Dance, Community Education, Theater; Administrative Services – Campus Safety; Student Services – International Students Program.

Restricted Fund – Instruction – Regional Strong Workforce Career Pathways, CCC Makerspace.

RECOMMENDATION

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

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

DATE: November 8, 2017

CONSENT

SUBJECT: Re-issuance of Stale-Dated Warrant

BACKGROUND

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

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

ANALYSIS AND FISCAL IMPACT

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

Warrant No.	Original Issue Date	Payee	Amount
07194472	12/01/2014	Transamerica Life Insurance Company	\$279.93

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Stephen G. Garcia

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #3

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

DATE: November 8, 2017

CONSENT

SUBJECT: Resolution No. 17-04 – Signature Changes to Existing Bank Accounts

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 place 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.

Due to the resignation of the Associate Vice President, Fiscal Services, it is necessary to remove this employee from the authorized signers on all existing bank accounts.

ANALYSIS AND FISCAL IMPACT

Periodically, Fiscal Services reviews existing bank accounts to determine if accounts may be closed, consolidated, renamed, or if signors need to be updated. Once a permanent Associate Vice President is hired, additional signature changes will be presented for Board approval.

Funding Source

Not applicable.

Prepared by: Stephen G. Garcia

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #4

SUBJECT: Resolution No. 17-04 – Signature Changes to Existing Bank Accounts

DATE: November 8, 2017

RECOMMENDATION

It is recommended that the Board of Trustees adopts a resolution to revise authorized signers for accounts payable, payroll, bank merchant, clearing, and revolving accounts pursuant to the California Community College Budget and Accounting Manual as authorized by Sections 84030 and 85266 of the Education Code, and in accordance with Section 58311 of Title 5 of the California Code of Regulations.

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

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

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

**RESOLUTION NO. 17-04
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: Remove signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Myeshia Armstrong, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (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: Remove signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Myeshia Armstrong, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (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: Remove signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Myeshia Armstrong, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (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: Remove signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Myeshia Armstrong, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (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: Remove signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Myeshia Armstrong, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (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 – 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: Remove signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Myeshia Armstrong, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (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: Remove signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Myeshia Armstrong, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (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: Remove signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Myeshia Armstrong, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (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: Remove signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Myeshia Armstrong, Rosa Royce, Irene M. Malmgren, Teresa W. Patterson (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, 13th Floor
Los Angeles, CA 90071**

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

Type: Payroll Warrants

Purpose: Issue Payroll Warrants Only

Action: Change signature

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

New Signature: Facsimile signature for Michael D. Gregoryk, Vice President, Administrative Services.

**Bank of America
Southern California Government Services
333 South Hope Street, 13th 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, 13th 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: Change signature

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

New Signature: Facsimile signature for Michael D. Gregoryk, Vice President, Administrative Services.

**Bank of America
Southern California Government Services
333 South Hope Street, 13th 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, 13th 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: Change signature

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

New Signature: Facsimile signature for Michael D. Gregoryk, Vice President, Administrative 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 8th day of November 2017 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.

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 8 , 2017</u>	CONSENT
SUBJECT	<u>Memorandum of Understanding with Los Angeles County Office of Education</u>	

BACKGROUND

The Los Angeles County Office of Education (LACOE) provides financial systems support which is necessary to retrieve past information and update job classifications for the California Public Employees’ Retirement System (CalPERS) reporting. Previously, LACOE provided services on behalf of the College to report employees’ payroll information, including earnings and demographic data to CalPERS on the College’s behalf.

A Memorandum of Understanding (MOU) is proposed between Mt. SAC and LACOE regarding such services, and the College has requested to report employee payroll information directly to CalPERS. In conjunction with this MOU, the College will also be responsible for reporting all employee and employer contributions, as well as paying all fees, assessments, penalties, and interest from CalPERS.

ANALYSIS AND FISCAL IMPACT

The term of the MOU shall be effective January 1, 2018, and shall continue indefinitely, unless terminated or amended by either party by means of an amendment to the MOU, which will be done in writing and signed by both parties.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the Memorandum of Understanding with the Los Angeles County Office of Education for reporting information regarding employees’ payroll information, including earnings and demographic data directly to the California Public Employees’ Retirement System.

Prepared by: <u>Stephen G. Garcia</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #5</u>

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

DATE: November 8, 2017

CONSENT

SUBJECT: Designation of Disbursing Officer

BACKGROUND

On November 7, 2011, the California Community Colleges Chancellor's Office Board of Governors approved the College's request to become Fiscally Independent pursuant to Education Code section 85266.5. As a fiscally independent district, the Los Angeles County Office of Education (LACOE) monitors the College to assure the proper internal controls are in place to provide the appropriate oversight and internal audit functions for the issuance of payroll and commercial warrants directly through the County Treasury without review and approval by LACOE for scrutiny of the legality and propriety of district accounting transactions.

ANALYSIS AND FISCAL IMPACT

As part of the fiscally independent status, it is a requirement for the Board of Trustees of the College to designate the College's Disbursing Officer. Due to the recent resignation of the Associate Vice President, Fiscal Services, it is recommended that the Chief Compliance and College Budget Officer be given this designation until a permanent Associate Vice President is hired. Additionally, a Fidelity Bond in the amount of \$5 million will be issued to cover any Fiscal malfeasance once Board approval is given.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees designates the College's Chief Compliance and College Budget Officer as the College's Disbursing Officer.

Prepared by: Stephen G. Garcia

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #6

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 8, 2017</u>	CONSENT
SUBJECT:	<u>Agreement with General Dynamics Information Technology for</u> <u>1098T Forms</u>	

BACKGROUND

The Taxpayer Relief Act of 1997 provides education tax incentives for eligible taxpayers. The Hope Scholarship Credit and Lifetime Learning Credit allows taxpayers to reduce their federal income tax based upon qualified tuition and fees paid, assuming the taxpayer meets the eligibility requirements. The College is required to send a 1098T form to all eligible students detailing the fees they paid to the College.

ANALYSIS AND FISCAL IMPACT

General Dynamics Information Technology (GDIT) provides data management and reporting services to assist higher education institutions in meeting TRA requirements. GDIT will use a data file from Banner to produce a 1098T form for each student. The College has been contracting the base services, which include:

- The printing and mailing of the forms to the students;
- An electronic file that must be sent to the Internal Revenue Service (IRS);
- An archive file in case the College needs to re-print the form for a student;
- Web service access to all current and prior year student records;
- Customer Service 800-number support for all current and prior year student records, where students will have the option to call this toll-free number as their first avenue to answer questions, provide tuition and fee information, make corrections, and direct callers to proper sources for tax information and advice; and
- The reporting to the IRS of a student Taxpayer Identification Number certification checkbox.

The renewal of this contract maintains the setup fee at \$400 and decreases the per student record charge from \$0.86 to \$0.80. The College will participate in the “web advance” service, which consists of making available the 1098T’s electronically to students for 2017 year records received by GDIT on or prior to January 17, 2018. Any 1098T’s delivered electronically will be charged the web advance rate of \$0.23 per student record, rather than the standard service rate of \$0.80 per student record. Records retrieved after January 17, 2018, will be processed as standard printed and mailed forms.

Prepared by: <u>Stephen G. Garcia</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #7</u>

SUBJECT: Agreement with General Dynamics Information Technology for 1098T Forms

DATE: November 8, 2017

The College expects to obtain additional savings with the use of this “web advance” feature. These savings are unknown because they depend on the students’ personal choice. The number of 1098T forms fluctuates based on the number of students eligible every year. Student enrollment increased in the 2014-15 and 2015-16 fiscal years; and slightly decreased in the 2016-17 fiscal year. The total fees paid for 1098T management and reporting services in 2016 were \$13,331. It is estimated that the fees for the 2017 year will be approximately \$12,800.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the agreement with General Dynamics Information Technology for 1098T forms.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 8, 2017</u>	CONSENT
SUBJECT:	<u>Mutual Confidentiality and Non-disclosure Agreement with SchoolsFirst Federal Credit Union</u>	

BACKGROUND

SchoolsFirst Federal Credit Union (FCU) provides banking services to employees, retirees, and family members of public and private schools and community colleges.

As part of the various services offered by SchoolsFirst FCU there may be instances when it is necessary for the College to share an employee’s personal information with SchoolsFirst FCU when an employee elects to make monthly deposits through payroll deduction, payroll direct deposit, or automatic share-to-share transfer.

The mutual confidentiality and non-disclosure agreement proposed between SchoolsFirst FCU and Mt. SAC will ensure that all employee information shared remains confidential.

ANALYSIS AND FISCAL IMPACT

This agreement is proposed to protect the confidentiality of College employees because, as part of this program, it is necessary for the College to share social security numbers with SchoolsFirst FCU to ensure that no money is deducted from an employee’s paycheck and sent to the credit union when employees are not members of SchoolsFirst FCU.

The term of the agreement is for two years after the effective date, but under this agreement the information shared shall remain confidential beyond the termination of the agreement.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the mutual confidentiality and non-disclosure agreement with SchoolsFirst Federal Credit Union.

Prepared by: _____	Stephen G. Garcia	Reviewed by: _____	Michael D. Gregoryk
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #8

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

DATE: November 8, 2017

CONSENT

SUBJECT: Renewal Agreement with Hot Doggers, Inc. dba Gold Coast Tours
for Charter Bus Services

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

Year three of the five-year agreement with Gold Coast Tours expires November 30, 2017. Gold Coast Tours has provided safe, reliable buses and excellent service to the College. Therefore, approval is requested to extend the agreement for an additional one-year period, December 1, 2017, through November 30, 2018.

Gold Coast Tours has requested an increase to their hourly and mileage rates due to an increase in driver wages and health insurance costs. In addition, there are occasions where local trips may last 10 or more hours. For this reason, a new one-way transfer charge was negotiated. Rather than charging the hourly rate for the longer periods, plus a charge to swap drivers, the driver will drop off to a specified location and return at the conclusion of the event to pick up and return to Mt. SAC. Utilizing the one-way transfer charge ensures that the College is paying the lowest cost for this service.

	Current Rate (16/17)	New Rate (17/18)
35 Passenger Bus		
5-hour minimum flat rate	\$515.00	\$525.00
Rate per hour over minimum	\$89.00	\$90.00
Rate per mile (whichever is greater – hourly or mileage)	\$3.40	\$3.45
48 Passenger Bus		
5-hour minimum flat rate	\$575.00	\$600.00
Rate per hour over minimum	\$93.00	\$95.00
Rate per mile (whichever is greater – hourly or mileage)	\$3.60	\$3.75
Long Distance or Out of State (24 hour periods)	\$975.00	\$1000.00
One Way Transfer (Local LA/OC) – New charge	NA	\$450.00

Prepared by: Teresa Patterson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #9

SUBJECT: Renewal Agreement with Hot Doggers, Inc. dba Gold Coast Tours
for Charter Bus Services

DATE: November 8, 2017

56 Passenger Bus	Current Rate (16/17)	New Rate (17/18)
5-hour minimum flat rate	\$595.00	\$620.00
Rate per hour over minimum	\$98.00	\$100.00
Rate per mile (whichever is greater – hourly or mileage)	\$3.85	\$3.95
Long Distance or Out of State (24 hour periods)	\$995.00	\$1025.00
One Way Transfer (Local LA/OC) – New charge	N/A	\$475.00

The total costs for the 2016-17 fiscal year were \$266,431. Taking the proposed rate increases into account, it is estimated that the costs for the 2017-18 fiscal year will be approximately \$274,424. However, the actual costs for these services will vary depending on the number of trips taken during the 2017-18 fiscal year period.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval to renew the agreement with Hot Doggers, Inc. dba Gold Coast Tours, for the period December 1, 2017, through November 30, 2018.

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

DATE: November 8, 2017

CONSENT

SUBJECT: Renewal Agreement with Micro Focus, Inc. for COBOL Licenses
and Support

BACKGROUND

The College's enterprise application system, Banner, utilizes the Common Business Orientated Language (COBOL) programming language to execute several functions within the system. COBOL is the second-oldest high-level programming language. The COBOL licenses are necessary to compile source code into machine code in order to be executed. Programs need to be compiled whenever there is a change. The licenses are used in both the production and development Banner environments to ensure all code can be tested and compiled properly before moving to the production environment.

ANALYSIS AND FISCAL IMPACT

The College has utilized Micro Focus' COBOL licenses and support since the implementation of Banner in 2006. The new annual cost is \$9,235.80 and there will be no increase in the annual cost during the three-year period. The agreement effective dates are November 13, 2017, to November 12, 2020.

The previous annual cost was \$2,286.90. The increase in the annual cost of \$6,948.90 was caused by an upgrade in server hardware. COBOL license fees are based on the number of core processors in the server. The upgraded hardware has more processing cores; so, the license fee has increased.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the three-year agreement with Micro Focus, Inc. for COBOL licenses and support.

Prepared by: Dale S. Vickers

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #10

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>November 8, 2017</u>	CONSENT
SUBJECT: <u>Renewal Agreement with Payphone Stations Innovations for Campus Payphone Services</u>	

BACKGROUND

Payphone Stations Innovations (PSI), formerly known as Payphone Stations, Inc., has been providing payphone services throughout the campus for the past several years. These payphones are used by students, staff, or visitors in need of telephone services. Under the term of the current agreement, the College pays PSI \$50 per month for each station.

ANALYSIS AND FISCAL IMPACT

Although payphone usage has declined in recent years, it is recommended that the College continue providing this service to its campus community. In addition, these payphones supplement the emergency blue-phone stations providing direct access to campus public safety. Therefore, the College wishes to renew the agreement with PSI for a five-year term, commencing December 1, 2017, through November 30, 2022. The College will continue to pay PSI \$50 per month for each station. There are currently 12 payphone stations located across campus. However, the terms of the agreement allow for the addition or removal of payphones as needed. In addition, either party may terminate the agreement with or without cause.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of a five-year agreement with Payphone Stations Innovations to provide payphone services for the period December 1, 2017, through November 30, 2022.

Prepared by: Teresa Patterson/Dale Vickers Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #11

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

DATE: November 8, 2017

CONSENT

SUBJECT: Lease of Printing Equipment – Xerox Corporation

BACKGROUND

Printing Services supports the vast majority of Mt. SAC's copy and print needs. Printing Services has had a long standing relationship with Xerox Corporation, the recognized leader in the production print environment. Printing Services is currently utilizing three high production units, one medium production unit, and one low production color unit.

ANALYSIS AND FISCAL IMPACT

The College's five-year lease agreement with Xerox is approaching expiration. The current high production units are between 10 to 17 years old and have reached or exceeded their normal life expectancy. In addition, the existing high production copiers, the Xerox Docutechs, are no longer being manufactured and within three years, the parts will no longer be available. Therefore, Printing Services staff performed extensive research on equipment to replace the existing copiers from the two manufacturers of high production equipment, Xerox and Canon, who are known to be the most comparable in terms of functionality and long-term sustainability.

A detailed analysis revealed that the Xerox equipment is the solution that best meets the College's functional and technical needs for the following reasons:

- The online user interface will stay the same making the transition much easier for the campus community. This is a huge benefit, since nearly 75% of our print jobs are submitted via this interface.
- Printing Services workflow stays the same, eliminating the need for retraining.
- The new Xerox Nuvera copiers come equipped with a tape binder, which the Canon equipment cannot support.
- The proposed Xerox equipment is much more heavy duty than the proposed Canon equipment and is rated for almost double the number of monthly images; 3.7 million versus 2 million.
- Over the past 20 years, the Xerox service technicians have responded in a timely and professional manner.

Prepared by: Teresa Patterson/ Dale Vickers

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #12

SUBJECT: Lease of Printing Equipment – Xerox Corporation

DATE: November 8, 2017

The new lease will consist of retaining two of the existing units, which are newer, and replacing the three older high production Docutech machines with new equipment. The monthly cost, including overages, which are based on historical use, is \$14,646.

This represents a savings of \$2,410 per month over the previous lease. The lease costs include delivery, installation, training, and maintenance. In addition to the lease cost, the College will pay an annual licensing/support fee for the Web-to-Print system in the amount of \$7,590, bringing the total annual cost to \$183,342. The maintenance includes all parts, labor, service calls, and consumable supplies except paper, staples, and binding tape. The three new units will include a monthly copy allowance of 400,000 each (increased from 200,000 on the previous lease), with any excess copies charged at \$0.0039 per copy. The allowances for the existing units will remain the same, 200,000 for the medium production unit with an excess rate of \$0.0035, and 20,000 for the color unit with an excess rate of \$0.0464 for color and \$0.0118 for black and white copies. As mentioned, based on historical usage, the College's anticipated overages should be very minimal.

Although the pricing offered by Canon is approximately 12% less than that offered by Xerox, the equipment offered by Xerox best meets the College's technical and functional needs and has a proven quality track record at Mt. SAC. Xerox has consistently provided excellent customer service with a fast response time, lessening the down-time when repairs are needed and ensuring continuous service to the campus.

The new lease term would be for 60 months with the option to purchase the equipment at the end of the term at fair market value. The fixed pricing is offered through the E&I Cooperative Services Agreement, which guarantees educational pricing to be equal to or better than pricing offered to other comparable institutions.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of a 60-month agreement with Xerox Corporation for the Lease of Printing Equipment, for the period December 1, 2017, through November 30, 2022.

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

DATE: November 8, 2017

CONSENT

SUBJECT: Renewal Agreement with The Vinewood Company, LLC for
Construction Inspection Services

BACKGROUND

Inspection of work in progress and notification to the State when a project is complete are integral to the process of most of the College's construction projects. Such work is performed by a construction inspector certified by the Division of State Architect (DSA). These services have been provided on a project-by-project basis by The Vinewood Company, LLC, located in La Verne, CA, through a five-year agreement, which is due to expire December 31, 2017.

ANALYSIS AND FISCAL IMPACT

Education Code Section 81143 and Title 24 of the California Code of Regulations require that the College provide for competent, adequate, and continuous inspection by an Inspector of Record satisfactory to the Project Architect and approved by the DSA. The Vinewood Company has demonstrated competence and qualifications to perform the assigned work and the required DSA certifications.

The recommendation is to renew the agreement with The Vinewood Company for a two-year period to provide inspection services for the duration of the Measure RR Bond projects, and for other projects which require inspection services. The term of this agreement will be January 1, 2018, through December 31, 2019. Staff will issue a Request for Qualifications/Proposals for future work prior to expiration of the new two-year term.

Work Authorizations will be issued for the approved work under a campus-wide contract at the following hourly rates:

	Current Rate (2016-17)	New Rate (2017-18)
DSA Class 1 Inspector	\$87.85	\$90.15
DSA Class 2 Inspector	\$82.85	\$85.15
DSA Class 3 Inspector	\$77.85	\$80.15
Certified Plans Examiner	\$87.85	\$90.15

Prepared by: Gary L. Nellesen/Teresa Patterson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #13

SUBJECT: Renewal Agreement with The Vinewood Company, LLC for
Construction Inspection Services

DATE: November 8, 2017

The contract allows for annual rate adjustments in accordance with the prevailing wage determinations as directed by the Department of Industrial Relations. The agreement may be terminated by the College due to non-compliance, abandonment, or postponement of an assigned project, or for convenience.

Funding Sources

Measure RR Bond funds.
Measure RR Bond Anticipation Note funds.
State and Local Scheduled Maintenance funds.
State Capital Outlay grants.
Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of a two-year agreement with The Vinewood Company, LLC to provide continuing construction inspection services on an hourly fee basis commencing January 1, 2018, through December 31, 2019.

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

DATE: November 8, 2017

CONSENT

SUBJECT: Purchase of a Triple-Wide Trailer Unit for the School of Continuing
Education Simulation Lab (Bid No. 3167)

BACKGROUND

In May 2017, the Board of Trustees approved the purchase of a triple-wide modular building from Silver Creek Industries, Inc. to house the School of Continuing Education Simulation (SIM) Lab. Upon further review, it was found that the piggyback contract for the modular facility was non-responsive. Therefore, it was determined to be in the College's best interest to cancel the modular contract with Silver Creek Industries, and hold a second formal bid process.

It was also decided that utilizing trailer units, rather than a modular building, would reduce the impact to the parking lot and the trailer could be relocated in the future, if necessary. This new SIM Lab bid is for a triple-wide trailer that will be set in Parking Lot F, south of Building 40. The facility will be approximately 2,160 square feet and will include LED lighting for energy efficiency and new technology.

The new trailer unit will serve as the SIM Lab to expand the Short Term Vocational Health Careers program and will offer real life hands-on training situations for the non-credit health programs. The SIM Lab will increase the number of classes that can be offered and will provide access for students to obtain the skills and knowledge for entry into middle skill level jobs. Currently, these health programs must use available space in the already impacted Health Careers Resource Lab and other buildings on campus. The SIM Lab is expected to provide services to an estimated 350 to 400 students per year.

ANALYSIS AND FISCAL IMPACT

Bids were advertised in the Inland Valley Daily Bulletin in accordance with California Education Code 81641. Bids were opened on September 14, 2017. Six vendors were invited to participate in the bid process with three vendors attending a job walk. Only one bid was received from Impact Construction Services, Inc., Atwater, CA, for the total amount of \$314,264.00. After review of the bid submitted, staff considers the amount to be fair and reasonable, and in line with the cost estimate for the project.

Prepared by: Teresa Patterson/Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #14

SUBJECT: Purchase of a Triple-Wide Trailer Unit for the School of Continuing
Education Simulation Lab (Bid No. 3167)

DATE: November 8, 2017

Funding Sources

Measure RR Bond (Series A) funds.
Restricted General Fund - Strong Workforce Program.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the award of Bid No. 3167 to Impact Construction Services, Inc. for the purchase of a triple-wide trailer unit for the School of Continuing Education Simulation Lab.

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

DATE: November 8, 2017

CONSENT

SUBJECT: Approval of Expenditures - 2017 Foot Locker National Cross
Country Championships

BACKGROUND

Since December 2004, the Technical Services department has been contracted by Foot Locker, Incorporated to provide broadcast and webcast coverage of the Foot Locker National Cross Country Championships in San Diego, California. This contract is an outgrowth of production activities at the Foot Locker Regional Championships held at the College. Board approval is required for expenditure of travel funds for the 2017 event, taking place on December 9, 2017.

As part of the production activities, permission is requested to:

- Provide advance payment of deposits and expenses for hotel accommodations and parking for College employees, Professional Experts, and Independent Contractors, not to exceed \$8,500.
- Provide out of town per-diem payment to all individuals working on the event, not to exceed \$4,500.
- Provide refreshments and light snacks for all individuals working on the event, not to exceed \$500.

ANALYSIS AND FISCAL IMPACT

The contract with Foot Locker will cover all housing costs, per-diem, and refreshment costs as detailed above. The contract will also cover all labor expenses for College employees, Professional Experts, and Independent Contractors, as well as fuel costs and any necessary supplies or repairs.

Activities will be carried out with contract-generated funds. The project will not impact the College budget.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the expenditures for the 2017 Foot Locker National Cross Country Championships.

Prepared by: William Eastham

Reviewed by: Michael Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #15

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 8, 2017</u>	CONSENT
SUBJECT:	<u>Event License Agreement with SMG Worldwide – Citizens Business Bank Arena</u>	

BACKGROUND

Due to the construction work taking place in the stadium, the College has the need to relocate the annual Commencement ceremony to another venue for at least two more years. Our staff has determined that the only viable location for the ceremony this year is the Citizen’s Business Bank Arena in Ontario, California, where the 2017 Commencement was held. Due to previously scheduled dates at the arena, the College ceremony will be held on Sunday, June 17, 2018.

ANALYSIS AND FISCAL IMPACT

Last year, Citizen’s Business Bank Arena’s pricing of \$46,405 was provided by AEG Facilities Management. Shortly before Commencement, SMG Worldwide took over management of the Arena and honored AEG’s pricing.

This year, under SMG Worldwide’s pricing, the license fee for the arena will be \$66,475, plus an additional \$20,000 to provide free parking on the day of the event. Under the terms of the license agreement for the Arena, a non-refundable deposit of \$25,000 is due upon execution of the agreement. A final payment of \$41,475 on the base fee plus the \$20,000 parking buyout will be due on May 18, 2018.

It is also requested that the Board approve a \$53,500 contingency to address any additional expenses that may arise, i.e., additional chairs, floral arrangements, catering, lighting, audio visual, IT services, and are not covered under the base license fee. These additional expenses will be billed and paid upon the conclusion of the event.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the Event License Agreement with SMG Worldwide – Citizens Business Bank Arena, including advance payments, for the 2018 Commencement Ceremony.

Prepared by: <u>William Eastham</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #16</u>

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

DATE: November 8, 2017

CONSENT

SUBJECT: Amendment to the Agreement with Covina District Field to Host the
2016 Mt. SAC Football Games

BACKGROUND

In July 2016, an agreement was approved for Mt. SAC football to play their home football games for the 2016 season at the Covina District Field at the Covina-Valley Unified School District.

The Covina District Field provides custodial and security services. The rental of the field was based on an hourly rate and included custodial and security services.

ANALYSIS AND FISCAL IMPACT

The initial proposal estimated that the costs would not exceed \$30,000. Since the final invoices have been received, and based on the actual number of hours the field was used, the total is \$34,984.

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the revised costs in the agreement with Covina District Field to host the 2016 Mt. SAC football games.

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #17

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 8, 2017</u>	CONSENT
SUBJECT:	<u>Agreement with SchoolDude for Facilities Maintenance Management Software</u>	

BACKGROUND

In July 2012, the Board of Trustees approved an agreement with SchoolDude to supply a Facilities Maintenance Management Software system to improve the tracking, maintenance scheduling, and reporting systems for the maintenance of the College’s facilities. In November 2015, an amendment was approved due to a software upgrade.

At this time, Facilities Planning and Management is requesting approval to add an additional software module to the system to provide Capital Forecasting.

ANALYSIS AND FISCAL IMPACT

The Capital Forecasting module will be used for predicting capital equipment replacement needs and managing the renewal of building systems and assets. This improvement will allow the department to switch from a 100% manual system outside of our current software package to one that actively interacts with the Maintenance and Preventative Maintenance modules already in use.

The Capital Forecasting module has a start-up cost of \$5,740.80 and an annual cost increase of \$9,822.30 to the annual fee, which is \$20,708.60 for the 2017-18 fiscal year before the increase. The revised fee for 2017-18 will be \$30,530.90. The agreement with SchoolDude also allows for an annual cost increase of up to 5% for future years.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the revised agreement with SchoolDude for facilities maintenance management software.

Prepared by: _____	Gary L. Nellesen	Reviewed by: _____	Michael D. Gregoryk
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #18

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

DATE: November 8, 2017

CONSENT

SUBJECT: Professional Services for Physical Education Projects - Earth Export
Truck Haul Plan

BACKGROUND

In order to begin the construction of the Physical Education Project, it is necessary to export 140,000 cubic yards of earth from the site. As part of the environmental mitigation measures for the project, an Earth Export Truck Haul Plan is required to move the dirt to two sites identified by the contractor as the disposal sites. Sid Lindmark, AICP, has presented a proposal to evaluate the work relative to the California Environmental Quality Act (CEQA) process and Iteris has presented a proposal for the transportation planning services necessary for the preparation of the Plan.

ANALYSIS AND FISCAL IMPACT

The following contracts are presented for approval:

	Consultant:	Sid Lindmark, AICP
	Project:	Physical Education Projects Earth Export Truck Haul Plan
Item	Description:	Amount
	Professional CEQA planning services for the evaluation of the Physical Education Projects Earth Export Truck Haul Plan. Time and materials, not to exceed:	\$20,000.00
	Contract Amount:	\$20,000.00

	Consultant:	Iteris
	Project:	Physical Education Projects Earth Export Truck Haul Plan
Item	Description:	Amount
	Professional Transportation Planning Services for the Physical Education Projects Earth Export Truck Haul Plan.	\$15,300.00
	Reimbursable expenses, not to exceed:	\$3,358.00
	Contract Amount:	\$18,658.00

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #19

SUBJECT: Professional Services for Physical Education Projects - Earth Export
Truck Haul Plan

DATE: November 8, 2017

Funding Source

2017 Bond Anticipation Note.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the contracts with Sid Lindmark, AICP, and Iteris for professional services for the Physical Education Projects Earth Export Truck Haul Plan.

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

DATE: November 8, 2017

CONSENT

SUBJECT: Professional Design Services for Sand Volleyball Facilities – Marlene Imirzian & Associates, Architects

BACKGROUND

Marlene Imirzian & Associates, Architects, has presented a proposal to provide professional services for the design of sand volleyball courts and restrooms west of the Kinesiology Building 44. This contract is for schematic design only. Once the project scope has been completely developed, a separate contract will be presented for construction documents and construction administration services.

The project currently includes three sand volleyball courts, men's and women's restrooms, and storage facilities. The design will also include an audio/video truck parking area and bleacher open-stepped seating for up to 200 spectators.

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

	Consultant:	Marlene Imirzian & Associates, Architects
	Project:	Sand Volleyball Facilities
Item	Description:	Amount
	Professional architectural and engineering services for schematic design of the Sand Volleyball Facilities project.	\$23,000.00
	Reimbursable expenses, not to exceed:	\$2,000.00
	Contract Amount:	\$25,000.00

Funding Source

2017 Bond Anticipation Note funds.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the contract with Marlene Imirzian & Associates, Architects for professional design services for the Sand Volleyball Facilities.

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #20

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 8, 2017</u>	CONSENT
SUBJECT:	<u>Professional Design Services for the Performing Arts Building Exterior Evaluation – Marlene Imirzian & Associates, Architects</u>	

BACKGROUND

Facilities Planning and Management has requested a proposal from Marlene Imirzian & Associates, Architects to evaluate exterior building water penetration at the Performing Arts Center Building 2T, and develop options for mitigation/repair of the building envelope. The purpose of this work is to establish the project scope and budget necessary to resolve the water penetration issues.

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

	Consultant:	Marlene Imirzian & Associates, Architects
	Project:	Performing Arts Center Exterior Evaluation
Item	Description:	Amount
	Professional architectural services to evaluate the building envelope at the Performing Arts Center Building 2T. Hourly rate, not to exceed:	\$12,000.00
	Cost Estimate, not to exceed:	\$3,000.00
	Reimbursable expenses, not to exceed:	\$1,000.00
	Contract Amount:	\$16,000.00

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the contract with Marlene Imirzian & Associates, Architects for professional design services for the Performing Arts Center Exterior Evaluation.

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #21

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

DATE: November 8, 2017

CONSENT

SUBJECT: Professional Design Services for Science Technology Engineering
Math Center – Hill Partnership, Inc. (Contract Amendment)

BACKGROUND

Hill Partnership, Inc. was previously contracted to provide professional architectural, structural, mechanical, fire sprinkler design, and construction administration to remodel the existing Adjunct Faculty suite into the Science Technology Engineering Math (STEM) Center in the Math and Science Building 61.

During the development of the project, additional design work was necessary to increase scope of the project. An addition of 900 square feet was added to the project to meet the program requirements. This additional design work includes mechanical and electrical engineering for the new Computer Lab.

ANALYSIS AND FISCAL IMPACT

The following Contract Amendment is presented for approval:

	Consultant:	Hill Partnership, Inc.	No.	1
	Project:	Science Technology Engineering Math Center		
Item	Description:		Amount	
	Revisions to the plans to revise the former robotics lab and improve the mechanical system in the project area.		\$45,500.00	
	Total		\$45,500.00	
	Original Contract Amount		\$75,300.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$75,300.00	
	Amount of Amendment No. 1		\$45,500.00	
	New Contract Sum		\$120,800.00	
	Total Project Budget		\$2,260,700.72	
	Percentage of Change to the Total Project Budget		2.01%	

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #22

SUBJECT: Professional Design Services for Science Technology Engineering Math
Center – Hill Partnership, Inc. (Contract Amendment)

DATE: November 8, 2017

Funding Source

2017 Bond Anticipation Note.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the Contract Amendment for professional design services from Hill Partnership, Inc. for the Science Technology Engineering Math Center.

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

DATE: November 8, 2017

CONSENT

SUBJECT: Physical Education Project – Soil Removal (Bid No. 3168)

BACKGROUND

This project consists of two phases of soil removal in preparation of the construction of the Physical Education Project - Athletic Complex East. Soil Removal Phase 1 will be the excavation, loading, and export of approximately 90,000 cubic yards of earthen materials from the hillside immediately west of the recently demolished Mt. San Antonio College Athletics Stadium. Earthen materials will be removed from Mt. SAC and disposed of offsite.

Soil Removal Phase 2 will be exporting additional 50,000 cubic yards of earthen materials from the Physical Education Project - Athletic Complex East at a later date.

ANALYSIS AND FISCAL IMPACT

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Thirty-two contractors were invited to participate in the bid process with 12 contractors attending the job walk. Five bids were received and publicly opened on October 3, 2017. The lowest responsible, responsive bidder is Southern California Grading, Inc., located in Irvine, CA. Details of the summary of bids is as follows:

Company Name/Location	Base Bid Amount	Alt. No. 1 Amount	Total Bid Amount
M. Wilson Co. Contractors La Verne, CA	\$2,527,000.00	\$1,335,000.00	\$3,862,000.00
SJD&B, Inc. Rancho Cucamonga, CA	\$1,803,000.00	\$905,000.00	\$2,708,000.00
Griffith Company Santa Fe Springs, CA	\$1,649,550.00	\$851,500.00	\$2,501,050.00
Crew, Inc. Rancho Dominguez, CA	\$4,500,000.00	\$2,000,000.00	\$6,500,000.00
Southern California Grading, Inc. Irvine, CA	\$1,669,000.00	\$725,000.00	\$2,394,000.00

Prepared by: Teresa Patterson/Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #23

SUBJECT: Physical Education Project – Soil Removal (Bid No. 3168)

DATE: November 8, 2017

This Bid package included alternate pricing as follows:

Additive Alternate No. 1: Exporting up to 50,000 additional cubic yards of dirt from the Athletics project.

Public Contract Code 20103.8 allows public entities to include in its public works bids, alternate prices for items that may be added to, or deducted from, the scope of work in the contract for which the bid is being submitted.

In order to provide the best value, the College elected to award the contract based on the lowest total bid price on the base contract and the additive alternate.

Funding Source

2017 Bond Anticipation Note.

RECOMMENDATION

It is recommended that the Board of Trustees approves the award of the Physical Education Project – Soil Removal (Bid No. 3168) to Southern California Grading, Inc., for the total amount of \$2,394,000.00.

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

DATE: November 8, 2017

CONSENT

SUBJECT: Student Equity Center Project (Change Order)

BACKGROUND

As part of the Measure RR building program, temporary space is needed to support new or existing programs and services. In November 2014, the Board of Trustees approved the purchase of a 7,300 square foot modular facility for use as the Student Equity Center.

The Student Equity Center was purchased along with three other facilities from American Modular Systems, Inc. under their piggyback bid with the Biggs Unified School District contract. In August 2016, following the completion of the design and layout, a contract amendment was approved for a total of \$1,780,000.

ANALYSIS AND FISCAL IMPACT

During the Division of State Architect approval process, it was determined that a more extensive concrete foundation system was necessary than the pre-approved system. Other deductive and additional changes were also required as listed below.

Bid No.	Contractor:	CO No.	
	American Modular Systems		1
Item	Change and Justification:	Amount	Time
1	Delete one set of aluminum storefront glass doors with hardware and access control.	<\$11,356.00>	0 days
2	Delete one steel exterior double door.	<\$5,180.00>	0 days
3	Upgrade concrete foundation system as per DSA approved plans.	\$62,610.00	0 days
4	Engineering/design for the new foundation system.	\$6,120.00	0 days
5	Add two floor drains in the restrooms.	\$1,400.00	0 days
6	Upgrade built-in work surfaces to solid surface material.	\$6,722.00	0 days
	Total	\$60,316.00	0 days

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #24

SUBJECT: Student Equity Center Project (Change Order)

DATE: November 8, 2017

	Original Contract Amount	\$1,046,368.00
	Amendment #1	\$733,632.00
	Revised Contract Amount	\$1,780,000.00
	Net Change by Previous Change Orders	\$0.00
	Net Sum Prior to This Change Order	\$1,780,000.00
	Amount of Change Order No. 1	\$60,316.00
	New Contract Sum	\$1,840,316.00
	Percentage of Change to Contract, to Date	3.39%

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the Change Order with American Modular Systems for the Student Equity Center project.

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

DATE: November 8, 2017

CONSENT

SUBJECT: Business and Computer Technology Project (Change Orders)

BACKGROUND

In October and November of 2015, 20 contracts were awarded for the construction of the Business and Computer Technology project. Each contract included an allowance for unforeseen conditions and minor additions to the scope of work.

As the project is nearing completion, several contracts can be adjusted to reflect the actual costs of the work. Some contracts will require an increase while others will be reduced in value. The net change for the following contracts is an increase of \$172,252.26. There may also be future additive or deductive change orders for issues that are currently being negotiated.

ANALYSIS AND FISCAL IMPACT

Bid No.	3030	Contractor:	SJD&B (Grading Contractor)	CO No.	5
Item	Change and Justification:			Amount	Time
1	Pave the fire lane adjacent to the project prior to the start of the Fall semester.			\$10,081.00	0 days
2	Over-excavation and soils removal at the Language Learning Center building required for new field footings due to geotechnical conditions.			\$7,198.00	0 days
3	Regrade the south end of the courtyard and radius walkway for disabled accessibility.			\$5,728.00	0 days
	Total			\$23,007.00	0 days
	Original Contract Amount			\$1,343,558.00	
	Net Change by Previous Change Orders			\$157,865.00	
	Net Sum Prior to This Change Order			\$1,501,423.00	
	Amount of Change Order No. 5			\$23,007.00	
	New Contract Sum			\$1,524,430.00	
	Percentage of Change to Contract, to Date				13.46%

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #25

SUBJECT: Business and Computer Technology Project (Change Orders)

DATE: November 8, 2017

Business and Computer Technology	Date	Amount	%	Bid # 3030 SJD&B Inc.
Contract Amount		\$1,343,558.00		
C. O. #1	September 2016	\$45,019.00	3.35%	Remove and replace wet soil in two locations; additional Storm Water Pollution Prevention Plan (SWPPP) measures; removal of asbestos transite pipe; additional excavation at new storm drain location.
C. O. #2	May 2017	\$44,060.00	6.63%	Backfill trench due to rerouting of utility; additional over-excavation for retaining wall, and soil remediation for excessive wet soil; add over excavation for amphitheater wall.
C. O. #3	June 2017	\$26,618.00	8.61%	Backfill trench due to rerouting of utility occurred due to the Thermal Energy Storage Tank project.
C. O. #4	October 2016	\$42,168.00	11.75%	Backfill hot water lines, hydronic lines, and west side; regrade at Building C and Stair #2; revise grade over existing hydronic lines; regrade south landscaped area.

SUBJECT: Business and Computer Technology Project (Change Orders)

DATE: November 8, 2017

Bid No.	3032	Contractor:	CLS Constructors, Inc. (Concrete Contractor)	CO No.	4
Item	Change and Justification:		Amount	Time	
	Provide anchor bolts for eight exterior blue emergency phones.		\$1,139.00	0 days	
	Total		\$1,139.00	0 days	
	Original Contract Amount		\$4,645,000.00		
	Net Change by Previous Change Orders		<\$146,878.00>		
	Net Sum Prior to This Change Order		\$4,498,122.00		
	Amount of Change Order No. 4		\$1,139.00		
	New Contract Sum		\$4,499,261.00		
Percentage of Change to Contract, to Date			<3.14%>		

Business and Computer Technology	Date	Amount	%	Bid # 3032 CLS Constructors, Inc.
Contract Amount		\$4,645,000.00		
C. O. #1	May 2017	<\$97,887.00>	<2.11%>	Deduct Alternate #1; revisions to site wall and footings; revise planter wall to a retaining wall.
C. O. #2	September 2017	<\$40,435.00>	<2.98%>	Back charge for correction required to beam; credit for deleting polished concrete floor; additional concrete due to bridge deck drainage changes; changes in walls and grades at stairs; back charge for correction to columns and beams details; grade changes at Building C walkway.
C. O. #3	October 2017	<\$8,556.00>	<3.16%>	Install trench for grate system for code compliance; back charge for backfill at the west side.

SUBJECT: Business and Computer Technology Project (Change Orders)**DATE:** November 8, 2017

Bid No.	3034	Contractor:	KCB Towers, Inc. (Structural and Miscellaneous Steel Contractor)	CO No.	2
Item	Change and Justification:			Amount	Time
	Deduction for unused allowance funds.			<\$50,000.00>	0 days
	Total			<\$50,000.00>	0 days
	Original Contract Amount			\$4,827,205.00	
	Net Change by Previous Change Orders			<\$1,125.00>	
	Net Sum Prior to This Change Order			\$4,826,080.00	
	Amount of Change Order No. 2			<\$50,000.00>	
	New Contract Sum			\$4,776,080.00	
Percentage of Change to Contract, to Date				<1.06%>	

Business and Computer Technology	Date	Amount	%	Bid # 3034 KCB Towers, Inc.
Contract Amount		\$4,827,205.00		
C. O. #1	June 2017	<\$1,125.00>	<0.02%>	Credit for unused funds to replace framing and sheathing materials performed by others.

Bid No.	3039	Contractor:	Perfection Glass Company (Glazing Contractor)	CO No.	1
Item	Change and Justification:			Amount	Time
	Deduction for unused allowance funds.			<\$20,000.00>	0 days
	Total			<\$20,000.00>	0 days
	Original Contract Amount			\$2,153,600.00	
	Net Change by Previous Change Orders			\$0.00	
	Net Sum Prior to This Change Order			\$2,153,600.00	
	Amount of Change Order No. 1			<\$20,000.00>	
	New Contract Sum			\$2,133,600.00	
Percentage of Change to Contract, to Date				<0.93%>	

SUBJECT: Business and Computer Technology Project (Change Orders)

DATE: November 8, 2017

Bid No.	3040	Contractor:	Caston Inc. (Framing Contractor)	CO No.	3
Item	Change and Justification:			Amount	Time
1	Patch drywall in Buildings B and C due to audiovisual changes, and back charge to Plumbing contractor for plumbing changes.			\$6,525.00	0 days
2	Revise drywall finish at five aluminum door frames and one aluminum window frame in Building C due to framing changes.			\$644.00	0 days
3	Reframe soffit frames and drywall finish at four rooms to accommodate lighting and audiovisual equipment.			\$20,344.00	0 days
	Total			\$27,513.00	0 days
	Original Contract Amount			\$3,935,585.00	
	Net Change by Previous Change Orders			\$21,936.00	
	Net Sum Prior to This Change Order			\$3,957,521.00	
	Amount of Change Order No. 3			\$27,513.00	
	New Contract Sum			\$3,985,034.00	
	Percentage of Change to Contract, to Date			1.26%	

Business and Computer Technology	Date	Amount	%	Bid # 3040 Caston Inc.
Contract Amount		\$3,935,585.00		
C. O. #1	June 2017	\$17,542.00	0.45%	Remove and rebuild damaged scaffolding; install additional soffit framing in two rooms.
C. O. #2	October 2017	\$4,394.00	0.56%	Patch drywall in Building C.

SUBJECT: Business and Computer Technology Project (Change Orders)**DATE:** November 8, 2017

Bid No.	3043	Contractor:	Tandus Centiva Inc. (Flooring Contractor)	CO No.	2
Item	Change and Justification:			Amount	Time
1	Prepare additional floor area, including grinding and filling concrete at walk-off mats in Building B, as required to maintain rubber floor warranties.			\$7,629.03	0 days
2	Add overtime charges for weekend work to stay ahead of the furniture installation schedule.			\$7,315.84	0 days
3	Install vinyl tile flooring in all four elevators. Flooring was not included in the original contract.			\$911.39	0 days
4	Add generator rental costs for work performed during July and August. Power was not available in the buildings during that time.			\$5,250.00	0 days
	Total			\$21,106.26	0 days
	Original Contract Amount			\$901,762.13	
	Net Change by Previous Change Orders			\$19,405.78	
	Net Sum Prior to This Change Order			\$921,167.91	
	Amount of Change Order No. 2			\$21,106.26	
	New Contract Sum			\$942,274.17	
Percentage of Change to Contract, to Date					4.49%

Business and Computer Technology	Date	Amount	%	Bid # 3043 Tandus Centiva Inc.
Contract Amount		\$901,762.13		
C. O. #1	September 2017	\$19,405.78	2.15%	Change flooring in three rooms from carpet to rubber tile; add dissipative tile flooring in IDF room; add rubber base in two areas.

SUBJECT: Business and Computer Technology Project (Change Orders)

DATE: November 8, 2017

Bid No.	3046	Contractor:	R. W. Smith & Co. (Food Service Equipment Contractor)	CO No.	2
Item	Change and Justification:			Amount	Time
	Deduction for unused allowance funds.			<\$20,000.00>	0 days
	Total			<\$20,000.00>	0 days
	Original Contract Amount			\$1,271,787.00	
	Net Change by Previous Change Orders			\$84,235.00	
	Net Sum Prior to This Change Order			\$1,356,022.00	
	Amount of Change Order No. 2			<\$20,000.00>	
	New Contract Sum			\$1,336,022.00	
Percentage of Change to Contract, to Date					5.05%

Business and Computer Technology	Date	Amount	%	Bid # 3046 R. W. Smith & Co.
Contract Amount		\$1,271,787.00		
C. O. #1	May 2017	\$84,235.00	6.62%	Procure and install additional food equipment and walk-in refrigerator at convenience store in building C.

Bid No.	3047	Contractor:	Stanton Utilities, Inc. (Plumbing Contractor)	CO No.	5
Item	Change and Justification:			Amount	Time
	Install an emergency gas shut-off valve not included on original drawings.			\$968.00	0 days
	Total			\$968.00	0 days
	Original Contract Amount			\$2,537,000.00	
	Net Change by Previous Change Orders			\$61,082.00	
	Net Sum Prior to This Change Order			\$2,598,082.00	
	Amount of Change Order No. 5			\$968.00	
	New Contract Sum			\$2,598,082.00	
Percentage of Change to Contract, to Date					2.45%

SUBJECT: Business and Computer Technology Project (Change Orders)

DATE: November 8, 2017

Business and Computer Technology	Date	Amount	%	Bid # 3047 Stanton Utilities Inc.
Contract Amount		\$2,537,000.00		
C. O. #1	May 2017	\$34,852.00	1.37%	Extend south side storm drain due to poor condition of existing drain.
C. O. #2	June 2017	<\$2,459.00)	1.28%	Back charge to remove and rebuild scaffolding damaged by contractor.
C. O. #3	September 2017	\$18,384.00	2.00%	Provide thirteen deck drains on bridge decks and two additional faucets.
C. O. #4	October 2017	\$10,305.00	2.41%	Back charge for grading; change sinks to fit casework; upgrade pumps.

Bid No.	3048	Contractor:	JPI Development Group (Fire Sprinklers Contractor)	CO No.	1
Item	Change and Justification:		Amount	Time	
	Deduction for unused allowance funds.		<\$40,000.00>	0 days	
	Total		<\$40,000.00>	0 days	
	Original Contract Amount		\$398,000.00		
	Net Change by Previous Change Orders		\$0.00		
	Net Sum Prior to This Change Order		\$398,000.00		
	Amount of Change Order No. 1		<\$40,000.00>		
	New Contract Sum		\$358,000.00		
Percentage of Change to Contract, to Date			<10.05%>		

Bid No.	3050	Contractor:	Daniel's Electrical Construction Co., Inc. (Electrical Contractor)	CO No.	2
Item	Change and Justification:		Amount	Time	
1	Deductive change for deleted card readers at data distribution rooms.		<\$5,072.00>	0 days	
2	Install the infrastructure for a touchscreen camera at the Food and Nutrition Workshop.		\$3,446.00	0 days	
3	Furnish and install breakers and circuits for the walk-in refrigerator in Room B111. The overcurrent requirements were not known at the time of design.		\$4,341.00	0 days	
4	Reroute conduits in Building C second floor due to revised HVAC ducts.		\$3,300.00	0 days	

SUBJECT: Business and Computer Technology Project (Change Orders)

DATE: November 8, 2017

5	Extend two existing underground utility boxes to accommodate grade changes.	\$7,854.00	0 days
6	Provide two motorized screens and install the necessary infrastructure for two projectors in Room C113.	\$19,907.00	0 days
7	Furnish and install additional telecom cabinet, rack, wire management, and fiber optic cables for Room B227.	\$16,224.00	0 days
8	Add fire alarm strobe in restroom for code compliance.	\$1,423.00	0 days
9	Rework electrical feeds for HVAC equipment on the roof of Building B to provide building cooling earlier in the schedule.	\$1,973.00	0 days
10	Install two electrical outlets in Boiler Room B134 to power the Energy Management System controller.	\$3,207.00	0 days
11	Furnish and install custom CAT 6 patch cords from wall jacks to classroom furniture for wire management throughout the buildings.	\$12,196.00	0 days
12	Install 21 controllers adjacent to each Brightlink (smart board) unit.	\$11,519.00	0 days
13	Install two additional Assistive Listening System (ALS) boxes, and install cabling to power 37 ALS units.	\$33,735.00	0 days
14	Install access control card readers at student-run restaurant exterior doors.	\$11,936.00	0 days
15	Revise power and data layout in Room B137 to provide additional office space.	\$8,243.00	0 days
16	Install marquees for the Alertus System above digital signage on corridors.	\$10,480.00	0 days
17	Install an additional medium voltage circuit to be used for secondary power in Buildings A, B, and C.	\$83,807.00	0 days
	Total	\$228,519.00	0 days
	Original Contract Amount		\$6,032,000.00
	Amendment #1		\$1,584,715.00
	Revised Contract Amount		\$7,616,715.00
	Net Change by Previous Change Orders		<\$9,651.00>
	Net Sum Prior to This Change Order		\$7,607,064.00
	Amount of Change Order No. 2		\$228,519.00
	New Contract Sum		\$7,835,583.00
	Percentage of Change to Contract, to Date		3.63%

SUBJECT: Business and Computer Technology Project (Change Orders)

DATE: November 8, 2017

Business and Computer Technology	Date	Amount	%	Bid # 3046 Daniel's Electrical Construction Co., Inc.
Contract Amount		\$7,616,715.00		
C. O. #1	May 2017	<\$9,651.00>	<0.16%>	Credit for deleted fixtures and outlets.

Funding Sources

Measure RR Bond (Series A and C) funds.
2017 Bond Anticipation Note.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the Change Orders for the Business and Computer Technology project.

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

DATE: November 8, 2017

CONSENT

SUBJECT Personnel Transactions

CLASSIFIED EMPLOYMENT

*Denotes Ratification

Permanent New Hires

Name: Alvarez, Raelyn
 Position: Administrative Specialist II New: Yes
 Department: International Students
 Range/Step: A-75, Step 1 Salary: \$3,995.85/month
 Job FTE: 1.00/12 months
 Effective: 11/13/17

Name: Maas, Laurie
 Position: Administrative Specialist I New: No
 Department: Business
 Range/Step: A-69, Step 1 Salary: \$1,788.01/month
 Job FTE: 0.475/11 months
 Effective: 11/9/17

Name: Romero, Priscilla
 Position: Fiscal Technician II New: No
 Department: Payroll
 Range/Step: A-88, Step 4 Salary: \$5,264.47/month
 Job FTE: 1.00/12 months
 Effective: 11/13/17

Name: Samai, Jendi
 Position: Student Services Program Specialist II New: No
 Department: Student Services
 Range/Step: A-79, Step 1 Salary: \$4,158.11/month
 Job FTE: 1.00/12 months
 Effective: 11/13/17

Prepared by: Human Resources Staff

Reviewed by: Abe Ali

Recommended by: Bill Scroggins

Agenda Item: Consent #27

SUBJECT: Personnel Transactions

DATE: November 8, 2017

Promotions

Name: Lokeni, Kare'l
Position: Educational Advisor New: No
Department: Student Services
Range/Step: A-95, Step 2 Salary: \$5,119.49/month
Job FTE: 1.00/12 months
Effective: 11/13/17
Remarks: Previously, Student Services Program Specialist II

Name: Rose, Bernice
Position: Coordinator, Bursar's Office New: Yes
Department: Bursar's Office
Range/Step: A-105, Step 5 Salary: \$6,546.49/month
Job FTE: 1.00/12 months
Effective: 11/13/17
Remarks: Previously, Fiscal Specialist

Name: Vukojevic, Stephanie
Position: Administrative Specialist III New: No
Department: Short-Term Vocational
Range/Step: A-81, Step 2 Salary: \$4,453.75/month
Job FTE: 1.00/12 months
Effective: 11/13/17
Remarks: Previously, Administrative Specialist II

Permanent Change of Assignment

Name: Zahn, Lisa
Position: Account Clerk II New: No
Department: Adult Basic Education
Range/Step: A-79, Step 6 Salary: \$5,306.90/month
Job FTE: 1.00/12 months
Effective: 10/16/17*
Remarks: Previously, 0.75 FTE

SUBJECT: Personnel Transactions

DATE: November 8, 2017

Reclassifications

Name: Beckerdite, Adam
 Position: Community Services Officer
 Department: Public Safety
 Range/Step: A-75, Step 4 Salary: \$2,197.20/month
 Job FTE: 0.475/12 months
 Effective: 11/1/17*
 Remarks: Previously, Parking Officer

Name: Capelo, Dolores
 Position: Community Services Officer
 Department: Public Safety
 Range/Step: A-75, Step 6 + L15 Salary: \$5,542.48/month
 Job FTE: 1.00/12 months
 Effective: 11/1/17*
 Remarks: Previously, Parking Officer

Name: Fendrich, Elizabeth
 Position: Community Services Officer
 Department: Public Safety
 Range/Step: A-75, Step 6 Salary: \$2,422.42/month
 Job FTE: 0.475/12 months
 Effective: 11/1/17*
 Remarks: Previously, Parking Officer

Name: Franco, Denise
 Position: Community Services Officer
 Department: Public Safety
 Range/Step: A-75, Step 6 + L15 Salary: \$5,542.48/month
 Job FTE: 1.00/12 months
 Effective: 11/1/17*
 Remarks: Previously, Parking Officer

Name: Gamble, James
 Position: Public Safety Officer II
 Department: Public Safety
 Range/Step: A-98, Step 5 Salary: \$6,106.04/month
 Job FTE: 1.00/12 months
 Effective: 11/9/17
 Remarks: Previously, Public Safety Officer I

SUBJECT: Personnel Transactions

DATE: November 8, 2017

Reclassifications (Continued)

Name: Gibson, Daniel
Position: Community Services Officer
Department: Public Safety
Range/Step: A-75, Step 6 Salary: \$2,422.42/month
Job FTE: 0.475/12 months
Effective: 11/1/17*
Remarks: Previously, Parking Officer

Name: Haukom, Christopher
Position: Community Services Officer
Department: Public Safety
Range/Step: A-75, Step 4 Salary: \$2,197.20/month
Job FTE: 0.475/12 months
Effective: 11/1/17*
Remarks: Previously, Parking Officer

Name: Messenger, Jesse
Position: Community Services Officer
Department: Public Safety
Range/Step: A-75, Step 6 Salary: \$4,078.86/month
Job FTE: 0.80/12 months
Effective: 11/1/17*
Remarks: Previously, Parking Officer

Name: Neighbor, Scott
Position: Community Services Officer
Department: Public Safety
Range/Step: A-75, Step 6 + L15 Salary: \$5,542.48/month
Job FTE: 1.00/12 months
Effective: 11/1/17*
Remarks: Previously, Parking Officer

Name: Phongsas, Wesley
Position: Community Services Officer
Department: Public Safety
Range/Step: A-75, Step 6 + L10 Salary: \$4,222.64/month
Job FTE: 0.80/12 months
Effective: 11/1/17*
Remarks: Previously, Parking Officer

SUBJECT: Personnel Transactions

DATE: November 8, 2017

Reclassifications (Continued)

Name: Ramos, Dennis
 Position: Library Technician – Cataloging
 Department: Library and Learning Resources
 Range/Step: A-76, Step 6 + L20 Salary: \$5,793.63/month
 Job FTE: 1.00/12 months
 Effective: 7/1/16*
 Remarks: Previously, Library Technician II

Name: Ramos, Paul
 Position: Community Services Officer
 Department: Public Safety
 Range/Step: A-75, Step 6 + L10 Salary: \$4,222.64/month
 Job FTE: 0.80/12 months
 Effective: 11/1/17*
 Remarks: Previously, Parking Officer

Name: Santos, Eric
 Position: Community Services Officer
 Department: Public Safety
 Range/Step: A-75, Step 4 Salary: \$2,197.20/month
 Job FTE: 0.475/12 months
 Effective: 11/1/17*
 Remarks: Previously, Parking Officer

Name: Sprague, Amber
 Position: Library Technician – Cataloging
 Department: Library and Learning Resources
 Range/Step: A-76, Step 6 Salary: \$5,150.81/month
 Job FTE: 1.00/12 months
 Effective: 7/1/16*
 Remarks: Previously, Library Technician II

Name: Thatcher, Anna
 Position: Community Services Officer
 Department: Public Safety
 Range/Step: A-75, Step 6 + L15 Salary: \$5,542.48/month
 Job FTE: 0.80/12 months
 Effective: 11/1/17*
 Remarks: Previously, Parking Officer

SUBJECT: Personnel Transactions**DATE:** November 8, 2017**Retirements**

Sylvia Hoffman-Hinkle, Dispatcher II (Public Safety) effective 12/29/17
 Shirley Wong, Staff Nurse (Health Services) effective 12/30/17

MANAGEMENT EMPLOYMENT

*Denotes Ratification

New Hire

Name: Kirkwood, Kirk
 Position: Director, Dual Enrollment New: Yes
 Department: Instruction
 Range/Step: M-9, Step 2 Salary: \$95,880.00/annual
 Job FTE: 1.00/12 months
 Effective: 11/13/17

TEMPORARY EMPLOYMENT**Professional Expert Salary Schedule****Classified Short-Term Hourly Employees**

<u>Name</u>	<u>Title</u>	<u>Rationale</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Corcuera, Raul	Gmnds & Hort Tech-Cmps	Absence	Administrative Svcs.	18.00	10/05/17-06/30/18
Mountain, Maureen	Administrative Specialist II	Absence	Instruction	22.55	08/28/17-10/15/17
Torres, Doris	Administrative Specialist III	Absence	President's Office	23.94	09/14/17-06/30/18
Williams, Terah	Lab Tech-Photography	Absence	Instruction	23.47	09/25/17-10/16/17

Hourly Non-Academic Employees

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Acosta, William	Instructional Support III	Instruction	15.00	08/28/17-06/30/18
Arenas Juarez, Vianey	Student Services Support III	Student Services	15.00	08/28/17-12/31/17
Candell, Melissa	Student Services Support III	Student Services	15.00	08/28/17-12/31/17
Chacon, Consuelo	Instructional Support V	Instruction	19.00	10/12/17-06/30/18
Chaltron, Carlos	Instructional Support II	Instruction	13.00	09/03/17-06/30/18
Chavez, Odalinda	Student Services Support III	Student Services	15.00	10/02/17-12/20/17
Danao, Riza	Instructional Support II	Instruction	13.00	10/12/17-06/30/18
Daniels, Ja'Nice	Administrative Support II	Instruction	17.00	10/12/17-06/30/18
Ebro, Eliza	Instructional Support II	Instruction	13.00	09/19/17-02/15/18
Engle, Shantel	Student Services Support III	Instruction	15.00	08/28/17-12/17/17
Jang, Hannah	Administrative Support II	Human Resources	17.00	10/25/17-06/30/18
Lee, Philip	Fiscal Support II	Administrative Svcs.	16.00	10/02/17-12/20/17
Lee, Susan	Fiscal Support II	Administrative Svcs.	16.00	09/18/17-09/30/17
Messerian, Haigen	Instructional Support II	Instruction	13.00	11/09/17-06/30/18

SUBJECT: Personnel Transactions**DATE:** November 8, 2017**Hourly Non-Academic Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Mirambeau, Shana	Instructional Support II	Instruction	13.00	08/28/17-12/17/17
Pringle, Kristen	Instructional Support III	Instruction	15.00	08/28/17-02/23/18
Rios, Brandon	Instructional Support II	Instruction	13.00	09/18/17-02/15/18
Robertson, Sidney	Student Services Support V	Student Services	19.00	08/30/17-06/30/18
Roeske, Alison	Instructional Support IV	Instruction	17.00	08/28/17-02/23/18
Solorzano, Yesenia	Technical Support I	Instruction	12.00	09/15/17-02/17/18
Trujillo Negrete, Adriana	Student Services Support III	Student Services	15.00	08/28/17-12/31/17
Yoo, Diana	Instructional Support I	Instruction	11.00	10/11/17-02/15/18

Professional Expert Employees

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Aldana, Carlos	Tutor Expert I	Instruction	15.00	08/28/17-06/30/18
Aldecoa, Joseph	Licensed Professional I	Instruction	42.00	09/18/17-06/30/18
Alvarado, Angel	Project Expert II	Instruction	20.00	09/01/17-12/30/17
Anglin, Ana	Licensed Professional II	Instruction	49.00	08/28/17-06/30/18
Arthur, Mala	Project Expert V	Instruction	35.00	09/01/17-06/30/18
Baeza, Veronica	Project Expert III	Instruction	25.00	08/21/17-06/30/18
Barajas, Natalia	Project Expert III	Instruction	25.00	09/01/17-06/30/18
Bautista, Ariel	Tutor Expert I	Instruction	15.00	08/23/17-06/30/18
Berber, Jennifer	Project Expert III	Instruction	25.00	09/01/17-06/30/18
Bolton, John	Project Expert V	Instruction	35.00	09/08/17-06/30/18
Cardozo, Rudolpho	Tutor Expert I	Instruction	15.00	08/28/17-06/30/18
Chavez, Xiomara	Technical Expert I	Administrative Svcs.	30.00	09/18/17-01/31/18
Chen, Hui Wen	Tutor Expert I	Instruction	15.00	08/28/17-02/23/18
Cwiak, Daniel	Project Expert I	Administrative Svcs.	15.00	08/28/17-06/30/18
Del Real, Javier	Tutor Expert II	Instruction	17.00	08/28/17-06/30/18
Diaz, Danielle	Project Expert III	Instruction	25.00	09/01/17-06/30/18
Doran, Ryan	Project Expert III	Instruction	25.00	09/01/17-06/30/18
Dorough, Darlene	Interpreter III	Student Services	42.00	08/28/17-06/30/18
Ewing, Lynn	Licensed Professional II	Instruction	49.00	08/25/17-06/30/18
Figueroa, Mario	Tutor Expert I	Instruction	15.00	08/23/17-06/30/18
Fuller, Jessica	Project Expert III	Student Services	25.00	09/01/17-06/30/18
Gabbard, James	Licensed Professional I	Instruction	42.00	10/10/17-06/30/18
Gandy, Deanna	Art Model Expert	Instruction	25.00	09/11/17-06/30/18
Gleicher, Ginger	Interpreter V	Human Resources	55.00	07/01/17-06/30/18
Goff, Michael	Technical Expert V	Instruction	55.00	09/08/17-06/30/18
Haroutunian, Todd	Licensed Professional I	Instruction	42.00	09/21/17-06/30/18
Hodgson, Kevin	Project Manager I	Student Services	45.00	10/02/17-06/30/18
Huerta, Christopher	Project Expert III	Instruction	25.00	09/01/17-06/30/18
Jurkovic, Carol	Art Model Expert	Instruction	25.00	09/11/17-06/30/18
Kamaka, Ron	Technical Expert V	Instruction	55.00	09/10/17-06/30/18
Kwan, Tomoko	Tutor Expert II	Instruction	17.00	08/28/17-06/30/18
Lackey, Kaylyn	Project Expert III	Instruction	25.00	09/01/17-06/30/18

SUBJECT: Personnel Transactions**DATE:** November 8, 2017**Professional Expert Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Lazar, Garrick	Licensed Professional I	Instruction	42.00	09/11/17-06/30/18
Lazar, Garrick	Technical Expert I	Instruction	30.00	09/11/17-06/30/18
Li, Patrick	Tutor Expert I	Instruction	15.00	08/28/17-02/15/18
Luong, Anh	Tutor Expert I	Instruction	15.00	08/29/17-02/23/18
Manahan, Justinne	Tutor Expert I	Instruction	15.00	08/23/17-06/30/18
Mass, Jason	Licensed Professional I	Instruction	42.00	10/10/17-06/30/18
Metzo, Joseph	Project Expert V	Instruction	35.00	09/01/17-06/30/18
Murray, Steven	Licensed Professional I	Instruction	42.00	08/19/17-06/30/18
Nelson, Robert	Project Expert V	Instruction	35.00	10/02/17-06/30/18
Nguyen, Anvinh	Licensed Professional I	Instruction	42.00	10/04/17-06/30/18
Nguyen, Tam	Tutor Expert II	Instruction	17.00	08/28/17-06/30/18
Ormita, Mark Arkiel	Interpreter I	Student Services	31.00	09/05/17-06/30/18
O'Rourke, Timothy	Technical Expert V	Instruction	55.00	09/08/17-06/30/18
Padilla, Angel	Project Expert V	Instruction	35.00	09/01/17-06/30/18
Papa, Neil	Tutor Expert III	Instruction	19.00	08/28/17-06/30/18
Patton, Zachary	Project Expert V	Instruction	35.00	09/01/17-06/30/18
Pearson, James	Licensed Professional I	Instruction	42.00	09/20/17-06/30/18
Perez, Leonardo	Technical Expert I	Instruction	30.00	09/12/17-06/03/18
Petersen, Craig	Project Expert II	Instruction	20.00	09/01/17-06/30/18
Probst II, Gary	Licensed Professional I	Instruction	42.00	09/26/17-06/30/18
Qureshi, Maryam	Project Expert I	Student Services	15.00	09/25/17-12/15/17
Rasmussen, Robyn	Licensed Professional II	Instruction	49.00	09/18/17-06/30/18
Rasmussen, Steven	Interpreter IV	Instruction	49.00	08/28/17-06/30/18
Reyna, Marvin	Tutor Expert I	Instruction	15.00	08/23/17-06/30/18
Riley, Janet	Licensed Professional II	Instruction	49.00	09/01/17-06/30/18
Robles, Selena	Project Expert I	Instruction	15.00	09/15/17-06/30/18
Rodriguez, Guillermina	Technical Expert II	Instruction	40.00	09/11/17-06/30/18
Roumeliotis, George	Project Expert III	Instruction	25.00	07/01/17-06/30/18
Schmit, Kathleen	Tutor Expert I	Instruction	15.00	08/28/17-06/30/18
Scott, Lindsey	Project Expert I	Instruction	15.00	08/28/17-06/30/18
Sherrard, John	Project Expert II	Instruction	20.00	09/01/17-06/30/18
Sierra, Patrick	Technical Expert I	Instruction	30.00	10/16/17-06/30/18
Silberman, Matthew	Project Expert II	Instruction	20.00	09/01/17-06/30/18
Smith, Collin	Technical Expert I	Instruction	30.00	10/12/17-06/30/18
Smith, Glenn	Project Expert III	Instruction	25.00	09/01/17-06/30/18
Terrazas, Jonathon	Technical Expert I	Instruction	30.00	10/12/17-06/30/18
Todd, Douglas	Technical Expert V	Instruction	55.00	09/01/17-06/30/18
Truhill, Justin	Licensed Professional I	Instruction	42.00	09/17/17-06/30/18
Turnbull, Don-Earle	Project Expert I	Instruction	15.00	09/01/17-06/30/18
Valderrama, Mario	Project Expert V	Instruction	35.00	09/01/17-06/30/18
Vasquez, Erica	Technical Expert I	Instruction	30.00	09/26/17-06/30/18
Virdi, Masako	Tutor Expert V	Instruction	23.00	08/28/17-06/30/18
Waters, Mary	Technical Expert II	Instruction	40.00	08/01/17-06/30/18
Yang, Soomin	Project Expert III	Instruction	25.00	08/28/17-02/15/18

SUBJECT: Personnel Transactions**DATE:** November 8, 2017**Professional Expert Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Zambrano, Diana	Tutor Expert I	Instruction	15.00	09/11/17-06/30/18
Zamora, Anthony	Tutor Expert I	Instruction	15.00	08/28/17-06/30/18
Zine, Scott	Project Expert III	Instruction	25.00	09/01/17-06/30/18

Student Employees

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Abdelnour, Sandra	Student Assistant III	Instruction	11.50	08/28/17-02/15/18
Aden, Kenan	Student Assistant V	Instruction	13.00	09/07/17-02/15/18
Afdahl, Richard	Student Assistant IV	Student Services	12.25	09/11/17-02/25/18
Aguilera, Jessica	Student Assistant I	Student Services	10.50	09/01/17-12/20/17
Aguirre, Alexis	Student Assistant IV	Instruction	12.25	07/01/17-08/27/17
Akers, Daniel	Student Assistant V	Instruction	13.00	09/01/17-02/25/18
Alcasid, Marielle	Student Assistant III	Instruction	11.50	09/13/17-02/15/18
Alexander, Julia	Student Assistant II	Instruction	10.75	08/28/17-02/25/18
Ali, Maryam	Student Assistant III	Instruction	11.50	08/28/17-02/15/18
Almouazzen, Mohamad	Student Assistant II	Instruction	10.75	09/01/17-02/15/18
Alvarez, Kahomy	Student Assistant III	Administrative Svcs.	11.50	08/28/17-02/25/18
Andrade, Sofie	Student Assistant II	Student Services	10.75	09/11/17-02/23/18
Aneke, Eric	Student Assistant III	Instruction	11.50	08/28/17-02/15/18
Aneke, Eric	Student Assistant III	Student Services	11.50	09/01/17-02/15/18
Arroyo, Eva	Student Assistant I	Instruction	10.50	08/28/17-02/25/18
Barrera, Alicia	Student Assistant III	Student Services	11.50	08/28/17-02/25/18
Barrera, Bianca	Student Assistant II	Student Services	10.75	08/28/17-02/25/18
Basurto, Tracy	Student Assistant I	Administrative Svcs.	10.50	08/28/17-02/25/18
Baydoun, Nawal	Student Assistant IV	Instruction	12.25	08/28/17-02/15/18
Baydoun, Rola	Student Assistant II	Instruction	10.75	08/28/17-02/15/18
Becerra, Maria	Student Assistant II	Instruction	10.75	09/01/17-02/23/18
Benitez, Sonia	Student Assistant V	Instruction	13.00	10/02/17-02/23/18
Bernal, Briana	Student Assistant I	Instruction	10.50	08/28/17-02/25/18
Bernardo, Andrew	Student Assistant V	Student Services	13.00	09/12/17-02/17/18
Bodie, Shonnardo	Student Assistant IV	Student Services	12.25	08/28/17-02/25/18
Bolanos, Valerie	Student Assistant I	Instruction	10.50	08/28/17-02/25/18
Bower, Ryan	Student Assistant V	Administrative Svcs.	13.00	08/28/17-02/25/18
Boykin, Demiah	Student Assistant III	Administrative Svcs.	11.50	08/28/17-02/25/18
Brelle, Brittany	Student Assistant III	Administrative Svcs.	11.50	08/28/17-02/25/18
Briggs, Charles	Student Assistant V	Instruction	13.00	08/28/17-02/15/18
Britton, Ryan	Student Assistant I	Instruction	10.50	10/01/17-02/25/18
Buenafior, Uryan	Student Assistant IV	Student Services	12.25	09/12/17-02/18/18
Burns, Kelynn	Student Assistant III	Instruction	11.50	08/28/17-02/15/18
Caballero, Jessica	Student Assistant IV	Student Services	12.25	08/28/17-02/15/18
Carlos, Richard	Student Assistant III	Instruction	11.50	07/03/17-08/04/17
Carpenter, Jenna	Student Assistant I	Instruction	10.50	10/02/17-02/17/18
Carter, Demetre	Student Assistant I	Instruction	10.50	08/28/17-02/25/18

SUBJECT: Personnel Transactions**DATE:** November 8, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Castillo, Dalila	Student Assistant IV	Instruction	12.25	08/28/17-02/25/18
Castillo, Geovanna	Student Assistant II	Instruction	10.75	09/11/17-02/17/18
Cervantes Serrano, Diana	Student Assistant I	Instruction	10.50	08/28/17-02/15/18
Cervara, Jayra	Student Assistant IV	Student Services	12.25	08/28/17-02/23/18
Chan, Ying Kiu	Student Assistant III	Student Services	11.50	08/28/17-02/23/18
Chen, Julian	Student Assistant II	Student Services	10.75	08/28/17-02/25/18
Chen, Wenxin	Student Assistant II	Instruction	10.75	08/28/17-02/15/18
Cho, Eddie	Student Assistant III	Instruction	11.50	09/11/17-02/15/18
Choi, Won Seok	Student Assistant I	Instruction	10.50	10/01/17-02/25/18
Chou, William	Student Assistant III	Instruction	11.50	08/28/17-02/15/18
Chua, Vincent	Student Assistant II	Instruction	10.75	09/11/17-02/17/18
Cielo, Nikki	Student Assistant III	Instruction	11.50	10/03/17-12/31/17
Cielo, Nikki	Student Assistant III	Instruction	11.50	08/28/17-02/15/18
Corcuera, Raul	Student Assistant III	Instruction	11.50	08/28/17-10/04/17
Corder, Styles	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Cortes, Kevin	Student Assistant II	Administrative Svcs.	10.75	09/01/17-02/25/18
Cortez, Gerardo	Student Assistant IV	Instruction	12.25	09/05/17-02/23/18
Davila, Jonathan	Student Assistant III	Administrative Svcs.	11.50	09/13/17-02/25/18
De La Cruz, Vanessa	Student Assistant III	Instruction	11.50	09/01/17-02/15/18
De La Rosa, Paul	Student Assistant IV	Instruction	12.25	08/28/17-02/24/18
De Wet, Douglas	Student Assistant IV	Instruction	12.25	08/28/17-02/23/18
Delgado Solis, Ricardo	Student Assistant IV	Student Services	12.25	08/28/17-12/31/17
Demetillo, Geena Andrea	Student Assistant II	Instruction	10.75	08/28/17-02/15/18
Diaz, Ashley	Student Assistant I	Instruction	10.50	08/28/17-02/23/18
Dingler Velazquez, Sarah	Student Assistant I	Instruction	10.50	08/28/17-02/25/18
Doan, Thanh Chi	Student Assistant IV	Student Services	12.25	10/02/17-02/23/18
Dooley-Sprague, Mikayla	Student Assistant II	Instruction	10.75	09/19/17-02/24/18
Elmassian, Erin	Student Assistant II	Administrative Svcs.	10.75	08/28/17-02/25/18
Elmassian, Erin	Student Assistant IV	Instruction	12.25	08/28/17-02/25/18
Enriquez, Joey	Student Assistant III	Instruction	11.50	08/28/17-12/17/17
Escobedo, Xavier	Student Assistant II	Instruction	10.75	09/01/17-02/15/18
Estrada, Karla	Student Assistant I	Instruction	10.50	08/28/17-02/23/18
Farg, Sandy	Student Assistant II	Instruction	10.75	08/28/17-02/15/18
Farias, Elisa	Student Assistant III	Student Services	11.50	09/05/17-02/15/18
Finchum, Marissa	Student Assistant III	Instruction	11.50	08/28/17-02/15/18
Finchum, Marissa	Student Assistant V	Instruction	13.00	08/28/17-02/25/18
Flores, Dayana	Student Assistant I	Instruction	10.50	08/28/17-02/18/18
Flores, Hilda	Student Assistant V	Student Services	13.00	09/05/17-12/20/17
Flores, Jose	Student Assistant V	Instruction	13.00	08/28/17-02/23/18
Flores, Ruben	Student Assistant III	Student Services	11.50	08/28/17-02/25/18
Flores, Ruben	Student Assistant IV	Student Services	12.25	08/28/17-02/25/18
Gallegos, Selina	Student Assistant I	Student Services	10.50	08/28/17-02/23/18
Galvan Cruz, Beatriz	Student Assistant IV	Student Services	12.25	08/28/17-12/31/17
Garay, Javier	Student Assistant IV	Instruction	12.25	08/28/17-02/15/18

SUBJECT: Personnel Transactions

DATE: November 8, 2017

Student Employees (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Garcia IV, Raul	Student Assistant II	Administrative Svcs.	10.75	08/28/17-02/17/18
Garcia Ramirez, Jesenia	Student Assistant I	Instruction	10.50	09/07/17-02/15/18
Garcia, Daniel	Student Assistant IV	Student Services	12.25	08/28/17-12/31/17
Garcia, Eric	Student Assistant V	Instruction	13.00	09/11/17-02/15/18
Garcia, Jose	Student Assistant III	Instruction	11.50	09/18/17-12/17/17
Garcia, Terumi	Student Assistant V	Instruction	13.00	09/15/17-02/17/18
Garner, Chelsea	Student Assistant I	Instruction	10.50	08/28/17-02/23/18
Gillum, William	Student Assistant V	Instruction	13.00	09/25/17-02/25/18
Godoy, Oscar	Student Assistant IV	Student Services	12.25	09/15/17-02/15/18
Gonzales, Michael	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Gonzalez, Anthony	Student Assistant V	Instruction	13.00	09/06/17-02/23/18
Gonzalez, Cassidy	Student Assistant II	Student Services	10.75	09/18/17-02/25/18
Gonzalez, Joseph	Student Assistant III	Instruction	11.50	09/01/17-12/15/17
Gonzalez, Perla	Student Assistant V	Student Services	13.00	08/28/17-12/23/17
Granillo, Jaritza	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Green, Zachary	Student Assistant I	Instruction	10.50	09/06/17-02/15/18
Guerra, Aaron	Student Assistant IV	Student Services	12.25	08/28/17-02/25/18
Guerra, Eduardo	Student Assistant III	Instruction	11.50	08/28/17-02/18/18
Guerra, Eduardo	Student Assistant III	Instruction	11.50	08/28/17-02/15/18
Guindi, Joseph	Student Assistant V	Instruction	13.00	10/09/17-02/15/18
Guo, Siyun	Student Assistant I	Student Services	10.50	07/17/17-08/11/17
Gutierrez, Elizabeth	Student Assistant V	Instruction	13.00	08/28/17-02/23/18
Gutierrez, Francisco	Student Assistant II	Instruction	10.75	08/28/17-02/15/18
Guzman, Steven	Student Assistant I	Administrative Svcs.	10.50	08/28/17-02/25/18
Halliburton, Ashley	Student Assistant V	Instruction	13.00	08/28/17-02/15/18
Hanna, Nasr	Student Assistant II	Instruction	10.75	08/28/17-02/15/18
Hasan, Afshan	Student Assistant III	Student Services	11.50	09/22/17-02/23/18
Hernandez, Damaris	Student Assistant III	Instruction	11.50	09/01/17-02/23/18
Hernandez, Sarah	Student Assistant I	Instruction	10.50	10/18/17-02/25/18
Hong, Ying	Student Assistant IV	Student Services	12.25	09/12/17-02/18/18
Horan, Max	Student Assistant I	Instruction	10.50	08/28/17-02/25/18
Huynh, Giang	Student Assistant II	Student Services	10.75	09/11/17-02/23/18
Ibarra, Marisol	Student Assistant IV	Student Services	12.25	08/28/17-12/31/17
Iglesias, Priscilla	Student Assistant V	Instruction	13.00	08/28/17-02/15/18
Jaynes, Cory	Student Assistant II	Instruction	10.75	09/01/17-02/23/18
Jett, Dakota	Student Assistant III	Instruction	11.50	08/28/17-02/15/18
Jim, Michael	Student Assistant I	Instruction	10.50	08/28/17-02/25/18
Jimenez, Raul	Student Assistant V	Administrative Svcs.	13.00	09/01/17-02/25/18
Johnson, Sharzae	Student Assistant I	Instruction	10.50	09/01/17-02/25/18
Joromat, Eric	Student Assistant V	Instruction	13.00	09/18/17-02/25/18
Ju, Ping	Student Assistant II	Instruction	10.75	08/28/17-02/15/18
Juarez, Luis	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Keanu, Colin	Student Assistant II	Student Services	10.75	10/03/17-02/25/18
Kimm, Joshua	Student Assistant III	Student Services	11.50	08/28/17-02/23/18

SUBJECT: Personnel Transactions**DATE:** November 8, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Kinard, Ryan	Student Assistant II	Instruction	10.75	08/28/17-02/25/18
Kinard, Ryan	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Krishnan, Srividya	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Laher, Abigail	Student Assistant I	Instruction	10.50	09/06/17-02/01/18
Leon Garcia, Diana	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Leon, Amber	Student Assistant I	Instruction	10.50	08/28/17-02/25/18
Leon, Diana	Student Assistant II	Administrative Svcs.	10.75	08/28/17-02/25/18
Liang, Yaozong	Student Assistant IV	Student Services	12.25	10/06/17-12/15/17
Lim, Gabriel Hui Hwang	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Liu, Junyan	Student Assistant V	Student Services	13.00	09/05/17-12/20/17
Lopez, Anthony	Student Assistant III	Student Services	11.50	08/28/17-12/15/17
Lopez, Paola	Student Assistant V	Instruction	13.00	08/30/17-02/15/18
Lopez, Paola	Student Assistant V	Instruction	13.00	09/25/17-02/25/18
Ma, Ni	Student Assistant II	Student Services	10.75	09/01/17-02/18/18
Macias, Jennifer	Student Assistant IV	Instruction	12.25	10/01/17-02/15/18
Macias, Jennifer	Student Assistant IV	Instruction	12.25	09/01/17-02/23/18
Marcellina, Grace	Student Assistant V	Student Services	13.00	09/05/17-12/20/17
Martinez, Alexander	Student Assistant III	Student Services	11.50	09/22/17-02/23/18
Martinez, Gisselle	Student Assistant I	Instruction	10.50	09/15/17-02/23/18
McBride, Matthew	Student Assistant IV	Instruction	12.25	08/28/17-02/15/18
Mccurrie, Philip	Student Assistant II	Instruction	10.75	09/05/17-02/23/18
Medina, Robert	Student Assistant IV	Administrative Svcs.	12.25	09/01/17-02/25/18
Mejia, Ignacio	Student Assistant III	Student Services	11.50	09/22/17-02/23/18
Mejia, Katherinne	Student Assistant IV	Student Services	12.25	08/28/17-12/31/17
Mekemeke, Lavaki	Student Assistant II	Instruction	10.75	08/28/17-02/25/18
Mekhail, Mina	Student Assistant I	Instruction	10.50	09/01/17-02/15/18
Melendez, Rebecca	Student Assistant I	Instruction	10.50	09/01/17-02/25/18
Mendoza, Alejandra	Student Assistant II	Instruction	10.75	08/28/17-02/25/18
Mendoza, Richard	Student Assistant III	Instruction	11.50	08/28/17-02/15/18
Menendez, Andy	Student Assistant III	Student Services	11.50	08/28/17-02/23/18
Miller, Hannah	Student Assistant III	Instruction	11.50	09/01/17-02/15/18
Moffitt, Heather	Student Assistant III	Instruction	11.50	08/28/17-02/25/18
Montano, Raul	Student Assistant II	Student Services	10.75	10/10/17-02/23/18
Moore, Mark	Student Assistant III	Instruction	11.50	08/28/17-02/15/18
Moreno, Aireana	Student Assistant III	Instruction	11.50	10/02/17-02/15/18
Morkos, Christina	Student Assistant IV	Instruction	12.25	08/28/17-02/15/18
Murphy, Tiana	Student Assistant V	Instruction	13.00	09/07/17-02/15/18
Naing, May	Student Assistant II	Instruction	10.75	08/28/17-02/15/18
Nakata, David	Student Assistant IV	Instruction	12.25	09/01/17-02/25/18
Osorio, Karen	Student Assistant V	Student Services	13.00	10/01/17-02/25/18
Osuna, Herlen	Student Assistant III	Student Services	11.50	09/22/17-02/23/18
Padilla, Precious	Student Assistant III	Student Services	11.50	10/01/17-02/12/18
Paek, Jeremy	Student Assistant IV	Instruction	12.25	08/23/17-02/15/18
Pascual Ocampo, Tomas	Student Assistant III	Instruction	11.50	08/28/17-12/17/17

SUBJECT: Personnel Transactions**DATE:** November 8, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Perez Lopez, Cristo	Student Assistant IV	Student Services	12.25	08/28/17-12/31/17
Perez, Jose	Student Assistant V	Student Services	13.00	09/05/17-12/20/17
Perez, Robert	Student Assistant IV	Instruction	12.25	08/28/17-02/25/18
Perez, Shirley	Student Assistant II	Instruction	10.75	08/28/17-02/23/18
Piercy, Mary	Student Assistant V	Instruction	13.00	09/01/17-02/15/18
Pina, Melissa	Student Assistant III	Student Services	11.50	08/28/17-02/25/18
Polanco, Jason	Student Assistant III	Instruction	11.50	09/01/17-12/15/17
Puentes, Miguel	Student Assistant II	Administrative Svcs.	10.75	09/01/17-02/25/18
Purcell, Julianna	Student Assistant II	Student Services	10.75	08/28/17-12/31/17
Radcliffe, Samuel	Student Assistant I	Instruction	10.50	09/25/17-02/17/18
Ramirez, John	Student Assistant II	Instruction	10.75	08/28/17-02/15/18
Ramirez-Argueta, Estrella	Student Assistant III	Student Services	11.50	09/11/17-02/23/18
Rexwinkel, Renae	Student Assistant I	Instruction	10.50	09/01/17-02/25/18
Ricarte, Seth Richard	Student Assistant III	Instruction	11.50	08/28/17-02/15/18
Rivera, Lysania	Student Assistant IV	Instruction	12.25	09/05/17-02/23/18
Robinson, Jacob	Student Assistant I	Instruction	10.50	09/01/17-02/15/18
Robles, Nicholas	Student Assistant I	Instruction	10.50	09/01/17-02/22/18
Rodriguez, Ulysses	Student Assistant IV	Student Services	12.25	08/28/17-02/15/18
Rojo, Abraham	Student Assistant IV	Student Services	12.25	08/28/17-02/25/18
Rosario, Noryn	Student Assistant III	Student Services	11.50	09/11/17-02/25/18
Ruiz, Mayra	Student Assistant II	Student Services	10.75	09/14/17-02/23/18
Russo, Kristen	Student Assistant III	Instruction	11.50	08/28/17-02/23/18
Salamah, Duha	Student Assistant II	Instruction	10.75	09/25/17-02/15/18
Salamah, Habib	Student Assistant II	Instruction	10.75	09/25/17-02/15/18
Sanchez Galvan, Jessica	Student Assistant IV	Student Services	12.25	08/28/17-12/31/17
Sanchez, Francisco	Student Assistant III	Student Services	11.50	08/28/17-02/25/18
Sanchez, Francisco	Student Assistant IV	Student Services	12.25	10/01/17-02/15/18
Sanchez, Juan	Student Assistant IV	Instruction	12.25	09/01/17-02/25/18
Sanchez, Paloma	Student Assistant III	Student Services	11.50	09/22/17-02/23/18
Sandoval, Melissa	Student Assistant III	Instruction	11.50	09/01/17-02/15/18
Santamaria, Erik	Student Assistant III	Student Services	11.50	09/22/17-02/23/18
Schiffman, Rachel	Student Assistant III	Instruction	11.50	08/28/17-02/15/18
Serna, Alexandra	Student Assistant III	Student Services	11.50	09/18/17-02/23/18
Shah, Manali	Student Assistant III	Instruction	11.50	08/28/17-02/15/18
Sherman, Dominic	Student Assistant III	Student Services	11.50	08/28/17-02/23/18
Silguero, Levith	Student Assistant III	Instruction	11.50	08/28/17-02/15/18
Siufanua, KJ	Student Assistant IV	Student Services	12.25	08/28/17-02/25/18
Soares, Kailey	Student Assistant V	Instruction	13.00	08/28/17-02/25/18
Solis, Nicole	Student Assistant III	Instruction	11.50	10/02/17-02/25/18
Sommers, Rhys	Student Assistant III	Instruction	11.50	08/28/17-02/15/18
Struckus, Stephanie	Student Assistant III	Student Services	11.50	08/28/17-02/15/18
Suarez, Emma	Student Assistant III	Instruction	11.50	08/28/17-02/23/18
Tabuena, Vincent	Student Assistant III	Instruction	11.50	08/28/17-02/15/18
Taghaboni, Niloufar	Student Assistant IV	Instruction	12.25	09/12/17-02/18/18

SUBJECT: Personnel Transactions**DATE:** November 8, 2017**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Division</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Taylor-Kozell, Alexis	Student Assistant I	Student Services	10.50	09/01/17-12/20/17
Ting, Carey	Student Assistant V	Instruction	13.00	09/01/17-02/25/18
To, Ellen	Student Assistant V	Administrative Svcs.	13.00	08/28/17-02/25/18
Torres, Alejandro	Student Assistant IV	Student Services	12.25	08/28/17-02/25/18
Torres, Matthew	Student Assistant V	Student Services	13.00	10/01/17-02/25/18
Tran, Nguyet	Student Assistant V	Student Services	13.00	09/05/17-12/20/17
Tran, Vu	Student Assistant IV	Instruction	12.25	08/28/17-02/15/18
Tuialuuluu, Jarrett	Student Assistant II	Instruction	10.75	08/28/17-02/25/18
Valle, Natali	Student Assistant II	Instruction	10.75	09/20/17-02/17/18
Villafuerte, Juan Marco	Student Assistant III	Instruction	11.50	08/28/17-02/15/18
Villanueva, Jacob	Student Assistant II	Instruction	10.75	09/01/17-02/15/18
Waintal, Melody	Student Assistant I	Instruction	10.50	09/01/17-12/16/17
Wallace, Dewayne	Student Assistant V	Student Services	13.00	10/01/17-02/25/18
Walper, Sydney	Student Assistant I	Instruction	10.50	09/19/17-02/16/18
White, Tony	Student Assistant II	Instruction	10.75	08/28/17-02/23/18
Whitman, Jasmine	Student Assistant I	Instruction	10.50	08/28/17-02/25/18
Williams, Marcel	Student Assistant III	Administrative Svcs.	11.50	09/13/17-02/25/18
Willoughby, Lacey	Student Assistant I	Instruction	10.50	08/28/17-02/23/18
Woo, Jacqueline	Student Assistant V	Instruction	13.00	09/25/17-02/25/18
Woolvett, Mackenzie	Student Assistant V	Instruction	13.00	08/28/17-02/25/18
Wright, Ty	Student Assistant III	Student Services	11.50	09/22/17-02/23/18
Wynn, Nicole	Student Assistant II	Instruction	10.75	09/01/17-02/25/18
Yang, James	Student Assistant IV	Student Services	12.25	10/02/17-02/23/18
Yang, Julia	Student Assistant IV	Student Services	12.25	10/04/17-02/23/18
Yue, Alan	Student Assistant I	Instruction	10.50	08/28/17-02/25/18
Zapanta, Giancarlo	Student Assistant V	Instruction	13.00	09/01/17-02/25/18
Zhou, Jia Qing	Student Assistant I	Instruction	10.50	09/11/17-02/25/18

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 8, 2017</u>	CONSENT
SUBJECT:	<u>PeopleAdmin University – Certified Administrator Initial Training</u>	
	<u>Bundle Prepayment</u>	

BACKGROUND

In an effort mitigate costs and increase customer service, Human Resources has a need to train staff members to become Certified Administrators of PeopleAdmin. This will allow Human Resources to be able to have advanced navigation of Select Suite which will allow for a faster customer service response time to applicants, potential employees, and the campus community.

ANALYSIS AND FISCAL IMPACT

PeopleAdmin requires a \$3,500 prepayment, which is the total cost of the training.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the prepayment to People Admin University – Certified Administrator Initial Training Bundle.

Recommended by: <u>Bill Scroggins</u>	Reviewed by: <u>Abe Ali</u>
	Agenda Item: <u>Consent #28</u>

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

DATE: November 8, 2017

CONSENT

SUBJECT: Revised Salary Schedule – Student Assistant Employees

BACKGROUND

In an effort to remain compliant with the law and to provide clarity to the College, Human Resources has revised the salary schedule and guidelines for Student Employees.

ANALYSIS AND FISCAL IMPACT

The salary schedules and guidelines follow the requirements and are in compliance with Education Code Section 88003.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the revised salary schedule for Student Assistant Employees.

Recommended by: Bill Scroggins Reviewed by: Abe Ali
Agenda Item: Consent #29

SUBJECT: Revised Salary Schedule – Student Assistant Employees

DATE: November 8, 2017

**Student Assistant Hourly Pay Schedule
Effective January 1, 2018**

Job Category	Level I	Level II	Level III	Level IV	Level V
Student Assistant	11.00	11.25	11.50	12.25	13.00

HR Guidelines for Hiring a Student Assistant Employee:

- Full- and part-time Mt. SAC students shall only be employed part-time regardless of funding source and shall not be a part of the Classified service nor perform tasks commensurate with an established classified position.
- Employing student assistants in various departments on campus is to help them gain work experience and to develop new skills in order to be prepared to eventually accept the responsibilities of permanent careers.
- Hiring parameters:
 - Students must be enrolled in a minimum of six (6) units for either Fall or Spring, and a minimum of two (2) units for either Winter or Summer;
 - Students enrolled in minimum units for Fall may be hired through end of Winter;
 - Students enrolled in minimum units for Spring may be hired through end of Summer; and
 - New hire document must be submitted for the new fiscal year (July 1).
- At-will, no entitlement rights to any position in the District, and not benefits eligible.
- Entitled to sick leave per Labor Code §2810.5 (effective 7/1/15).

Job Category	Brief Description
Student Assistant I	Provides very basic support working under direct supervision. Performs manual and/or clerical tasks that require no specialized knowledge, skills, experience, or training. May require minimal computer literacy.
Student Assistant II	Some specialized knowledge, skills, experience, or training is required in order to perform duties adequately. Performs general and specialized tasks under direct supervision. May require prior experience or proficiency with some computer software.
Student Assistant III	Some level of specialized knowledge, skills, experience, or training is required. Performs general or specialized tasks using some independent judgment and less supervision. May require prior experience or proficiency with some computer software.
Student Assistant IV	Requires the use of specialized knowledge, skills, experience, or training to perform mainly specialized tasks. Works with minimal supervision. Requires prior experience or proficiency with computer software.
Student Assistant V	Performs technically difficult work requiring the use of specialized knowledge and skills. This student is able to work independently with minimum supervision. Must be able to direct the work of other student workers when needed. Should be highly proficient concerning the software used to perform daily responsibilities.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>November 8, 2017</u>	CONSENT
SUBJECT: <u>Contract Agreement with Kellogg West Conference Center and Lodge for the Semi-Annual Master Planning Summit</u>	

BACKGROUND

Mt. SAC’s Instruction and Student Services divisions conduct semi-annual Master Planning Summits to review current processes and collaborate on student instruction related matters. This year, the Summit will be held on November 17, 2017, at the Kellogg West Conference Center and Lodge. The focus of the Summit will be implementation of the Multiple Measures Assessment Plan as directed by the California Community Colleges Chancellor’s Office.

ANALYSIS AND FISCAL IMPACT

Authorization is requested to enter into a contract with Kellogg West Conference Center and Lodge for facilities and equipment rental, audiovisual needs, catering, and parking. The total amount of the contract will not to exceed \$6,500.

Funding Source

Restricted Fund – Student Success and Support Program.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the contract with Kellogg West Conference Center and Lodge.

Recommended by: Bill Scroggins Reviewed by: Irene M. Malmgren
Agenda Item: Consent #30

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

DATE: November 8, 2017

CONSENT

SUBJECT: 2018-19 Academic Calendar

BACKGROUND

The proposed academic calendar for 2018-19 has been reviewed by the Faculty Association per the Collective Bargaining Agreement; the holidays have been negotiated with Classified School Employees Association, per the Collective Bargaining Agreement; and approved by President's Cabinet.

ANALYSIS AND FISCAL IMPACT

1. The Fall 2018 semester is scheduled from August 27 to December 16, 2018, and the Spring 2019 semester is scheduled from February 25 to June 16, 2019. Flex Days are scheduled on August 24, 2018, and February 22, 2019.
2. The Winter intersession will run from January 7 to February 17, 2019. Summer intersession will run from June 20 to July 31, 2019.
3. The calendar recommendation for 2018-19 meets all legal requirements including mandated holidays and minimum days of instruction.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the proposed academic calendar for 2018-19.

Recommended by: Bill Scroggins Reviewed by: Irene M. Malmgren
Agenda Item: Consent #31

SUBJECT: 2018-19 Academic Calendar**DATE:** November 8, 2017

**Mt. San Antonio College
ACADEMIC CALENDAR 2018-19**

Fall Semester - 2018		
<u>Date</u>	<u>Day</u>	<u>Description</u>
August 24	Friday	Flex Day
August 27	Monday	Fall Semester Begins
September 3	Monday	Holiday – Labor Day
November 12	Monday	Holiday – Veterans Day
November 22	Thursday	Holiday – Thanksgiving Day
November 23	Friday	Holiday – Day After Thanksgiving
December 10-16	Monday-Sunday	Final Examinations
December 16	Sunday	Fall Semester Ends
December 21-31	Friday-Monday	Winter Recess
December 25	Tuesday	Holiday – Christmas
January 1	Tuesday	Holiday – New Year's Day

Winter Intersession - 2019		
<u>Date</u>	<u>Day</u>	<u>Description</u>
January 7	Monday	Winter Intersession Begins
January 21	Monday	Holiday – Martin Luther King, Jr. Day
February 15	Friday	Holiday – Lincoln's Birthday
February 17	Sunday	Winter Intersession Ends
February 18	Monday	Holiday – Washington's Birthday

Spring Semester - 2019		
<u>Date</u>	<u>Day</u>	<u>Description</u>
February 22	Friday	Flex Day
February 25	Monday	Spring Semester Begins
April 1	Friday	Holiday - Cesar Chavez Day
May 27	Monday	Holiday – Memorial Day
June 10-16	Monday–Sunday	Final Examinations
June 14	Friday	Commencement
June 16	Sunday	Spring Semester Ends

Summer Intersession - 2019		
<u>Date</u>	<u>Day</u>	<u>Description</u>
June 20	Thursday	Summer Intersession Begins
July 4	Wednesday	Holiday – Independence Day
July 31	Wednesday	Summer Intersession Ends

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

DATE: November 8, 2017

CONSENT

SUBJECT: School of Continuing Education Additions and Changes

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

1. Community Services – Program Changes

Course Title/Program	Presenter	Payment	Fee
Certify Your Pet as a Therapy Dog	Katz, Richard	50%	\$59
Behind the Classics	Siegel, Theo	40%	\$10-\$25

2. Contract Changes

Course Title/Program	From	To
Contract #1617-003 Los Angeles County Office of Education	July 1, 2016 – June 30, 2017	July 1, 2016 – July 31, 2017
State of California Employment Training Panel	Contract #16-0384	Contract #16-0386 Additional Hours: Leadership Build, LLC 400 hours Quintana, Yolanda 200 hours F.Y.I. Technologies, Incorporated (Garcia, Carlos) 80 hours at \$60/hr.

Prepared by: Madelyn A. Arballo

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #32

SUBJECT: School of Continuing Education Additions and Changes

DATE: November 8, 2017

3. New Contracts

Agency (Description of Services)	Expenses	Fee
<p>Contract #1718-005 Montclair Fire Department 8901 Monte Vista Montclair, California 91763</p> <p>Fitness Evaluation and Exercise Training/Lecture Program January 15, 2018 – June 30, 2018</p>	<p>Hourly Staff - \$750 Mileage - \$150 Supplies - \$100</p>	<p>\$2,275</p>
<p>Contract #1718-004 All Americas Group 1951 Olympus Avenue Hacienda Heights, California 91745</p> <p>English and American Culture Camps January 8, 2018 – February 23, 2018</p> <p>Target Audience: Children, Grades 5-12 from China</p> <p>Content: ESL and American culture instruction, campus tours, and outdoor group activities.</p> <p>Outcomes: Practice and improvement in English language and a better understanding of American culture.</p>	<p><u>Instructors at \$50/hour:</u> Hayes, Mihaela Madrigal, Yahaira Monges, Debra Pena, Kathleen Perez, Nelida Rivera, Edith Janet Romero, Vienessa Sunnaa, Andrea Vanegas, Yazmin Wilson, Ruth</p> <p><u>Supplies - \$50/class</u></p>	<p>\$800/day</p>

SUBJECT: School of Continuing Education Additions and Changes

DATE: November 8, 2017

<p><u>Contract #1819-001</u> All Americas Group 1951 Olympus Avenue Hacienda Heights, California 91745</p> <p>English and American Culture Camps June 8, through August 24, 2018</p> <p>Target Audience: Children, Grades 5-12 from China</p> <p>Content: ESL and American culture instruction, campus tours and outdoor group activities</p> <p>Outcomes: Practice and improvement in English language and a better understanding of American culture</p>	<p><u>Instructors at \$50/hour:</u> Hayes, Mihaela Madrigal, Yahaira Monges, Debra Pena, Kathleen Perez, Nelida Rivera, Edith Janet Romero, Vienessa Sunnaa, Andrea Vanegas, Yazmin Wilson, Ruth</p> <p><u>Supplies - \$50/class</u></p>	<p>\$800/day</p>
--	--	------------------

4. Education for Older Adults

Course Title/Program	Payment
<p>Use of Facility Agreement</p> <p>La Puente Senior Center City of La Puente 16001 E. Main Street La Puente, California 91744</p>	<p>No cost</p>
<p>Lark Ellen Elementary School 4555 N. Lark Ellen Avenue Covina, California 91722</p>	<p>No cost</p>

SUBJECT: School of Continuing Education Additions and Changes

DATE: November 8, 2017

5. Contract Correction

Contract Agreement	Board Approval Date	Correction
Interact Communications 502 Main Street La Crosse, Wisconsin 54601 Comprehensive marketing plan for the School of Continuing Education	May 10, 2017 Cost not to exceed \$32,500	Payment due: 50% upon contract signing 50% upon receipt of needs analysis

Funding Sources

Community Services – Student Registration Fees.
New Contracts – Contracting Agency.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the School of Continuing Education additions and changes.

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

DATE: November 8, 2017

CONSENT

SUBJECT: Affiliation Agreement with Mission Hospital for Paramedic Student
Training

BACKGROUND

Students enrolled in the Paramedic Program require the use of facilities for training. Mission Hospital located in Mission Viejo, California, has agreed to accept Paramedic students and will provide our students with excellent training opportunities.

ANALYSIS AND FISCAL IMPACT

Authorization is requested to enter into an agreement with Mission Hospital. The new affiliation agreement between Mt. SAC and Mission Hospital is a facility agreement. The agreement shall be effective November 9, 2017, through November 8, 2020.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the affiliation agreement with Mission Hospital for Paramedic student training.

Prepared by: Jemma Blake-Judd

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #33

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 8, 2017</u>	CONSENT
SUBJECT:	<u>Application Agreement with North Net Training Authority for Fire Academy Skills-Based Training</u>	

BACKGROUND

Mt. San Antonio College’s Fire Academy requires the use of a Fire Control 3 certified training center. North Net Training Authority, located in Anaheim, California, has space and structures for live fire skills training in the area of fire behavior, interior fire attack, exterior fire attack, and vertical ventilation. Training for the Fire Academy will be conducted twice per year, typically once in Fall and once in Spring. Each two-day training session will provide the students with 16 hours of skills-based training.

ANALYSIS AND FISCAL IMPACT

Authorization is requested to enter into an application agreement with North Net Training Authority, at a cost not to exceed \$3,080 for both two-day training sessions. The agreement shall be effective December 1, 2017, through November 30, 2018.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the Application Agreement with North Net Training Authority for Fire Academy skills-based training.

Prepared by:	<u>Jemma Blake-Judd</u>	Reviewed by:	<u>Irene M. Malmgren</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #34</u>

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

DATE: November 8, 2017

CONSENT

SUBJECT: Child Development Center Contract Amendments: Acceptance of Funds

BACKGROUND

The Mt. San Antonio College Child Development Center has received contracts from the California Department of Education, Local Agreement for Child Development Services. Contract Numbers CCTR-7108 and CSPP-7227 have been amended to reflect an increase in funding for the 2017-18 fiscal year and ongoing.

ANALYSIS AND FISCAL IMPACT

The maximum reimbursable amount payable, pursuant to the provisions of the agreements, shall be amended by increasing the CCTR-7108 contract amount from \$516,852 to \$697,256 and contract CSPP-7227 from \$314,447 to \$355,399.

Matching funds are not required.

Funding Source

California Department of Education, Early Education Support Division.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the acceptance of funds from the Child Development Center contract amendments.

Prepared by: Tamika Addison/Jennifer Galbraith

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #35

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 8, 2017</u>	CONSENT
SUBJECT:	<u>Contract Agreement with Latinologues, Inc. for a Lecture Event</u>	

BACKGROUND

The Mt. San Antonio College Professional Learning Team (PLT) coordinates campus professional development for faculty, staff, and managers to advance the objectives of the Mt. SAC Equity Plan. The PLT provides opportunities for employees to engage in lecture events and training to improve cultural competence, understand challenges of Mt. SAC student equity populations, and support student achievement through use of improved intercultural communication strategies in interactions with students and colleagues.

Authorization is requested to enter into a contract with Latinologues, Inc. for an event to be held on November 30, 2017, with featured speaker, Dolores Huerta. The event will include some designated seats for students from MEChA Club, Bridge, ACES, Upward Bound, the Dream Program, and others. Dolores Huerta is an American labor leader and civil rights activist who was the co-founder of the National Farmworkers Association, which later became the United Farm Workers. She also founded the Dolores Huerta Foundation which creates leadership opportunities for community organizing, leadership development, civic engagement, and policy advocacy.

Faculty and staff will participate in the session as a professional development activity designed to improve cultural competence and increase motivation to support the dreams of Mt. SAC students. Prior to the speaking event, the campus community will be invited to an on campus screening of the Sundance documentary "Dolores" about her life and a facilitated discussion after the film.

ANALYSIS AND FISCAL IMPACT

The cost of the event will not exceed \$20,000, which includes all associated speakers' fees and travel.

Funding Source

Restricted Fund - Student Equity.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the contract with Latinologues, Inc., for a lecture event.

Prepared by:	<u>Lianne Greenlee</u>	Reviewed by:	<u>Irene M. Malmgren</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #36</u>

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

DATE: November 8, 2017

CONSENT

SUBJECT: New, 4-Year Review, Modified Courses, and New Certificates
Effective with the 2018-19 Academic Year

BACKGROUND

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

New

Course Title

HUMA 1H

The Humanities and Human Experience—Honors

FASH 57

Fashion Retailing and Production Technologies

4-Year Review

Course Title

ANIM 107

Figure in Motion

ARTD 45A

Printmaking: Introduction to Screenprinting

ARTG 20

Art, Artists and Society

ARTS 40A

Sculpture: Beginning

ARTS 40B

Sculpture: Intermediate

ARTS 41A

Sculpture: Life

ARTS 41B

Sculpture: Intermediate Life

ARTZ 50

Specialized Studio-Art Studies

BIOL 8

Cell and Molecular Biology

BUSM 60

Human Relations in Business

BUSM 81

Work Experience in Business

BUSR 51

Legal Aspects of Real Estate

BUSR 53

Real Estate Finance

BUSR 81

Appraisal: Principles and Procedures

CHEM 10

Chemistry for Allied Health Majors

CHEM 20

Introductory Organic and Biochemistry

CHEM 40

Introduction to General Chemistry

CHEM 81

Organic Chemistry II

CHLD 5

Principles and Practices in Child Development Programs

CHLD 64

Health, Safety and Nutrition of Children

CISP 31L

C++ Programming Laboratory

CISP 34L

Advanced C++ Programming Laboratory

CSCI 110

Fundamentals of Computer Science

CSCI 140

C++ Language & Objects

Prepared by: Joumana McGowan

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #37

SUBJECT: New, 4-Year Review, Modified Courses, and New Certificates
Effective with the 2018-19 Academic Year

DATE: November 8, 2017

ELEC 54B	Industrial Electronic Systems
ENGL 67	Writing Fundamentals
FASH 66	Visual Merchandising Display
ID 14	History of Furniture and Decorative Arts
PHYS 4A	Engineering Physics

Modified Courses

Course Title

ARTC 100	Fundamentals of Graphic Design
ARTC 200	Web Design
ARTC 220	Creative Design and Compositing
ARTS 31	Ceramics: Intermediate Studio
BUSR 55	Real Estate Economics
BUSR 59	Real Estate Property Management
BUSR 62	Mortgage Loan Brokering and Lending
CHEM 80	Organic Chemistry
CISB 31	Microsoft Word
CUL 102	Professional Cooking I
CUL 104	Garde Manger
CUL 105	Baking & Pastry I
CUL 107	International Cuisines
FASH 81	Work Experience in Fashion Merchandising and Retail
GEOG 8	The Urban World
GEOL 99	Special Projects in Geology
HUMA 1	Humanities and the Human Experience
KINS 24B	Volleyball – Intermediate
PLGL 36	Paralegal Internship
VOC EST50	Electrical Fundamentals for Cable Installations
VOC EST52	Fabrication Techniques for Cable Installations
VOC EST54	Cable and Wiring Standards
VOC EST56	Home Theater, Home Integration & Home Security Systems
VOC EST62	Electronic Troubleshooting 1

New Certificates

CAD Technician
Certified Nursing Assistant
CNC Technician
Sewing and Tailoring
Surveying Technology

SUBJECT: New, 4-Year Review, Modified Courses, and New Certificates
Effective with the 2018-19 Academic Year

DATE: November 8, 2017

ANALYSIS AND FISCAL IMPACT

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

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

Funding Source

Not Applicable.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the above curriculum additions and changes effective with the 2018-19 academic year.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 8, 2017</u>	CONSENT
SUBJECT:	<u>Regional Strong Workforce Program – Career Pathways Specialist</u>	
	<u>Project: Approval of Contracts</u>	

BACKGROUND

Mt. SAC is a partner in a Regional Strong Workforce Program grant titled “Career Pathways Regional Specialist Project” funded by the California Community Colleges Chancellor’s Office and passed through Rancho Santiago Community College District. The overarching goal of the project is to promote articulation, dual enrollment, and the development of career pathways between Los Angeles community colleges and feeder high schools/adult schools. Additionally, local secondary partners are encouraged to strengthen existing pathways by enhancing their connection to employers and developing curriculum that includes the skills needed by local industry. As part of the grant activities, authorization is requested to enter into contracts with East San Gabriel Valley Regional Occupational Program and Technical Center (ROP/TC), La Puente Valley ROP, and Rowland Unified School District (USD).

ANALYSIS AND FISCAL IMPACT

Mt. SAC will subcontract \$380 to East San Gabriel Valley ROP/TC to support teacher externships through instructor release time or provision of a substitute teacher. The contract will commence on November 1, 2017, and terminate on June 30, 2018.

Mt. SAC will subcontract \$950 to La Puente Valley ROP to support teacher externships through instructor release time or provision of a substitute teacher. The contract will commence on November 1, 2017, and terminate on June 30, 2018.

Mt. SAC will subcontract \$1,320 to Rowland USD to support teacher externships through instructor release time or provision of a substitute teacher. The contract will commence on November 1, 2017, and terminate on June 30, 2018.

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

Funding Source

California Community Colleges Chancellor’s Office passed through Rancho Santiago Community College District.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the contracts with East San Gabriel Valley ROP/TC, La Puente Valley ROP, and Rowland USD.

Prepared by:	<u>Dejah Swingle</u>	Reviewed by:	<u>Irene M. Malmgren</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #38</u>

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

DATE: November 8, 2017

CONSENT

SUBJECT: Strong Workforce Program Regional Share: Acceptance of Funds and
Authorization of Purchases

BACKGROUND

Mt. San Antonio College received notification of an augmentation to the 2016-2017 Strong Workforce Program Regional Share, funded by the California Community Colleges Chancellor's Office and passed through Rancho Santiago Community College District. The purpose of the grant is to develop more and better Career Technical Education (CTE) to increase social mobility and fuel regional economies with skilled workers.

Mt. San Antonio College is participating in eight regional projects: two as the lead college, four as a partner college receiving funding, and two as a college joining the projects but receiving no funding. The two projects in which the College is the lead are the Heating, Ventilation, and Air Conditioning/Refrigeration (HVAC/R) Collaborative and the CTE Readiness/Noncredit Boot Camps. The purpose and scope of the HVAC/R Collaborative is to provide facilities and technology, which can be utilized across the region, as well as showcase and research the energy and sustainability of Zero Net Energy. The CTE Readiness/Noncredit Boot Camps project will create short-term noncredit boot camps to better prepare students to enter college and be successful in credit CTE coursework.

Four partner-college projects will support K-12 career pathways, one CTE program, and two research projects at the Los Angeles/Orange County Center of Excellence. The purpose and scope of the Career Pathways Specialist project is to promote articulation, dual enrollment, and the development of career pathways between Mt. San Antonio College and feeder high schools/adult schools. The purpose and scope of the Crosstown Engineering Design Manufacturing HUB is to create systematic, broad-based Engineering Design Manufacturing pathways that emphasize the most recent technologies in industry. The purpose and scope of the Los Angeles Workforce Education Research Center and the OC Regional Data Enhancement projects is to research and publish robust labor market supply and demand reports, research staffing patterns, and provide industry growth projections for Los Angeles and support college-specific research projects for Orange County.

Mt. San Antonio College is participating in regional conferences in the Global Trade and Logistics Regional Consortia and Digital Badging project, and is providing expertise and best practices for the San Gabriel Valley Cooperative Work Experience Education Collaborative.

Prepared by: Dejah Swingle

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #39

SUBJECT: Strong Workforce Program Regional Share: Acceptance of Funds and Authorization of Purchases

DATE: November 8, 2017

ANALYSIS AND FISCAL IMPACT

This grant award notification is for an augmentation of \$495,000. The total funding is now \$1,350,529. New project amounts are as follows: \$178,529 for HVAC/R Collaborative; \$175,000 for CTE Readiness Noncredit Boot Camps; \$120,000 for Career Pathways Specialist; \$144,000 for Crosstown Engineering Design Manufacturing HUB; \$585,000 for Los Angeles Workforce Education Research Center; \$130,000 for Orange County Regional Data Enhancement; \$0 for Global Trade and Logistics Regional Consortia and Digital Badging; and \$0 for San Gabriel Valley Cooperative Work Experience Education Collaborative.

The performance period is July 1, 2016, through June 30, 2020.

The funding agency has approved the expenditure of grant funds to support the following: instructional and non-instructional salaries; employee benefits; instructional and non-instructional supplies and materials; travel; catering; contracted services; equipment; and construction.

As part of the grant activities, authorization is requested to provide advance payment (deposits) to vendors for grant-related activities, to purchase food and/or promotional items for grant-related meetings and events, and to reimburse travel and related expenses for non-Mt. SAC employees to participate in grant-sponsored events.

Funding Source

California Community Colleges Chancellor's Office through Rancho Santiago Community College District.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the acceptance of the funds and authorization of purchases.

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

DATE: November 8, 2017

CONSENT

SUBJECT: Contract with Mountain Meadows Golf Course for the Disabled Student Programs and Services Department Annual Training

BACKGROUND

Disabled Student Programs and Services is requesting approval of a contract with Mountain Meadows Golf Course for its annual department training to be held on February 2, 2018. The department will be sharing information and discussing factors which impact our students and services, make sure certain services are provided in a coordinated manner, setting goals and vision, and ensuring that all staff have the opportunity to provide input with the completion of our Planning for Institutional Effectiveness (PIE) plan.

ANALYSIS AND FISCAL IMPACT

The training will host 35 people for a total not to exceed \$2,200. A deposit of 50% is to be made in November 2017, with the remainder due January 19, 2018. The contract covers all meals and the use of meeting facilities.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the approval of the contract and pre-payment with Mountain Meadows Golf Course for the Disabled Student Programs and Services Department Annual Training.

Prepared by: Don Potter/Grace Hanson

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #40

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 8, 2017</u>	CONSENT
SUBJECT:	<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 2017 Semester.

ANALYSIS AND FISCAL IMPACT

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

Providers	Not to Exceed		Providers	Not to Exceed
Alcantara, Miguel	\$96		Inman, Jennifer	\$96
Allec, Elizabeth	\$96		Kawano, Ashlyn	\$96
Alvarado, Annette	\$96		Kedroski, Jennifer	\$192
Anzo Andrade, Alondra	\$96		Landry, Paige	\$96
Arce, Jacob	\$96		Moore, Vineisha	\$96
Basulto, David	\$192		Naugle, Scott	\$96
Baville, Alexandria	\$96		Nunez, Christian	\$96
Campos, Yesenia	\$96		Nwanezi, Uzoma	\$96
Carrera, Leslie	\$96		Ortiz, Samantha	\$96
Castro, Rosalba	\$96		Pinedo, Daisy	\$192
Castro, Summer	\$96		Prado, Janette	\$96
Cephas, Alyssa	\$96		Reddy, Andrew	\$96
Corona, Pamela	\$96		Rivera, Monique	\$96
Curiel, Isis	\$96		Rodriguez, Leticia	\$96
Dvorak, Kristen	\$192		Rodriguez, Stephanie	\$96
Esguerra, Raven	\$96		Solomon, Lina	\$96
Flores, Angelina	\$96		Towles, Jasmine	\$96

Prepared by: Grace Hanson Reviewed by: Audrey Yamagata-Noji
 Recommended by: Bill Scroggins Agenda Item: Consent #41

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

DATE: November 8, 2017

Funding Source

Restricted Categorical Fund – Disabled Student Programs and Services.

RECOMMENDATION

It is recommended that the Board of Trustees approves the list of Note Takers as Independent Contractors for the Disabled Student Programs and Services.

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

DATE: November 8, 2017

CONSENT

SUBJECT: Contract with Kellogg West Conference Center for the Multiple Measures
Planning Day

BACKGROUND

Mt. SAC's Instruction and Student Services divisions held a joint planning meeting for collaboration and discussion of Multiple Measures on October 18, 2017. On this day, discussion focused on the implementation of the Multiple Measures Assessment Plan as directed by the California Community Colleges Chancellor's Office. The Multiple Measures model utilizes different means of placing students using a combination of relevant information to determine the courses in which they will be most successful. Instruction and Student Services have been collaborating with faculty and staff to prepare for this implementation by the Summer 2018 Intersession.

ANALYSIS AND FISCAL IMPACT

Authorization is requested for ratification of a contract with Kellogg West Conference Center. The contract covers parking, lunch, refreshments, and the use of multi-purpose meetings rooms for the hosted participants. The total amount of the contact is \$4,535.15.

Funding Source

Restricted Fund – Student Success and Support Program.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the ratification of the contract with Kellogg West Conference Center for the Multiple Measures Planning Day.

Recommended by: Bill Scroggins Reviewed by: A. Yamagata-Noji/l. Malmgren
Agenda Item: Consent #43

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 8, 2017</u>	CONSENT
SUBJECT:	<u>Agreement with Azusa Pacific University – Noel Academy for Strengths-Based Leadership and Education for Great Staff Retreat Professional Development</u>	

BACKGROUND

The 2017 Classified Great Staff Retreat was held May 17-19, 2017, at the UCLA Conference Center, Lake Arrowhead. As in past years, with the support of the Classified Professional Development Council and Professional and Organizational Development, the Retreat Task Force provided follow-up training to Retreat participants during Classified Professional Development Day on August 18, 2017. StrengthsFinder builds on one of the core outcomes of the Retreat, to build and foster the leadership skills of our current classified employees. This training received a highly favorable response after our first session in 2016.

Mr. David Zovak, Director of the Noel Academy for Strengths-Based Leadership and Education provided the training to participants. The Noel Academy aims to further the research and dissemination of strengths-based approaches to teaching, learning, and leading.

ANALYSIS AND FISCAL IMPACT

Authorization is requested to ratify an agreement with Azusa Pacific University – Noel Academy for Strengths-Based Leadership and Education for the follow-up training that was held on August 18, 2017. The cost of the training is \$2,000, which did not increase from the previous year.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes the ratification of an agreement with Azusa Pacific University – Noel Academy for Strengths-Based Leadership and Education.

Prepared by:	<u>Lianne Greenlee</u>	Reviewed by:	<u>Irene M. Malmgren</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #44</u>

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

DATE:	November 8, 2017	ACTION
SUBJECT:	Resolution No. 17-05 - A Resolution of the Board of Trustees of Mt. San Antonio College Accepting the Requirements of the California Penal Code Section 13522, Chapter 1 of Title 4, Part 4, Relating to the Training of Law Enforcement Officers	

BACKGROUND

The Mt. San Antonio Community College Board of Trustees approved the enforcement of California Education Code 72330 on July 25, 2011. Education Code 72330 permits the establishment of a community college police department. After operating as the Department of Police and Public Safety for more than six years, the department is prepared to seek participation in the California Commission on Peace Officer Standards and Training (POST) and become a POST participating police department.

POST requires a Board Resolution demonstrating its support of forming a POST participating police department.

Once the Resolution is adopted, the President/CEO will send a letter with a copy of the Resolution to the Executive Director of POST to formally begin the process of background file review. The Chief of Police and Campus Safety will continue working with POST to complete the processes to become a POST participating police department.

ANALYSIS AND FISCAL IMPACT

None.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees adopts Resolution No. 17-05, A Resolution of the Board of Trustees of Mt. San Antonio College Accepting the Requirements of the California Penal Code Section 13522, Chapter 1 of Title 4, Part 4, Relating to the Training of Law Enforcement Officers.

Prepared by: _____	W. David Wilson	Reviewed by: _____	Michael D. Gregoryk
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Action #1

RESOLUTION NO. 17-05

**A RESOLUTION OF THE BOARD OF TRUSTEES OF MT. SAN ANTONIO COLLEGE
ACCEPTING THE REQUIREMENTS OF THE CALIFORNIA PENAL CODE SECTION
13522, CHAPTER 1 OF TITLE 4, PART 4, RELATING TO THE TRAINING OF LAW
ENFORCEMENT OFFICERS**

R E C I T A L S

WHEREAS, the governing body of Mt. San Antonio College, the Board of Trustees, declares that it desires to qualify to receive aid from the State of California under the provisions of Section 13522, Chapter 1 of Title 4, Part 4, of the California Penal Code.; and

WHEREAS, pursuant to Sections 13510 and 13512 of said Chapter 1, the Mt. San Antonio College Police and Campus Safety Department will adhere to the standards for recruitment and training established by the Commission on Peace Officer Standards and Training; and

WHEREAS, the Commission and its representatives may make such inquiries as deemed necessary to ascertain that the peace officer personnel of the Mt. San Antonio College Police and Campus Safety Department adhere to the standards for recruitment and training established by the California Commission on Peace Officer Standards and Training.

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

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

SECTION 2. This Resolution shall become immediately effective upon adoption by the Board.

PASSED AND ADOPTED this 8th day of November, 2017, by the Board of Trustees of Mt. San Antonio Community College at a regular meeting held in Walnut, California.

AYES, and in favor of, Board Members:

NOES, Board Members:

ABSENT, Board Members:

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 8, 2017</u>	ACTION
SUBJECT:	<u>Proposed New Board Policy 3700 – Social Media</u>	

BACKGROUND

Mt. SAC is updating the College’s Board Policies and proposes the following new Board Policy 3700 – Social Media.

ANALYSIS AND FISCAL IMPACT

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

Board Policy 3700 – Social Media has gone through the governance process of the College and was approved by President’s Advisory Council and President’s Cabinet.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees adopts new Board Policy 3700 – Social Media.

Recommended by:	<u>Bill Scroggins</u>	Reviewed by:	<u>Uyen Mai</u>
		Agenda Item:	<u>Action #2</u>

SUBJECT: Proposed New Board Policy 3700 – Social Media

DATE: November 8, 2017

Chapter 3 - General Institution

BP 3700 Social Media (NEW)

References: Education Code Sections 99120-99121

Statement of Social Media Engagement

Mt. San Antonio College encourages the use of social media by the campus community in support of its mission, goals, and its overall communication objective to provide students, employees, and “followers” with timely information and to foster interactive communication and engagement. Mt. SAC’s Social Media Policy applies to employees, departments, and campus/student organizations that represent the College.

Social Media Defined

“Social media” means an electronic service or account, or electronic content, including, but not limited to, videos or still photographs, blogs, video blogs, podcasts, instant and text messages, email, online services or accounts, or internet web site profiles or locations.

Framework for Social Media Engagement

- Usage of Mt. SAC’s social media platforms by employees, departments, and campus/student organizations must adhere to the proprietary “code of conduct” and “terms/conditions of use” specified by the host media and must comply with Mt. SAC’s Board Policy and Administrative Procedures relative to social media.
- Content and messaging on behalf of the institution must relate directly to Mt. SAC’s mission, business, programs, and services.

The College President/CEO is charged with carrying out the guidelines, protocols and rules of engagement as expressed in the companion social media Administrative Procedure 3700.

Approved:

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 8, 2017</u>	ACTION
SUBJECT:	<u>Proposed Revised Board Policy 7365 – Discipline and Dismissals - Classified Employees</u>	

BACKGROUND

Mt. SAC is updating the College’s Board Policies and proposes the following revised Board Policy 7365 – Discipline and Dismissals – Classified Employees.

ANALYSIS AND FISCAL IMPACT

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

Board Policy 7365 – Discipline and Dismissals – Classified Employees has gone through the governance process of the College and was approved by President’s Advisory Council and President’s Cabinet.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of adopts proposed revised Board Policy 7365 – Discipline and Dismissals – Classified Employees.

Recommended by:	<u>Bill Scroggins</u>	Reviewed by:	<u>Abe Ali</u>
		Agenda Item:	<u>Action #3</u>

SUBJECT: Proposed Revised Board Policy 7365 – Discipline and Dismissals -
Classified Employees

DATE: November 8, 2017

Chapter 7 – Human Resources

BP 7365 Discipline and Dismissals – Classified Employees

Reference:

Education Code Section 88013; Government Code Sections 3300 et. Seq.

The College President/CEO shall enact procedures for the disciplinary proceedings applicable to permanent classified employees of the College including classified managers. Such procedures shall conform to the requirements of the Education Code.

The Board of Trustees' determination of the sufficiency of the cause for disciplinary action of a classified employee shall be conclusive.

No disciplinary action shall be taken for any cause that arose prior to the employee becoming permanent or for any cause that arise more than two years preceding the date of the filing of any charge against the employee, unless the cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee should have disclosed the facts to the College.

~~Permanent employees shall be subject to disciplinary action, including but not limited to, oral reprimand, written reprimand, reduction in pay, demotion, suspension, or termination, for any of the following causes:~~

- ~~• fraud in securing employment or making a false statement on an application for employment;~~
- ~~• incompetence, i.e., inability to comply with the minimum standard of an employee's position for a significant period of time;~~
- ~~• inefficiency or inexcusable neglect of duty, i.e., failure to perform duties required of an employee in the position;~~
- ~~• willful disobedience and insubordination, a willful failure to submit to duly appointed and acting supervision, conform to duly established orders or directions of, or insulting or demeaning the authority of a supervisor or manager;~~
- ~~• dishonesty involving employment;~~
- ~~• being impaired by or under the influence of alcohol or illegal drugs or narcotics while on duty, which could impact the ability to do the job;~~

SUBJECT: Proposed Revised Board Policy 7365 – Discipline and Dismissals -
Classified Employees

DATE: November 8, 2017

- ~~excessive absenteeism;~~
- ~~unexcused absence without leave;~~
- ~~abuse or misuse of sick leave;~~
- ~~the conviction of either a misdemeanor or a felony involving moral turpitude shall constitute grounds for dismissal of any employee. The record of conviction shall be conclusive evidence only of the fact that the conviction occurred. A plea or verdict of guilty or a conviction showing a plea of nolo contendere made to charge a felony or any offense involving moral turpitude, is deemed to be a conviction within the meaning of this section;~~
- ~~discourteous treatment of the public or other employees;~~
- ~~improper or unauthorized use of College property;~~
- ~~refusal to subscribe to any oath or affirmation that is required by law in connection with College employment;~~
- ~~any willful act of conduct undertaken in bad faith, either during or outside of duty hours which is of such a nature that it causes discredit to the College, the employee's department, or the division;~~
- ~~inattention to duty, tardiness, indolence, carelessness, or negligence in the care and handling of College property;~~
- ~~mental or physical impairment that renders the employee unable to perform the essential functions of the job without reasonable accommodation or without presenting a direct threat to the health and safety of self or others;~~
- ~~acceptance from any source of a reward, gift, or other form of remuneration in addition to regular compensation to an employee for the performance of his or her official duties;~~
- ~~the refusal of any officer or employee of the College to testify under oath before any court, grand jury, or administrative officer having jurisdiction over any then pending cause of inquiry in which the College is involved. Violation of this provision may constitute of itself sufficient ground for the immediate discharge of such officer or employee;~~
- ~~willful violation of policies, procedures, and other rules that may be prescribed by the College; or~~
- ~~working overtime without authorization.~~

SUBJECT: Proposed Revised Board Policy 7365 – Discipline and Dismissals -
Classified Employees

DATE: November 8, 2017

Approved: August 25, 2004
Reviewed: May 14, 2013
Reviewed: December 6, 2014
Reviewed: June 9, 2015
Reviewed: August 17, 2016

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE: <u>November 8, 2017</u>	DISCUSSION
SUBJECT: <u>Proposed Revision to Board Policy 6530 Closed Circuit Television</u>	
<u>Surveillance Systems - Renumbered to Board Policy 6510 Networked</u>	
<u>Video Cameras</u>	

BACKGROUND

Mt. SAC is updating the College’s Board Policies and proposes the following revision to Board Policy 6530 Closed Circuit Television Surveillance Systems - renumbered to Board Policy 6510 Networked Video Cameras.

ANALYSIS AND FISCAL IMPACT

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

Board Policy 6530 Closed Circuit Television Surveillance Systems – renumbered to Board Policy 6510 Networked Video Cameras has gone through the governance process of the College and was approved by President’s Advisory Council on September 13, 2017.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives as a Discussion item the revision of Board Policy 6530 Closed Circuit Television Surveillance Systems - renumbered to Board Policy 6510 Networked Video Cameras.

Recommended by: <u>Bill Scroggins</u>	Reviewed by: <u>Michael D. Gregoryk</u>
	Agenda Item: <u>Discussion #1</u>

SUBJECT: Proposed Revision to Board Policy 6530 Closed Circuit Television
Surveillance Systems - Renumbered to Board Policy 6510 Networked
Video Cameras

DATE: November 8, 2017

Chapter 6 – Business and Fiscal Affairs

BP 6530 Closed-Circuit Television Surveillance Systems **BP 6510 Networked Video Cameras**

References:

California Penal Code, Sections 630-637.9; **Education Code 78907; AP 3710 Filming and Photography**

The College President/CEO shall establish procedures necessary to implement closed-circuit television (CCTV) surveillance **networked video camera** systems throughout the campus as such need may arise. The implementation of such systems shall be solely for the protection of District property and assets from theft and vandalism through deterrence and video documentation. The CCTV system is not designed or intended to protect individuals from being victims of violent or property crimes, or to detect other potentially illegal or undesirable activities which may occur although any video information obtained by such methods may be used as evidence in such cases. **limited to: 1) direct support of instruction; 2) operational support of College facilities; 3) protection of College property and assets from theft and vandalism; and 4) enhancement of the personal security of individuals on campus.**

Networked video cameras may be used to detect and deter crime, help safeguard against potential threats to the public, and help manage emergency response situations during natural and human-caused disasters.

The implementation of closed-circuit television camera systems shall not be utilized to monitor areas where persons **Networked video cameras may not be utilized to monitor any area where individuals** have a reasonable expectation of privacy **or utilized in any way precluded by law or regulation.**

The implementation of closed-circuit television camera systems shall not replace the need for supervision/public safety staff. Administrators and public safety staff shall ensure that due diligence is observed in maintaining general campus security.

The CCTV system shall not be represented at any time as enhancing or ensuring the personal safety of any individual under any circumstances:

The College will not use recording(s) to determine promotions or transfers, to discipline bargaining unit employees, or to evaluate work performance except in the sole circumstance where recording(s) reviewed determine whether or not the employee engaged in an act of criminal activity.

Approved: January 24, 2007

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 8, 2017</u>	INFORMATION
SUBJECT:	<u>New Administrative Procedure 6510 – Networked Video Cameras</u>	

BACKGROUND

Mt. SAC is updating the College’s Administrative Procedures and proposes the creation of Administrative Procedure 6510 – Networked Video Cameras.

ANALYSIS AND FISCAL IMPACT

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

Administrative Procedure 6510 – Networked Video Cameras has gone through the governance process of the College and was approved by President’s Advisory Council on September 13, 2017.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives as information New Administrative Procedure 6510 – Networked Video Cameras.

Recommended by: <u>Bill Scroggins</u>	Reviewed by: <u>Michael D. Gregoryk</u>
	Agenda Item: <u>Information #1</u>

SUBJECT: New Administrative Procedure 6510 – Networked Video Cameras

DATE: November 8, 2017

Chapter 6 – Business and Fiscal Affairs

AP 6510 Networked Video Cameras (NEW)

References:

California Penal Code, Sections 630-637.9; Education Code 78907; AP 3710 Filming and Photography

Purpose and Scope

Mt. San Antonio College operates a networked video camera system for the purpose of creating a safer environment for all those who live, work, and visit the College.

These cameras can be used to detect and deter crime, help safeguard against potential threats to the public, and help manage emergency response situations during natural and human-caused disasters. Public safety/security cameras may be used in conjunction with campus access control and two-way communications to enhance access to buildings and emergency notification.

The College also uses cameras in direct support of instructional activities. Cameras in this class are not typically used for security purposes, but are used to enhance classroom instruction. Installation requests are initiated by the Dean of the area, reviewed by the Vice President of Instruction, and submitted to President's Cabinet for approval. Unless required for instructional purposes, the output of an instructional camera may not be recorded or archived. However, if instructional cameras inadvertently capture criminal activity, those video files can be used for investigative purposes.

Additionally, the College uses cameras in support of operational activities. Cameras in this class are not typically used for security purposes, but are used to enhance the operational aspects of a facility. Installation requests for this class of camera are reviewed by the appropriate Vice President and submitted to President's Cabinet for approval.

Monitoring

Images from each public safety/security camera will be recorded on a 24-hour basis, seven days a week. These images will be transmitted to monitors installed in designated location(s) within the College's Police and Campus Safety Department, but are not continuously monitored.

When activity warranting further investigation is reported or detected at any camera location, College Police personnel may selectively view the appropriate camera and relay any available information to responding officers. College Police personnel are authorized to adjust the

SUBJECT: New Administrative Procedure 6510 – Networked Video Cameras

DATE: November 8, 2017

cameras to more effectively view a particular area for any legitimate public safety purpose. The Chief of Police may authorize video feeds from the public safety/security cameras to be set up at a location other than the Public Safety Dispatch Area for monitoring by other personnel when the situation requires such action (e.g., Emergency Operations Center personnel).

Use of Recordings

With approval of the College President/CEO or designee, recorded images from the public safety/security camera system may be used for a variety of purposes. In addition, the public safety/security camera system may be useful for the following purposes:

- A. As direct support of instructional activities.
- B. In support of operational activities
- C. To comply with legally executed court orders.
- D. To assist in criminal investigations.
- E. To assist in monitoring of activity around high-value or high-threat areas.
- F. To assist in identifying, apprehending, and prosecuting offenders.
- G. To assist in gathering evidence for criminal and civil court actions.
- H. To help emergency services personnel maintain public order.
- I. To monitor pedestrian and vehicle traffic activity.
- J. To assist campus officials in managing emergency response during natural and human-caused disasters.
- K. For purposes authorized by the President/CEO and in compliance with Board Policy 6510 and applicable laws and regulations.

Training

College Police, Technical Services, and Information Technology personnel involved in management of the video monitoring system will be appropriately trained and supervised.

Prohibited Activity

Video monitoring will be conducted in a professional, ethical, and legal manner. The public safety/security camera system will not be used to invade the privacy of individuals or to view private areas or areas where a reasonable expectation of privacy exists. This camera system is not primarily intended for use in classrooms or private offices. All efforts will be taken to protect these rights. Video monitoring shall not be used to harass, intimidate, or discriminate against any individual or group. Personnel are prohibited from viewing or distributing images unless authorized to do so by the College President/CEO. Permanently installed instructional cameras will not be used for instruction capture without the instructor's permission.

SUBJECT: New Administrative Procedure 6510 – Networked Video Cameras

DATE: November 8, 2017

Camera Markings

All public areas that are monitored by public safety/security cameras shall be marked in a conspicuous manner with appropriate signs informing the public that the area is monitored by public safety/security cameras, and should state that cameras are intended as a deterrent to unlawful activities and are not continuously monitored. Any cameras that are used for instructional purposes will be marked with appropriate signs informing the public that the camera is for instructional activities only and is not monitored by College Police. Signs shall be well lit to ensure visibility. Confidential investigations may require the use of unmarked camera locations; however, use will be limited in duration to meet a specific objective.

Digital Recording Retention and Security

All digital recordings will be securely maintained with restricted access to persons authorized by the College President/CEO or designee. Recordings not otherwise needed for official reasons shall be retained for a period of not more than 60 days and, thereafter, will be automatically deleted by the video management system. Any recordings needed as evidence in a criminal or civil proceeding shall be copied to a secure digital device and booked into evidence in accordance with current evidence procedures.

Review or Release of Video Images

The review or the release of video images shall be done only with the authorization of the President/CEO or Chief of Police, or designee, and only with a properly completed written request. Such review or release shall only be for purposes listed in the Use of Recording section of this Administrative Procedure. Video files needed for a criminal investigation or other official reason shall be collected and secured in accordance with current evidence procedures.

Public and Other Agency Requests

Requests for video files from other government agencies, or by the submission of a court order or subpoena, shall be promptly submitted to the Chief of Police. Such requests will be reviewed by College legal counsel. Every reasonable effort will be made to preserve the data requested until the request has been fully processed by College legal counsel.

Annual Review of the Networked Video Camera System

The College President/CEO, or designee, will conduct an annual review of the Networked Video Camera System. The annual review will include an inventory of all video monitoring installations, date of installation, summary of the purpose, compliance with this Administrative Procedure, and any proposed policy and/or procedure changes. The results of each review will be documented and maintained by the College and other applicable advisory bodies, and will be made publicly available upon request.

Approved: September 13, 2017