



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 25, 2012

4:30 p.m. 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.

PUBLIC COMMUNICATION

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

CLOSED SESSION

- **Conference with Labor Negotiator Annette Loria, Vice President, Human Resources, per California Government Code Section 54957.6**
CSEA, Chapters 262 and 651
- **Conference with Legal Counsel – Anticipated Litigation** – Initiation of litigation pursuant to subdivision (c) of Section 54956.9: (one case)

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

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

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

INTRODUCTIONS AND RECOGNITION

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

Classified

James Gamble, Public Safety Officer (Public Safety)

Kevin House, Public Safety Officer (Public Safety)

Florencio Mesa, Public Safety Officer (Public Safety)

Annette Monugian, Laboratory Technician, Registered Veterinary Technology (Natural Sciences)

Christopher Romo, Grounds Equipment Operator (Grounds)

Valerie Serpa, Public Safety Officer (Public Safety)

Management

Jeanne-Marie Velickovic, Associate Dean, Humanities & Social Sciences (Humanities & Social Sciences)

- **Recognition of Citizens Oversight Committee Members' Service:**

Walt Allen, 4 years of service

Albert Chang, 4 years of service

Heidi Gallegos, 4 years of service

Mariana Lake, 4 years of service

Alta Skinner, 4 years of service

APPROVAL OF MINUTES

Approval of minutes of the regular meeting of December 14, 2011. (See backup packet pages 1 through 13.)

REPORTING OF ACTION TAKEN IN CLOSED SESSION

PUBLIC COMMUNICATION

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

REPORTS

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

1. Associated Students Report
2. Senates
 - A. Academic Senate
 - B. Classified Senate
3. Employee Groups
 - A. Faculty Association
 - B. CSEA Units
 - C. Other Unrepresented Groups
4. President – Bill Scroggins, President/CEO
 - Budget Update – Mike Gregoryk
 - Auxiliary Accounting Services Transition – Mike Gregoryk

CONSENT CALENDAR

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

HUMAN RESOURCES

1. Consideration of approval of Personnel Transactions dated January 25, 2012. (See backup packet pages 14 through 27.)
2. Consideration of approval of a contract with Liebert Cassidy Whitmore for Hiring the Equal Employment Opportunity (EEO) Way Training. (See backup packet page 28.)

INSTRUCTION and STUDENT SERVICES

3. Consideration of approval of the Lyceum Speaker Series and the Developmental Education Spring Conference. (See backup packet pages 29 and 30.)
4. Consideration of approval for Forensics students and faculty to attend the Long Island Forensics Extravaganza Swing in Garden City, NY, February 23–27, 2012. (See backup packet page 31.)
5. Consideration of approval for the men's a cappella group, Fermata Nowhere, and faculty to attend the International Championship of Collegiate A Cappella competition in Tucson, February 24–26, 2012. (See backup packet page 32.)

6. Consideration of approval for the Vocal Jazz Ensemble, Singcopation, and faculty to attend the Next Generation Festival in Monterey, CA, March 30–April 1, 2012. (See backup packet page 33.)
7. Consideration of approval for Chamber Singers to travel on an East Coast Performance Tour, April 27–May 6, 2012. (See backup packet page 34.)
8. Consideration of approval for Aeronautics students to participate in field trips/internships sponsored by Allegiant Airlines during calendar year 2012. (See backup packet page 35.)
9. Consideration of approval to accept funds for the Flight Safety Programs grant. (See backup packet page 36.)
10. Consideration of approval of a contract with Sacramento City College for the Family & Consumer Sciences Discipline/Industry Collaborative grant. (See backup packet page 37.)
11. Consideration of approval to accept the Continuing Education WASC-ACS 2012 Self-Study Report. (See backup packet page 38.)
12. Consideration of approval to change the hotel for the WASC-ACS Accreditation site visit team. (See backup packet page 39.)
13. Consideration of approval of additions and changes in the Continuing Education division. (See backup packet pages 40 and 41.)
14. Consideration of approval to accept funds and approve extension of the Aid Success Project Agreement. (See backup packet page 42.)

ADMINISTRATIVE SERVICES

15. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet pages 43 through 47.)
16. Consideration of approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. (See backup packet page 48.)
17. Consideration of approval of 2012-13 Nonresident Tuition Fees. (See backup packet pages 49 and 50.)
18. Consideration of approval of the Nineteenth Amendment to the Master Agreement By and Between Mt. San Antonio College and Mt. SAC Auxiliary Services, effective July 1, 2011, through June 30, 2016. (See backup packet pages 51 through 53.)
19. Consideration of approval to renew the Site Lease Agreement with T-Mobile through October 2015. (See backup packet page 54.)

20. Consideration of approval of an Agreement with Moodlerooms, Inc. for the TRAIN Program. (See backup packet page 55.)
21. Consideration of approval to purchase Mobile Source Emission Reduction Credits for a period of three years, February 1, 2012, through February 1, 2015, in order to comply with SCAQMD Rule 2202. (See backup packet pages 56 and 57.)
22. Consideration of approval to declassify and destroy documents which are classified as Class 3 records, per Article 2, Sections 16023 through 16028, of Title 5, California Administrative Code. (See backup packet page 58.)
23. Consideration of approval to reject a Claim Against the District by Joy Olayiwola, and that Administrative Services is instructed to notify the claimant and her legal counsel of the rejection in accordance with Government Code Sections 910 through 915.4. (See backup packet page 59.)
24. Consideration of approval for Leighton Consulting, Inc. and Converse Consultants to provide continuing materials and geotechnical soils testing Engineer-of-Record services. (See backup packet page 60.)
25. Consideration of approval to reduce retention from 10% to 5% with JPI Development Group, Inc. for the Administration Building Remodel (Electrical) project (Bid No. 2859). (See backup packet page 61.)
26. Consideration of approval of an agreement to provide Professional Design and Consulting Services with Albert Grover & Associates for the Bonita Drive and Temple Avenue Intersection Realignment project. (See backup packet page 62.)
27. Consideration of approval of the following Change Order:
 - Bid No. 2846 Design Technology Center – K.A.R. Construction (Caissons & Concrete Contractor) – Change Order No. 8. (See backup packet pages 63 and 64.)
28. Consideration of approval of the following Contract Amendment:
 - Contract Science Laboratory Building – NTD Architecture (Professional Design and Consulting Services Consultant) – Amendment No. 5. (See backup packet page 65.)
29. Consideration of approval of the following Completion Notice:
 - Bid No. 2846 Design Technology Center (Concrete & Masonry) – K.A.R. Construction, Inc. (Contractor)

Upcoming Events:

January 27, 2012	Grand Opening - Cyber Watch West – 8:30 a.m., Founders Hall
February 2, 2012	Citizens Oversight Committee Meeting – 6:00 p.m., Founders Hall
February 9, 2012	Black History Month Speech Contest – 1:30-3:30 p.m. (Luncheon at 1:00 p.m.), Technology Building Lecture Hall
February 11, 2012	Cash for College (Financial Aid Workshops) – 8:00 a.m.-3:00 p.m., Learning Technology Center Learning Lab
February 16, 2012	Opera Scenes – 8:00 p.m., Feddersen Recital Hall
February 17, 2012	President's Day Holiday – Lincoln's Birthday (Campus Closed)
February 19, 2012	2012 Winter Intersession Ends
February 20, 2012	President's Day Holiday – Washington's Birthday (Campus Closed)
February 27, 2012	2012 Spring Semester Begins
March 9 and 10, 2012	14th Annual Puttin' on the Hits – 7:30 p.m., Clarke Theater (3:00 p.m. matinee performance on March 10, 2011)

Upcoming Sports Events:

January 26, 2012	Women's Tennis vs. Victor Valley – 2:00 p.m., Tennis Courts
February 1, 2012	Women's Basketball vs. Long Beach – 5:00 p.m. Gym Men's Basketball vs. Long Beach – 7:00 p.m., Gym
February 3, 2012	Baseball vs. L. A. Valley – 2:00 p.m., Baseball Field Softball vs. Glendale – 2:00 p.m., Softball Field Softball vs. Santa Barbara – 6:00 p.m., Softball Field
February 4, 2012	Baseball vs. Glendale – 12:00 p.m., Baseball Field
February 5, 2012	Baseball vs. Canyons – 12:00 p.m., Baseball Field
February 7, 2012	Men's Tennis vs. San Diego City – 2:00 p.m., Tennis Courts
February 8, 2012	Women's Basketball vs. Compton – 5:00 p.m., Gym Men's Basketball vs. Compton – 7:00 p.m., Gym
February 9, 2012	Women's Tennis vs. Rio Hondo – 2:00 p.m., Tennis Courts Baseball vs. Ventura – 6:00 p.m., Baseball Field
February 10, 2012	Women's Tennis vs. Santa Monica – 2:00 p.m., Tennis Courts

February 16, 2012 **Baseball vs. L. A. Pierce** – 2:00 p.m., Baseball Field

February 17, 2012 **Women’s Basketball vs. L. A. Trade Tech** – 5:00 p.m., Gym
Men’s Basketball vs. L. A. Trade Tech – 7:00 p.m., Gym

February 18, 2012 **Baseball vs. Rio Hondo** – 12:00 p.m., Baseball Field

February 21, 2012 **Women’s Tennis vs. Cerritos** – 2:00 p.m., Tennis Courts
Baseball vs. Riverside – 6:00 p.m., Baseball Field

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 N. Grand Avenue, Walnut, CA 91789, (909) 274-4250, 7:30 a.m. to 4:30 p.m., Monday-Friday, at least 48 hours prior to the meeting.

BOARD OF TRUSTEES

**BACKUP INFORMATION PACKET
FOR
REGULAR MEETING**

January 25, 2012





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 14, 2011

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 5:30 p.m. on Wednesday, December 14, 2011. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present.

STAFF PRESENT

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

1. PUBLIC COMMUNICATION

None.

2. CLOSED SESSION

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

- Government Code Section 54957.6: Conference with Labor Negotiator - Unrepresented Employee (College President)
Designated Representative: Board President
- Conference with Labor Negotiator Annette Loria, Vice President, Human Resources, per California Government Code Section 54957.6
CSEA, Chapters 262 and 651

The meeting adjourned at 6:00 p.m. to join a reception to congratulate Trustees Baca, Bader, and Chyr on their reelection to the Mt. San Antonio College Board of Trustees. The reception was also to bid farewell to Diana Casteel, retired Executive Assistant to the President/CEO and the Board of Trustees.

3. PUBLIC SESSION

The public meeting reconvened at 6:36 p.m.

4. ADMINISTER OATH OF OFFICE

The oath of office was administered to reelected Trustees Baca, Bader, and Chyr by President Scroggins.

5. ELECTION OF BOARD OF TRUSTEES OFFICERS

It was moved by Trustee Baca, seconded by Trustee Chen Haggerty, that Trustee Bader serve as President of the Board. Motion unanimously carried. Student Trustee concurred.

Trustee Bader assumed the office of Board President.

It was moved by Trustee Chen Haggerty, seconded by Trustee Chyr, that Trustee Baca serve as Vice President of the Board. Motion unanimously carried. Student Trustee concurred.

It was moved by Trustee Hall, seconded by Trustee Baca, that Trustee Chyr serve as Clerk of the Board. Motion unanimously carried. Student Trustee concurred.

Trustee Bader thanked Trustee Chen Haggerty for doing an exemplary job of presiding over Board events and for her excellent representation of the College and the Board in the community this past year. Trustee Chen Haggerty was presented with a crystal gavel and plaque.

6. INTRODUCTIONS/RECOGNITION

- **Introductions**

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

Classified

Matthew Dawood, Disabled Student Programs & Services, Computer Technician
(Disabled Student Programs & Services)

Troy Lyon, Mechanic (Transportation)

Rebecca Wang, Admissions & Records Clerk III (Admissions & Records)

Confidential

Denise Lindholm, Executive Assistant to the President/CEO and Board of Trustees
(President's Office)

Management

Chau Dao, Director, Financial Aid (Financial Aid)

Robert Hughes, Director, Enterprise Application Systems (Information Technology)

7. APPROVAL OF MINUTES

It was moved by Trustee Hall seconded by Trustee Chen Haggerty, to approve the minutes of the regular meeting of November 16, 2011. Motion unanimously carried. Student Trustee concurred. Manuel Baca said that on page 17 (third bullet) of the Board Communication he mentioned that Additional Faculty Association reflect that the Faculty Association for California Community Colleges, the Chancellor's Office for California Community Colleges, and the Foundation for California Community Colleges sponsored the summit in San Diego. The minutes were approved, as amended.

8. ACTION TAKEN IN CLOSED SESSION

None.

9. PUBLIC COMMUNICATION

None.

10. REPORTS

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

- Vice President Yamagata-Noji was thanked for attending the Senate meeting and providing more information on the Student Task Force.
- Finals Frenzy was held the last week of the semester. During the week, Associated Students distributed to approximately 600 students free scantrons, pencils, coffee, food, and much more to support students through the stress of finals.
- The Board was thanked for attending the holiday celebration.
- President Mendoza said it's been an honor serving as the Associated Students President, and he's looking forward to serving and working with the College President and the Board of Trustees during the spring semester.

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

- At the November 17 Academic Senate meeting, the Senate approved its goals and objectives for 2011-12, noting that it has already accomplished several of the objectives. The Senate also returned portions of the proposed campus Equal Employment Opportunity Plan to the Campus Equity and Diversity Committee for further consideration.
- At the December 8 Academic Senate meeting, work of the Student Preparation and Success Council with regard to the local use of external exams (Advanced Placement, International Baccalaureate, and CLEP) was approved. The Senate is asking discipline faculty to review the appropriate use of these exams and the courses which might be appropriately bypassed should an acceptable score be earned. However, each college determines its own criteria.
- A total of six task forces have been formed in the past two months. A task force will spend part of the winter intersession recommending changes so as to align local practices and procedures with the recently made modifications to Title 5, Section 55003. In addition, two task forces will propose changing the

requirements of the College's AA Degrees in Liberal Arts and Sciences with emphases in Music, Fine Art, Kinesiology, and Wellness.

- Per Administrative Procedure 7120, the Instruction Team and the Academic Senate Executive Board independently prioritized this year's 35 submitted requests for the hiring of new faculty; and then, together, combined the rankings into one list. This list has been submitted to the College President and is awaiting a decision on the number of growth positions that will be approved for hire in 2012. The Academic Senate encourages the College to recruit these positions early in 2012 so as to attract the largest possible hiring pools and the most qualified candidates.
- An additional voluntary professional development day will be held on February 24. President Kaljumagi thanked the Faculty Association for sponsoring this event.

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

- Lucy DeLeon, a secretary in Student Services, was congratulated for having the winning ticket for this year's Holiday Gift Basket. All proceeds will go toward Classified Scholarships.
- The Classified Senate was happy to again support classified staff during the holiday season. A \$200 gift card was presented to a classified employee who is in need of some financial support.
- On behalf of the Classified Senate, Diana Casteel was thanked for her 20 years of service to the College, and Denise Lindholm was welcomed to her position as the Executive Assistant to the President and Board of Trustees.

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

- President Galbraith welcomed the newly hired staff and management and congratulated the reelected Board members. The Faculty Association is looking forward to continuing a good working relationship with the Board.
- Diana Casteel was thanked for her service to the College; she always had a smile on her face and gave the Faculty Association great insight.
- Regarding the proposal to allow cameras on campus, the Representative Council approved a position paper stating that the Faculty Association does not support the installation of cameras in new or old buildings because it believes that District funds could be better spent on other items. President Scroggins was sent the Faculty Association's position paper that includes a reference to a study that shows that the use of cameras does not help solve crimes.

Of greater concern to the Faculty Association is that cameras are being installed in buildings without any consultation with campus leaders. The Representative Council directed the President of the Faculty Association to inform the Board of Trustees that there are concerns that existing shared governance procedures are not being followed with respect to important issues that impact the entire campus community.

- Puttin' on the Hits is scheduled for March 9 and 10, and tickets are currently available.

- Regarding Redistricting, the Faculty Association has concerns with the process that the Board is currently undertaking. It is important to the Faculty Association that the Board meets the requirements of the California Voting Rights Act. The Faculty Association believes that the benefits to the District for staying with a five-seat board are overwhelming. The Faculty Association requested that the Board thoroughly investigate the five-seat proposals that were presented.

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

- CSEA, Chapter 262, held its Executive Board elections yesterday, and the results were: Rosa Asencio, 2nd Vice President; Linda Tackett, Chief Job Steward; Rondell Schroeder, Site Representative Coordinator; and Sandra Bollier, Secretary. President Martinez commended outgoing Executive Board members Mark Fernandez, Chief Job Steward, and Charles Porter, Site Representative Coordinator, for their outstanding service.
- Regarding Redistricting, President Martinez said that CSEA, Chapter 262's primary concern is the potential financial cost to the College. They requested that the Board thoroughly investigate all of the possible redistricting plans.
- President Martinez said that, when becoming Chapter President, one of her goals was to make certain that negotiations were timely because, historically, they have taken in excess of 18 months to complete. They are now in their seventh month, and it's hopeful that Friday's negotiations will be the last.

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

- Board members were invited to the CSEA Installation Banquet, which is coming up soon.
- President Jauregui noted that CSEA, Chapter 651 held its elections. While the President and Treasurer positions ran unopposed, Justin Haught was elected as Secretary. Chapter 651 is currently in the process of updating its constitutional bylaws.
- CSEA, Chapter 651, supports the Faculty Association's concerns regarding cameras on campus.
- President Jauregui voiced concerns that he has shared at previous meetings that staffing in Facilities isn't adequate, as evidenced by recent rains.
- President Jauregui thanked Diana Casteel for her years of service to the College and said he is looking forward to working with Denise Lindholm.

G. President Scroggins' report included the following:

- Dr. Scroggins congratulated Trustee Baca for his reappointment to the Board of Governors and thanked him for representing Mt. SAC so well at the state level.
- Dr. Scroggins congratulated Trustee Bader on her appointment to President of the Board and thanked Trustee Chen Haggerty for her leadership this past year.
- President Scroggins said he was pleased to announce the following outstanding sports accomplishments:
 - Mt. SAC was named the 2010-11 South Coast Conference (SCC) Athletic Supremacy Award Winner for the second straight year. The award recognizes overall athletic excellence among the ten-college conference.

Last season, the Mounties captured SCC titles in a total of eight SCC Championships within the league. This marks the fifth time in the last 11 years that Mt. SAC has captured this award.

- The Men's Wrestling Team captured the 2011 Southern CA Wrestling Championships and went on to take third place in the State Championships.
- The Men's Soccer team captured its third consecutive State Championship. The team is currently the number one ranked team and has been named the 2011 National Champions, as well.
- The Football team finished with an 11-2 overall record. It was an exciting season.
- There are over two dozen athletic scholarship recipients going on to four-year schools, which is the real win.
- Dr. Scroggins welcomed Denise Lindholm to the President's Office, and said that he is looking forward to working with her.
- Vice President Gregoryk reported on an award that was given to the College by the Alliance of Schools for Cooperative Insurance Programs (ASCIP), the College's property liability and property insurance carrier. The "Loss Control Pays" award for \$1,500 is due to the hard work by Karen Saldana, Director of Risk Management. This award represents significant efforts and achievements and the College's ongoing commitment to make the District a safer environment for students, staff, and the public. While the award is nice; what's important is the premiums the District pays. Due to the efforts of Director Saldana, the District has realized a savings of over \$250,000 over the past three years.
- Dr. Scroggins announced that the College is authorizing the expedited hiring of 15 full-time tenured-track faculty for 2012-13 in order to hire the best of the best in excellence and distinction, which is the hallmark of Mt. SAC.
- Vice President Gregoryk introduced Gema Ptasinski, Senior Partner from Vicenti, Lloyd & Stutzman, who provided a report to the Board on the 2010-11 fiscal year audit for the College, Financial Aid, and Auxiliary Services.

Ms. Ptasinski indicated that the College is meeting its reserve requirements. There were no difficulties encountered in performing the audit and, in addition, there were no audit adjustments, which is positive. There is a small list of uncorrected misstatements, which is minor past adjustments. There were no disagreements with management, and management has provided a representation letter, which is available at the District office, verifying that they have reported everything they needed to report, and they have accepted the responsibility for the financial statements.

At the onset of the audit, there was one item that was discussed, which had to do with a fraudulent account that was identified by the District. The audit report indicates new procedures which will ensure that that doesn't happen again.

Ms. Ptasinski reported that there were four internal control and compliance findings related to State programs. None of the findings were material weaknesses. The District has responded to all of the findings with its action plan.

There was one finding from last year, which has been corrected.

Mr. Gregoryk thanked the auditors for the fine job they did and commended Associate Vice President, Fiscal Services Linda Baldwin, Fiscal Services Assistant Director Rosa Royce, and their staff for their outstanding work, resulting in such a good audit.

- President Scroggins called for nominees for the California Community Colleges Trustees Board. If there are any nominees, they will go on the January 2012 Board Agenda, as an action item.

11. INFORMATIONAL REPORT

Board members were provided with a written update on the Basic Skills Initiative, prepared by Terri Long, Dean, Instructional Services, and Glenda Bro, Faculty Coordinator, Basic Skills.

The Basic Skills Initiative (BSI) is a grant-funded initiative from the California Community Colleges Chancellor's Office (CCCCO), which began in 2006 as part of the strategic planning process. The goal of the BSI is to improve student access and success. Mt. SAC has been participating in the BSI grant since its inception.

The Basic Skills Coordinating Committee (BSCC), a committee of the Academic Senate, provides for oversight and coordination of campus-wide efforts to strengthen and improve the delivery of basic skills services for students. The 17-member committee consists of representatives from Learning Assistance, English, Math, AmLA, Counseling, General Education, Career Technical Education, Non-credit Adult Education, Non-credit ESL, Associated Students, Research, and Instruction.

During the 2010-11 academic year, the College provided the support and funding for a total of 32 basic skills projects from funds provided by the Basic Skills Initiative. The total funding for the 32 projects was \$1,335,681. Additionally, the College funded \$1,014,401 for 15 permanent positions.

The assessment of outcomes for last year's projects shows great success. The College's Basic Skills student populations have been provided with numerous opportunities and support services that have resulted in increased retention and success.

Dr. Long and Ms. Bro reported on four projects: Community and Videos, WIN Counseling, Tutors in the Classroom, and Vocational ESL (VESL) Career Paths. Detailed information for the four projects was provided in a backup document.

Dr. Scroggins pointed out that, in the State Accountability Report, Mt. SAC had the highest percentage in the state of English Language learners who moved through the curriculum, and it's partly as a result of projects like this.

Mt. SAC's allocation for 2011-12 is \$1,099,127. A carryover from 2010-11 of \$267,749 resulted in \$1,366,876 available for funding for 2011-12. In 2011-12, the BSCC is funding 27 projects, totaling \$748,441, and five permanent positions, totaling \$379,121.

Future end-of-year reports for the Chancellor's Office will require evaluation of the College's 5-Year Goals and Action Plan and will be based on three effectiveness components: Scale, Sustainability, and Measurability.

It was noted that Mt. SAC is one of the largest; in the top five, due to the fact that the College has more students enrolled in Basic Skills courses.

In previous years, the College has received nearly \$2.8 million a year in funding. As state funding is dwindling, the amount being carried over each year is also decreasing.

The College will carry over approximately \$300,000 this year so that an equivalent number of projects can be funded to maintain what's being done now.

It's never a good idea to put Trustee names in these reports.

12. CONSENT AGENDA

Trustee Bader asked that items #12 and #14 be removed from the agenda.

It was moved by Trustee Baca, seconded by Trustee Hall, to approve or ratify the following items, as revised:

Trustee Bader asked that the following corrections be made to the agenda:

- Personnel Transactions (page 22 of the backup packet) - the effective date for Sandra Bollier and Manuel Cerda should be changed to read November 1, 2011, instead of November 1, 2012.

HUMAN RESOURCES

1. Approval of Personnel Transactions, dated December 14, 2011, as corrected.
2. Approval of renewal of management contracts, effective July 1, 2012.

INSTRUCTION and STUDENT SERVICES

3. Approval of a contract with Network Interpreting Services for use of its Gridcheck Scheduling System.
4. Approval of a contract with California Market Center for a Fashion Symposium on April 21, 2012.
5. Approval to ratify a contract amendment with the Cal Poly Pomona Foundation, Inc. for the Regional Information Systems Security Center Grant.
6. Approval of a contract with CPR with Heart for CPR/First Aid Training for Facilities Planning & Management Staff.
7. Approval of contracts with the Center of Excellence.
8. Approval of Community Services Programs/Courses for Winter and Spring 2012.

ADMINISTRATIVE SERVICES

9. Approval of the Appropriation Transfers and Budget Revisions Summary.
10. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
11. Approval of Resolution No. 11-06 – Revising the Informal Bidding Procedures for the California Uniform Public Construction Cost Accounting Act.
12. This item was pulled from the agenda. (See paragraph __.)

13. Approval to renew the Production Music Agreement with Killer Tracks, a division of Universal Music, through October 31, 2013.
14. This item was pulled from the agenda. (See paragraph __.)
15. Approval to renew the agreement with Thacker Berry Farms through July 31, 2012.
16. Approval to renew the Site Lease Agreement with Sprint Nextel through December 29, 2016.
17. Approval of a one-year agreement with Interschola™, a company that specializes in assisting educational institutions in the disposal of its surplus assets.
18. Approval of an agreement with The Network's ReportLine™ to provide an anonymous ethics and compliance reporting program.
19. Approval to reject the application for leave to present late Claim Against the District from Matthew William Foresta. The Board instructed Administrative Services to notify the claimant of the rejection in accordance with Government Code Sections 910 through 915.4.
20. Approval of agreements to provide Professional Design and Consulting Services with Alta Environmental for the Annual Emissions Report project; with Cambridge West Partnership for the Campus Master Plan project; with P2S Engineering for the Humanities Building Air Handlers Unit Replacement project; and with P2S Engineering for the Facilities Building Renovation and Addition project.
21. Approval of the following Change Orders:
 - Bid No. 2772 Agricultural Sciences Complex – Griffith Company (Earthwork and Demo Contractor) – Change Order No. 7.
 - Bid No. 2775 Agricultural Sciences Complex – Harbor Construction Co. Inc. (General Contractor) – Change Order No. 17.
 - Bid No. 2777 Agricultural Sciences Complex – Continental Plumbing (Plumbing Contractor) – Change Order No. 16.
 - Bid No. 2779 Agricultural Sciences Complex – American Electric Company (Electrical Contractor) – Change Order No. 13.
 - Bid No. 2832 Child Development Center – Continental Plumbing (Plumbing Contractor) – Change Order No. 1.
 - Bid No. 2849 Design Technology Center – RC Construction (General Contractor) – Change Order No. 12.
 - Bid No. 2851 Design Technology Center – HPL Mechanical (Plumbing Contractor) – Change Order No. 5.

- Bid No. 2853 Design Technology Center – Brewster Electrical (Electrical Contractor) – Change Order No. 12.
- Bid No. 2855 Administration Building Remodel – Angeles Contractor (General Contractor) – Change Order No. 11.
- Bid No. 2859 Administration Building Remodel – Rancho Pacific Electrical (Electrical Contractor) – Change Order No. 9.
- Bid No. 2865 Physical Education Program Building Renovation – Construction Electric (Electrical Contractor) – Change Order No. 3.

22. Ratification of the following Contract Amendments:

- Contract Professional Design and Consulting Services for Agricultural Sciences Complex – Hill Partnership Inc. (Consultant) – Amendment No. 4.
- Contract Professional Design and Consulting Services for Construction Claims Support Services – Lend Lease (Consultant) – Amendment No. 1.

23. Approval of the following Completion Notices:

- Bid No. 2772 Agricultural Sciences Complex – Main Building - Demolition, Earthwork and Site Improvements - Griffith Company (Contractor)
- Bid No. 2774 Agricultural Sciences Complex – Main Building - Structural Steel and Miscellaneous Metals - Columbia Steel, Inc. (Contractor)
- Bid No. 2778 Agricultural Sciences Complex – Main Building - Mechanical/HVAC - Los Angeles Air Conditioning, Inc. (Contractor)
- Bid No. 2779 Agricultural Sciences Complex – Main Building – Electrical - American Electric Company (Contractor)
- Bid No. 2780 Agricultural Sciences Complex – Main Building - Landscape and Irrigation - FYR Landscape, Inc. dba Pierre Sprinkler & Landscape (Contractor)

Motion unanimously carried. Student Trustee concurred.

13. CITIZENS OVERSIGHT COMMITTEE APPOINTMENTS

It was moved by Trustee Hall, seconded by Trustee Chen Haggerty, to appoint Paul Breit, Theodore (Ted) Ebenkamp, Fred O. Garcia, Monica Garcia, Mindy Miracle, Marilyn A. Peters, Sam Tharpe, Tony Torng, and Michael J. Zhang to a two-year term on the Citizens Oversight Committee, effective January 2012 through December 2013. This

will result in one additional member, which is still under the maximum threshold. Motion unanimously carried. Student Trustee concurred.

14. AMENDMENT TO PRESIDENT/CEO'S EMPLOYMENT AGREEMENT

It was moved by Trustee Baca, seconded by Trustee Hall, to approve an amendment to Dr. Scroggins' employment agreement that will allow the College to contribute funds equal to those that would have been used for medical benefits to a tax shelter annuity of his choice, retroactive to July 1, 2011. Motion unanimously carried. Student Trustee concurred.

15. AUDIT REPORTS FOR FISCAL YEAR ENDING JUNE 30, 2011

It was moved by Trustee Baca, seconded by Trustee Chyr, to accept the audit reports from Vicenti, Lloyd & Stutzman, Certified Public Accountants, for the fiscal year ending June 30, 2011, relating to books and records of the Mt. San Antonio Community College District, Financial Aid, and Mt. San Antonio College Auxiliary Services Corporation. Motion unanimously carried. Student Trustee concurred.

Vice President Gregoryk echoed Ms. Ptasinski's comment regarding Linda Baldwin and, particularly, Rosa Royce, who is the individual who prepares the reports that are audited. He has been told by the auditors that it's one of the finest works in the auditing field that they get an opportunity to audit. He thanked Ms. Royce for all her hard work.

16. REPORT ON GENERAL OBLIGATION BOND PROGRAM

Dr. Scroggins introduced Rod Carter, Managing Director, RBC Capital Markets, who gave a presentation on the General Obligation Bond Program.

The maximum legal tax rate for the 2001 Election (Measure R) and 2008 Election (Measure RR) general obligation bonds is \$25.00 per \$100,000 assessed value. The District's tax rate in fiscal year 2011-12 is \$26.42.

Mr. Carter noted that the District issued \$65 million in Bond Anticipation Notes (BANs) in May 2010, under the new Measure RR authorization. The BANs pay no interest or principal until maturity on May 1, 2015. At maturity, the District may issue 1) certificates of participation, or 2) general obligation bonds authorized under Measure RR to pay all principal and interest on the BANs. However, general obligation bonds cannot be issued if tax rates are projected to be over the \$25.00 legal limit during the issuance year or any subsequent years based on reasonable assessed valuation projections. The tax rate is currently projected to stay above \$25.00 until 2017, after which the annualized debt service drops significantly.

The bonds attributable to fiscal years 2013-15 can be refinanced, and the savings would be approximately \$2.5 million. If those savings were applied to fiscal years 2014 and 2015, the rate would come down to just below \$25.00. If the College does nothing, then the scenario would likely remain that general obligation bonds could not be sold until 2017.

Dr. Scroggins asked that this be brought back at a later date as an action item.

17. PROPOSED ADMINISTRATIVE PROCEDURE 4051 – COURSE EQUIVALENCIES AND VARIANCES

The Board received proposed Administrative Procedure 4051 – Course Equivalencies and Variances, for information only.

18. BOARD COMMUNICATION

- All Board members shared the following comments:
 - Congratulations were offered to newly appointed and newly promoted staff.
 - Congratulations were extended to the men's soccer team for its outstanding back-to-back State Championships and for being named the National Champion. The football team was also congratulated for its second-place finish at the State level. Also, congratulations were extended to the Wrestling team for its third-place finish at the State level. The team's coaches were commended for their great work.
 - All trustees thanked Trustee Chen Haggerty for her year of service as President of the Board and congratulated Trustee Bader on her appointment to the Presidency.
 - Trustees mentioned the many events they have attended, including: Annual Holiday Wassail, the College holiday teas, the CCLC Annual Conference, and the Nursing Pinning Ceremony.
 - All trustees wished everyone a safe and happy holiday season.
- Trustee Mendoza reported that Associated Students passed a resolution to withdraw from the Student Senate Council. They are going to try to work with local councilmembers and senators to pass their own resolutions and make changes that interest students at Mt. SAC.
- Trustee Chen Haggerty thanked everyone for their support during her past year as the President of the Board. A lot of good things happened, especially the hiring of President Scroggins.

Trustee Chen Haggerty attended a conference in San Jose also attended by Trustee Baca, President Scroggins, and Vice President Yamagata-Noji. Trustee Chen Haggerty shared the results of the prestigious 2011 California Community College Distinguished Alumni Awards.

- Trustee Baca attended the Wassail with Trustees Bader and Hall and, once again, commended the students on the very best sound, which is a testament to the faculty.

Trustee Baca thanked Diana Casteel for everything that she's done over the years. She's always been a very reliable person and was consistently a professional with tremendous integrity. He also welcomed Denise Lindholm and knows she'll do fantastically well.

Being reelected is a great honor for Dr. Baca in representing this great institution. Dr. Baca especially thanked his colleagues for their support and a collegial respect for each other.

- Trustee Chyr congratulated his colleagues for a great campaign, ensuring that no one ran against them. He commended Diana Casteel for her years of service,

noting that she's a true professional, very smart, very bright, always knew how to balance her role in serving the president and serving the trustees, and he really relied on her, especially when he was a new trustee. She was a perfect assistant to the trustees, and he said he values her friendship and the way she conducted herself throughout the years. She will be missed. Diana speaks very highly of Denise Lindholm's abilities, and he is comfortable that she will do a fine job.

Trustee Chyr also welcomed Chau Dau, who is replacing Susan Jones, the prototypical financial aid director throughout the state.

Trustee Chyr said he attended and enjoyed this year's Wassail performance. He reminisced back to 1996 when Professor Bruce Rogers joined the College, noting how he has transformed the College's musical program into the outstanding program that it is today.

- Trustee Hall also thanked Diana Casteel for her service to the College. She was always cool, calm, and collected, and sometimes he probably didn't want to hear what she was thinking. She was effective and in control. She was a good person to work with. Dr. Hall said he believes Denise Lindholm will be equally effective.

Trustee Hall attended the swearing-in of Larry Redinger's fifth four-year term on the Walnut Valley Unified School District Board. Trustee Hall also congratulated the new Board Member, Philip Chen, who was sworn-in the same evening.

Trustee Hall congratulated the new members of the Citizens' Oversight Committee.

Regarding construction, Trustee Hall said he is convinced that Professor Bruce Rogers was attracted to the College by its entertainment venues. Great facilities attract great instructors, which bring greater programs and greater instructional outcomes.

- Trustee Bader indicated that she looks forward to working with Denise Lindholm. Trustee Bader said she wanted to publicly thank Diana Casteel for being such a professional for all these years and so gracious, as well. When she was first on the Board, she went through the minutes so carefully, and there was never the slightest error in the minutes. Diana will be missed.

Congratulations were extended to Trustee Baca for being reappointed to the State Board of Governors, which is a very prestigious position.

Trustee Bader attended and enjoyed the Associated Students' holiday reception.

Trustee Bader invited the Chamber Singers come to the Pomona Rotary in December, which is their largest meeting of the year. The Rotarians always enjoy their performance.

Trustee Bader mentioned her grandsons' Cub Scout Troops', from Aliso Viejo, recent visit to the College's Planetarium. Heather Jones did a fantastic job explaining all the constellations. Dean Larry Redinger also took them to visit the Meek Collection.

19. ADJOURNMENT

The meeting adjourned at 9:07 p.m.

WTS:dl

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

DATE: January 25, 2012

CONSENT

SUBJECT: Personnel Transactions

CLASSIFIED EMPLOYMENT

Permanent New Hires

Name: Albutin, Allan
 Position: Senior Systems Analyst/Programmer New: No
 Department: Information Technology
 Sal Range/Step: A-124, Step 2 Salary: \$6,021.83/month
 Job FTE: 1.00 # Mos.: 12
 Effective: 1/30/12

Name: Duong-Ly, Katie
 Position: Budget and Accounting Technician New: No
 Department: Fiscal Services
 Sal Range/Step: A-95, Step 3 Salary: \$4,738.04/month
 Job FTE: 1.00 # Mos.: 12
 Effective: 2/1/12

Name: Espina, Marlene
 Position: Learning Assistance Resource Center Support Specialist New: No
 Department: Learning Assistance Center
 Sal Range/Step: A-86, Step 1 Salary: \$3,929.41/month
 Job FTE: 1.00 # Mos.: 12
 Effective: 1/26/12

Name: Frank, Kenneth
 Position: Senior Systems Analyst/Programmer New: No
 Department: Information Technology
 Sal Range/Step: A-124, Step 3 Salary: \$6,322.91/month
 Job FTE: 1.00 # Mos.: 12
 Effective: 1/30/12

Prepared by: Human Resources Staff

Reviewed by: Annette Loria

Recommended by: Bill Scroggins

Agenda Item: Consent #1

SUBJECT: Personnel Transactions

DATE: January 25, 2012

Permanent New Hires (continued)

Name: Haro, Melissa
 Position: Account Clerk I New: No
 Department: Facilities Planning & Management
 Sal Range/Step: A-69, Step 1 Salary: \$3,317.89/month
 Job FTE: 1.00 # Mos.: 12
 Effective: 1/26/12

Name: Jaunal, Melissa
 Position: Assistant Curriculum Specialist New: No
 Department: Instruction Office
 Sal Range/Step: A-70, Step 1 Salary: \$1,591.76/month
 Job FTE: 0.475 # Mos.: 12
 Effective: 1/26/12

Name: Ponsetta, Larry
 Position: Animal Farm Operations Specialist New: No
 Department: Agricultural Sciences
 Sal Range/Step: B-76, Step 3 Salary: \$4,834.81/month
 Job FTE: 1.00 # Mos.: 12
 Effective: 1/30/12

Name: Rose, Bernice
 Position: Budget and Accounting Technician New: No
 Department: Fiscal Services
 Sal Range/Step: A-95, Step 3 Salary: \$4,738.04/month
 Job FTE: 1.00 # Mos.: 12
 Effective: 2/6/12

Name: Valdez, Juvencio
 Position: Refuse & Recyclable Collector New: No
 Department: Custodial Services
 Sal Range/Step: B-46, Step 1 Salary: \$1,547.14/month
 Job FTE: 0.475 # Mos.: 12
 Effective: 1/27/12

Name: Zhao, Betty
 Position: Senior Systems Analyst/Programmer New: No
 Department: Information Technology
 Sal Range/Step: A-124, Step 2 Salary: \$6,021.83/month
 Job FTE: 1.00 # Mos.: 12
 Effective: 1/30/12

SUBJECT: Personnel Transactions

DATE: January 25, 2012

Temporary Change of Assignment

Name: Duffin, Gloria Duneen
Position: Clerical Specialist
Department: High School & AANAPISI
Effective: 1/26/12
End Date: 6/30/12
Remarks: Change in Job FTE from 0.475 to 0.950 (additional 0.475 assignment to support AANAPISI grant activities)

Temporary Out-of-Class Assignment

Name: Robles, Tannia
From: Student Services Outreach Specialist
To: High School Outreach Coordinator
Department: High School Outreach
Effective: 1/26/12
End Date: 6/30/12

Personal/Professional Growth Benefits

Three Semester/Four Quarter Units or more, Lower Division Work - \$150

Diaz, Maria

Three Semester/Four Quarter Units or more, Upper Division Work - \$500

Abesamis, Naomi
Figueroa, Eva
Pride-Moore, Angelena

Master's or Higher - \$1,500

Aparicio, Erika
Pride-Moore, Angelena

TEMPORARY EMPLOYMENT

Substitute Employees

Per employment list, see page 11.

Hourly Non-Academic Employees

Per employment list, see page 12.

SUBJECT: Personnel Transactions

DATE: January 25, 2012

Professional Expert Employees

Per employment list, see pages 11 and 12.

Student Employees

Per employment list, see pages 12 through 14.

ACADEMIC EMPLOYMENT

Winter 2012

Credit Hourly Instructors/Substitutes

NAME	HOURLY RATE	NAME	HOURLY RATE
Abuzalaf, Laura Rose	75.93	Arterburn, Pamela J	81.35
Alexander, Carolyn Parker	81.35	Axibal, Allan Luis	68.48
Alexander, Eldon Lawrence	81.35	Azul, Amy Rebekah	73.36
Allen, Jerry B	73.36	Bacigalupi, Stacy J	68.48
Al-Malood, Fawaz	81.35	Bark, Andrew J	75.93
Altmire, Matthew Dean	75.93	Barr, Dustin R	68.48
Ammirato, Joseph Samuel	75.93	Barron, Sergio	75.93
Anderson Sr, Richard Lee	73.36	Beydler, David Kenneth	70.88
Andrews, Barry Lynn	81.35	Birca, Alina	81.35
Ano, Gene Gabriel	73.36	Blyzka, John V	78.59
Archibald, Jeffrey David	70.88	Boerem, R M	75.93
Arnold Jr, Robert W	70.88	Borella, Frances Teresa	78.59
Borton, Robert Leroy	81.35	Couch, Anna J	75.93
Boryta, Mark Daniel	75.93	Crandall, William Reese	78.59
Bowen, Robert Eric	73.36	Crichlow, Brian James	70.88
Brackenhoff, Mary Ruth	75.93	Crugnale, Timothy John	70.88
Brandler, Marcielle Y	73.36	Curran, Karen O'Brien	78.59
Braver, Lane Arthur	78.59	Cushing, William P	75.93
Bray-Ali, Fuyuko Julie	75.93	Daigre, Victorine Elizabeth	81.35
Bro, Glenda Rae	75.93	Damansouz, Firouzeh	75.93
Buckalew, James Kenneth	81.35	Damico, Anthony P	75.93
Burgoon, Steven Craig	75.93	Darke, Tammy	75.93
Burman, Ema Penunuri	70.88	Davis Jr, Charles M	75.93
Burnes, Fatemeh	75.93	Davis, Maria	81.35
Burton, Robert Eugene	70.88	Deines, Craig Brian	75.93
Campbell, Michael Joseph	73.36	DePaola, Gina Maria	73.36
Cantrell, Daniel J	68.48	Diem, Andrea Grace	75.93

SUBJECT: Personnel Transactions**DATE:** January 25, 2012**Credit Hourly Instructors/Substitutes** (continued)

NAME	HOURLY RATE	NAME	HOURLY RATE
Carlson, Gina A	70.88	Doonan, Shelley K	68.48
Carroll, Don R	81.35	Dorgan, Catherine Marie	68.48
Carter, Brian C	73.36	Dorough III, George Dixon	81.35
Cascella, Henry H	78.59	Dougherty, Michelle E	75.93
Casian, Elizabeth	68.48	Dowdle, Michael Anthony	70.88
Castillejos, Manuel A	75.93	Eatman, Elisabeth N	70.88
Ceniceroz, Jonathan R	75.93	Edwards, William F	78.59
Cevallos-Castaneda, Susana	73.36	Efron, Alan Jerome	75.93
Chance, Patricia B	75.93	Engisch, Paulette Marie	73.36
Chandler, Gregory A	75.93	Enke, Gary David	81.35
Chang, Chih-Ping	78.59	Erbe, Cynthia Ann	75.93
Chavez Jr, Raul Sierra	75.93	Erickson, Eric Luther	73.36
Chavez, Dolores	78.59	Esslinger, Sandra Lotte	73.36
Chen, Daniel L	78.59	Estes Jr, Edwin W	75.93
Chen, Gou-Ling Susie Chou	75.93	Eyre, Michael John	73.36
Chevalier, Jason Jerome	75.93	Ezzell, Sun	75.93
Cooper, Mark Joseph	81.35	Faradineh, Rahim Alavi	73.36
Coreas, Kelly Leanne	75.93	Faraone, Teresa Maria	78.59
Farris, Bob L	78.59	Henry, Janette Ann	68.48
Farschman, Kurt Van	73.36	Hernandez, Corie M	75.93
Felten, Angelique M	70.88	Hernandez, Lisa Steele	70.88
Francev, Peter K	78.59	Hight, Lisa Ann Midori	73.36
Freeman, Criss A	73.36	Hoekstra, Thomas Richard	73.36
Frickert, Allison N	68.48	Hoffman III, Harlan L	75.93
Fuller, Maria Luisa	68.48	Hoffman, Ruth Jean	70.88
Gagnon, Cathy Ann	78.59	Hoggan, Lynda Smith	75.93
Galbraith, Jennifer Lyn	75.93	Holland, Daniel Patrick	81.35
Gallarde, Marlene K	73.36	Hoover, Karelyn G	75.93
Garcia, Daniel James	73.36	Horton, Tamra Lynn	78.59
Garrett, Jean	75.93	Howell, Luisa Jacinta	81.35
Gau, Jim Jin-Hae	75.93	Howey, Dawn Marie	75.93
Gentry, Lavon L	81.35	Hsieh, Mei-Ling	70.88
Giles, Naomi Ruth	75.93	Hughey, Douglas J	78.59
Golden, Nancy S	78.59	Impara, Carol Susan	73.36

SUBJECT: Personnel Transactions**DATE:** January 25, 2012**Credit Hourly Instructors/Substitutes** (continued)

NAME	HOURLY RATE	NAME	HOURLY RATE
Gomez, Francisco Javier	68.48	Irvine, Cynthia D	70.88
Gomez-Lecaro, Maria Elena	75.93	Jackson, Lucy Mutindi	68.48
Gonzales, Barbara La Nelle	70.88	Jaimes, Franciella Marie	73.36
Gonzalez, Gail M	73.36	Jenkins, Tina S	73.36
Graham, Chris Giles	75.93	Jensen, Sherene E	75.93
Greenberg, Herschel	75.93	Johnson, Mary Theresa	75.93
Grimes-Hillman, Michelle	78.59	Johnson, Michelle Drazba	78.59
Grubb, Barbara Jo	75.93	Johnson, Susan M	73.36
Habayeb, Olga N	78.59	Jollevet Jr, Felix	78.59
Hall, Kathryn S	75.93	Joneja, Kamal Preet	73.36
Hallsted, Christopher	75.93	Jones, William David	75.93
Hancock, Joy Elizabeth	75.93	Joshua, Stacey Jae	75.93
Haney, Randy G	73.36	Kang, Eun Suk	75.93
Harper, Michael Wyatt	75.93	Karn, Tamara Metz	75.93
Heinicke, David Ross	75.93	Kelly, Donna R	81.35
Hendrix, Jeffrey Glenn	81.35	Kemp, Kurt Andrew	78.59
Henry, Anthony J	73.36	Khan, M Zahir	75.93
Kim, Candice Sung Eun	73.36	Mbuthi, Stanley Wariba	78.59
Kirchgraber, Albert G	81.35	Mc Donald, Christopher	81.35
Kneedy Cayem, Kara	68.48	Mc Farland, Thomas	81.35
Kohn, Dafna	75.93	Mc Faul, Jason Derek	81.35
Kojima, Tetsuro	75.93	Mc Geough, Daniel Joseph	81.35
Kordich, Jason	73.36	Mc Gruder, Charles Thomas	81.35
Kostiuk, Erik	73.36	Mc Intosh, William J	78.59
Lackey, Hilary C	73.36	Mc Kee, Catherine Lynch	78.59
Lahr-Dolgovin, Roberta Ellen	81.35	Mc Kennon, Anna L	73.36
Lam, Albert	81.35	Mc Laughlin, David L	78.59
Lam, Wood C	75.93	Mc Mullin, Janet Elise	70.88
Lancaster, Stephen M	73.36	McIntosh Landis, Melissa A	73.36
Landeros, Darlene Michelle	78.59	Medina, David J	75.93
Lane, David C	75.93	Meggelin, Nancy Ann	78.59
Lane, John Stanton	70.88	Merward III, Charles Joseph	68.48
Lastrapes, Martin L	73.36	Meyer, Elizabeta Borer	81.35
Laub, Kathleen Ann	75.93	Mezaki, Barbara	78.59

SUBJECT: Personnel Transactions**DATE:** January 25, 2012**Credit Hourly Instructors/Substitutes** (continued)

NAME	HOURLY RATE	NAME	HOURLY RATE
Lawson, Katherine A	70.88	Mezquita, Jesse A	81.35
Lawton, Judith M	75.93	Moden, Lisa Marie	70.88
Ledeboer, Lisa Jean Amos	73.36	Moore, Barbara J	73.36
Lee, Bianca Aquilla	75.93	Morales Beasley, Stacey A	75.93
Lee, Chongui Keith	78.59	Morris, Naluce Manuela Ito	81.35
Leung, Sing Lit	81.35	Mrofka, David Douglas	73.36
Lizarraga II, Max	78.59	Mullane, Douglas M	75.93
Lloyd, Anthony Frazier	81.35	Muniz, Edgar	73.36
Lobb, Elizabeth A	75.93	Munro, Matthew Jackson	73.36
Loera-Ramirez, Dionne	70.88	Musallet, Omar A	75.93
Lukenbill, Casey Maureen	75.93	Mushik, Martin P	73.36
Mageean, Michael Joseph	78.59	Myers, Richard M	75.93
Mallard, Julie Ann	75.93	Myers-Mc Kenzie, Laurel	70.88
Mason IV, Martin Sydney	73.36	Nafzgar, Sara Ann	75.93
Mattoon, Mark D	78.59	Nahabedian, Steven	75.93
Maynard Sr, Phillip Donald	73.36	Nemeth, Stanley Harvey	81.35
Nguyen, Bao-Chi Thai	73.36	Roberts, Janet Elena	75.93
Nguyen, Kim-Leiloni Thi	73.36	Roberts, Rhonda K	73.36
Nguyen, Tracy	73.36	Robinson, Carolyn	75.93
Nikkhoo, Kristine Suzanne	68.48	Rodriguez, Carmen B	73.36
Nitta, Akira	81.35	Rogers, Bruce F	73.36
Nixon, Bruce James	73.36	Rogus, Robert James	70.88
Null, Nicholas E	73.36	Romero, Alicia	73.36
O'Brien, Paul Patrick	81.35	Rudd, Terry Shaylor	75.93
Oropeza, Raymond A	73.36	Russell, Paul	81.35
Pai, Ronald	81.35	Salvador, So-Young Han	75.93
Pappas SR, Gus T	75.93	Sampat, Michelle S K	78.59
Pedroja, Joy	73.36	Sanchez, Andrew Avecilla	81.35
Penido, John L	81.35	Sanchez, Cynthia	70.88
Perez Gonzalez, Jose	75.93	Sanford, Scott Clark	68.48
Perez, Christopher Gene	73.36	Santillan, Richard Anthony	81.35
Pham, Hoa Thi Hong	73.36	Sciore II, Donald Philip	73.36
Phillips, Kimberly M	75.93	Shannon, Cynthia Jean	78.59
Pietsch, Erik Shannon	70.88	Sharpe, Paul Walter	81.35
Poehner, William John	81.35	Shea, Nan Lee	73.36

SUBJECT: Personnel Transactions**DATE:** January 25, 2012**Credit Hourly Instructors/Substitutes** (continued)

NAME	HOURLY RATE	NAME	HOURLY RATE
Pop, Horia Calin	73.36	Shear, Michelle J	75.93
Poulter, Clint H	75.93	Shirinyan, Ara A	75.93
Quach, Christina Sueran	68.48	Sholars, Joan Dianne	75.93
Quintana-Mullane, Kimberly	70.88	Shull, Stephen Patrick	78.59
Ramal, Randy	81.35	Smith, Daniel Edwin	73.36
Ramey, Martin Allan	73.36	Soares, Darrow P	78.59
Ramos, Christopher Michael	79.75	Sorcabal, Charles John	78.59
Rasmussen, Keith	68.48	Soto, Sandi Marie	70.88
Reinhart, Lieselott A	73.36	Spaulding, Ralph A	75.93
Revell, Timothy Kirk	78.59	Stefan, John Andrew	78.59
Reyes, Mary-Ellen	73.36	Stier, Gregory Wade	81.35
Richardson Jr, Lanny Ray	73.36	Stokes, Nona Hopson	81.35
Rietveld, Liza Anne	74.44	Strand, Richard William	75.93
Rivas, Hector E	78.59	Stubbs, Thomas Edward	78.59
Summers, Melody Luan	75.93	Vitullo, John W	73.36
Takashima, Timothy	73.36	Vo, Tuan Anh	70.88
Tamayo, Santiago	81.35	Wakefield, Jeffrey William	75.93
Tarman, Shana Levete	78.59	Walker, Lori Ann	74.44
Tatoian, Vahe	81.35	Walker, Rebecca A	78.59
Tay, Sophia Shiz Yin	68.48	Watanabe, Kathlene K	73.36
Taylor, Star Tennille	78.59	Weatherilt, Sandra	73.36
Tellez, April M	73.36	Webb, Craig A	68.48
Thomas, James David	78.59	Whalen, Margaret F	73.36
Todd, Janet L	81.35	Wheeler, Daniel Lyn	73.36
Tram, Vui K	75.93	Wiesner, Mary-Rose	73.36
Tran, Frank Van	81.35	Williams Tyler, Jody Marie	73.36
Tran, Niki Aikhahn	68.48	Williams, Deborah Ann	81.35
Trejo, Lyssette C	70.88	Williams, Stephen A	78.59
Trokkos, Mireille Touma	78.59	Willingham, Leticia	68.48
Troxell, Cameron Gregory	73.36	Wolde-Yohannes, Samuel	75.93
Trujillo, Tamara C	75.93	Wong, Francis S	73.36
Truttmann, Janet Marie	73.36	Wong, Jack Yim-Yin	73.36
Ugas-Abreus, Buenaventura	75.93	Wright, Jill Yvonne Gold	75.93
Uranga, Jaime F	78.59	Wright, Sheila L	75.93
Vance, Debra S	75.93	Yoon, Aimee Jean	68.48

SUBJECT: Personnel Transactions**DATE:** January 25, 2012**Credit Hourly Instructors/Substitutes** (continued)

NAME	HOURLY RATE	NAME	HOURLY RATE
VanderVis, Melinda K	75.93	Yost, David Roland	73.36
Vargas, Albert Thomas	81.35	Zawahri, Louis	73.36
Vidales, Monique D	73.36	Zeidel, Scott Wayne	81.35
Vincent, Nedra Ann	73.36	Ziolkowski, Tina Louise	75.93

ACADEMIC EMPLOYMENT**Winter 2012****Non Credit Hourly Instructors/Substitutes**

NAME	HOURLY RATE	NAME	HOURLY RATE
Aghyarian, Meray M	48.33	Fowler, Mina	51.77
Allen, Yvonne Chen	53.58	Friedman, Karena	48.33
Baker, Nathalie Willemze	48.33	Gilbertson, Cathy Sue	48.33
Barry, Angela	50.02	Gyurindak, Katalin	53.58
Beightol, Donna Marie	50.02	Hannon, Laura Ann	51.77
Beizai, Robin F	50.02	Hardman, Douglas James	53.58
Belblidia, Abdelillah	51.77	Hayes, Mihaela	50.02
Bhowmick, Nivedita	50.02	Henry, Pamela L	48.33
Bowman, Deanna Dawn	50.02	Herbst, Mark A	51.77
Briggs, Carol P	48.33	Hutter, Donna Marie	50.02
Brink, Janna Kathryn	50.02	Im, Anne Kwang B	48.33
Campos, Raquel	50.02	James, Darrell	48.33
Capraro Jr, John Carl	50.02	James, Elvira	48.33
Caranci, Dayna Lee	48.33	Kao, Brenda	51.77
Chang, Jane	48.33	Kim, Grace Unkyong	51.77
Chang, Linda Gale	50.02	Klein, Gabriella Lobasov	48.33
Chaplot, Surekha	53.58	Kletzien, Kristi Pederson	51.77
Chen, Meishan	48.33	Kolta, Shirley G	51.77
Cheng, Anny Ho-Ting	51.77	Laffey, Mary	53.58
Chou, Kathy Jame Chu	51.77	Ledezma, Erica Yolanda	50.02
Chu, Amy K	51.77	Lundblade, Shirley Mae	51.77

SUBJECT: Personnel Transactions**DATE:** January 25, 2012**Non Credit Hourly Instructors/Substitutes** (continued)

NAME	HOURLY RATE	NAME	HOURLY RATE
Conte, Kelly Okura	48.33	Matte, Angela M	50.02
Cooke IV, David G	48.33	Mc Farlin-Stagg, Zina	50.02
Cridland, Patricia Lea	50.02	Messore, James L	50.02
Dapello Jr, Alfred	51.77	Middleton, Michael Joseph	50.02
Daugherty, Sue Lynn	51.77	Miho, Yoshiko Dana	53.58
De Franco, Xinhua Li	51.77	Ortega, Sonia E	53.58
De Vries, Judy Kay	50.02	Paphatsarang, Bounyou	48.33
Devi, Maya P	48.33	Ponce, Heather R	48.33
Drewry-Van Ommen, Woltertje	51.77	Poortenga, Debra Sue	50.02
Edwards, Augusta Jo Ann	48.33	Rafter, John Michael	51.77
Eldred, Stacy Lynn	48.33	Reynolds, Martha Esta	48.33
Evans, Douglas Mc Call	51.77	Rios, Amparo Isabel	48.33
Ewing, Lynn A	48.33	Rodriguez, Guillermina	48.33
Fong, Tom	48.33	Rodriguez, Linda M	48.33
Rogers, Rosalind Rochelle	48.33	Trimble, Jill Ann	48.33
Rohrenbacher, Jennifer J	49.04	Tucker, Raymond Michael	48.33
Ross, Ronda Kay	50.02	Tyson, Erin J	48.33
Ryan, Rebecca A	50.02	Vandepas, Deborah J	51.77
Rzonca, Shelly Kristin	48.33	Velarde, Margaret G	50.02
Sanetrick, Michael Peter	51.77	Walden, Carl Eugene	48.33
Silva, Sandra Jane	50.02	Walter, Kenneth	50.02
Smith, Heather J	50.02	Warner, Angela S	51.77
Stringfellow, Susan Joy	48.33	Warner, Benjamin L	50.02
Stump, Celeste S	50.02	White, Shelby Lynn	50.02
Sunnaa, Andrea J	53.58	Williams, Anne Ross	48.33
Szok, Kenneth Francis	53.58	Williams, Stephen Odeal	48.33
Tamburro, Melody Lynn	50.02	Willis, Geneie Louise	48.33
Taylor, Star Tennille	51.77	Winner, Nacira	50.02
Toloui, Mitra	51.77	Yanuarua, Christina M	51.77
Tom, Aaron Patrick	50.02		

SUBJECT: Personnel Transactions**DATE:** January 25, 2012**MANAGEMENT****Renewal of Management Contract 7/1/12–6/30/14**

Lee, Richard, Manager, Payroll

TEMPORARY EMPLOYMENT**Substitute Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Gile, Melinda	Clerical Specialist	Architecture & Eng. Design	19.14	01/03/12-06/30/12
Gile, Melinda	Administrative Secretary	VTEA	23.13	01/09/12-02/29/12
Gutierrez, Jose	Custodian	Custodial Services	16.65	01/01/12-06/30/12
Kellogg, Ronald	Skilled Trade Crafts Wkr.	Maintenance	24.08	01/03/12-06/30/12
Naveda, Karen	Administrative Secretary	Arts	29.51	11/01/11-03/16/12
Quinlan, Beth Anne	Secretary	Administrative Services	21.57	01/03/12-03/02/12

TEMPORARY EMPLOYMENT**Hourly Non-Academic Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Dougherty, Richard	Playground Assistant	Child Development Center	10.00	01/03/12-06/30/12
Edwards, Ann	Study Skills Assistant III	Learning Assistance Center	12.48	01/09/12-06/30/12
Hoyos, Eliza	Tutor IV	Upward Bound	11.75	01/02/12-03/31/12
Lacson, Ronillo	Study Skills Assistant II	The Writing Center	11.32	01/25/12-02/19/12
Magana, Jessica	Tutor IV	Upward Bound	11.75	01/10/12-06/30/12
Matavao, Ulavale	Educ. Advising Aide	Student Services	17.03	01/26/12-06/30/12
Ortiz, David	Comp. Svcs. Oper. Scheduler	Counseling	15.87	01/25/12-06/29/12
Roa, Ashley	Administrative Aide	CalWORKs	12.76	01/03/12-06/30/12
Tran, Karen	Study Skills Assistant III	Learning Assistance Center	12.48	01/09/12-06/30/12

Professional Expert Employees – New Assignments

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Bui, Huu	Project Expert/Specialist	EOPS	25.00	02/20/12-06/30/12
Vasquez, Ruby	ECD Master Teacher I	Child Development Center	13.27	02/27/12-06/30/12
Wong, William	ECD Master Teacher I	Child Development Center	13.27	02/27/12-06/30/12

SUBJECT: Personnel Transactions**DATE:** January 25, 2012**Professional Expert Employees – Extended Assignments**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Block, Stephani	Proctor, EMT	Medical Services	12.48	01/02/12-06/30/12
Cathers, Catherine	Project Coordinator Athletic Injury Specialist	Student Health Services	35.00	11/01/11-06/30/12
Dia, Michael	I	Kinesiology & Athletics	22.00	12/01/11-06/30/12
Dunn, Cindy	Tutorial Specialist III	Teachers Prep. Institute	20.00	11/28/11-12/18/11
Heon, Todd	Lecturer-Fire Technology	Fire Technology	37.26	12/06/11-06/30/12
Heredia, Jessica	CDC Assistant	Child Development Center	8.00	01/03/12-06/30/12
Holoman, Regina	CDC Teacher III	Child Development Center	9.75	01/03/12-06/30/12
Holoman, Regina	ECD Master Teacher I	Child Development Center	13.27	02/27/12-06/30/12
Martens, Robert	Lecturer-Fire Technology	Fire Technology	37.26	12/20/11-06/30/12
Martinez, Gerardo	Sports Publicist	Kinesiology & Athletics	16.00	07/01/11-06/30/12
Miovac, Christopher	Head Production Audio Engin.	Technology Services	50.00	12/05/11-12/31/11
Momayez, Saba	Tutorial Specialist I	Tutorial Services	17.00	11/29/11-06/30/12
Palacio, Filomena	Registered Nurse II	Student Health Services	31.83	11/15/11-06/30/12
Perez, Angelica	CDC Assistant	Child Development Center	8.00	01/03/12-06/30/12
Rice, Whitney	Interpreter II	DSPS	22.00	01/09/12-06/30/12
Rieben, Michael	Sports Publicist	Kinesiology & Athletics	16.00	01/01/12-06/30/12
Rohrenbacher, Jennifer	Lecturer	Community Education	19.76	01/03/12-06/30/12
Steen, Allison	CDC Assistant	Child Development Center	8.00	01/03/12-06/30/12
Stute, Cathy	Project Coordinator	Research & Inst. Effect.	35.00	12/15/11-06/30/12
Thompson, Keith	Fire Academy Lecturer	Fire Technology	37.26	11/28/11-06/30/12
Varela, Valerie	Sports Publicist	Kinesiology & Athletics	16.00	09/01/11-06/30/12
Vasquez, Ruby	CDC Associate II	Child Development Center	8.50	01/03/12-06/30/12
White, Shelby	Project/Program Aide	Continuing Education	19.76	12/19/11-06/30/12
Wong, William	CDC Teacher III	Child Development Center	9.75	01/03/12-06/30/12

Student Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Alvarez, Amanda	Student Assistant I	DSPS	8.00	11/29/11-12/16/11
Arce, Adriana	Student Assistant III	DSPS	10.00	01/09/12-02/24/12
Arellano, Laura	Student Assistant IV	Child Development Center	11.25	09/01/11-02/24/12
Arellano, Laura	Student Assistant II	Child Development Center	8.75	01/03/12-02/24/12
Bastidas, Stefany	Student Assistant I	Child Development Center	8.00	01/05/12-02/24/12
Berdin, Leandra	Student Assistant III	EOPS	10.00	01/03/12-02/26/12
Boye, Giseline	Student Assistant II	Admissions & Records	8.75	01/07/12-02/26/12
Burboa, Maria	Student Assistant III	EOPS/CARE/CalWORKs	10.00	01/03/12-02/26/12
Cardona, Leonard	Student Assistant III	Information Technology	10.00	12/12/11-02/19/12
Carrera, Michael	Student Assistant V	Information Technology	12.50	12/12/11-02/19/12
Chaidez, Rocio	Student Assistant V	Hospitality	12.50	01/10/12-02/19/12
Chase, Philip	Student Assistant III	Career & Transfer Services	10.00	11/29/11-02/19/12
Cooper, Trevondrick	Student Assistant I	Counseling	8.00	01/03/12-02/24/12
Culross, Leeann	Student Assistant II	Admissions & Records	8.75	01/07/12-02/26/12
De Veyra, Amer	Student Assistant V	Agricultural Sciences	12.50	11/14/11-02/24/12
Duenas, Cristal	Student Assistant I	Child Development Center	8.00	01/03/12-02/24/12
Eccles, Samantha	Student Assistant III	Agricultural Sciences	10.00	12/01/11-02/26/12

SUBJECT: Personnel Transactions**DATE:** January 25, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Eccles, Samantha	Student Assistant V	Agricultural Sciences	12.50	11/01/11-02/24/12
Enlow, David	Student Assistant V	Commercial & Enter. Art	12.50	12/10/11-12/13/11
Fernandez, Saundra	Student Assistant III	Career & Transfer Services	10.00	01/03/12-02/26/12
Gaeta, Fatima	Student Assistant I	Child Development Center	8.00	01/05/12-02/24/12
Gomez, Nicolle	Student Assistant II	Assessment & Matriculation	8.75	12/19/11-02/24/12
Gomez, Windy	Student Assistant II	Admissions & Records	8.75	12/19/11-02/26/12
Gutierrez, Vanessa	Student Assistant II	Child Development Center	8.75	12/01/11-02/24/12
Harris, Shana	Student Assistant III	Child Development Center	10.00	01/03/12-02/24/12
Hernandez, Alma	Student Assistant I	Child Development Center	8.00	01/03/12-02/24/12
Hernandez, Kimberly	Student Assistant II	Admissions & Records	8.75	01/07/12-02/26/12
Hosbach, Shelly	Student Assistant II	Admissions & Records	8.75	01/07/12-02/26/12
Johnson, Heather	Student Assistant III	EOPS	10.00	01/03/12-02/26/12
Jones, Ashley	Student Assistant III	Career & Transfer Services	10.00	01/03/12-02/26/12
Juarez, Yesenia	Student Assistant I	Child Development Center	8.00	01/03/12-02/24/12
Lail, Meng	Student Assistant V	Assessment & Matriculation	12.50	12/19/11-02/24/12
Lian He, Enny	Student Assistant II	Admissions & Records	8.75	01/07/12-02/26/12
Llamas, Marisol	Student Assistant II	Bridge Program	8.75	01/03/12-02/26/12
Lopez, Lorena	Student Assistant I	Child Development Center	8.00	01/03/12-02/24/12
Loya, Ruby	Student Assistant II	Public Safety	8.75	11/01/11-02/16/12
Marroquin, Samantha	Student Assistant II	Counseling	8.75	01/02/12-02/24/12
Matthews, Kathleen	Student Assistant I	Child Development Center	8.00	01/03/12-02/24/12
McDonald, Melissa	Student Assistant II	Admissions & Records	8.75	12/19/11-02/26/12
Mendez, Yvonne	Student Assistant V	EOPS/CARE/CalWORKs	12.50	01/03/12-02/26/12
Mendoza, Lidia	Student Assistant III	Consumer & Design Tech.	10.00	01/03/12-02/19/12
Montiel, Eric	Student Assistant I	Technical Services	8.00	12/08/11-02/26/12
Murillo, Blanca	Student Assistant II	EOPS/CARE/CalWORKs	8.75	01/09/12-02/26/12
Myers, Andrea	Student Assistant II	Admissions & Records	8.75	01/07/12-02/26/12
Nava, Florie	Student Assistant III	Child Development Center	10.00	01/09/12-02/19/12
Nazary, Mariam	Student Assistant II	EOPS/CARE/CalWORKs	8.75	01/09/12-02/26/12
Nguyen, Joelle	Student Assistant II	Admissions & Records	8.75	01/07/12-02/26/12
Noriega, Jessica	Student Assistant I	Child Development Center	8.00	01/03/12-02/24/12
Ojeda, Evelyn	Student Assistant V	Information Technology	12.50	12/12/11-02/19/12
Olivares, Mia	Student Assistant II	Admissions & Records	8.75	12/19/11-02/26/12
Palomares, Susana	Student Assistant IV	Counseling	11.25	01/03/12-02/24/12
Papadopoulos, Mariann	Student Assistant I	DSPS	8.00	12/12/11-12/16/11
Pennings, Megan	Student Assistant III	Career & Transfer Services	10.00	01/03/12-02/26/12
Perez, Rosemary	Student Assistant I	Child Development Center	8.00	01/03/12-02/24/12
Quinteros, Monica	Student Assistant I	Child Development Center	8.00	01/03/12-02/24/12
Quiroz, Rosario	Student Assistant I	Child Development Center	8.00	01/03/12-02/24/12
Reed, Tyanna	Student Assistant II	Counseling	8.75	01/02/12-02/24/12
Requeño, Carlos	Student Assistant IV	Information Technology	11.25	12/12/11-02/19/12
Rodriguez, Regina	Student Assistant V	Child Development Center	12.50	11/01/11-02/24/12
Rodriguez, Regina	Student Assistant II	Child Development Center	8.75	01/03/12-02/24/12

SUBJECT: Personnel Transactions

DATE: January 25, 2012

Student Employees (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Rule, Lucinda	Student Assistant I	Child Development Center	8.00	01/03/12-02/24/12
Rumfelt, Tiffany	Student Assistant II	Biological Sciences	8.75	01/09/12-02/26/12
Shamsi, Ahmed	Student Assistant I	EOPS/CARE/CalWORKs	8.00	01/09/12-02/26/12
Tan, Katy	Student Assistant I	Child Development Center	8.00	01/03/12-02/24/12
Tanori, Sandra	Student Assistant II	Admissions & Records	8.75	01/07/12-02/26/12
Thompson, Marvin	Student Assistant II	Admissions & Records	8.75	01/07/12-02/26/12
Tsai, Hsin-Hsiang	Student Assistant II	DSPS	8.75	01/09/12-02/24/12
Uribe-Pitts, Andrea	Student Assistant I	Child Development Center	8.00	01/03/12-02/24/12
Velasco, Edith	Student Assistant III	Admissions & Records	10.00	01/09/12-02/26/12
Wailase, Salote	Student Assistant II	Admissions & Records	8.75	01/07/12-02/26/12
White, Karl	Student Assistant I	Technical Services	8.00	12/08/11-02/26/12
Zamarripa, Ruth	Student Assistant I	Child Development Center	8.00	01/03/12-02/24/12

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

DATE: January 25, 2012

CONSENT

SUBJECT: Hiring the Equal Employment Opportunity (EEO) Way Training -
Liebert Cassidy Whitmore

BACKGROUND

The hiring process in community colleges is controlled largely by statutory and constitutional law as well as a set of highly detailed regulatory procedures. In particular, Human Resources personnel who oversee hiring, administrators who collaborate with Human Resources in the hiring process, and screening and selection committees must be familiar with the Title V Equal Employment Opportunity (EEO) requirements.

ANALYSIS AND FISCAL IMPACT

Liebert Cassidy Whitmore (LCW) has successfully developed and presented training workshops on all aspects of EEO planning and hiring for numerous public agencies. On February 24, 2012, LCW will present a three-hour workshop on "Hiring the EEO Way." The training will be available to all employees. Members of screening/selection committees are particularly encouraged to attend.

The training will cover the following areas: EEO Plan Requirements, Federal/State Anti-Discrimination Laws, Training for Screening/Selection Committees (Core Values), Diversity in the Hiring Process, The Job Announcement, Committee Formation, Sensitivity to Diversity, and the Interview. This is an interactive session, compliant with Title V requirements.

The cost of the three-hour training will not exceed \$2,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Hiring the Equal Employment Opportunity (EEO) Way training by Liebert Cassidy Whitmore scheduled for February 24, 2012.

Prepared by: Annette Loria

Recommended by: Bill Scroggins

Agenda Item: Consent #2

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

DATE: January 25, 2012 **CONSENT**

SUBJECT: Lyceum Speaker Series and Developmental Education Spring
Conference

BACKGROUND

The Lyceum Speaker Series is a program that brings well-known, inspirational speakers to Mt. SAC to speak to the students about issues that are relevant to their lives. This event is planned for May 3, 2012, on campus. While students are the target audience, this event is open to the entire campus community.

In addition, the Mt. San Antonio College Developmental Education Study Team has hosted a Spring Conference for the past several years to help educate instructors about theories of learning and teaching techniques. Approval is sought to continue this tradition with “Parachutes and Ladders XI – Heart and Soul of the Classroom,” planned for May 4, 2012, on campus.

The keynote speaker for both of these events is Dr. Jeffrey Duncan-Andrade, Associate Professor of Raza Studies and Education Administration and Interdisciplinary Studies at San Francisco State University. Duncan-Andrade has lectured around the world about the elements of effective teaching in schools serving poor and working-class students. He works closely with teachers, school site leaders, and school district officials nationally and as far abroad as Brazil and New Zealand to help them develop classroom practices and school cultures that foster self-confidence, esteem, and academic success among all students.

In addition to being the keynote speaker at both the Lyceum Speaker Series and the Parachutes and Ladders conference, Dr. Duncan-Andrade will facilitate two other events. He will lead a smaller question-and-answer session with invited students at the Lyceum Speaker Series as well as a breakout session at the Parachutes and Ladders Conference.

ANALYSIS AND FISCAL IMPACT

Anticipated costs for both events (based on 350 students at the Lyceum Speaker Series and 100 participants at Parachutes and Ladders):

Speaker compensation and travel costs, not to exceed:	\$10,000
Food (light snack) and beverages for Lyceum Speaker Series	1,000
Food (continental breakfast and lunch), beverages, materials, and parking for Parachutes and Ladders	5,000
Total	\$16,000

Funding Source

Prepared by: James Jenkins Reviewed by: Virginia R. Burley
 Recommended by: Bill Scroggins Agenda Item: Consent #3

SUBJECT: Lyceum Speaker Series and Developmental Education Spring Conference

DATE: January 25, 2012

Unrestricted General Fund, Restricted General Fund, and participant registration fees.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Spring Lyceum Speaker Series and the Parachutes and Ladders Conference, featuring speaker Dr. Jeffrey Duncan-Andrade.

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

DATE: January 25, 2012

CONSENT

SUBJECT: Forensics Students to Attend Long Island Forensics Extravaganza
Swing in Garden City, NY

BACKGROUND

The Communication Department is requesting approval for fourteen forensics students and faculty members Jeff Archibald and Mei-Ling Hsieh to attend the Long Island Forensics Extravaganza Swing in Garden City, NY, February 25-26, 2012. Travel dates are February 23-27, 2012.

ANALYSIS AND FISCAL IMPACT

The estimated cost of the trip is \$10,250.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the attendance of fourteen forensics students and two faculty members at the Long Island Forensics Extravaganza Swing.

Prepared by: James Jenkins

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #4

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>January 25, 2012</u>	CONSENT
SUBJECT:	<u>Fermata Nowhere Quarterfinals for the International Championship of Collegiate A Cappella Competition</u>	

BACKGROUND

The Mt. San Antonio College men’s a cappella group, Fermata Nowhere, has been selected by audition to compete in the quarterfinals of the International Championship of Collegiate A Cappella (ICCA), being held at the University of Arizona, Tucson, February 24–26, 2012. Fermata Nowhere will be competing against other a cappella ensembles from the University of Arizona, Arizona State University, Point Loma University, University of Irvine, and the University of Utah. The top two groups from this highly competitive competition will then move on to the semifinals which will be held at USC in March 2012. William McIntosh, Director of Fermata Nowhere, will be accompanying the students on this competition trip.

ANALYSIS AND FISCAL IMPACT

The estimated cost of this quarterfinals competition trip is \$2,600.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves Fermata Nowhere’s participation in the ICCA Competition.

Prepared by: <u>Sue Long</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #5</u>

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

DATE: January 25, 2012

CONSENT

SUBJECT: Singcopation's Next Generation Festival, Monterey, CA

BACKGROUND

The Mt. San Antonio College vocal jazz ensemble, Singcopation, requests permission to compete at the Annual Next Generation Jazz Festival/Competition, Monterey, CA, March 30 through April 1, 2012. This event honors the rising stars of jazz with showcases for vocal ensembles, combos, individual musicians, and big bands from across the country vying for trophies, scholarships, cash prizes, and a spot on the stages of the Monterey Jazz Festival, September 2012. Bruce Rogers, Director, and staff accompanist, Porfirio Mojico, will be accompanying the students.

ANALYSIS AND FISCAL IMPACT

The estimated cost of this competition is \$3,000.

Funding Sources

Unrestricted General Fund and student contributions.

RECOMMENDATION

It is recommended that the Board of Trustees approves Singcopation's request to attend the Next Generation Festival.

Prepared by: Sue Long

Reviewed by: Virginia R. Burley

Recommended by: William Scroggins

Agenda Item: Consent #6

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

DATE: January 25, 2012

CONSENT

SUBJECT: Chamber Singers' East Coast Performance Tour

BACKGROUND

The Mt. San Antonio College Chamber Singers requests permission to travel on a performance tour April 27 through May 6, 2012. The Chamber Singers will be performing at Wellesley University, Wellesley, MA, then traveling to New York City performing two concerts at Carnegie Hall. Also being considered is a performance at a Connecticut university. Faculty attending are Bruce Rogers, Director of Choral Activities, and Porfirio Mojica, staff accompanist.

ANALYSIS AND FISCAL IMPACT

The anticipated cost of this performance tour is \$60,000.

Funding Sources

Unrestricted General Fund and student contributions.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Chamber Singers Performance Tour.

Prepared by: Sue Long

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #7

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>January 25, 2012</u>	CONSENT
SUBJECT:	<u>Aeronautics Students to Participate in Field Trips/Internships Sponsored by Allegiant Airlines</u>	

BACKGROUND

Mt. San Antonio College Aeronautics students have been offered the unique opportunity to participate in an individual field trip/one-day internship sponsored by Allegiant Airlines. This experience will provide students the opportunity to shadow an airline captain, Captain Michelle Bathalter, in the pre-flight, flight, and post-flight aspects of the operations of a large commercial aircraft. Students desiring this experience will be vetted in advance and will be responsible for their transportation to Los Angeles International Airport. Destinations may include Bellingham, WA; Missoula, MT; Medford, OR; Grand Junction, CO; and other locations. These trips are designed as out-and-back flights. However, in case of weather or other operational delays, students are responsible for their overnight and meal expenses. These field trips/internships will be scheduled individually for calendar year 2012 on a space-available basis.

ANALYSIS AND FISCAL IMPACT

There is no anticipated cost to the College.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the participation of Aeronautics students in the Allegiant Airlines field trips/internships, as presented.

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

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

DATE: January 25, 2012

CONSENT

SUBJECT: Flight Safety Programs Grant Acceptance of Funds

BACKGROUND

Mt. San Antonio College received an award notification for a Flight Safety Programs grant, funded by the California Community Foundation. The funding is to be used to support the flight safety programs at the College.

ANALYSIS AND FISCAL IMPACT

Funding for the grant award is \$45,979. The period of performance is December 1, 2011, through June 30, 2012.

The California Community Foundation has authorized the use of funds for any expenses related to flight safety programs at the College.

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

Funding Source

California Community Foundation.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the acceptance of the Flight Safety Programs grant funds.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #9

BOARD OF TRUSTEES	
MT. SAN ANTONIO COLLEGE	
DATE: <u>January 25, 2012</u>	CONSENT
SUBJECT: <u>Family & Consumer Sciences Discipline/Industry Collaborative Grant</u> <u>Contract with Sacramento City College</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The grant will sponsor an Entrepreneur Workshop, which will be held at Sacramento City College on February 23, 2012. This professional development and networking event will be open to community college students and faculty from across the state. Permission is requested to enter into contract with Sacramento City College for facilities rental and custodial support for an amount not to exceed \$500.

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

Funding Source

California Community Colleges Chancellor's Office.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract with Sacramento City College.

Prepared by: <u>Adrienne J. Price</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #10</u>

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

DATE: January 25, 2012

CONSENT

SUBJECT: Continuing Education WASC-ACS 2012 Self-Study Report

BACKGROUND

In order to affirm its WASC-ACS accredited status earned in 2009, Mt. SAC's Continuing Education Division has prepared a self-study report which will be submitted to the Accrediting Commission for Schools (ACS) in late January. A site visit has been scheduled for March 25-28, 2012. During this site visit, a team of our academic peers will review the evidence provided to them and make a determination as to the status of Mt. SAC Continuing Education Division's accreditation. Continuing Education will show its accomplishments in ten Standards that together address mission, organizational structure, student learning programs and services, evaluation and outcomes, and resources.

Continuing Education began the process of affirming its initial accreditation as soon as it was awarded, in June 2009. The project has been managed by the Continuing Education Leadership Team consisting of the managers and coordinators of its programs. Self-study standard teams include faculty, classified staff, and administrators representing all programs within the division.

A draft of the 2012 Self-Study Report was distributed to the Board of Trustees in December 2012.

ANALYSIS AND FISCAL IMPACT

Expenses related to the site visit were approved by the Board of Trustees November 16, 2011.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the Continuing Education WASC-ACS 2012 Self-Study Report.

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #11

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

DATE: January 25, 2012

CONSENT

SUBJECT: Continuing Education WASC-ACS Visiting Accreditation Team Change of Accommodations

BACKGROUND

At its meeting on November 16, 2011, the Board of Trustees approved expenses related to the Continuing Education WASC-ACS Accreditation site visit scheduled for March 25-28, 2012.

ANALYSIS AND FISCAL IMPACT

There is a change in the visiting team accommodations from Radisson Suites, Covina, CA to Fairfield Inn, Covina, CA.

Funding Source

Not applicable.

RECOMMENDATION

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

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #12

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

DATE: January 25, 2012

CONSENT

SUBJECT: Continuing Education Offerings

BACKGROUND

Continuing Education presents a variety of offerings.

ANALYSIS AND FISCAL IMPACT

Community Services Program – Classes/Programs - Schedule Additions:

Course Title/Program	Presenter	Remuneration		Fee
		40%	Other	
Brazilian Jui-Jitsu	Maldonado, Saul	X		\$65
Kickboxing	Maldonado, Saul	X		\$65
Individual Makeup Artistry	Simon, Carolyn		50%	\$79

Funding Source

Student registration fees collected or grant funds.

Community Services Program Changes:

- Dysrhythmias for RN Students: from \$30 to \$40
- Basic Boxing: from \$55 to \$65
- Filipino Martial Arts: from \$55 to \$65

Approval of New Contracts:

Agency	Amount	Expenses	Details
Contract No. 1112-005 All Americas, Inc. 18366 Colima Road, Suite 204 Hacienda Heights, CA 91745	\$3,600	\$1,020	Sunnaa, Andrea 6 hours @ \$60/hour Herbst, Mark 6 hours @ \$60/hour
English and American Culture Camp January 26–February 3, 2012			Supplies - \$300

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #13

SUBJECT: Continuing Education Offerings

DATE: January 25, 2012

Curriculum Additions: VOC GRP15 – In-Design Graphics

RECOMMENDATION

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

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

DATE: January 25, 2012

CONSENT

SUBJECT: Acceptance of Funds and Extension of Aid Success Project Agreement

BACKGROUND

Mt. San Antonio College entered into an agreement in January 2011 with The Institute for College Access and Success (TICAS) and MDRC to serve as a pilot site for a new effort entitled the "Aid Success Project." This pilot project was designed to assist these two agencies in determining the operational feasibility of proposed financial aid interventions and strategies to positively influence low-income community college students' work behavior and academic progress. Mt. SAC has successfully piloted the "Aid Like a Paycheck" module. The original agreement terminated on December 31, 2011. Mt. SAC has now been asked by TICAS and MDRC to continue our participation for the Spring 2012 and Fall 2012 semesters.

ANALYSIS AND FISCAL IMPACT

MDRC and the College wish to modify the original agreement and extend the expiration date from December 31, 2011, to December 31, 2012. The modification would also include an increase in compensation to the College of \$10,000 in order for the College to continue its work with the project activities.

Funding Source

The Institute for College Access and Success (TICAS).

RECOMMENDATION

It is recommended that the Board of Trustees accepts the extension of the agreement and of funds for the TICAS Aid Success Project, and approves expenditures and activities for this project.

Prepared by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #14

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

DATE: January 25, 2012

CONSENT

SUBJECT: Appropriation Transfers and Budget Revisions Summary

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

**APPROPRIATION TRANSFERS
For the period 12/01/11 - 01/09/12**

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$ 4,515
3000	Employee Benefits	319
4000	Supplies/Materials	4,958
Total		9,792

To:

<u>Budget Classification</u>		<u>Amount</u>
1000	Academic Salaries	\$ 982
5000	Other Operating Expenses/Services	2,805
6000	Capital Outlay	6,005
Total		9,792

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #15

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: January 25, 2012

Restricted General Fund - 17

From:

<u>Budget Classification</u>		<u>Amount</u>
3000	Employee Benefits	\$ 374
4000	Supplies/Materials	1,758
5000	Other Operating Expenses/Services	887
Total		3,019

To:

<u>Budget Classification</u>		<u>Amount</u>
1000	Academic Salaries	\$ 110
2000	Classified/Other Nonacademic Salaries	1,821
6000	Capital Outlay	1,088
Total		3,019

Farm Operations Fund - 34

From:

<u>Budget Classification</u>		<u>Amount</u>
7940	Assigned Fund Balance	\$ 10,000
Total		10,000

To:

<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$ 10,000
Total		10,000

Health Services Fund - 39

From:

<u>Budget Classification</u>		<u>Amount</u>
3000	Employee Benefits	\$ 9,031
Total		9,031

To:

<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$ 9,031
Total		9,031

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: January 25, 2012

Associated Students Trust Fund - 71

From:

Budget Classification

4000 Supplies/Materials

Amount
\$ 1,170

Total

1,170

To:

Budget Classification

6000 Capital Outlay

Amount
\$ 1,170

Total

1,170

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: January 25, 2012

BUDGET REVISIONS
For the period 12/01/11 - 01/09/12

Unrestricted General Fund - 11 and 13

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
883900 San Bernardino Community College District - Center of Excellence	\$ 17,000
884005 English Royalties-Sales	1,104
884006 Student Life-Commencement-Sales	353
884007 Planetarium-Sales and Commissions	2,847
887700 Writing Center-Printing Fees	8,381
887730 Ceramics-Clay Fees	1,590
887730 Business-Color Copy/Laser Fees	2,946
887730 Architecture/Design-Production Fees	1,120
887730 Health Careers-Lab Print Fees	16
887730 Arts-Materials Fees	360
887730 Photographics-Production Fees	2,920
887730 Commercial Art-Print Fees	475
887730 Arts-Print Making Fees	990
887730 Animation-Paper Fees	360
887730 Interior Design/Fashion-Print Fees	250
888107 Parking-Facility Rental	8,029
888500 Bursar's Office, Duplicate ID Fees - Noncredit Students	13,530
888545 Nursing-HESI Test Fees	10,289
888545 Air Conditioning-EPA Test Fees	600
888545 Welding Certification-Exam Fees	2,100
888545 Aircraft Maintenance-Exam Fees	4,100
888545 Paramedic-Exam Fees	3,070
889000 Human Resources-Fingerprinting	2,786
889000 Printing Services	20,898
889000 Chemistry Department Conferences	332
Total	106,446

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 3,640
2000 Classified/Other Nonacademic Salaries	2,807
3000 Employee Benefits	723
4000 Supplies/Materials	47,018
5000 Other Operating Expenses/Services	52,258
Total	106,446

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: January 25, 2012

Restricted General Fund -17

Revenue:

<u>Budget Classification</u>		<u>Amount</u>
812000	2011-12 Asian American/Native American Pacific Islander Serving Inst. (AANAPISI)	\$ 400,000
814000	2011-12 TANF	(2,414)
819000	Cyber Watch West	1,494,201
862500	2011-12 CalWorks	<u>(7,945)</u>
Total		1,883,842

Expenditures:

<u>Budget Classification</u>		<u>Amount</u>
1000	Academic Salaries	\$ 159,491
2000	Classified/Other Nonacademic Salaries	348,958
3000	Employee Benefits	107,397
4000	Supplies/Materials	19,565
5000	Other Operating Expenses/Services	1,243,731
6000	Capital Outlay	<u>4,700</u>
Total		1,883,842

RECOMMENDATION

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$9,792), Restricted General Fund (\$3,019), Farm Operations Fund (\$10,000), Health Services Fund (\$9,031), and Associated Students Trust Fund (\$1,170) 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 (\$106,446) and Restricted General Fund (\$1,883,842) pursuant to the California Code of Regulations, Title 5, Section 58308.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>January 25, 2012</u>	CONSENT
SUBJECT: <u>Independent Contractors</u>	

BACKGROUND

Approval of Independent Contractors.

ANALYSIS AND FISCAL IMPACT

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

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Ray Duey	Instruction - Family and Consumer Sciences, FCS Discipline/Industry Collaborative Grant	Speaker, Culinary Arts and Hospitality Symposium	4/20/12	\$350
Steve Kasmar	Instruction - Family and Consumer Sciences, FCS Discipline/Industry Collaborative Grant	Revision to existing contract; additional event planning for Culinary Arts event	7/1/11–6/30/12	\$1,500 in addition to existing contract of \$3,500.00; total contract not to exceed \$5,000
Robert Hancock	Instruction - Center of Excellence	Presenter, writing/editing/formatting industry briefs	1/26/12–6/30/12	\$25,000

Funding Source

Restricted General Fund.

RECOMMENDATION

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

Prepared by: Linda M. Baldwin Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #16

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

DATE: January 25, 2012

CONSENT

SUBJECT: 2012-13 Nonresident Tuition Fees

BACKGROUND

Education Code Section 76140 requires each district's governing board to establish its nonresident tuition fee no later than February 1 for the succeeding fiscal year. Education Code Section 76140(e) enumerates options for a district to choose in setting its nonresident tuition fee. These options are: allowing a college to charge its actual computed cost, using a statewide average amount provided by the Chancellor's Office, or charging up to the level of any contiguous district. According to the above options, we are recommending a fee of \$184 per unit, which is the District's actual computed cost.

In addition to the nonresident tuition fee computed as specified above, Education Code Section 76141 authorizes community college districts to charge nonresident students an amount not to exceed the amount that was expended by the College for capital outlay in the preceding year divided by the total full-time equivalent students. This has been calculated by a formula that would allow us to charge an additional \$33 per unit. We are recommending that we charge the computed cost of \$33 per unit for fiscal year 2012-13, which is a slight increase of \$2 over the 2011-12 fee.

ANALYSIS AND FISCAL IMPACT

State law allows the College to charge either the actual cost (which for Mt. San Antonio College is \$184), the Statewide average (which is \$179), or a rate up to any contiguous district. The College is recommending we use the actual computed cost of \$184 for fiscal year 2012-13, which is the option used in fiscal year 2011-12. This results in a minor increase of \$1 over the 2011-12 fee.

The total nonresident tuition rate proposed for 2012-13 would increase from \$214 per unit to \$217 per unit. The rates for contiguous districts to Mt. San Antonio College are as follows:

<i>District</i>	<i>2011-12 Nonresident Fees</i>	<i>Proposed 2012-13 Nonresident Fees</i>
<i>Citrus</i>	$\$177 + \$43 = \$220$	$\$179 + \$38 = \$217$
MT. SAN ANTONIO	$\\$183 + \\$31 = \\$214$	$\\$184 + \\$33 = \\$217$
<i>Chaffey</i>	$\$183 + \$30 = \$213$	$\$179 + \$30 = \$209$
<i>Cerritos</i>	$\$183 + \$25 = \$208$	$\$179 + \$29 = \$208$

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #17

SUBJECT: 2012-13 Nonresident Tuition Fees

DATE: January 25, 2012

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves Mt. San Antonio College to charge the District's actual computed cost of \$184 per unit nonresident fee and a \$33 capital outlay fee, for a total nonresident tuition fee of \$217 per unit, effective for the 2012 Fall Semester.

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

DATE: January 25, 2012

CONSENT

SUBJECT: Master Agreement with Mt. SAC Auxiliary Services – Amendment

BACKGROUND

On January 9, 2012, Auxiliary Services approved an updated Nineteenth Amendment to the Master Agreement By and Between Mt. San Antonio College and Mt. SAC Auxiliary Services, which modified the agreement commencing July 1, 2011, through June 30, 2016. The purpose of this amendment is to provide the relationship between the College and Auxiliary Services in a contract stating the services, use of assets, and terms.

ANALYSIS AND FISCAL IMPACT

The following amendment needs to also be approved by our Board of Trustees.

No fiscal impact.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Nineteenth Amendment to the Master Agreement By and Between Mt. San Antonio College and Mt. SAC Auxiliary Services, effective July 1, 2011, through June 30, 2016.

Prepared by: Suzanne Luetjen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #18

**NINETEENTH AMENDMENT TO MASTER AGREEMENT
BY AND BETWEEN
MT. SAN ANTONIO COLLEGE
AND MT. SAC AUXILIARY SERVICES**

This amendment is made and entered into this 9th day of January 2012 by and between Mt. San Antonio College, hereinafter referred to as "College," and Mt. SAC Auxiliary Services, hereinafter referred to as "Auxiliary."

PURPOSE

The purpose of this amendment is to provide the relationship between the College and the Auxiliary.

SERVICES

The Auxiliary shall provide the following campus services to the College:

1. Bookstore operation and management;
2. Contracted Food Services to include meals, fast food, concessions, and catering;
3. Contracted vending services;
4. Administer and supervise the fiscal operations of the club and trust account activities; and
5. Auxiliary Services, whether it be the Sac Book Rac (Bookstore – for office supplies, clothing, gifts, and related merchandise) or contracted Food Services (catering for meetings or campus events), shall receive a Request for Proposal for all biddable services provided by the Auxiliary.

USE OF ASSETS

The Auxiliary may occupy, operate, and use College facilities designated as the Sac Book Rac, the Campus Café, Common Grounds, the Mountie Stop, the Prime Stop, the Mountie Grill, the Express Stop, the Quick Stop, the Short Stop, the concession stand at the Hilmer Lodge Stadium, and various vending locations on campus. The Auxiliary will administer the functions and services related to these locations utilizing the trade fixtures, supplies, and assets currently available for those operations.

RESPONSIBILITY FOR MAINTENANCE, REPAIRS AND OPERATING EXPENSES

Maintenance, repairs, and operating expenses of the College facilities used by the Auxiliary shall be provided as follows:

Maintenance: The Auxiliary agrees to keep and maintain College facilities in a clean and orderly condition and shall, at its own expense, at reasonably frequent intervals, and in a lawful manner, dispose of all waste generated from its use of College facilities.

Repairs: The Auxiliary agrees to keep College facilities in good repair.

Operating Expenses: The Auxiliary will be responsible for all operating expenses associated with the use of College facilities.

In consideration for the use of these facilities and assets, the Auxiliary agrees to pay the College rent of \$10,000, payable in one payment by December 31, each year.

PUBLIC RELATIONS

Auxiliary will conform its expenditures for public relations to the policies adopted by the Auxiliary and which have been approved by the College.

TERM OF THIS AMENDMENT

This amendment shall provide for necessary use of facilities and assets for the Auxiliary to operate for five fiscal years commencing July 1, 2011, through June 30, 2016. Unless successor amendment to the Master Contract is agreed to between the College and the Auxiliary, all assets and facilities will automatically revert to the College.

MT. SAN ANTONIO COLLEGE

MT. SAC AUXILIARY SERVICES

Vice President, Administrative Services

Director, Bookstore and Operations

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>January 25, 2012</u>	CONSENT
SUBJECT:	<u>Renewal of Site Lease Agreement with T-Mobile</u>	

BACKGROUND

In November 1995, the Board of Trustees approved an agreement with T-Mobile to lease space on the rooftop of the Technology Building for the purpose of constructing and operating a mobile/wireless communications facility. The initial agreement was for a ten-year period with the option to renew for two additional extensions.

ANALYSIS AND FISCAL IMPACT

The College wishes to exercise its option to extend the agreement with T-Mobile for the second extension, through October 2015. The current lease amount is \$847.34 per month and is increased each year in accordance with the Consumers Price Index. The income generated from this lease is deposited into the College Improvements Fund.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves extending the agreement with T-Mobile through October 2015.

Prepared by: Thomas G. Meikle

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

Recommended by: Bill Scroggins

Agenda Item: Consent #19

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

DATE: January 25, 2012

CONSENT

SUBJECT: Agreement with Moodlerooms, Inc. for the TRAIN Program

BACKGROUND

In August 2011, the Board approved an agreement with Moodlerooms, Inc. for the transition from Blackboard to Moodlerooms course management system. The College offers 130 online courses, and 195 faculty are certified to teach online. There are also more than 400 faculty who have completed online basic training and can use the course management system to supplement their in-class teaching.

ANALYSIS AND FISCAL IMPACT

To assist with the transition, Moodlerooms offers online and webinar training courses for faculty and system administrators as part of their TRAIN package. This training package is a comprehensive system that includes unlimited faculty use of training materials, online courses, and webinars for the lifetime of the Moodlerooms hosting agreement. As Moodlerooms upgrades its systems and tools, new content will be added to the offerings in the TRAIN program without additional charge. The training materials can be customized by the College. This package allows the College to tailor Moodlerooms training to meet the specific, rigorous training certification that is required to teach online classes at Mt. SAC. Additionally, the array of unlimited, up-to-date training content supports our faculty and staff's continuous learning with this new course management system. The list price of the TRAIN package is \$75,000. Mt. SAC's cost is \$55,375, which is a \$19,625 discount off the list price due to the College's existing Moodlerooms agreement.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Moodlerooms, Inc. for \$55,375 for the TRAIN package.

Prepared by: Victor A. Belinski/Meghan Chen

Reviewed by: Michael D. Gregoryk/Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #20

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

DATE: January 25, 2012

CONSENT

SUBJECT: Purchase of Mobile Source Emission Reduction Credits

BACKGROUND

Any employer who employs 250 or more employees on a full- or part-time basis is subject to South Coast Air Quality Management District (SCAQMD) Rule 2202 – On Road Motor Vehicle Mitigation Options. This Rule is intended to provide employers with a menu of options to reduce mobile source emissions generated from employee commutes to comply with Federal and State Clean Air Act requirements. An employer subject to this Rule shall annually register with the SCAQMD to implement an emission reduction program that will obtain emission reductions equivalent to a worksite-specific emission reduction target. The College is required to submit its annual plan by February 21, 2012.

In past years, the College has elected to implement an employee commute reduction program to reduce emissions which provides incentives to employees that carpool or utilize an alternate means of arriving to work. Efforts to reduce the required number of vehicles from the worksite have been unsuccessful in meeting the SCAQMD performance requirement. Under the current program, the College is also required to submit a plan to replace or retrofit all off-road diesel-powered equipment. The College has approximately 25 diesel-powered units in the Farm and Grounds departments which would need to be replaced. The annual cost to administer the current program is approximately \$26,000.

This year, the Risk Management office is recommending a more cost-efficient strategy for meeting the Rule 2202 requirements. To comply with the rule, employers may elect to use credits generated by another agency under the provisions of SCAQMD in order to meet their emission reduction target. The College may purchase this mobile source emission credit from a company to be utilized for the purpose of reducing air pollution emissions through the car scrapping process. The formula for determining the cost of the credit is in part based upon the number of employees that arrive to the worksite between the hours of 6:00-10:00 a.m., Monday through Friday. This cost is subject to increase or decrease each year depending upon this formula. Therefore, it is recommended that the College enter into a three-year agreement with the vendor to ensure that the cost of credit for future years is known. This strategy will result in a savings to the College of approximately \$15,000 in the first year.

Prepared by: Karen Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #21

SUBJECT: Purchase of Mobile Source Emission Reduction Credits (MSERC)

DATE: January 25, 2012

ANALYSIS AND FISCAL IMPACT

The Risk Management office has received proposals from three vendors licensed to generate Mobile Source Emission Reduction Credits (MSERC) as follows:

<u>Vendor</u>	<u>Annual Cost - 2012</u>	<u>Annual Cost - 2013</u>	<u>Annual Cost - 2014</u>	<u>Total</u>
AQMS – Automotive, LLC	\$10,740.00	\$12,170.00	\$11,220.00	\$34,130.00
RideLinks, Inc.	\$10,700.00	\$12,087.75	\$11,066.25	\$33,854.00
Market Based Solutions	*\$32,854.00			

*Market Based Solutions was unable to provide us with a proposal for a three-year term.

RideLinks, Inc. has submitted the lowest proposal. RideLinks is an SCAQMD-licensed company in Pasadena that has been in business for twelve years. RideLinks shall generate, and the College shall purchase from RideLinks, valid and effective MSERC useable and payable for the period of one year, with an option to renew in years two and three.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves an agreement with RideLinks, Inc. to purchase Mobile Source Emission Reduction Credits (MSERC) in an amount not to exceed \$33,854.00, for the purpose of complying with SCAQMD Rule 2202. The term of this agreement will be for a period of three years, February 1, 2012, through February 1, 2015.

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

DATE: January 25, 2012

CONSENT

SUBJECT Declassification and Destruction of Records

BACKGROUND

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

- All Requisitions, Contracts, Purchase Orders, Bids, and supporting documentation prior to fiscal year 2008-09, except for capital property documents classified as Class 1 records;
- Accounts Payable Payment Packages and related documents prior to fiscal year 2008-09;
- Journal Vouchers prior to fiscal year 2008-09;
- Accounts Receivable documents prior to fiscal year 2008-09;
- Appropriation Transfers prior to fiscal year 2008-09;
- Deposits, Bank Reconciliations and Cancelled Checks prior to fiscal year 2008-09;
- District Invoices prior to fiscal year 2008-09;
- Budget Revisions prior to fiscal year 2008-09;
- Payroll Timesheets prior to fiscal year 2008-09;
- Official Payments Credit Card Reports prior to fiscal year 2008-09;
- HR Employment Applications and Recruitment Files prior to fiscal year 2008-09;
- Federal and State Categorical Programs – Financial and Program Records for programs ending prior to fiscal year 2007-08; and
- Financial Aid Financial Records prior to fiscal year 2007-08.

ANALYSIS AND FISCAL IMPACT

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

Funding Source

Not applicable.

RECOMMENDATION

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

Prepared by: Thomas G. Meikle

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

Recommended by: Bill Scroggins

Agenda Item: Consent #22

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

DATE: January 25, 2012

CONSENT

SUBJECT: Claim Against the District – Joy Olayiwola

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

On December 9, 2011, the District received a claim from the Law Offices of Gloria Dredd Haney on behalf of claimant Joy Olayiwola alleging that the District discriminated against claimant because of a disability.

Funding Source

Not applicable.

RECOMMENDATION

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

Prepared by: Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #23

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

DATE: January 25, 2012

CONSENT

SUBJECT: Materials and Geotechnical Soils Testing Engineer-of-Record Services

BACKGROUND

The analysis of existing soils conditions is integral to the design of most of the College's construction projects. Such work is performed by a geotechnical and geologic consultant experienced in all phases of geotechnical testing and materials testing. Additionally, all projects require materials testing for welding, reinforcing and structural steel, brick and block, fireproofing, concrete, and other items during the course of construction. In October 2006, the College distributed a Request for Qualifications to qualified firms to contract with one or more firms for projects. Proposals were received from six firms, and two firms were selected- Leighton Consulting, Inc. of Rancho Cucamonga and Converse Consultants of Monrovia.

ANALYSIS AND FISCAL IMPACT

Government Code Section 4526 establishes the selection of professional services including engineering based on demonstrated competence, qualifications to perform the assigned work, and fair and reasonable prices. Both firms continue to meet these requirements and have demonstrated consistent competitive pricing. Facilities Management requests that the contracts for these firms be renewed for an additional five-year period. Assignments will be made on a project-by-project basis to provide the required testing services for future projects, as needed.

Funding Source

Measure R Bond funds, Measure RR Bond funds, Measure RR Bond Anticipation Note funds, State and Local Scheduled Maintenance funds, State Capital Outlay Grants, and the General Fund, as required by each project.

RECOMMENDATION

It is recommended that the Board of Trustees authorizes Leighton Consulting, Inc. of Rancho Cucamonga and Converse Consultants of Monrovia to provide continuing materials and geotechnical soils testing Engineer-of-Record services, as presented.

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #24

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

DATE: January 25, 2012

CONSENT

SUBJECT: Reduce Retention for Administration Building Remodel (Electrical)
(Bid No. 2859)

BACKGROUND

Public Contract Code Section 9203 requires that the College withhold retention in the amount of not less than 5% of the contract price until final completion and acceptance of a project and allows the College to make full payments at any time after 50% of the work has been completed, conditional upon satisfactory progress being made.

ANALYSIS AND FISCAL IMPACT

The following contractor has performed satisfactorily and has requested that the retention being held by the College be reduced from 10% to 5% of the total contract amount. The current retention amount already collected for this project represents more than 5% of the contract amount.

<u>Project Name</u>	<u>Contractor</u>	<u>% Complete</u>
Administration Building Remodel (Electrical)	JPI Development Group, Inc.	93.5

There is no financial impact to the Measure R Bond budget.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves reducing to 5% the retention for JPI Development Group, Inc., as presented.

Prepared by: Thomas G. Meikle

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #25

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>January 25, 2012</u>	CONSENT
SUBJECT: <u>Professional Design and Consulting Services</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following contract is presented for approval:

	Consultant:	Albert Grover & Associates	
	Project:	Bonita Drive and Temple Avenue Intersection Realignment	
Item	Description:	Amount	
	Professional design services to provide a traffic signal plan for the modification of the existing signal at the intersection of Bonita Drive and Temple Avenue. This work was previously awarded to RKA Engineering. To prevent a conflict of interest for RKA, acting as the City Engineer for Walnut, this work should be awarded to a separate firm. Services are provided for a fixed fee.	\$9,500.00	
	Contract Amount		\$9,500.00

Funding Source

Measure RR Bond Anticipation Note funds.

RECOMMENDATION

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

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #26

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

DATE: January 25, 2012

CONSENT

SUBJECT: Design Technology Center (Change Order)

BACKGROUND

Design Technology Center (Change Order).

As of December 1, 2011, Change Orders for the Design Technology Center project totaled \$1,292,715.03, or 8.1% of all contracts. Changes totaling 3.68% of all contracts were owner-requested changes, 2.6% were required by the Architect, 0.7% was to address unforeseen conditions, and 1.0% was for Division of the State Architect, updated code requirements, and other miscellaneous changes.

ANALYSIS AND FISCAL IMPACT

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

Bid No.	2846	Contractor:	K.A.R. Construction, Inc. (Caissons & Concrete Contractor)	CO No.	8
Item	Change and Justification:		Amount	Time	
1	Credit for unused labor allowance not used on this project. <i>Miscellaneous change-contract price adjustment.</i>		<\$4,613.18>	0 days	
2	Credit for unused unforeseen allowance not used on this project. <i>Miscellaneous change-contract price adjustment.</i>		<\$12,659.15>	0 days	
	Total		<\$17,272.33>	0 days	
	Original Contract Amount			\$1,238,000.00	
	Net Change by Previous Change Orders			\$31,252.51	
	Net Sum Prior to This Change Order			\$1,269,252.51	
	Amount of Change Order No. 8			<\$17,272.33>	
	New Contract Sum			\$1,251,980.18	
	Percentage of Change to Contract, to Date			1.13%	

Prepared by: Gary L. Nellesen

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

Recommended by: Bill Scroggins

Agenda Item: Consent #27

SUBJECT: Design Technology Center (Change Orders)

DATE: January 25, 2012

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

Design Technology Center	Date	Amount	%	Bid No. 2846 KAR Construction (Caissons & Concrete Contractor)
Contract Amount		\$1,238,000.00		
C. O. No. 1	February 2010	\$11,200.00	0.9%	Purchase rumble plates.
C. O. No. 2	June 2010	\$18,616.02	1.5%	Revise exterior masonry color and pattern.
C. O. No. 3	July 2010	\$1,179.76	0.09%	Increase footing size and strengthen door jamb attachment.
C. O. No. 4	October 2010	\$6,121.89	0.49%	Credit for control survey and embeds; Change brick veneer colors.
C. O. No. 5	November 2010	\$304.99	0.02%	Extend balcony edge.
C. O. No. 6	March 2011	<\$14,961.50>	<1.21%>	Back charge items due to incorrectly placed anchor bolts and ledger holes.
C. O. No. 7	May 2011	\$8,791.35	0.71%	Add control joints in masonry brick veneer, additional brick veneer along backside of exterior wall.

Funding Sources

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

RECOMMENDATION

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

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

DATE: January 25, 2012

CONSENT

SUBJECT: Professional Design and Consulting Services (Contract Amendment)

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following contract amendment is presented for ratification:

	Consultant:	NTD Architecture	No.	5
	Project:	Science Laboratory Building		
Item	Change and Justification:		Amount	
	Additional professional consulting services for electrical design for the Astronomy Dome Project. Fixed fee:		\$3,235.00	
	Total		\$3,235.00	
	Original Contract Amount		\$1,440,793.00	
	Net Change by Previous Amendments		\$410,076.00	
	Net Sum Prior to This Amendment		\$1,850,869.00	
	Amount of Amendment No. 5		\$3,235.00	
	New Contract Sum		\$1,854,104.00	

Funding Source

Measure RR Bond Anticipation Note funds.

RECOMMENDATION

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

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #28

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

DATE: December 14, 2011

ACTION

SUBJECT: Nominations for California Community College Trustees Board of Directors

BACKGROUND

In accordance with the California Community College Trustees (CCCT) Board of Directors election process, community college district board nominations for vacancies on the CCCT Board of Directors are to be received by the League Office from January 1 through February 15, 2012. Community College Boards which are members of CCCT are eligible to nominate. The election of members of the Board of Directors will take place between March 10 and April 25, 2012. The CCCT Board of Directors is a 21-member Board and generally meets five times per year. Each year the Board of Trustees discusses this process and decides whether or not it wishes to nominate a Trustee. Members whose terms end this year are: Janet Chaniot, Bernard "Bee Jay" Jones, Jeanette Mann, Manny Ontiveros, Douglas Otto, Christopher Stampolis, and Marcia Zableckis. (Note: Mann is unable to seek reelection due to three-term limit.)

ANALYSIS AND FISCAL IMPACT

1. Nominations are to be made by a member district Board of Trustees; and each district may nominate only members of its Board. Each nominee must be a local community college district trustee, other than the student trustee, and must have consented to be nominated. Only one trustee per district may serve on the Board. Seven persons will be elected to the Board this year. Six incumbents (elected and appointed) are eligible to run for re-election. Newly elected members will assume office at the conclusion of the annual conference, May 6, 2012.
2. The information regarding the nomination and election process has been mailed to the Board by the Community College League of California.
3. The list of current CCCT Board members is on the following page.

Funding Source

The College would incur costs of travel to approximately five meetings per year.

RECOMMENDATION

It is recommended that the Board of Trustees discusses any Board member's interest in nomination and decide whether to submit a nomination for the CCCT Board of Directors.

Recommended by: Bill Scroggins Agenda Item: Action #1

**CALIFORNIA COMMUNITY COLLEGE TRUSTEES
2011-12 BOARD ROSTER**

ISABEL BARRERAS, 1st Vice President
State Center CCD

BERNARD "BEE JAY" JONES
Allan Hancock Joint CCD

LAURA CASAS FRIER
Foothill DeAnza CCD

ROBERT JONES
Los Rios CCD

STEPHAN CASTELLANOS
San Joaquin Delta CCD

EVA KINSMAN
Copper Mountain CCD

NANCY CHADWICK
Palomar CCD

PAULINE LARWOOD
Kern CCD

JANET CHANIOT
Mendocino-Lake CCD

JEANETTE MANN, President
Pasadena Area CCD

MARY FIGUEROA
Riverside CCD

JIM MORENO
Coast CCD

PAUL GOMEZ
Chaffey CCD

MANNY ONTIVEROS, 2nd Vice President
North Orange County CCD

CY GULASSA
Peralta CCD

DOUGLAS OTTO
Long Beach CCD

JERRY HART
Imperial CCD

DONALD L. SINGER
San Bernardino CCD

FRANCISCO HINOJOSA
Contra Costa CCD

CHRISTOPHER STAMPOLIS
West Valley-Mission CCD

LOUISE JAFFE
Santa Monica CCD

MARCIA ZABLECKIS
Barstow CCD

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>January 25, 2012</u>	ACTION
SUBJECT:	<u>Proposal to Initiate Faculty Negotiations Successor Agreement, Year 2 of 3-Year Contract</u>	

BACKGROUND

Chapter 10.7, Sections 3440-3549 of the California Government Code requires that items to reopen negotiations for 2011-14 first must be identified by both parties and be presented in advance to the Board prior to negotiations. Public comment on these items will be permitted during a Public Hearing at the January 25, 2012, Board of Trustees meeting.

ANALYSIS AND FISCAL IMPACT

The District and the Faculty Association of Mt. San Antonio College have agreed to begin negotiations for the successor agreement, Year 2 of 3-Year Contract, during the 2012 Winter Intersession. Negotiations are expected to begin in February 2012. The successor agreement, Year 2 of 3-Year Contract, is proposed to begin July 1, 2012, and end June 30, 2014. The District and the Faculty Association have submitted the attached initial proposals with the intention of using the traditional approach to negotiations.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the initial proposals submitted by the District and the Faculty Association for the successor agreement, Year 2 of 3-Year Contract.

Prepared by: Annette Loria

Recommended by: Bill Scroggins

Agenda Item: Action #2

SUBJECT: Proposal to Initiate Faculty Negotiations for Successor Agreement,
Year 2 of 3-Year Contract

DATE: January 25, 2012

Proposals for Successor Agreement

From the District:

The Mt. San Antonio Community College District submits the following topical proposal to the Mt. San Antonio College Faculty Association for the purpose of opening negotiations on a successor agreement, Year 2 of 3-Year Contract, for July 1, 2011, through June 30, 2014.

Article 7: Salaries
 Article 8: Contract Employee Benefits
 Article 10.I: Flex Days
 Article 10.J: 12-Month Term of Employment
 Article 10.O: Work Experience
 Article 10.Q: Adjunct Faculty Rehire Rights
 Article 20.B.2.c: Grievance Procedures: Conclusion

Appendix E: Reassigned Time for Special Assignments

From the Faculty Association:

The Mt. San Antonio College Faculty Association submits the following conceptual proposal to the Mt. San Antonio Community College District for the purpose of opening negotiations on a successor agreement, Year 2 of 3-Year Contract, for July 1, 2011, through June 30, 2014.

Article 7: Salaries
 Article 8: Contract Employee Benefits
 Article 13.B.6: Maximum Distance Learning Workload
 Article 15: Lab Parity
 Article 18.F: Department Chair Performance Expectancies

Appendix B: Department Chair Remuneration
 Appendix D: Athletic Coaches and Performing Arts Coaches Remuneration
 Appendix E: Reassigned Time for Special Assignments
 Appendix H: Evaluation Forms

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

DATE: January 25, 2012 **ACTION**
SUBJECT: Tentative Agreement Between CSEA, Chapter 651 and the District
Regarding Salaries

BACKGROUND

The 2011-14 collaborative bargaining sessions between CSEA, Chapter 651 and the Mt. San Antonio Community College District began on May 4, 2011. The parties met for fifteen sessions, from May 4, 2011, through January 9, 2012.

ANALYSIS AND FISCAL IMPACT

Pursuant to Article VII.B.: Salaries, of the collective bargaining agreement: If another group receives a higher salary percentage, the District shall grant the same percentage on the salary schedule for all classified employees in the CSEA 651 bargaining unit. The District and CSEA, Chapter 651 reached a Tentative Agreement regarding an on-schedule salary increase of two percent (2%) only.

The District has analyzed the financial impact of this agreement on the current and subsequent fiscal years. The cost of implementing the agreement is \$120,262.

Funding Sources

Unrestricted General Fund: \$118,441
Restricted General Fund: \$1,821

RECOMMENDATION

It is recommended that the Board of Trustees approves the Tentative Agreement between CSEA, Chapter 651 and the District regarding Article VII.B.: Salaries.

Prepared by: Annette Loria

Recommended by: Bill Scroggins

Agenda Item: Action #3

Chapter 7 – Human Resources

AP 7121 Recruitment and Hiring: Classified Employees

References:

Education Code Sections 87100 et seq., 87400, and 88003; Accreditation Standard III.A

Appointment and Assignment – Classified Employees

Position descriptions for classified personnel shall be maintained in the Office of Human Resources.

Classified Employee Selection Procedures

The following provisions are applicable to the filling of all non-management regular classified positions:

- A. Vacancy - A Request to Fill Form for (new position or replacement) approved and signed by the appropriate Vice President or the College President/CEO shall be submitted to the Office of Human Resources. Such request should be accompanied by a current job description for the position. The Vice President or College President/CEO will issue instructions to the Office of Human Resources regarding filling the open position after the position has been approved by Fiscal Services and President's Cabinet.
- B. Recruitment – It is the policy of the college that all vacancies for full-time and part-time positions be advertised in and out of the District unless business necessity (as defined in Title 5) is determined by the President/CEO. Job announcements will be prepared based on information contained in the job description and information provided by the hiring manager and distributed at the earliest possible date by the Office of Human Resources. Job announcements will be distributed to all work locations within a minimum of six working days prior to the deadline to apply. All positions will be advertised in local newspapers. The Vice President, Human Resources shall be responsible for determining how the position will be advertised.
- C. Application - The application form is the document by which standard information about each applicant is obtained. In addition to the standard form, a supplemental application form may be used to gather specialized job-related information for use in the screening process. All applicants shall submit completed application forms. Brief resumes and letter(s) of recommendation or other pertinent information (i.e., transcripts, typing certificates, licenses, etc.) as required may be included with application. All application materials shall be submitted to the Office of Human Resources and will become property of Mt. San Antonio College and will not be copied and/or returned. All application materials will be kept on file for three years.

- D. Examination - For designated classified positions, a job related examination may be required. The Office of Human Resources shall schedule and proctor the exam. Exam results will be compiled by the Office of Human Resources and applicants that pass the exam will be forwarded to the screening committee. Passing exam scores are valid for one year.
- E. Screening - For each classified position to be filled, the Office of Human Resources shall authorize the appointment of an advisory screening and interview committee, making every effort to achieve a balanced pool of gender and ethnic representation. The committee shall be constituted as follows:
- Manager of position to be filled
 - One classified staff within department appointed by hiring manager, if available
 - One classified staff from another department selected by the appropriate CSEA unit
 - One member recommended by the Office of Human Resources Manager as non-voting EEO representative

Using job-related criteria, the screening/interview committee will paper screen all applicants to determine a reasonable number to interview.

- F. Interviews - After the committee has screened the applicants down to a reasonable number for interviewing, the Office of Human Resources will make the necessary arrangements for all interviews. The established College interview procedures shall be used in all interviews. Interview questions and writing assignments are developed by the hiring manager with assistance from an Office of Human Resources representative. The interview questions and writing assignments are designed to solicit job-related information relative to the skills, attitudes, and knowledge of the applicants. Interview questions and writing assignments will be approved by the Chief Human Resources Officer. The Office of Human Resources will make the necessary arrangements for all interviews. The time frame for notification should be sufficient to allow applicants time to make necessary arrangements.

The advisory screening and interview committee will be notified of the time and place of the interview by the Office of Human Resources. A representative of the Office of Human Resources or the EEO Representative, with assistance from the hiring manager will moderate the advisory screening and interview committee. The Office of Human Resources representative or the EEO Representative will be available during the interview for any questions or concerns. Members of the advisory screening and interview committee have the professional responsibility of maintaining the confidentiality of all discussions, recommendations, evaluations, rating, and decisions of the committee.

Committee members are prohibited from providing letters of recommendations or being used as a reference for applicants applying for the position(s) for which they are serving as members. In the event that a committee member provided a letter prior to being selected as a committee member, the committee member may elect to remove

themselves from the committee or the Office of Human Resources will remove such letter and notify the applicant.

- G. Recommendation - It will be the committee's task to evaluate and rate the applicants using the established forms and procedures, and subsequently recommend the top applicants for final consideration by the manager. The appropriate manager will have the responsibility and authority for final selection. The manager will conduct reference checks on each finalist on a form provided by the Office of Human Resources. The manager will review his/her recommendations with his/her immediate supervisor and have the option to hold final interviews.

When the selection is made, all materials will be collected and turned over to the Office of Human Resources representative. It shall be the authority and responsibility of the Office of Human Resources to notify all applicants regarding the selection decisions.

- H. Board Approval - The College President's/CEO's Office will submit the selected applicant's name to the Board of Trustees for final approval.
- I. Equal Opportunity - Mt. San Antonio College is committed to the concept and promotion of equal employment opportunities without regard to race, age, sex, color, religion, national origin, marital status, disability, medical condition (cancer-related), sexual orientation, or Vietnam Era Veteran Status.
- J. Recruiting, screening, interview, evaluation and rating procedures and selection procedures may not be modified without approval of the Chief Human Resources Officer.

Identification Badges

Upon employment, all classified employees within the following departments, excluding clerical employees, shall be issued and wear when on duty an official Mt. SAC identification badge: Instructional Media, Farm, Grounds, Maintenance, Custodial, Warehouse and Information Technology.

Loyalty Oath

Personnel authorized to administer loyalty oaths for employment shall be approved by the Vice President, Human Resources. The record of such personnel shall be on file in the Office of Human Resources.

College Duties and Responsibilities

Classified employees shall familiarize themselves with their College duties and provisions of the handbooks, Board Policies, Administrative Procedures and respective collective bargaining agreements.

January 2012.