



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 28, 2012

5:30 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.*

**CALL TO ORDER (5:30 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**  
Faculty Association and CSEA, Chapter 651
- **Conference with Legal Counsel – Pending Litigation pursuant to Government Code Section 54956.9(a) – ADR Case No. 11-3878-RSM**

*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.*

- **Conference with Legal Counsel - Anticipated Litigation pursuant to Government Code Section 54956.9 – Termination of Contract/Takeover Agreement (one case)**

**RECEPTION FOR TENURED FACULTY (6:00 p.m., Dining Hall)**

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

### **MOMENT OF SILENCE**

Observe a moment of silence in memory of retired professor Loyce (Louie) Gossage. Professor Gossage joined the College in 1957 as a Mathematics instructor, and he retired 29 years later, in 1986. During his tenure at Mt. SAC, for a time he was the Business Mathematics Department Chair. He passed away on February 17.

### **INTRODUCTIONS AND RECOGNITION**

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

Supervisory

Eric Turner, Supervisor, Web and Portal Services (Information Technology)

- **Recognition**

- The Women's Basketball Team, under the leadership of Coach Brian Crichlow, for winning the State Championship.
- Outstanding accomplishments of the following Honors students:
  - Laurie Covarrubias for being selected to the 2012 Phi Theta Kappa All-California Academic First Team
  - Hirbod Rahimi for being selected to the 2012 Phi Theta Kappa All-California Academic Third Team
- Awarding of a Certificate of Service to the following retiring classified staff members:
  - Teresa McGraw, Auxiliary Services Book Assistant, 11 years of service
  - Jean Pierce, Auxiliary Services Administrative Secretary, 26 years of service
  - Carmen Sandoval, Auxiliary Services Food Services Supervisor, 14 years of service
  - Susan Ybarra, Auxiliary Services Book Assistant, 33 years of service

- The following professors who received tenure at last month's Board meeting:
  - Robert Arnold, Sign Language
  - Dustin Barr, Music
  - Dolores Chavez, Mathematics, Computer Science
  - Edwin Estes, Business Administration
  - Allison Frickert, History & Art History
  - Kamran Golestaneh, Chemistry
  - Solene Halabi, Foreign Languages
  - Lance Heard, Public Services
  - Jannie Ma, Learning Assistance
  - Jennifer Olds, English, Literature & Journalism
  - Christopher Perez, Mathematics, Computer Science
  - Jamie Phillips, Agricultural Sciences
  - Sarah Plesetz, Nursing
  - Melissa Presch, Biological Sciences
  - Malcolm Rickard, Physics, Engineering
  - Lizbet Sanchez, Foreign Languages
  - Ignacio Sardinas, Architecture & Engineering Design Tech.
  - James Stone, History & Art History
  - Crystal Lane Swift, Communications
  - April Tellez, History & Art History
  - Dawn Waters, Agricultural Sciences
  - Paula Young, Mathematics, Computer Science
  
- Clarence Brown, Director of Marketing and Public Affairs, and his team for winning two Paragon Awards at the National Council for Marketing and Public Relations National Conference, notably the Gold Paragon for best feature writing (story developed by Mike Taylor and Clarence Brown); and the Silver Paragon for best fund-raising campaign (Climb Higher/Osher Matching Scholarship Campaign).

## **APPROVAL OF MINUTES**

Approval of minutes (addendum) of the regular meeting of January 25, 2012; of the regular meeting of February 22, 2012; and of the special meeting of March 2-3, 2012. (See backup packet pages 1 through 43.)

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

### **PUBLIC COMMUNICATION**

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

## REPORTS

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

1. Associated Students Report
2. Senates
  - A. Academic Senate
  - B. Classified Senate
3. Employee Groups
  - A. Faculty Association
  - B. CSEA Units
  - C. Other Unrepresented Groups

## BOARD COMMUNICATION

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

4. President – Bill Scroggins, President/CEO
  - Student Success on Enrollment Priority Workgroup
5. Informational Report – Spring Enrollment Report, prepared by George Bradshaw, Dean of Enrollment Management.

## 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.

### PRESIDENT'S OFFICE

1. Consideration of approval of the 2012-13 meeting calendar for the Mt. San Antonio College Board of Trustees. (See backup packet page 44.)

### HUMAN RESOURCES

2. Consideration of approval of Personnel Transactions dated March 28, 2012. (See backup packet pages 45 through 73.)
3. Consideration of approval of a contract for Employee Assistance Service for Education with the Los Angeles County Office of Education. (See backup packet page 74.)

### INSTRUCTION and STUDENT SERVICES

4. Consideration of approval of new courses for the 2012-13 academic year. (See backup packet pages 75 and 76.)
5. Consideration of approval for the Vocal Jazz Ensemble Frontline to attend and participate in the events at the Reno Jazz Festival April 26-29, 2012. (See backup packet page 77.)
6. Consideration of approval for two Forensics students and faculty member Daniel Cantrell to attend the 3<sup>rd</sup> Annual China Open Debate Championships in Shanghai, China, May 25-27, 2012. (See backup packet page 78.)
7. Consideration of approval for an Honors student, faculty advisor, and director to attend the Phi Theta Kappa International Convention in Nashville, TN, April 11-15, 2012. (See backup packet page 79.)
8. Consideration of approval 2011-12 Athletic Special Events Activities for the Mt. SAC Relays. (See backup packet page 80.)
9. Consideration of approval of an affiliation agreement with the San Bernardino County Fire Department for students in the Paramedic Program. (See backup packet page 81.)
10. Consideration of approval of three contracts with the Center of Excellence. (See backup packet pages 82 and 83.)

11. Consideration of approval of activities and a contract amendment for the Promoting STEM Research to College Freshmen and Sophomores grant. (See backup packet page 84.)
12. Consideration of approval of a contract with the California State University Dominguez Hills Foundation for the CyberWatch West grant. (See backup packet page 85.)
13. Consideration of approval of acceptance of funds and approval of activities for the LA84 Foundation/Mt. SAC Relays Youth Days grant. (See backup packet page 86.)
14. Consideration of approval of additions and changes in the Continuing Education Division. (See backup packet page 87.)
15. Consideration of approval of the Continuing Education Summer High School Program. (See backup packet pages 88 and 89.)
16. Consideration of approval for Fashion Program students and faculty member Teresa Faraone to attend the exhibit "The Fashion World of Jean Paul Gaultier: From the Sidewalk to the Catwalk," in San Francisco on May 18, 2012. (See backup packet page 90.)
17. Consideration of approval to prepay deposits for Natural Sciences Division field trips. (See backup packet page 91.)
18. Consideration of approval of a contract with the League of Women Voters of East San Gabriel Valley to monitor the Student Body General Elections campus voting stations for the period April 23-26, 2012, at a cost of \$800. (See backup packet page 92.)
19. Consideration of approval of a contract with Magic Jump Rentals, Inc., in the amount of \$490, to provide carnival equipment for the Associated Students' Athletics Fair to be held on June 5, 2012. (See backup packet page 93.)

### **ADMINISTRATIVE SERVICES**

20. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet pages 94 through 98.)
21. Consideration of approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. (See backup packet pages 99 through 103.)
22. Consideration of approval of a contract with Mandate Resource Services, LLC for State-mandated cost claim preparation services. (See backup packet page 104.)
23. Consideration of approval of a contract with CS & Associates, Inc. to administer the College's Labor Compliance Program. (See backup packet page 105.)

24. Consideration of approval of contract renewals with Student Transportation of America and Coach America to provide student transportation to athletic events, field trips, and continuing education programs. (See backup packet page 106.)
25. Consideration of approval of contracts with Millennium Better Security, Inc., Capital Protection, and Event Guard Services to provide crowd management services for various large public events held at Mt. SAC. (See backup packet page 107.)
26. Consideration of approval to increase parking fees, effective June 25, 2012, the start of Summer Intersession. (See backup packet pages 108 and 109.)
27. Consideration of approval of an agreement with 3C Business Solutions, Inc. to provide custom on-site technical training for a variety of software packages. (See backup packet page 110.)
28. Consideration of approval of an amendment with Metro PCS for their cell site lease. (See backup packet page 111.)
29. Consideration of approval of an agreement with Thee Christmas Tree Company. (See backup packet page 112.)
30. Consideration of approval to purchase furniture for the Design Technology Center, from various manufacturers, for Lecture Classrooms, Computer Labs, Drafting Labs, and Animation Classrooms. (See backup packet pages 113 and 114.)
31. Consideration of approval to purchase furniture for the Design Technology Center Animation Laboratory Workstations. (See backup packet page 115.)
32. Consideration of approval of contracts to provide professional design and consulting services with H2 Environmental Consulting Services, Inc. for the Agricultural Sciences Complex and with Psomas for the Campus Clarifier and Great Trap Permitting project. (See backup packet page 116.)
33. Consideration of approval to reduce retention from 10% to 5% for Construction Electric, Inc. for the Physical Education Program Building Renovation (Electrical Contractor). (See backup packet page 117.)
34. Consideration of approval of Maintenance Agreements with Diversified Thermal Services for the Annual Air Conditioning Preventative Maintenance Agreement for the Data Center project; and for the Annual TES McQuay Chiller Maintenance and Services Agreement for the Central Plant project. (See backup packet page 118.)
35. Consideration of approval/ratification for the following Change Orders:
  - Emergency Resolution No. 11-07      Child Development Center – Unlimited Environmental (Abatement Contractor) – Change Order No. 1. (See backup packet page 119.)

- Bid No. 2844 Design Technology Center – Evans Brothers, Inc. (Site Prep & Site Utility Relocation Contractor) – Change Order No. 5. (See backup packet pages 120 and 121.)
- Bid No. 2853 Design Technology Center – Brewster Electric (Electrical Contractor) – Change Order No. 14. (See backup packet pages 122 through 124.)
- Bid No. 2852 Design Technology Center (Unilateral Change Order) – West Tech Mechanical (HVAC Contractor) – Change Order No. 5. (See backup packet pages 125 through 127.)
- Bid No. 2855 Administration Building Remodel – Angeles Contractor (General Contractor) – Change Order No. 13. (See backup packet pages 128 through 130.)
- Bid No. 2858 Administration Building Remodel – DSG Corporation (Heating & Ventilation Contractor) – Change Order No. 2. (See backup packet pages 130 through 132.)
- Bid No. 2859 Administration Building Remodel – Rancho Pacific Electric Inc. (Electrical Contractor) – Change Order No. 11. (See backup packet page 132 through 134.)

36. Consideration of ratification of the following Contract Amendment:

- Contract Child Development Center – tBP Architects (Professional Design and Consulting Services Consultant) – Amendment No. 11. (See backup packet page 135.)

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

- Thomas Lindgren – Fossil Collection, valued by donor at \$600, to be used by the Natural Sciences Division.
- Tina Clippinger – Gems/Minerals/Fossils, valued by donor at \$2,600, to be used by the Natural Sciences Division.

## ACTION ITEMS

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

1. Consideration of the 2012 election for CCCT Board of Directors. (See backup packet pages 136 and 137.)
2. Consideration of approval of the selected Redistricting Plan map option for Trustee elections. (See backup packet page 138.)



3. Consideration of approval of payment to Judy Chen Haggerty of her Board meeting compensation for the missed February 8, 2012, special meeting due to reasons which are deemed acceptable to the Board.

## ADJOURNMENT

**Future Board Meetings:** April 25, 2012  
May 23, 2012  
June 27, 2012

### **Upcoming Events:**

March 28, 2012	<b>Inspiring Women Luncheon</b> – 12:00 p.m., Student Life Center
March 30, 2012	<b>Cesar Chavez Holiday</b> – Campus Closed
April 4, 2012	<b>Spring College Fair</b> – 10:30 a.m., Miracle Mile
April 12, 2012	<b>Kepler Scholarship</b> – 6:00 p.m., Kellogg West, Cal Poly Pomona
April 13-14, 2012	<b>Planet Quest</b> – 7:00 and 8:00 p.m., Randall Planetarium
April 18, 2012	<b>Culture Fair</b> – 3:00 p.m., Student Life Center
April 19, 2012	<b>Veterans Recognition Program</b> – 5:30 p.m., Founders Hall
April 20-21, 2012	<b>The Magic of Astronomy</b> – 7:00 and 8:30 p.m., Randall Planetarium
April 20-22, 2012	<b>The Illusion</b> – Friday and Saturday (8:00 p.m.); Sunday (2:00 p.m.), Clarke Theater
April 21, 2012	<b>Music Faculty Spring Showcase</b> – 8:00 p.m., Feddersen Recital Hall
April 23-26, 2012	<b>Associated Students General Election</b> – 9:00 a.m.-5:00 p.m., On-line and Student Life Center Patio
April 27-28, 2012	<b>Wonders of the Universe</b> – 7:00 and 8:30 p.m., Randall Planetarium

### **Upcoming Sports Events:**

March 29, 2012	<b>Women's Tennis vs. Long Beach</b> – 2:00 p.m., Tennis Courts <b>Softball vs. Compton</b> – 3:00 p.m., Softball Field <b>Baseball vs. Long Beach</b> – 6:00 p.m., Baseball Field
March 30, 2012	<b>Swimming and Diving vs. Chaffey</b> – 12:30 p.m., Pool
March 30-31, 2012	<b>LA84 Foundation Youth Days</b>
March 31, 2012	<b>Softball vs. Palomar</b> – 4:00 p.m., Softball Field <b>Softball vs. Palomar</b> – 6:00 p.m., Softball Field
April 3, 2012	<b>Baseball vs. Citrus</b> – 2:30 p.m., Baseball Field

**Upcoming Sports Events:** (continued)

April 6, 2012	<b>Men's Tennis vs. Paradise Valley</b> – 2:00 p.m., Tennis Courts
April 10, 2012	<b>Baseball vs. East L. A.</b> – 6:00 p.m., Baseball Field
April 14, 2012	<b>Mt. SAC Relays - Community College Division</b> <b>Baseball vs. East L. A.</b> – 12:00 p.m., Baseball Field
April 17, 2012	<b>Baseball vs. L. A. Harbor</b> – 2:30 p.m., Baseball Field <b>Softball vs. Long Beach</b> – 6:00 p.m., Softball Field
April 19-21, 2012	<b>Mt. SAC Relays</b>
April 19, 2012	<b>Softball vs. El Camino</b> – 5:00 p.m., Softball Field
April 20, 2012	<b>Softball vs. Allen Hancock</b> – 2:00 p.m., Softball Field <b>Softball vs. Grossmont</b> – 6:00 p.m., Softball Field
April 21, 2012	<b>Baseball vs. L. A. Harbor</b> – 12:00 p.m., Baseball Field <b>Baseball vs. Santa Ana</b> – 3:00 p.m., Baseball Field <b>Softball vs. Antelope Valley</b> – 7:00 p.m., Softball 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 North Grand Avenue, Walnut, CA 91789, 909.274.4250, 7:30 a.m. to 4:30 p.m., Monday-Friday, at least 48 hours prior to the meeting.

**BOARD OF TRUSTEES**

**BACKUP INFORMATION PACKET  
FOR  
REGULAR MEETING**

**March 28, 2012**





# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

**Wednesday, January 25, 2012**

### **ADDENDUM TO THE MINUTES**

#### **8. REPORTS**

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

- Ms. Martinez indicated that, at this month's Closed Session, discussion would take place concerning the status of negotiations for both CSEA Chapters. The Board will have already reviewed CSEA 262's latest proposal requesting a 2% salary increase and will have reached a decision by the time of her report. She felt it important, though, that the Board hears the concerns that have been brought to her attention regarding the status of negotiations over Salaries. Ms. Martinez indicated that, by the CSEA support at the meeting, it was evident that the members were very concerned.
- President Martinez noted that, at the August 2011 Board meeting, the Board unanimously approved the Collective Bargaining Agreement with the Faculty Association which included a 2% on-schedule salary increase. The Board commented, even with a reduction in classes offered, the College has experienced an extraordinary increase in the number of students served with no increase in compensation to staff for several years. Additionally, the Board felt salary increases were justified in order to reward employees for their hard work and sacrifices over recent years.
- Action Item #3 on this month's Board Agenda seeks Board approval for a 2% on-schedule salary increase for CSEA, Chapter 651. While Chapter 262 applauds the success of their sister chapter in reaching this Tentative Agreement, their members are deeply disturbed by the apparent division and disparate treatment of classified employees.
- Historically, Mt. SAC has been a "me-too" campus regarding Salaries and Health and Welfare. Over the past 30 years, high ranking members of this District have indicated that, when one group receives an increase, ALL groups receive the same increase. This even extended to groups without a Collective Bargaining Agreement. Ms. Martinez said that Chapter 651 should receive an on-going salary increase as their contract language clearly states. However, the difference in wording used in Chapter 262's contract should not be the cause for a deviation from decades of Mt. SAC history. Doing so changes this campus from that of a family whose fortunes rise and fall together to that of competitors who are pitted against one another. Surely, Mt. SAC does not need that at this critical time.

- President Martinez also reported that, this new philosophy has left Chapter 262 members with the feeling that their hard work for student success is both unrecognized and unappreciated. It has diminished their sense of “family” at the College and de-motivates employees who continue to do more with less. Of course, this causes a decline in employee morale.
- Ms. Martinez said that it was her sincere hope that the Board’s decision recognizes the valuable contribution Chapter 262 members provide to Mt. SAC and will authorize the District to approve the same ongoing 2% salary increase to ALL groups. Further, she indicated that she hoped that the Board believes enough in the equality of their campus family members to officially codify Mt. SAC’s historic parity with ALL constituent groups to avoid future disharmony and misunderstanding.

## 16. BOARD COMMUNICATION

- Trustee Hall commented on the professional demeanor of the new Public Safety Officers and complemented Mark DiMaggio for attracting and recruiting such outstanding team members.

Dr. Hall said that those who are in attendance to lobby the Board for salary increases, or augmentation in terms of number of people to do the jobs, need to recognize that the institution we’re looking at now and the institution we may be looking at for the next couple of years isn’t the same institution we had a couple of years ago. So, we’re all going to have to make collective sacrifices, as we are; but, that philosophy has to be a part of Mt. SAC if we’re going to remain fiscally solvent and fiscally safe. I know it’s not going to be easy on any of the represented groups; but, that is the case and, unfortunately, there are bigger cuts to come, no matter what we do. So, we have to accept that as a new fiscal reality, and nobody is going to be happy with it – the Board, students, or employees. Nobody is going to be happy taking on this problem; but, hopefully, we will do it in a collegial manner, and the institution survives, and we will be in a position to take advantage of any upturn when that happens. It will happen, but it could be many years away; so, we have to position ourselves to get through this storm and, hopefully, there will be a pot of money at the end of the rainbow. But, it’s going to be awhile, and that’s reality.

WTS:dl



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 22, 2012

### MINUTES

#### CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 5:37 p.m. on Wednesday, February 22, 2012. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present.

#### STAFF PRESENT

Bill Scroggins, President/CEO; Virginia Burley, Vice President, Instruction; Audrey Yamagata-Noji, Vice President, Student Services; Mike Gregoryk, Vice President, Administrative 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:

1. **Conference with Legal Counsel – Anticipated Litigation, per Government Code Section 54956.9** – Termination of contract for failure to perform (one case).
2. **Conference with Legal Counsel – Anticipated Litigation, per Government Code Section 54956.9** – Termination of contract, approve Tender Agreement, and Award of Contract (one case).
3. **Conference with Labor Negotiator Annette Loria, Vice President, Human Resources, per California Government Code Section 54957.6**  
CSEA, Chapters 262 and 651

#### 3. RECEPTION FOR MEN'S SOCCER TEAM (6:00 p.m., Dining Hall)

#### 4. PUBLIC SESSION

The public meeting reconvened at 6:30 p.m.

## 5. **MOMENT OF SILENCE**

A moment of silence was observed in memory of retired professor John (Jack) Brennecke. Professor Brennecke joined the College in 1964 as a Psychology instructor, and he retired 30 years later, in 1994, and then served as an adjunct professor until 2007. During his tenure at Mt. SAC, for a time he was the Psychology Department Chair. He passed away on February 8.

## 6. **INTRODUCTIONS/RECOGNITION**

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

### Classified

Allan Abutin, Senior Systems Analyst/Programmer (Information Technology)  
Katie Ly, Budget and Accounting Technician (Fiscal Services)  
Marlene Espina, Learning Assistance Resource Center Support Specialist (Learning Assistant Center)  
Kenneth Frank, Senior Systems Analyst/Programmer (Information Technology)  
Melissa Haro, Account Clerk I (Facilities Planning & Management)  
Melissa Jaunal, Assistant Curriculum Specialist (Instruction Office)  
Larry Poncetta, Animal Farm Operations Specialist (Agricultural Sciences)  
Bernice Rose, Budget and Accounting Technician (Fiscal Services)  
Juvencio Valdez, Refuse & Recyclable Collector (Custodial Services)  
Betty Zhao, Senior Systems Analyst/Programmer (Information Technology)

- Trustee Bader congratulated the **Men's Soccer Team**, under the leadership of Coach Juan Sanchez, for winning the State and National Championships, and she presented them with a trophy. A picture was taken with the team and the Board members.

## 7. **APPROVAL OF MINUTES**

It was moved by Trustee Baca, seconded by Trustee Chen Haggerty, to approve the minutes of the regular meeting of January 25, 2011, and of the special meeting of February 8, 2012. Motion unanimously carried. Student Trustee concurred.

## 8. **ACTION TAKEN IN CLOSED SESSION**

- The Board voted unanimously to approve a unilateral change order to the contract of \$34,545.10, and to ratify the termination of Great West Contactors, Inc.'s contract, as of December 22, 2011, for the General Construction work on the Child Development Center project (Bid No. 2830).
- The Board voted unanimously to terminate Sierra Landscape's contract for the Design Technology Center Landscape & Irrigation contract (Bid No. 2845), as of February 22, 2012; approved the Tender Agreement with Great American Insurance Company for completion of the Landscape & Irrigation work formerly performed by Sierra Landscape, Inc.; and awarded a new contract with KASA Construction, Inc., in the amount of \$119,000, for the Landscape & Irrigation work on the Design Technology Center project (Bid No. 2845).

## 9. **PUBLIC COMMUNICATION**

Trustee Bader reminded the public of the procedure for addressing the Board, and that the Brown Act dictates that procedure.

## 10. REPORTS

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

- Mr. Mendoza said that, on December 6, 2011, both the Associated Student Senate and the Executive Board discussed Resolution #2; thus, approving to withdraw from the Student Senate for California Community Colleges (SSCCC). The Senate and the Executive Board welcomed and heard from two official members of the SSCCC. However, according to their student representatives, the SSCCC has failed to communicate effective results and adequately represent the voices of thousands of community college students across California. Consequently, the Associated Student body of Mt. SAC will no longer be a recognized or official member of Region VIII and the SSCCC.

The Associated Students welcomed a new Student Advocacy Consultant for spring 2012, Sharon Rocacorba, who has eight years of experience in higher education and will assist in the development and management of advocacy campus projects. Because only 3% of community college students in California are registered voters, they will work together to establish an official Student Advocacy Committee and a monthly voter registration campaign.

Mr. Mendoza reported that, on March 19, the department of Extended Opportunity Programs and Services (EOPS) and Associated Students will be participating in the March in March event in Sacramento.

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

- Mr. Kaljumagi reported that the full Senate is on break until March 8. At that meeting, they expect to be addressed by the College President. They will confirm the appointment of 20 faculty to various posts, mostly task forces, and will brief the faculty regarding the rapid and significant legislative activity related to the State's Student Preparation Task Force report. Nominations for the 2012-13 Senate Executive Board will also open. Three Administrative Procedures, one Board Policy (on minimum qualifications), and four Senate Resolutions are on the discussion agenda.

During January and February, members of the Student Preparation and Success Council compiled the work of various task forces to develop a Student Success Plan that will be finalized and disseminated over the next few weeks. This plan will be the end result envisioned by the Student Success Conference held in February 2011. The Senate would like to thank Liesel Reinhart, Audrey Yamagata-Noji, Richard McGowan, and Glenda Bro for the significant role they each played in developing the plan.

Mr. Kaljumagi said that the Academic Senate is looking forward to the day of voluntary professional development activities on February 24. Topics will include the Moodlerooms Learning Management System, the CalSTRS retirement system, several technology trainings, and methods of instructional support and outreach to promote student success. The Senate wishes to thank the Faculty Association for sponsoring the event and encourages members of the Board of Trustees to participate.

Mr. Kaljumagi reminded the Board of what he reported on last year, which is the importance of faculty sabbaticals. The Senate believes that sabbaticals are a necessary component of effective professional development, and he believes



that a partial solution needs to be found by the Faculty Associated and the administration before the financial crisis is over.

Mr. Kaljumagi welcomed the newly tenured faculty.

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

- None.

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

- Ms. Galbraith talked about the importance of sabbaticals and urged the Board to fund them for the 2012-13 academic year. The Faculty Association has understood the District's stance to put funding for sabbaticals on hold for the past two years; but, they believe the District cannot continue to do so. There are currently eight faculty members who have had their sabbatical proposals approved, but have not received funding. This year, there were no new submittals because of the backlog and the fact that the District made it clear to faculty that they would recommend not funding once again. Sabbatical leaves are a vital form of professional development that should not be disregarded as they provide students with numerous benefits. In fact, the recent SSTF recommendations had a focus on the need for professional development and faculty being involved in the creation of new and vital approaches to curriculum and pedagogy. There has been no consideration into the work the eight faculty members did to submit for sabbatical leave nor has there been any consideration as to what effects the wait has had on their proposals. The Faculty Association Executive Board and the Representative Council have asked that this message be given to the Board in hopes that they will see the necessity to fund sabbaticals and no longer keep these faculty on hold.

The Faculty Association is selling advertisement space in the Puttin' on the Hits 2012 Program. These funds will benefit the Faculty Association Student Achievement Fund and will be combined with other donations and proceeds from the show to provide student scholarships.

Ms. Galbraith reported that, even though the Board item on Redistricting was pulled from this month's Board Agenda, the Faculty Association's opinion is that adding two seats to the Board of Trustees is not in the best interest of the District. They encourage the Board to fully investigate the proposals submitted to the Board by the consultant that keeps the Board to five seats.

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

- Mr. Jauregui said that he wanted to correct something he said at the last Board meeting, which was that, when he started here, he said the District had four managers in Facilities, when they really only had three. As a side note, Mr. Jauregui indicated that Facilities now has nine managers.

Mr. Jauregui reported that CSEA, Chapter 651 has great concern regarding the style and commitment the District has had since the beginning of this negotiation. He talked about items that the District would like to negotiate, but CSEA 651 members would never ratify and the State Association would never support. He also talked about the perceived inappropriate behavior of the District's negotiating team members and accusations that the District had placed

items in the contract that were never negotiated. They ask the District to, “just do the right thing.”

Mr. Jauregui said that the “Me Too” clause should not have taken seven months to implement.

Mr. Jauregui said that, in the past 20 years, the District agreed that the traditional bargaining model had its flaws, which is why it was changed to an interest-based bargaining model several years ago. However, he said that the District will not bargain in good faith; they keep bringing items to the table that the CSEA 651 members will never ratify.

Mr. Jauregui stated that, at their last meeting with the District, CSEA 651 wanted to schedule their next meeting, and the District refused to do so, stating that their charge was to not schedule any further meetings.

Mr. Jauregui said that, at this point, the CSEA 651 negotiating team would just like to get back to the table and negotiate in an honest and respectful manner with the District.

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

- Ms. Martinez reported that Chapter 262 has concluded negotiations for their 2011–2014 Successor Agreement. CSEA policy requires that all of the Tentative Agreements reached be forwarded to the Santa Fe Field Office for approval prior to ratification by their members. It is anticipated that the negotiated changes will be submitted for Board approval at the April Board Meeting. She thanked the Chapter 262 and the District negotiating teams for working diligently and collaboratively to finalize this Successor Agreement.

Article 7: Salaries and Article 8: Health and Welfare were of particular concern to Chapter 262 members. At their final negotiations session on February 15, Chapter 262 and the District reached Tentative Agreement on both of these Articles. At a special meeting, held the day before, their membership overwhelmingly ratified them, and they are included as Action #5 on this month’s Board Agenda. Ms. Martinez encouraged the Board’s approval.

On behalf of the Chapter 262 members, Ms. Martinez thanked President Scroggins and Vice President Annette Loria for expediting the processes which allowed these Tentative Agreements to be presented to the Board this month.

While Ms. Martinez was pleased with the outcome of Chapter 262’s negotiations, she was deeply concerned with the status of Chapter 651’s negotiations. She said that, truly, it would be in the best interest of Mt. SAC’s students as well as all who work at Mt. SAC if the District and Chapter 651 continue the negotiation process to reach a mutually satisfactory agreement.

## 11. BOARD COMMUNICATION

- All Board members shared the following comments:
  - Board members welcomed new and congratulated newly promoted employees.
  - Board members congratulated the Men’s Soccer Team for capturing the State and National Championships.

- Trustee Hall urged everyone to attend Puttin' on the Hits on March 9 and 10 and donate what they can to raise funds for student scholarships.

Dr. Hall mentioned his conversation with Dean of Athletics Joe Jennum regarding Mt. SAC's ability to have one or more teams win state championships each year. Mt. SAC won the Best Sports Program in all of the U. S., and it's one of three teams that have won that award twice and may possibly win it a third time this spring.

Dr. Hall also mentioned that both basketball teams are headed to the regionals, and he couldn't remember the last time both the women's and the men's teams moved forward together. Also, the Forensics Team is headed to the National Championship in April and wishes them the best.

- Trustee Chen Haggerty reported that she attended the Asian Pacific Americans in Higher Education Conference, and she was pleased to see Mt. SAC representation there and the diversity of the attendees. She was also pleased to see all the sessions on Student Success including the Dream Act and Immigrant Rights, Leadership and Social Justice, and Women Leaders in Higher Education – Transforming and Empowering.

Trustee Chen Haggerty also reported that she's on the City College of San Francisco Accreditation Team and appreciates the opportunity. The team's site visit will be in March, and she hopes to represent Mt. SAC well.

- Student Trustee Hernandez reported that the Associated Students and EOPS plan to take a group of approximately 50 students to the March in March event in Sacramento.

Mr. Hernandez plans to attend the Student Trustee Conference.

- Trustee Baca mentioned that he's proud of our athletes for not only winning championships, but for also being scholars, as well. He also wished the basketball teams good luck in their playoffs.

Dr. Baca looks forward to participating in Puttin' on the Hits.

As a member of the Board of Governors, Dr. Baca plans to attend the meeting in March and will be lobbying for the State Legislature to keep funding for higher education.

Trustee Baca, along with Trustee Bader and Jill Dolan, attended the National Trustees Conference in Washington, DC.

Dr. Baca was honored that he was invited to attend President Obama's Budget Statement, where the President emphasized the importance of providing sufficient funding for community colleges to provide opportunities for our students. Infrastructure funding was discussed for career technology, which is very important to Mt. SAC. Workforce investment was also discussed, which is a concern and priority for Mt. SAC so the College can be more actively engaged in workforce development. The Perkins funding is also important.

Funding and resources for veterans, which will number 26,000-44,000 statewide in the next few years, needs to be provided so that they will successfully go through the system and be eligible for high-paying jobs afterwards. President Obama has made a commitment to both the Department of Education and to the Department of Labor to make this happen.

- Trustee Chyr congratulated Chief Technology Officer Vic Belinski for building such a strong and talented information technology team.

Trustee Chyr will be attending the National Spelling Bee contest in Washington, DC, on May 11, where his son will be competing.

- Trustee Bader reported that, in the past month, she attended three important events on campus: The CyberWatch West kickoff meeting, where Mt. SAC is the lead school and is the only two-year college involved; the Citizens Oversight Committee meeting, where she was delighted to meet the citizens representing the communities in Mt. SAC's district; and Cash for College, where over 1,000 students attended at two sessions.

President Bader talked about her trip to Washington, DC, with Trustee Baca and Jill Dolan, speaking to congressmen and congresswomen about Mt. SAC, particularly about two issues – Pell Grant and Limiting Eligibility. Trustee Bader said they also discussed the subject of Veterans.

Trustee Bader also said that she's looking forward to participating again this year in Puttin' on the Hits, and she urged everyone to attend.

## **12. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:**

- Dr. Scroggins reported that, last week, he addressed the Rowland Heights Community Coordinating Council, and they were very pleased to hear what's happening at Mt. SAC.

Dr. Scroggins also attended Cash for College, where he spoke with Senator Ed Hernandez, who is very loyal to community colleges, having attended both Mt. SAC and Rio Hondo.

President Scroggins said that, the following day, he and Jill Dolan will have the opportunity to talk to the San Gabriel Valley Tribune Editorial Board.

- Mike Gregoryk, Vice President of Administrative Services, introduced Gema Ptasinski and Heather McGee from the audit firm of Vicenti, Lloyd & Stutzman LLP, who provided a review of the performance and fiscal audits of the Bond projects. The reports were for the year ending June 30, 2011. Mr. Gregoryk pointed out that the \$65 million Bond Anticipation Note funds were included as part of the audit, as well.

Ms. Ptasinski and Ms. McGee discussed the background information, the objectives, and the scope of the audit.

Ms. McGee noted that, in performing the financial audit, the objective was to document that the College is in compliance with spending of Bond proceeds appropriately. While doing that, they look for any weaknesses in the system. Their objective is to provide the Citizens Oversight Committee with a report so that it can fulfill its obligation to provide a report to the community. This information was provided to the Citizens Oversight Committee at its February 2012 meeting. Based on the audit, it was determined that the College has properly accounted for the expenditures of the Proposition 39 General Obligation Bonds and received an unqualified opinion, which is the best an organization can receive.

Ms. Ptasinski reported on the Performance Audit that, based on the procedures performed, the College has properly accounted for the expenditures of the funds held in the Construction Fund, and that such expenditures were made on authorized Bond projects. There were no findings or recommendations.

Ms. Ptasinski also reported on Measure RR, where the voters authorized the District to issue an additional \$353 million in general obligation bonds and, as of June 30, 2011, no bonds have been sold. However, the District, in order to continue the planned construction projects, sought temporary financing in the form of \$10.8 million in lease revenue bonds, and then \$64.9 million in Bond Anticipation Notes (BAN). A portion of the BAN was used to pay off the lease revenue bonds, and, once the District is able to sell general obligation bonds, part of the proceeds will be used to pay off the BAN.

- The Board Study Session Agenda items were discussed. The Study Session is scheduled for March 2-3, 2012.

### **13. REPORT ON THE GENERAL OBLIGATION BOND PROGRAM**

- President Scroggins introduced Rod Carter, Managing Director of RBC Capital Markets, who talked about refinancing bonds. Since his last presentation to the Board, in December 2011, the assessed valuation and interest rates continue to improve.

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 (AV). 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 2013-2015 maturities of the 2005 refunding bonds will be eligible to be refunded on May 2, 2012. The 2016 and 2017 capital appreciation bonds are not callable, but the tax rate for fiscal year 2015-16 and 2016-17 would also need to be below \$25.00 for the District to issue bonds prior to 2017.

Mr. Carter discussed a couple of refunding scenarios:

Refunding Scenario #1 is to target new issuance in 2013 with a Moderate AV Growth assumed. Lowering the tax rate below \$25.00 for years 2016 and 2017 is possible using a direct purchase of the 2016 and 2017 maturities of the District's 2005 refunding bonds. At current rates, the refunding will produce enough savings to bring the tax rate below \$25.00/\$100,000 AV for fiscal years 2014-15 and 2015-16 using the AV growth assumptions shown in the presentation. Lowering the tax rate below \$25.00 for years 2016 and 2017 is possible using a direct purchase of the 2016 and 2017 maturities of the District's 2005 refunding bonds. The District would need to successfully repurchase \$1.15 million in final maturity value of the 2016 bonds and \$250,000 of the 2017 bonds in order to bring the tax rate under \$25.00 for these two years. The total required combined maturity valued tendered is \$1.4 million, due to interest rate drops.

Refunding Scenario #2 is to target new issuance in 2014 with a Conservative AV Growth in 2013 assumed. At current rates, the refunding will produce enough savings to bring the tax rate below \$25.00/\$100,000 AV for fiscal year 2015-16, even

using 2.0% AV growth for 2012-13. At current rates and the AV growth rate shown in the presentation, the District would need to successfully repurchase \$1.8 million in final maturity value of the 2016 bonds and \$900,000 of the 2017 bonds in order to bring the tax rate under \$25.00 for these two years. The total required combined maturity valued tendered is \$2.7 million.

New money issuance and a possible two-year BAN were discussed.

The purchase of endowment bonds was discussed, which would be used to fund technology and scheduled maintenance projects. In order to create and fund a technology or facility repair endowment, a district must dedicate all of the proceeds of a series of bonds for this purpose. Proceeds are deposited into an Investment Fund held by the County Treasurer-Tax Collector or other outside investment management entity permitted by the County. The Investment Fund must be invested in tax-exempt municipal bonds which are not subject to the alternative minimum tax. Dr. Scroggins indicated that this subject will also be on the Board Study Session Agenda.

#### **14. BOARD INFORMATIONAL REPORT**

Board members were provided with a written update on the Teacher Preparation Institute, prepared by Cindy Shannon, Teacher Preparation Institute Coordinator.

Since the Fall Semester of 2000, the Mt. SAC Teacher Preparation Institute (TPI) has provided support and services to Mt. SAC students interested in careers as K-12 teachers or instructional aides. Mt. SAC offers an Associate Degree for Education Paraprofessional (Instructional Aide). It also provides a career path for future teachers between Mt. SAC and Cal Poly, Cal State Fullerton, and all other public and private universities.

Currently, Mt. SAC offers 43 "apple courses," courses that target TPI members (but also include non-TPI members) taught by 32 Mt. SAC faculty members who include examples of learning and teaching techniques and create assignments related to the teaching field. TPI also offers a textbook loan program, early fieldwork experience, specialized transfer counseling, CSET (California Subject Examinations for Teachers) and CBEST (California Basic Educational Skills Test) preparation, and many other career-enhancing activities.

Sixty students received specialized teacher pathway transfer counseling from the Cal Poly Pomona Liberal Studies program advisor, and 85 students received teacher pathway counseling from the Cal State Fullerton advisor. CSET workshops were completed in Fall and Spring Semesters (Subtest I: History and Language Arts; and Subtest II: Math and Science). Two CBEST six-hour Saturday Workshops were offered. Informational open houses have been held involving resume preparation, the Instructional Aide program, CPR/First Aid, and preparing for the teaching profession.

According to the Mt. SAC Research and Institutional Effectiveness Office data in 2010, Teacher Preparation Institute students have a higher transfer rate to four-year colleges (34.1%) than the general Mt. SAC student (24.6%). The overall transfer rate of the next TPI cohort examined in 2011 increased to 35.7%. Of those who transferred to a four-year school, 84.4% went to public in-state universities. Currently, we are examining TPI student success within Mt. SAC, including TPI student retention and pass rates (GPA), retention of TPI vs. non-TPI in "apple classes," and the success of future instructional aides according to TOPS code 0802 for VTEA/Perkins. In spring 2012, Mt. SAC will be working with the research departments of its major transfer colleges to analyze Mt. SAC students' progress through completion of a teaching credential.

The TPI program has lost 33% of its budget in the last two years. The largest problem this has created is related to the classified status of the TPI program specialist position. A previously grant-funded position, the majority of the TPI budget is currently used to support this position; although the position has also suffered reduced hours, which has posed a clear disadvantage to the students.

There are volunteer/paid opportunities through Mt. SAC's TPI including: Tutoring at Mt. SAC, Volunteer at Mt. SAC Science Discovery Day, Guide for Inside the Outdoors in the Mt. SAC Wildlife sanctuary, Mentor a new TPI member, Volunteer at the local K-12 school, Student Instructor at Mt. SAC, and Classroom Aide for a Mt. SAC Apple course.

## **15. CONSENT AGENDA**

Trustee Bader indicated that there were changes to Consent item #31 – Administration Building Remodel (Change Orders) (Bid No. 2855) (page 80 of the Agenda). Item 9 should read a total of 3 days; not 28.

Trustee Bader asked that items #2, #7, and #31 be pulled from the Consent Agenda for discussion.

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

### **PRESIDENT'S OFFICE**

1. Approval of a Consulting Agreement with the McCallum Group, Inc.
2. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 16.

### **HUMAN RESOURCES**

3. Approval of Personnel Transactions dated February 22, 2012.
4. Approval of Recommendation to Employ Faculty Under Second Contract – 2012-13.
5. Approval of Recommendation to Employ Faculty Under Third Contract – 2012-13.
6. Approval of Recommendation to Grant Tenure – 2012-13.

### **INSTRUCTION and STUDENT SERVICES**

7. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 17.
8. Approval to purchase on-line informational databases from the Community College League Consortium.
9. Approval of new courses for the 2012-13 academic year.
10. Approval for students and faculty to attend the Health Occupations Students of America Statewide Leadership Conference March 28-April 1, 2012, in Garden Grove, CA, and the National Leadership Conference June 19-24, 2012, in Orlando, FL.
11. Approval for Forensics students to attend the Phi Rho Pi National Tournament April 4-14, 2012, in Schaumburg, IL.

12. Approval for Phi Theta Kappa students and staff advisors to attend the Phi Theta Kappa Regional Conference March 9-22, 2012, in Las Vegas, NV.
13. Approval of affiliation agreements with Cole Schaefer Ambulance Service for Emergency Medical Technician students and with Silverado Senior Living – The Huntington for Nursing students.
14. Approval of a contract with California Community College Early Childhood Educators for the Family & Consumer Sciences Discipline/Industry Collaborative Grant.
15. Approval to accept funds for the Jet Propulsion Laboratory apprenticeship program.
16. Approval to accept funds and approve activities for the Upward Bound grant.
17. Approval of a contract with The RP Group, Inc. for the Hispanic-Serving Institutions Education Grant – Mt. SAC Agriculture Pathways Program.
18. Approval of activities for the Center of Excellence's CTE Hub grant.
19. Approval of additions and ratification of changes in the Continuing Education Division.
20. Approval of an agreement with Los Angeles County Arboretum & Botanic Garden for the Horticulture department to participate in the 2012 Grow! A Garden Festival event May 4-6, 2012.
21. Approval for Journalism students and coaches College Media Advisers Spring National Convention in New York, NY, March 17-20, 2012.
22. Approval of a contract with Ted Tapia Mailing Services, Inc.
23. Approval of a contract with Swank Motion Pictures, Inc.

#### **ADMINISTRATIVE SERVICES**

24. Approval of the Appropriation Transfers and Budget Revisions Summary.
25. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
26. Approval of the Quarterly Investment Report for the period ending December 31, 2011.
27. Approval of the Quarterly Financial Status Report for the period ending December 31, 2011.
28. Approval of Emergency Resolution No. 11-07 – Mold Abatement from the Child Development Center Construction Site.
29. Approval of a Maintenance Agreement with Energy Environmental Solutions, Inc. for the Annual Central Plant Generator Emissions Monitoring project.
30. Approval of agreements to provide Professional Design and Consulting Services with Hill Partnership, Inc. for the North Campus Precinct and Transportation Hub Planning Study project; and with HMC Architects for the Building 23 Renovation and New Data Center project.



31. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 18.
32. Consideration of approval of the following Contract Amendments:
  - Contract Building 2 Chiller Project – P2S Engineering (Professional Design and Consulting Services Consultant) – Amendment No. 1.
  - Contract Child Development Center – tBP Architects (Professional Design and Consulting Services Consultant) – Amendment No. 10.
  - Contract Annual Fire Alarm Monitoring Maintenance Agreement – First Fire Systems (Consultant) – Amendment No. 3.
33. Consideration of approval of the following Proposed Gifts and Donations to the College:
  - Rainbow Gardens Nursery – 1998 International 24' Van Box Truck with Lift Gate, valued by donor at \$10,000, to be used by the Natural Sciences Division.
  - David J. Soto – Aircraft/Avionic Electrical Connectors (numerous manufacturers), valued by donor at \$100, to be used by the Technology & Health Division.
  - David J. Soto – Wilcox Panel Test for Transceiver, valued by donor at \$500, to be used by the Technology & Health Division.
  - David J. Soto – Bendix ANT-1N Aircraft Radar Antenna, valued by donor at \$500, to be used by the Technology & Health Division.
  - Joseph Manderville – One Flight Bag, two Aviation Headsets, five Pilot Training Videos, one Pilot Clipboard, and two Punch-to-Talk Switches, valued by donor at \$600, to be used by the Technology & Health Division.
  - Hamilton Sunstrand Power Systems – Hamilton-Sunstrand Model No. APS500C11 Auxiliary Power Unit to be used by the Technology & Health Division.

Motion unanimously carried. Student Trustee concurred.

**16. APPROVAL OF AN AGREEMENT WITH CLARUS CORPORATION FOR E-BROCHURE**

Trustee Chyr asked about the future impact on cost reductions in brochures and other items after the initial one-year trial with CLARUS Corporation. Dr. Scroggins pointed out the Analysis and Fiscal Impact section of the backup. Mr. Chyr asked if the College plans to go to a complete e-format for printed items, and Dr. Scroggins indicated that, Accreditation Standards specify certain documents must be in print format, such as the catalog. However, most everything else will be strictly e-format. Trustee Chyr asked what is currently spent on brochures, and Vice President Burley indicated that VTEA funded most of the expense since the brochures were primarily for vocational programs. However, over time, the money has dwindled and that funding is not possible anymore. The issue isn't so much cost savings, but rather an urgent need to provide required brochures, and this solution allows the College to meet that requirement in a cost-

effective way. Clarence Brown indicated that most College information will be provided through this method, customized for each student.

It was moved by Trustee Hall, seconded by Trustee Baca, to approve the Agreement with CLARUS Corporation for e-Brochure. Motion unanimously carried. Student Trustee concurred.

#### **17. SABBITACAL LEAVE APPLICATIONS FOR ACADEMIC YEAR 2012-13**

Trustee Chyr commented on the estimate of \$184,000 to approve the eight sabbatical leave applications for academic year 2012-13. He asked if other funds had been considered for these leaves.

Trustee Baca had concerns regarding looking at this from just a fiscal standpoint. He commented that the sabbaticals, themselves, offer great value and that they should be built back in to benefit the College. In his opinion, the cost savings don't outweigh the benefits of the sabbaticals, and he's not willing to vote them down year after year. He realizes that this is subjective and he supports doing it one last time, but only on the basis that it's not done again.

Trustee Chyr suggested that this be tabled until the Board Study Session on March 2-3, 2012. In the meantime, Dr. Scroggins will provide the Board members with web links to the sabbatical applications.

It was moved by Trustee Baca, seconded by Trustee Chyr, to table this item for discussion at the Board Study Session on March 2-3, 2012. Motion unanimously carried. Student Trustee concurred.

#### **18. CHANGE ORDERS**

Regarding Design Technology Center Change Order (Bid No. 2844), Trustee Chyr asked about the cost of \$102,101.57 for Item 2 to revise the concrete fire lane to achieve the new Campus paving standards and revise grading design for better fire truck access on to the site. Facilities Planning & Management Director Gary Nellesen explained that the current fire lane is used mostly as a pedestrian walkway and is about an acre of concrete. He explained that this is architectural in nature to improve the appearance of the concrete from gray to some color and pattern to coincide with Campus Standards.

It was moved by Trustee Hall, seconded by Trustee Baca, to approve the following Change Orders:

- Bid No. 2779      Agricultural Sciences Complex – American Electric Company (Electrical Contractor) – Change Order No. 14.
- Bid No. 2832      Child Development Center – Continental Plumbing (Plumbing Contractor) – Change Order No. 2.
- Bid No. 2833      Child Development Center – Comfort Conditioning (Mechanical Contractor) – Change Order No. 1.
- Bid No. 2834      Child Development Center – Tri Power Electric (Electrical Contractor) – Change Order No. 3.
- Bid No. 2844      Design Technology Center – Evans Brothers, Inc. (Site Prep & Site Utility Relocation Contractor) – Change Order No. 4.

- Bid No. 2849 Design Technology Center – RC Construction (General Contractor) – Change Order No. 13.
- Bid No. 2851 Design Technology Center – HPL Mechanical (Plumbing Contractor) – Change Order No. 6.
- Bid No. 2853 Design Technology Center – Brewster Electric (Electrical Contractor) – Change Order No. 13.
- Bid No. 2855 Administration Building Remodel – Angeles Contractor (General Contractor) – Change Order No. 12.
- Bid No. 2859 Administration Building Remodel – Rancho Pacific Electric Inc. (Electrical Contractor) – Change Order No. 10.
- Bid No. 2861 Physical Education Program Building Renovation – HMI Construction (General Contractor) – Change Order No. 5.
- Bid No. 2865 Physical Education Program Building Renovation – Construction Electric (Electrical Contractor) – Change Order No. 4.

Motion unanimously carried. Student Trustee concurred.

**19. GENERAL OBLIGATION BONDS PERFORMANCE AND FINANCIAL AUDIT REPORTS**

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 Proposition 39, General Obligation Bonds (Measure R, November 2001; Leave Revenue Bonds, 2007; and Bond Anticipation Notes 2009) Performance and Financial Audits. Motion unanimously carried. Student Trustee concurred.

**20. REDISTRICTING PLAN**

It was moved by Trustee Baca, seconded by Trustee Hall, to pull this item from the agenda and table it for discussion at the Board Study Session on March 2-3, 2012.

**21. 2012-13 COLLEGE GOALS**

It was moved by Trustee Chyr, seconded by Trustee Baca, to approve the 2012-13 College Goals. Motion unanimously carried. Student Trustee concurred.

**22. BID NO. 2897 (AGRICULTURAL SCIENCES BUILDING LANDSCAPE PROJECT)**

It was moved by Trustee Chyr, seconded by Trustee Baca, to approve awarding of Bid No. 2897 – Agricultural Sciences Building Landscape project to Harry H. Joh Construction, Inc., in the amount of \$423,250. Motion unanimously carried. Student Trustee concurred.

**23. TENTATIVE AGREEMENTS BETWEEN CSEA, CHAPTER 262 AND THE DISTRICT ON ARTICLE 7: SALARIES AND ARTICLE 8: HEALTH AND WELFARE**

It was moved by Trustee Baca, seconded by Trustee Chyr, to approve the Tentative Agreements Between CSEA, Chapter 262 and the District on Article 7: Salaries and Article 8: Health and Welfare. Motion unanimously carried. Student Trustee did not concur.

**24. ADJOURNMENT**

Trustee Bader adjourned the meeting in honor of Pomona Police Chief Joe Romero, who passed away last week. Chief Romero started at age 14 as an Explorer Scout in the Pomona Police Department and, after finishing high school, he worked himself up the ladder to Police Chief. He was born and raised in Pomona, and he was very loyal to the city. He was very active in the city as a Rotarian and, last year, he was Rotarian of the Year. He was the President of the Pomona Optimist Club and the Vice President of the Boys' and Girls' Club of Pomona. He was very interested in youth. Trustee Bader adjourned the meeting in Joe Romero's honor.

The meeting adjourned at 8:57 p.m.

WTS:dl



# MT. SAN ANTONIO COLLEGE

## SPECIAL MEETING OF THE BOARD OF TRUSTEES

Friday, March 2, 2012  
Saturday, March 3, 2012

DeVry University

### MINUTES

#### MARCH 2, 2012

##### CALL TO ORDER

The special meeting of the Board of Trustees of Mt. San Antonio College was called to order at 1:00 p.m. on Friday, March 2, 2012. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present.

##### STAFF PRESENT

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

#### 1. PUBLIC COMMUNICATION

Jennifer Galbraith spoke on the subject of Sabbatical Leaves. At the request of the Board, she gathered information with respect to the eight faculty members who have been put on hold for the past two years to take their approved sabbaticals; however, for some of them, the timing isn't right for 2012-13. Ms. Galbraith asked that the Board consider approving two of the applications, for Jody Williams-Tyler and Charis Louie. As is noted in the handouts for these two applicants, during their sabbatical leaves, Jody Williams Tyler plans to develop six experiments for the general chemistry curriculum with an emphasis on "green" chemistry practices. Charis Louie plans to create a series of podcasts that will assist students with the most challenging concepts in introductory psychology courses, which will be of particular value to auditory learners and distance learning students. Considering this information, Ms. Galbraith urged the Board to vote no on the proposed action item to not fund sabbaticals; but, instead vote to fund a portion of the approved leaves for the 2012-13 academic year, with the others being funded within the next three years. The faculty members have been put in limbo for too long and need to have a decision made. Sabbaticals are too important to

the professional development of faculty and the development of curriculum for the District to continue to not fund.

The Faculty Association is willing to work with the District in these financially unstable times.

## **2. SABBATICAL APPLICATIONS**

In order to take a sabbatical, it requires an enormous amount of planning. Several of the faculty that have been put on hold would not be able to take their sabbaticals for the 2012-13 year. This is due to taking on other commitments to the campus such as the Teacher Preparation Institute Coordinator. These faculty do still wish to take their sabbaticals, but would like to be able to have it calendared at a time that will work for their departments, in the next few years.

Two faculty, Jody Williams-Tyler and Charis Louie, are both prepared to take their sabbaticals for the 2012-13 academic year. These faculty have provided information regarding their sabbaticals and the importance they hold for the students at this College.

At least one faculty member is no longer interested in taking her approved sabbatical as the timing is no longer appropriate.

Motion was made by Trustee Chyr and seconded by Trustee Hall for non-approval of sabbatical applications for 2012-13. Motion unanimously carried.

Trustee Chyr indicated, after the motion was made, that he would be in favor of approving two of the applications.

Trustee Baca moved to amend the motion, seconded by Chen Haggerty, and passed unanimously to disapprove six applications and approve two applications and direct Administration to work with Faculty to develop a sabbatical plan.

## **3. ANNUAL BOARD SELF-EVALUATION AND PRIORITY SETTING**

President Scroggins distributed a compilation of survey responses from Board Members to questions regarding the Board's areas of strengths and those areas they thought needed improvement.

The first part of the self-evaluation requires Board members to give themselves a letter grade (A through F). Trustee Bader reviewed each item that didn't have the same grade level by all trustees.

The responses of Board members to each of the open-ended questions were reviewed. Trustees generally feel that the Board works very well together and with the CEO. They are very proud that the District has been fiscally prudent in the past as we work through the current financial crisis. Trustees are concerned about the reduction and elimination of classes and possible staff layoffs. The Board believes they need to keep the CEO better informed of community contacts. They also believe that they

should speak more directly, in a public forum, on sensitive issues affecting the College.

The Board expressed a concern that the State and its governing bodies mandate changes without thorough consideration of the strengths and uniqueness of each community college.

The Board expressed their concern about recruiting good leaders (i.e., the Foundation Director, the Vice President of HR, and the Associate Vice President of Fiscal Services).

President Scroggins recommended that the Board goals be prioritized and published. He also said he appreciates the way this Board works together and with him.

#### **4. REDISTRICTING**

President Scroggins talked about a letter that was received from LACOE, dated February 24, 2012, indicating that a petition has been received and signatures are being verified with the intent to increase the number of trustees on Mt. SAC's Board of Trustees from five to seven, to establish seven trustee areas, and to institute a trustee area voting method of election.

Trustees Hall, Bader, Chen Haggerty, and Baca believe there are significant advantages to moving to a seven-member board. Trustee Hall believes the more trustees the District has, the more they can get out in the community and to Sacramento to protect the District's interests. If the College takes the initiative to move forward to a seven-member Board, it will avoid a possible costly lawsuit.

Trustee Chyr talked about the process of redistricting and suggested that the area lines be drawn that make sense and in the best interest of the community (i.e., city lines), and not to protect trustees.

All of the options were reviewed, and the pros and cons of each option were discussed.

The Board agreed to postpone taking action on Redistricting until the March Board meeting. Therefore, this item has been tabled and will be presented at the March Board meeting for action on which plan to adopt.

The Board recessed at 2:45 p.m.

The Board reconvened at 2:55 p.m.

## 5. COLLEGE BUDGET PRESENTATIONS

### A. Current Year Update and 2012-13 Projection by Linda Baldwin, Associate Vice President, Fiscal Services

- Linda Baldwin presented the 2012-13 Preliminary Budget and talked about the February surprise and other budget cuts. She indicated that, with what is currently known, the total estimated revenue will be \$135,260,489, the total ongoing expenditures are \$147,027,503, ending with an ongoing structural budget deficit of \$11,767,014. One-time expenditures totaling \$3,449,917
- With the Tier 1 and Tier 2 Trigger Cuts, it is estimated that the mid-year fund balance will be \$18,787,169, and with an estimated positive 2011-12 budget balance, the estimated fund balance on June 30, 2012, will be \$21,787,169 (or 15.18%). However, with the \$11,767,014 ongoing budget deficit and estimated one-time expenditures of \$3,449,917, it is estimated that the ending fund balance for the 2012-13 Tentative Budget will be \$6,570,238 (or 4.37%), which does not include mitigating budget reductions such as projected savings from vacant positions and Status Quo Budget reductions.
- The Budget Committee and President's Cabinet have recommended a more comprehensive review of all of the Status Quo Budgets. The purpose of this review is to align the budget with actual expenditures, also known as an Austerity Budget.
- In 2010-11, \$1.7 million of the \$9.8 million year-end positive variance was from unspent Status Quo Budgets. For the 2011-12 Adopted Budget, President's Cabinet identified \$500,000 in Status Quo Budget reductions.
- The goals are to align budgets with actuals based on a three-year expenditure history; to reduce budgets that have had a history of a positive balance; to help with reducing Mt. SAC's structural deficit; and to reduce the total year-end positive budget variance by developing an Austerity Budget.
- The process to achieve these goals is paperless – all files, forms, and instructions will be e-mailed to managers, and workshops will be held for interested employees.

### B. Long-Term Budget Planning by Bill Scroggins, President

- Dr. Scroggins talked about a combination of the use of set-aside money and made the following suggestions:
  - Retiree medical benefits – go on hiatus on contributing to the fund
    - The College pays \$4.4 million per year, and Dr. Scroggins proposed to pay it out of the irrevocable trust for a period of time.
  - If we recover half of the positive variance, it would be a permanent reduction in line-item spending.



- Cabinet will review the preliminary budget this summer to recommend further cuts.
- The model budget is designed to true up the budget to actuals and have a process for unexpected expenses, i.e., contingencies and immediate needs.
- Approximately \$1.2 million can be saved by looking at personnel attrition and service efficiencies.
- Copying and printing processes are being changed to save money.
- Scheduled maintenance and information technology may be funded differently for the next ten years (i.e., Measure RR Bond funds).
- International education (F1 Visa Program).
- Besides looking at classified employee cuts, manager cuts/furloughs are being considered.
- The preliminary budget that was presented by Linda Baldwin was the worst-case scenario. However, we do expect a \$6.6 million fund balance, which represents a 4.37% reserve.

**C. Retiree Medical Benefits** by Mike Gregoryk, Vice President, Administrative Services

Vice President Gregoryk indicated that the OPEB Trust's ending value for December 31, 2011, was \$68,078,953, which represented a 3.4% increase over the past year. The Auxiliary Services' ending value was \$2,945,795, which represented a 1.8% increase over the past year.

Mr. Gregoryk also talked about the pros and cons of borrowing from the irrevocable trust to avoid layoffs. He suggested that the Board sign an annual resolution outlining the terms of the loan.

**D. Status Quo Budget Review: Austerity Budget** by Bill Scroggins, President

Dr. Scroggins talked about the Budget Committee establishing policies with respect to discretionary spending (travel and entertainment). The rest of his presentation echoed that of Linda Baldwin's.

**E. Communication and Board Resolution** by Bill Scroggins, President (10 minutes)

This item was tabled for a later discussion.

**F. Role of the Foundation** by Lisa Sugimoto, Interim Director, Foundation

- Lisa Sugimoto talked about the role of the Foundation and the Mt. SAC Foundation Board Members:

1. Promote the accomplishments and needs of the College to the community, individuals, and corporations to build a donor base to support unmet College and student needs.
  2. Support effective communication activities with the community and key stakeholders.
  3. Assist the College in achieving its goals as needed or requested.
  4. Provide scholarships to deserving students who would not otherwise be able to attend college.
  5. Offer outreach guidance to individuals who wish to leave a legacy gift to Mt. SAC.
  6. Conduct special events that raise funds for scholarships and other program needs.
  7. Encourage parents and friends of the College to support students and their educational goals.
  8. Enlist College employees, faculty, and staff to build and sustain ongoing support for the College.
  9. Engage College alumni in activities and programs that will broaden and build donor support for the College.
  10. Enroll respected, competent advisors and board members to actively participate in helping to shape the future of Mt. SAC.
- Regarding the Partnership Agreement between the Foundation and Mt. SAC, the commitment of the Foundation, as authorized by the Foundation Board of Directors, shall be:
    - 1. Hold, apply, and prudently expend its income and assets so as to manage and operate the Foundation effectively for the exclusive benefit of the College.
      2. Develop and implement annual fund-raising and special event goals with strategies for each targeted donor market segment, donor product, or services based upon:
        - a. The funding needs reported by the College in its annual Funding Needs Assessment Request;
        - b. A consensus between the College and the Foundation regarding those specific funding needs which can be met during the next fiscal year; and
        - c. An analysis of current donor markets and their respective potential for development.

3. Raise funds from business, corporation, associations, and individuals, and use the funds raised to support:
    - a. Student Merit and Financial Aid Scholarships;
    - b. Short-term Emergency Student Loans;
    - c. College Instructional Equipment;
    - d. College Capital Projects;
    - e. College Academic Programs; and
    - f. Special College Projects, as needed.
  4. Work in close association with the Office of Institutional Advancement for the purpose of planning and coordinating the College/Foundation's internal and external fund and friend-raising activities, including planned gifts.
  5. Upon termination of the Partnership Agreement by either party, the Foundation will expend its net assets to the College for the benefit of its students.
- Strategies for fund-raising were discussed, and it was suggested that the new Foundation Director have a plan.
  - Ms. Sugimoto also distributed flyers for the Kepler Scholarship 3<sup>rd</sup> Annual Fund-raising Dinner, the Pasadena Marathon, and the Mt. SAC Golf Classic.
  - The Foundation just completed an audit and will be receiving the results shortly.
  - It was suggested that a Board of Trustees member be appointed as an ex-officio on the Foundation Board of Directors.

The meeting adjourned for the day at 4:33 p.m.

**MARCH 3, 2012****CALL TO ORDER**

The special meeting of the Board of Trustees of Mt. San Antonio College was called to order at 8:30 a.m. on Friday, March 3, 2012. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present.

**STAFF PRESENT**

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

**6. PUBLIC COMMUNICATION**

None.

**7. COLLEGE BUDGET****G. Reallocation of Resources Within Instruction** by Virginia Burley, Vice President, Instruction

- Vice President Burley reported that, when categorical accounts were cut, instructional equipment budgets were eliminated.
- Software has become more and more important to instructional programs.
- VTEA funds have been decreased by 20% this year. Basic Skills funds have been decreased from \$2 million to \$1.1 million.
- The overcrowded Nursing program was discussed, and Vice President Burley indicated that the registration process is being changed from the lottery concept to a point concept (i.e., highest GPAs, etc.).
- It was noted that the noncredit fee-based classes are working well.
- The challenge has been to:
  - Respond to the report that showed very low completion rates in many of our degrees and certificate programs;
  - Ensure that scheduling of courses meet student needs for access to college, progress through a course of study, and completion; and
  - Enlist the expertise of the faculty about students and programs.

- Work done at the Instruction Team level:
  - Distribution of the report showing program completion rates for the last few years at the team meeting of deans and associate deans;
  - Assignment to quickly begin a dialogue with the departments based on this report being mindful of diminishing resources to fund program needs; and
  - The Team established guidelines that should facilitate the review and analysis of program completion, which were to:
    - Maximize support for programs that students seek and that help prepare for jobs or transfer;
    - Discontinue programs that are no longer current, valuable to students, or show very low completion rates; and
    - Define each department's central focus in working with students to help make decisions about what is no longer viable in today's educational environment.
  
- Work done within the academic program falls under these five areas of emphasis:
  - Working with students to develop more accurate completion rates;
  - Restructuring courses and programs to meet student needs;
  - Gathering additional data to better assess success;
  - Discontinuing programs; and
  - Scheduling carefully to maximize course offerings to meet student needs.
  
- Working with students to develop more accurate completion rates include:
  - Surveying students in the classroom;
  - Providing information to students about certificate and degree requirements.
  - Providing information to students about courses they have taken to qualify for certificates or degrees; and
  - Distributing certificate completion applications.

In short, encourage students to apply for degrees and certificates when they are close to finishing.

- Examples of departments using these strategies are: CIS, Business Management, Fashion Design, Engineering Design Technology, Aeronautics, Airframe Mechanics, Hotel and Restaurant Management, Athletic Training and Coaching, Horticulture, Personal Training, and Animation.
  
- In restructuring courses and programs to meet student needs, strategies employed include: Modernization – develop modules or course clusters that allow for efficient specialization (e.g., Computer Graphics and Graphic Design); and Laddering – a sequence of certificates with low units that build upon one another.

- Areas that have decreased the total number of units required for certificates and degrees include: Building Automation, Animation, CIS, Real Estate, Agricultural Sciences, Radio, Photography, EMS, and Personal Training.
- Creating of transfer degrees using existing courses (AA-T degrees) show that Communication Studies and Psychology are already approved, and Sociology, Art History, Kinesiology, Administration of Justice, Fine Arts, English, Geology, and Theater and in the development state.
- Industrial Design Engineering is adjusting the size of cohorts based on the needs of industry, college resources, and available job placements. In all health programs, Nursing is down from 90 to 60 students per cohort, and Paramedics is down from 3 to 2 cohort groups per year.
- In gathering additional data to better assess success, strategies being used and developed include: Supplemental tracking systems, post-program data, and ARGOS training for department chairs across all departments to facilitate a connection for departments to progress and success data for students in their courses.
- Discontinuing programs or scheduling carefully to maximize course offerings to meet student needs are also being implemented.
- The current status of the project is:
  - Faculty in departments across the College are highly aware of the need to focus courses and programs on student needs;
  - Faculty are working with curriculum, program design, and industry partners to ensure program currency and to provide strong pathways to success and completion for students;
  - Scheduling courses is becoming more data-based with a growing awareness that we need more data to let us know what students need; and
  - Faculty, administrators, and support staff have shown a deep commitment to serving the needs of students by maximizing efficiency of existing resources.
- Vice President Burley also distributed the College's Enrollment Management Plan for 2011-12 and the Schedule Development Guidelines.

#### **H. Increasing International Students** by Audrey Yamagata-Noji, Vice President, Student Services

- Vice President Yamagata-Noji reported that there's been an increasing trend in international students over the past several years. Since 2006-07, where there were 362 students, to 2010-11, where there were 508 students, an increase of 146 students has been realized.
- The largest increase in the past five years was 2010-11, which was 231 students.

- There has been an average increase of 211 new students over the past three years.
- An average of 75% admission/enrollment rate over the past five years has been documented.
- The profile of Mt. SAC's international students is: The large majority are from China (45%); the average age is 21 years old; the average units enrolled in are 13.02; and the average GPA is 3.00-3.49.
- The cost-benefit analysis is as follows: In Fall 2011, students enrolled in 5,941 units at \$250 per unit = \$1,485,250; in Winter 2012, students enrolled in 809.5 units at \$250 per unit = \$202,375; and in Spring 2012, students enrolled in 5,247.5 units at \$250 per unit = \$1,311,875, for a total revenue generated to date of \$2,999,500.
- The plan to expand the International Student Program includes: Improve how we process and provide services to International students; develop an outreach and recruitment plan with both a local component and an abroad component; enhance our marketing materials and approaches; and develop partnerships and relationships with individuals and organizations that can refer students to us, support and sponsor the program.
- There are concerns about expanding the program, which are:
  - What will happen to our native, resident students?
  - If our own students can't get classes, how can we bring in more students?
    - Response: International students do NOT get any priority over other students. In fact, their admissions process is much more rigid and requires additional testing and documentation. The revenue generated by international students can offset our unfunded FTES; thereby, allowing more resident students to access classes.
  - Are we setting our international students up to fail if we accept them and they can't get classes?
    - Response: Through support from International Counselors and Admissions staff, the overwhelming majority are able to enroll in classes, although they struggle like other students to access key classes at prime times. Because most international students do not work, they have more flexible schedules.
  - How can we be cutting back in some areas and growing this program?
    - Response: The growth of the International Program will provide increased revenues that will enable the College to have more resources to sustain other efforts.

- The Purpose Statement of the International Students Program is:

The enrollment of international students at Mt. SAC enables the College to provide an academic setting that has both a local and a globalized perspective which enables our students to maximize their educational experiences within a student body that is rich in diversity.

- Dr. Yamagata-Noji is planning to have an International Students day on campus and is working closely with Cal Poly on this program.
- An AACC team of 20 will be visiting Mt. SAC May 6-19, 2012.
- A budget will be established to improve the International Students program for recruitment and marketing purposes. The revenue generated from improving this program will greatly benefit Mt. SAC, and the College will be eligible for federal grants, as well.
- Vice President Yamagata-Noji distributed the Mt. SAC International Student Strategic Plan Overview.

**I. Change in Auxiliary Services Practices** by Mike Gregoryk, Vice President, Administrative Services

- Vice President Gregoryk talked about Auxiliary Services and indicated that it was incorporated on December 13, 1982.
- The Board of Directors includes the Vice President, Administrative Services (Chair); the Vice President, Student Services (Vice Chair); the Associate Vice President, Fiscal Services (Secretary/Treasurer); a Faculty Representative; and the Associated Students President.
- The setup of the Corporation was to operate the Bookstore, Food Services, and the Bursar's Office, and, for a period of time, Financial Aid employees. It was also to provide accounting services for trust accounts and special events.
- The Bursar's Office was moved to the District on July 1, 2007.
- Food Services was contracted to Sodexo on July 1, 2011.
- The plan is to transition Accounting Services for the Auxiliary to the District on July 1, 2012.
- Fiscal Services has taken on a great deal of additional responsibilities, and, in 2013-14, it will take over the accounting for the Foundation, as well.
- The District will continue assessment of Mt. SAC Auxiliary Services, which includes looking at where students are purchasing their books.



- The District is considering forgiving the \$60,000 loan from Auxiliary Services to the Foundation; however, this will be discussed at a later date with Auxiliary Services.
- It was suggested that, as with the Foundation, a Board member be appointed as an ex-officio on the Auxiliary Services Board of Directors.
- A legal opinion will be sought on the relationship between the Foundation and the District and the Auxiliary Services and the District.

The meeting recessed at 10:00 a.m.

The meeting reconvened at 10:10 a.m.

## **8. PUBLIC COMMENTS**

- Johnny Jauregui talked about Facilities increase in square footage and injuries to CSEA 651 employees. He also talked about the pressures of getting their work done when they are also involved in shared governance. CSEA 651 is moving forward on unfair labor practices. He also talked about negotiations and expressed his interest in resolving issues with the District. He brought up the “Me Too” clause in their contract that he doesn’t feel the District is honoring.
- Richard McGowan talked about the presentation on International Students and the advantages of the program. He has a concern that current students cannot get classes, so how can International students, with no registration priority, get classes?

## **9. LEASE-LEASEBACK PROCESS**

- Phil Henderson, Esq., and Sharon Suarez, Esq., both Partners with Orbach, Huff & Suarez, LLP, presented a comparison of Design-Bid-Build vs. Lease-Leaseback. This presentation is given as a result of looking at how other districts are handling their construction.
- On a Design-Bid-Build project, the bid limits are:
  - California community college districts must publicly bid contracts for construction projects of \$15,000 (Public Contract Code Section 20651), unless there is an exception:
  - The drawbacks of a Design-Bid-Build project are:
    - Contractor is selected by low public bid.
    - Requires owner to manage both architect and contractor, who are often at odds.
    - No pre-construction services provided by contractor.
    - Owner has full exposure to change orders and claims.

- In a Design-Bid-Build scenario, it begins with the district, which then hires a construction manager and architect, and then manages the multiple prime contractors and subcontractors.
- The current state of the Design-Bid-Build concept is:
  - Contractor with the biggest mistake gets the project;
  - Higher volume of claims;
  - Quality issues with contractors unfamiliar with DSA construction;
  - Contractor and subcontractor defaults;
  - Schedule and performance issues;
  - Increased contractor disputes and inflated change orders;
  - Increased legal issues; and
  - Increased owner and construction management resources.
- Managing risks in today's market:
  - Consider alternative procurement methods, such as:
    - Lease-Leaseback
      - Preliminary service agreements for preconstruction;
      - Collaborative partnership;
      - Open-book GMP or lump sum; and
      - Best value selection.
    - Design Build:
      - Early price certainty;
      - Multitude of design solutions; and
      - Best value selection.
- Lease-Leaseback (“LLB”) is an exception that was enacted at a time when there was a shortage of money for school and community college construction. Therefore, financing has historically been part of the arrangement, but not used much anymore. Education Code Section 81335 states: “...a community college district may let...real property which belongs to the district if the (lease) requires the lessee...to construct...a building or buildings for the use of the community college district.”
- Lease-Leaseback - Procurement:
  - Architect: First, owner selects architect through RFP/RFQ to design project.
  - Builder: District selects builder through RFP/RFQ process
    - Similar to Design-Build RPF/RFQ process;
    - Not requires, but strongly recommended; and
    - Criteria should include experience, qualifications, and pricing (e.g., general conditions, fee, OH&P, etc.).
  - PSA: Owner enters into preliminary services agreement with builder.
    - Depends on status of design, etc.; and
    - Builder has an opportunity to provide input into the design.
  - DSA: Architect completes design and gets DSA approval.
- Lease-Leaseback – Basic Structure:
  - Site Lease: District leases real property to a builder for \$1.
  - Facility Lease: Builder constructs facility; then leases the facility back to the district. This is the “leaseback” component.

- District payments for construction costs:
  - Tenant improvement payments during construction; and
  - Lease payments after construction.
- Title to the new facility vests in the district as lease payments are made.
- District makes lease payments for period of time and then has the option to make a balloon payment to builder to buy out the facilities lease.
  
- In the Lease-Leaseback scenario, the District hires a District Project Manager and Architect; however, the Lease-Leaseback Builder would be responsible for the Trade Contractors.
  
- Lease-Leaseback contracts are still District Public Works contracts:
  - Builder must pay prevailing wages (Ed. Code Section 81350).
  - A payment bond is required: Civil Code Section 3247: “Every original contractor to whom is awarded a contract by a public entity...in excess...of \$25,000 for any public work shall file a payment bond.” A performance bond is also required.
  - DSA approval required: Design documents must be approved by DSA before entering into agreements (Ed. Code Section 81332).
  - Field Act Compliance is required: Construction is subject to all State approvals, including Field Act (Ed. Code Section 81348).
  
- Lease-Leaseback provisions that must be considered:
  - Funding: Most districts have construction funds available for their project. Those districts make “tenant improvement” payments during construction.
    - In those instances, critics have asserted that the lease is, in fact, a conventional construction agreement; and
    - But, Section 81335 does not state that the district’s payments be financed or that payment be deferred until the project is completed.
  - Buy out: District must consider how quickly it will buy out the lease.
    - A six-month required occupancy prior to a buy-out option is more commercially typical than a buy-out option on the first day of the district’s occupancy; and
    - District have approved buy-out options at the time a “final payment” would be due under a standard construction contract (i.e., after 35 days, but no later than 60 days after Notice of Completion).
  
- Comparison of Lease-Leaseback with Design-Bid-Build:
  - Cost:
    - Cost of LLB contract may be higher than if publicly bid (e.g., builder has less incentive to reduce fee or overhead/profit amount). Owners are currently receiving artificially low bids.
    - But, cost savings can be achieved:
      - Include cost in the RFP/RFQ as a qualifying factor;
      - Require builder to use the lowest bid for each trade contract, unless it can show to the district’s satisfaction why it wishes to use the second-lowest bidder;
      - Require builder to solicit bids from local contractors;
      - Value engineering performed by builder during design should decrease cost of LLB contract;

- Reduced role of construction management decreases overall project costs; and
    - Reserve right to competitively bid if GMP not acceptable.
  - Quality: Increased quality due to:
    - Builder is selected based on qualifications, experience, and record of successful DSA-approved construction;
    - Participation by builder during design should result in better overall project quality;
    - Builder takes on role of partner;
    - Reduces risk of change orders and delay claims;
    - Team goals are aligned; and
    - Most LLB projects are completed on time.
  - Fairness and openness due to:
    - RFP/RFQ process ensures open and fair selection; and
    - “Open-book” communication.
  - Concerns: Some sectors of building industry and State have voiced concerns related to LLB.
- Prudent Steps:
    - Construction cost should be in the ballpark of price if project has been competitively bid.
    - Structure agreement so that it resembles a lease agreement as closely as possible.
    - Pick a builder:
      - that has completed many previous LLB projects;
      - that has a solid track record of timely completion; and
      - if possible, that the district has had good experience with.
    - District can file a validation action after governing board approves an LLB contract. (Most districts do not do this anymore.)
  - It was strongly suggested that outcome data be collected regarding Design-Bid-Build vs. Lease-Leaseback before the District makes the decision to go with Lease-Leaseback.

## 10. FACILITIES MASTER PLAN

Gary Nellesen, Director, Facilities Planning & Management, talked about the following identified changes in the Facilities Master Plan:

1. Page 24 – Space projections:
  - a. Low Growth Model from 2007 EMP;
  - b. Corrected for 2008-2012 actual growth/decline;
  - c. Growth is forecasted by specific academic and student service areas; and
  - d. Bottom Line = A specific growth plan for the future
2. Page 2 – Past Planning Efforts and Existing Conditions:

Includes Pages 2-6.

3. Page 7 – Existing Conditions:
  - a. Pages 7-10.
  - b. Includes Buildings, Pedestrian and Vehicle Circulation, and Parking
4. Page 11 – 2012 Master Plan (Note: Current projects are shown as complete):
  - a. Student Support Services L7-C8;
  - b. Language Lab and near-term growth space;
  - c. Athletics zone is more defined;
  - d. Field Act Remodel of “40” for continuing education is formalized;
  - e. Public Transportation is shown at the north of campus;
  - f. Fire Technology is shown where Golf Driving Range was;
  - g. New drive entrance is located at the southwest corner;
  - h. Reclaimed and potable water storage is shown; and
  - i. Future program zones (per legend).
5. Page 12 – Proposed Projects: Shown with buildings to be demolished.
6. Page 13 – Zone Concept is emphasized:
  - a. Pages 13-17; and
  - b. Open Space is identified on Page 18.
7. Page 19 – Circulation Plans:
  - a. Pedestrian creates new walk paths to the north; and
  - b. Vehicle Circulation through the core of campus is limited to deliveries, service, and emergency vehicles.
8. Page 21 – Campus Parking:
  - a. Structure will accommodate growth as forecasted through 2016-2018;
  - b. The 2008 study must be reviewed;
  - c. New Parking Lot south of Temple Avenue near the future Fire Technology; and
  - d. Consultant is recommending a second structure to achieve forecasted growth.
9. Page 22 – Infrastructure and Scheduled Maintenance

The meeting recessed for lunch at 12:15 p.m.

The meeting reconvened at 12:48 p.m.

## 11. PRIORITIZING MEASURE RR PROJECTS AND ENDOWMENT BONDS FOR SCHEDULED MAINTENANCE AND TECHNOLOGY

Mike Gregoryk, Vice President, Administrative Services, and Gary Nellesen, Director, Facilities Planning & Management, reviewed the Measure RR Phase 2 Projects to Complete the Master Plan. They presented a project listing of all of the Measure RR projects along with their original budgets including the State and Local components. Also, the worksheet shows the expected budgets for Phase 1 and Phase 2 of Measure RR illustrating changes in the budgets and emphasizing the lack of State funds. The worksheet also lists a number of high priority projects for which funding is not currently available.

For the \$20 million that is planned for Technology Equipment and Infrastructure, the breakdown of planned expenditures is as follows:

- Urgent Schedule Maintenance Projects for 2012-2015:
  - Humanities Building Mechanical \$2,400,000
  - Humanities Building Restrooms and Wet Utilities 1,100,000
  - Pool Showers and Locker Room 400,000
  - Building Expansion Joints 900,000
  - Stadium Bleachers and Track 1,100,000
  - Gym Repairs 450,000
  - Library HVAC Repairs 125,000
  - Scheduled Maintenance Urgent Needs 6,475,000
- Ongoing Scheduled Maintenance Projects for 2012-2022:
  - Roof Work 4,500,000
  - Flooring 2,500,000
  - Replace Major Mechanical Equipment 2,000,000
  - Work Surface Repairs 1,600,000
  - Exterior Painting 1,400,000
  - Interior Painting 600,000
  - Roadway Markings and Signage 600,000
  - Hazardous Materials Abatement 325,000
  - Scheduled Maintenance Ongoing Needs 13,525,000
  - Total Scheduled Maintenance \$20,000,000

For the \$6.8 million that is planned for Infrastructure Improvement, the breakdown of planned expenditures is as follows:

- Infrastructure Improvement Projects for 2012-2015:
  - North Campus Utility Infrastructure \$1,800,000
  - Temple Avenue South Utility Infrastructure 1,200,000
  - Campus-wide Accessibility Improvements 450,000
  - Stadium Accessibility Improvements 250,000
  - Potable Water Storage and Farm Area Well 1,100,000
  - Electrical Infrastructure – Balance Loops 700,000
  - CW Pipe Extension 600,000
  - Miscellaneous Small Infrastructure 700,000
  - Total Infrastructure Needs \$6,800,000

Mike Gregoryk, Vice President, Administrative Services, presented the subject of Endowment Bonds as follows:

- Overview:
  - Many school and community college districts have remaining general obligation bond authorization or plan on seeking additional bond approvals in 2012 or 2014.
  - While technology and facility upgrades are the cornerstone of many districts' bond program, districts may ignore the hidden costs of technology/facility maintenance or ongoing technology/facility upgrades required to ensure the district's investment is kept in good working order.
  - Recognizing that districts would benefit from a long-term source of funding for both technology upgrades and scheduled maintenance/capital projects, voters may approve the establishment of technology or scheduled repair endowment funds.
  
- Endowment Fund Process:
  - In order to create and fund a technology or facility repair endowment, a district must dedicate all of the proceeds of a series of bonds for this purpose.
  - Proceeds are deposited into an Investment Fund held by the County Treasurer-Tax Collector or other outside investment management entity permitted by the County.
  - The Investment Fund must be invested in tax-exempt municipal bonds which are not subject to the alternative minimum tax (AMT).
  - Issuing endowment bonds as taxable debt is also possible. Tax-exempt bonds have a lower interest rate; so, therefore, are less expensive than a taxable bond.
  
- Endowment Fund Requirements:
  - Endowment funds are subject to all of the Proposition 39 requirements, including oversight by an independent oversight committee.
  - The primary difference between an endowment fund and other proceeds of the sale of bonds is that the district is not required to spend the endowment monies during any particular time period.
  - Districts may size their borrowing based on a two-, five-, seven-, or ten-year technology/capital upgrade drawdown plan.
  - Bond structuring is impacted by the tax rule that limits the bond's maturity to 120% of the useful life of the projects.
    - To satisfy this requirement, endowment bonds are sold in tandem with a series of bonds for facility construction, which normally involves useful terms of over 40 years. In this context, the endowment bonds comprise the shorter of the combined bond maturities.
  - Withdrawal of money from the endowment is managed in the same way as all other bond funds.
    - The district has the option to withdraw only the interest income or interest and principal from the endowment as it chooses.

The list of Scheduled Maintenance Projects for 2012-2022 (\$20 million) is the same list as previously presented.

An additional estimated \$2 million per year for the next ten years is planned for Technology.

## 12. PLANNING PROCESS FOR MAINTENANCE AND RENOVATION

Gary Nellesen, Director, Facilities Planning & Management, reviewed the Project Prioritization Process and Timeline:

- a. Project Type Definitions – Following are general descriptions of the types of projects overseen by Facilities Planning & Management:
  - 1) Repair Project: The goal of a repair project is to correct operational deficiencies in existing facilities or equipment.
  - 2) Alteration Project: This type of project meets the needs of the campus community for additions or modification of equipment or facilities at the room level.
  - 3) Scheduled Maintenance: Scheduled maintenance projects modify, upgrade, or replace building and infrastructure systems that have reached the end of their useful life.
  - 4) Infrastructure Improvements: Infrastructure improvement projects are necessary to increase the capacity of access, life safety, and utility systems to support growth or the addition of a new facility.
  - 5) Energy Projects: Energy projects seek to improve existing systems to create energy cost savings over time.
  - 6) Minor Capital Projects: Minor Capital projects are similar to alteration projects, but are larger in scope and require formal DSA plan check and inspections.
  - 7) Major Capital Projects: Major Capital projects are those identified in the facilities master plan, such as new buildings, the major modernization of an entire facility, or the significant expansion of an existing facility.
  - 8) Health and Safety: A Health and Safety project is required to improve the health and safety of the campus community.
  - 9) Emergency Projects: At times, certain work becomes urgently necessary for various reasons.
  
- b. Prioritization – Each of the project types will require a different prioritization process to ensure equitable distribution of resources.
  - 1) Repair Projects: Since repair projects typically deal with equipment or systems that have already failed, they are prioritized on a first-come-first-served basis.
  - 2) Scheduled Maintenance, Energy, and Infrastructure Projects: The Facilities Management staff maintains a list of these projects and prioritizes them according to the level of urgency, access to the site, complexity, and availability of project management and financial resources.
  - 3) Alteration and Minor Capital Projects: Since resources for these projects are very limited, a formal process to prioritize the work is necessary. The process must align with the Planning for Institutional Effectiveness (PIE) process and remain transparent at all times. The following multi-step process is recommended:



- a) Budget Development (September);
  - b) Initiate a Call Letter (October);
  - c) Proposal Development (November);
  - d) Vice President Approval (December);
  - e) Project Review (January-February);
  - f) Planning for Institutional Effectiveness (PIE) (March-July);
  - g) Budget Augmentation (August);
  - h) Initial Project List (August);
  - i) Final Project List (September); and
  - j) Project Execution
- 4) Health and Safety Projects: Work required to improve the health and safety of the campus environment must be submitted to the Safety Committee for review.
  - 5) Emergency Projects: Emergency projects, with the endorsement of a Vice President, should be forwarded to the Director of Facilities Planning & Management for urgent treatment.

### **13. INTEGRATED PLANNING PRESENTATION**

Virginia Burley, Vice President, Instruction, presented information on Integrated Planning and Planning and Institutional Effectiveness (PIE).

- The expectation of the Accrediting Commission for Planning is: “The College should develop a sustainable reiterated cycle of integrated planning, resource allocation, plan implementation, and evaluation.”
- Where are we now with program review (PIE)?
  - It is sustainable.
  - It is an annual process for every department on campus.
  - It documents planning used for resource allocation.
  - It is evaluated annually, and recommendations are made for ongoing improvement to strengthen this central planning tool.
  - However, it does not integrate planning efforts effectively.
- Focused plans are critical for campus functioning. Examples:
  - Basic Skills Action Plan;
  - Educational Master Plan;
  - Facilities Master Plan;
  - Student Equity Plan;
  - Technology Master Plan;
  - Student Success Plan; and
  - Equal Employment Opportunity Plan
- Currently, focus plans are not integrated with PIE. President’s Advisory Council has approved a process recommendation made by the Institutional Effectiveness Committee to address this planning gap:

- Involve committees responsible for institutional planning efforts (e.g., Facilities Master Plan, Technology Master Plan, Educational Master Plan, Student Equity Plan, etc.) in the PIE planning and reporting process.
- How would that work? We envision a dialogue between PIE planning and resource allocations and Focused Plan Committees.
  - College Goals would inform work of the committees, and input from committees would give the College directions for developing strategic objectives and also revising goals. Examples:
    - College Goal #5: The College will utilize and support appropriate technology to enhance educational programs and services – Technology Master Plan (Information Technology Advisory Committee).
    - College Goal #6: The College will provide opportunities for increased diversity and equity for all across campus – Student Equity Plan Committee.
    - College Goal #9: The College will provide facilities and infrastructure that support exemplary programs and consider the health and safety of the campus community – Facilities Master Plan Committee
    - College Goal #13: The College will ensure that curricular, articulation, and counseling efforts are aligned to maximize students' successful university transfer – Student Success Plan (Student Preparation and Success Committee)
  - Planning efforts and resource requests related to focused plans would be prioritized by each team and would then be sent to the committee or group in charge of the focused plan. Examples:
    - Technology needs – Technology Master Plan
    - Marketing requests – Marketing and Public Affairs Office
    - Requests to update instructional spaces – Facilities Advisory Committee
    - Department plans to increase degree completion – Educational Master Plan
    - Research support needs for outcomes assessment – Research & Institutional Effectiveness Office
  - Groups in charge of focused plans would respond to requests submitted through PIE and would use these requests to update their own planning efforts and for informing College strategic objectives.
  - Integrated planning goal:
    - An ongoing conversation between focused planning and central institutional planning;
    - Including employees from all teams of the College; and
    - Current, up-to-date information on needs and directions important for all instructional and service units at the College.

## 14. KEY PERFORMANCE INDICATORS PRESENTATION

Bill Scroggins, President, and Barbara McNeice-Stallard, Director, Research & Institutional Effectiveness, presented information on College Goals, Strategic Objectives, and Key Performance Indicators.

- College Goals: Usually large and very difficult to measure if they have been achieved or not.
  - Example: The College will engage students in activities and programs designed to increase their term-to-term enrollment (i.e., persistence).
- Strategic Objectives: Measurable and of great value to the college to examine further both for understanding of the issue and for improvement purposes.
  - Example: The Integrated Postsecondary Education Data System (IPEDS) will show a 2% improvement in student persistence over a five-year period for first-time students.
- Key Performance Indicators: A way for the college to evaluate if it has achieved its strategic objectives.
  - Example: Data from the five-year period do not indicate an overall increase.
- Persistence (IPEDS)
 

	<u>Part-time</u>	<u>Full-time</u>
▪ Fall 2004-Fall 2005:	55%	75%
▪ Fall 2005-Fall 2006:	55%	75%
▪ Fall 2006-Fall 2007:	55%	71%
▪ Fall 2007-Fall 2008:	51%	74%
▪ Fall 2008-Fall 2009:	54%	75%
▪ Fall 2009-Fall 2010:	56%	76%
- Persistence (Class Project Question #14) – Fall 2006 to Fall 2007
  - Asian = 72%
  - Filipino = 70%
  - Other = 61%
  - White = 59%
  - Total = 59%
  - Hispanic = 55%
  - Unknown = 55%
  - African American = 52%
  - Decline to State = 46%
  - Pacific Islander = 44%
  - Native American = 43%

The Board would like to see outside data and benchmarks or interventions that have been effective and successful with other colleges with regard to key performance indicators for ethnicity and gender. President Scroggins indicated that data will be collected, and a strategic plan presentation will be made to the Board at a later date.

## 15. DELEGATION OF AUTHORITY

Dr. Scroggins reported that he had a meeting with the executive assistants a few months ago, and the following items were recommended for discussion:

- Contracts: Allow the President to sign up to a certain dollar amount?
  - Current practice is to take every contract to the Board for approval. It is proposed that anything less than \$81,000 be approved by the President.
    - The Board would like to see the President report back at the next Board meeting with a lesser dollar amount.
  - Current practice is to take every contract to the Board for approval. It is proposed that a report be added to the monthly Board agenda listing contracts that were approved by the President during the prior period.
    - Trustee Chyr was not in favor, so President Scroggins will not move forward with it.
- Acceptance of Grants: Required to come to the Board?
  - Current practice is to take every grant to the Board for approval. It is proposed that a report be added to the monthly Board agenda listing grants that were approved during the prior period.
    - The Board would like to see the President report back at the next Board meeting with a dollar amount.
    - After some discussion, Trustee Chyr was not in favor, so President Scroggins will not move forward with it.

## 16. RESEARCH

- Hiring of Student Employees: Do they need Board approval? Can this be delegated to the President?
  - Current practice is to take every student employee hired to the Board for approval. It is proposed that a report be added to the monthly Board agenda listing student employees who were hired during the prior period.
    - Trustee Chyr was not in favor, so President Scroggins will not move forward with it.

## 17. PERSONNEL

Annette Loria, Vice President, Human Resources presented information on the status of negotiations with the Faculty Association, CSEA 262, and CSEA 651. She also presentation information on the following:

- Criteria for Replacement of Vacant Positions

- June 30, 2011      Implementation of retirement incentive – all employee groups

Classified	31
Faculty	12
Management	<u>4</u>
Total	47

Faculty replacements determined through college prioritization process

Classified and management replacement determined through Cabinet discussion. Options include:

- Delayed replacement
- No replacement
- Reduced FTE replacement
- Rehire

Currently, 55 recruitments in varying stages.

- Reclassification Project

- November 16, 2011      Board approval of consultant: Koff & Associates
- February 22-24, 2012      Orientation meetings
- September 2012      Projected completion date

## 18. CLOSED SESSION

The Board adjourned to Closed Session at 2:52 p.m.

## 19. PUBLIC SESSION

The public meeting reconvened at 3:35 p.m.

## 20. ACTION TAKEN IN CLOSED SESSION

None.

**ADJOURNMENT**

The meeting adjourned at 3:37 p.m.

Future Board Meetings:     March 28, 2012  
                                      April 25, 2012  
                                      May 23, 2012

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 Denise Lindholm, Executive Assistant to the President and Board of Trustees, 1100 North Grand Avenue, Walnut, CA 91789, 909.274.4250, 7:30 a.m. to 4:30 p.m., Monday-Friday, at least 48 hours prior to the meeting.



# MT. SAN ANTONIO COLLEGE

## BOARD OF TRUSTEES

### 2012-13 REGULAR MEETING CALENDAR

The Mt. San Antonio College Board of Trustees normally meets the fourth Wednesday of each month at 1100 North Grand Avenue, Walnut, in Founders Hall. The closed session portion of the meeting begins at 6:00 p.m., with the public session beginning at 6:30 p.m.

Special meetings may be called as needed.

The Board will meet on the following dates during 2012-13:

July 25, 2012

August 22, 2012

September 12, 2012 (2<sup>nd</sup> Wednesday) (Adopted Budget Approval Meeting)

October 24, 2012

November 14, 2012 (2<sup>nd</sup> Wednesday)

December 12, 2012 (2<sup>nd</sup> Wednesday) (Organizational Meeting)

January 23, 2013

February 27, 2013

March 27, 2013

April 24, 2013

May 22, 2013

June 26, 2013

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

**DATE:** March 28, 2012

**CONSENT**

**SUBJECT:** Personnel Transactions

**CLASSIFIED EMPLOYMENT**

**Permanent New Hires**

Name: Aguilera, Hugo Enrique  
 Position: Learning Resources Computer Tech. New: No  
 Department: Online Learning Support Center  
 Salary/Range/Step: A-88, Step 1  
 Job FTE: 1.00/12 months  
 Effective: 3/29/12

Name: DiDonato, Lisa  
 Position: Ed. Research Assessment Analyst New: Yes  
 Department: Research & Institutional Effectiveness  
 Salary/Range/Step: A-107, Step 3  
 Job FTE: 0.475/12 months  
 Effective: 3/29/12

Name: Mendoza, Kriscelle  
 Position: Lab. Tech. II, Biological Sciences New: No  
 Department: Natural Sciences  
 Salary/Range/Step: A-86, Step 1  
 Job FTE: 0.475/12 months  
 Effective: 3/29/12

Name: Pena, Jose  
 Position: Staff Nurse New: No  
 Department: Student Health Services  
 Salary/Range/Step: A-105, Step 3  
 Job FTE: 1.00/12 months  
 Effective: 4/2/12

Prepared by: Human Resources Staff

Reviewed by: Annette Loria

Recommended by: Bill Scroggins

Agenda Item: Consent #2



**SUBJECT:** Personnel Transactions

**DATE:** March 28, 2012

**Permanent New Hires** (continued)

Name: Skalkos, Deborah  
 Position: Coordinator, Special Projects New: No  
 Department: Technology & Health Division  
 Salary/Range/Step: A-118, Step 1  
 Job FTE: 0.475/12 months  
 Effective: 3/29/12

Name: Stevenson, James  
 Position: Coordinator, Special Projects New: No  
 Department: Technology & Health Division  
 Salary/Range/Step: A-118, Step 1  
 Job FTE: 0.475/12 months  
 Effective: 3/29/12

**Promotion**

Name: Meza, Lorenzo  
 From: Custodian New: No  
 To: Lead Custodian  
 Department: Custodial Services  
 Effective: 3/29/2012

**Voluntary Lateral Transfer**

Name: Basmadjian, Suzy  
 Position: Clerical Specialist New: No  
 Department: Kinesiology, Athletics & Dance Division  
 Salary/Range/Step: A-69, Step 6  
 Job FTE: 1.00/12 months  
 Effective: 3/5/12

**Change of Assignment**

Name: Lee, Stacy  
 Position: Student Services Program Specialist  
 Department: Admissions & Records  
 Effective Date: 2/29/12  
 Remarks: Change in Job FTE from 0.475 to 0.750

**SUBJECT:** Personnel Transactions

**DATE:** March 28, 2012

**Temporary Change of Assignment**

Name: Clarrett, Mercedes  
 Position: Receptionist/Clerical Assistant  
 Department: CalWORKs  
 Effective Date: 4/1/12  
 End Date: 6/30/12  
 Remarks: Change in Job FTE from 0.475 to 1.00

**Temporary Out-of-Class Assignment**

Name: Hernandez, Gabriela  
 From: Account Clerk III  
 To: Budget & Accounting Technician  
 Department: Fiscal Services  
 Effective: 3/29/2012  
 End Date: 6/30/2012

Name: Lawsiripaiboon, Anisa  
 From: Caseworker  
 To: Project/Program Specialist  
 Department: CalWORKs/CARE  
 Effective: 12/1/11  
 End Date: 6/30/12

Name: Loadjaja, Evie  
 From: Account Clerk II  
 To: Account Clerk III  
 Department: CalWORKs/CARE  
 Effective: 12/1/11  
 End Date: 6/30/12

Name: Ulloa, Gabriela  
 From: Student Services Specialist–CalWORKs  
 To: Project/Program Coordinator  
 Department: CalWORKs/CARE  
 Effective: 12/1/11  
 End Date: 6/30/12

**SUBJECT:** Personnel Transactions

**DATE:** March 28, 2012

**Resignations/Retirements**

Liu, Kathleen, Clerical Specialist, Technology & Health Division, effective 3/7/12  
Ramirez, Doreen, Training & Applications Specialist, Information Technology, effective 3/30/12

**TEMPORARY EMPLOYMENT**

**Substitute Employees**

Per employment list (see page 18).

**Hourly Non-Academic Employees**

Per employment list (see page 18).

**Professional Expert Employees**

Per employment list (see pages 19).

**Student Employees**

Per employment list (see pages 20 through 29).

**ACADEMIC EMPLOYMENT**

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Sullivan, Michael	English, Literature, Journalism	15	Spring 2013

**Approval of Payment for Work Experience Instructor/Coordinator – Winter 2012**

Payment for the following faculty member at 0.1 LHE per student enrolled in the Work Experience courses, according to the District Faculty Agreement, Article 10, Workload.

<u>Instructor</u>	<u>Number of Students</u>	<u>Amount</u>
Ramirez, Jesus	9	\$1,148.25

**SUBJECT:** Personnel Transactions

**DATE:** March 28, 2012

**Spring 2012**

**Credit Hourly Instructors/Substitutes**

**NAME**

Aasi, Fazal K  
 Abate, Amy Marie  
 Abbott, James Christopher  
 Abdel-Rahman, Ahmad  
 Abuzalaf, Laura Rose  
 Acuff, Mark Christian  
 Adele, David Scott  
 Agustin, Sherly Fechalín  
 Alcalá, Paul  
 Alexander, Eldon Lawrence  
 Altman, Robert G  
 Altmire, Matthew Dean  
 Alvarado, Noel M  
 Alvarez, Veronica Iris  
 Alverson, David John  
 Alwash, Suzanne Reynolds  
 Alzate, Angela Maria  
 Ambrose, Arthur S  
 Anastasia, Stephen J  
 Andersen, Anne  
 Barron, Sergio  
 Barry, Jay A  
 Barton, Laurel Ann  
 Bartz, Virginia Jo Ann  
 Batcheller, Keith Howard  
 Bava, Jose  
 Bayle, M Dolores  
 Becker, Teresa M  
 Beckman, Richard C  
 Benner Davis, Cherie A  
 Berenji, Nima Saljooghi  
 Bernard, Steven Anthony  
 Berry, Theresa M  
 Bhojani, Shehzad S  
 Bjorck, Sharon-Rose  
 Bladh, Eric M

**NAME**

Anderson, Dennis William  
 Anderson, Lida L  
 Anello, Andrea  
 Anglin, Marie M  
 Arakaki, Christine Maryann  
 Arellano, Jesus  
 Armstrong, Monica T  
 Ashbran, Richard Eugene  
 Atalla, Seema V  
 Aviles, Gregory  
 Axibal, Allan Luis  
 Azucar, Martha Alicia  
 Azul, Amy Rebekah  
 Badre, Albert F  
 Bain, Brooke C  
 Baker, Jeffery A  
 Baler, Pablo Fabian  
 Banuelos, Marissa C  
 Bark, Andrew J  
 Barnes, George R  
 Buckwalter, Michael Thomas  
 Burns-Peters, Davena Denise  
 Burrill, Brandon Hamilton  
 Bustos, Francisco  
 Buzby, Linda M  
 Byce, Joann M  
 Cahow, Matthew J  
 Cailipan, Adelaine V  
 Caldani, Patricia Bernadette  
 Callaci, Allen John  
 Calverley, Russell Norman  
 Cameron, John E  
 Cammayo, Christina Gloria  
 Campbell, Faye Daines  
 Campbell, Lois T  
 Carletello, Valerie Anne

**SUBJECT:** Personnel Transactions

**DATE:** March 28, 2012

**Spring 2012** (continued)

**Credit Hourly Instructors/Substitutes**

**NAME**

Blake, Martha Days  
Bloomer, Darrell Dean  
Boada, Miriam Magdalena  
Boerem, R M  
Bohigian, Christopher W  
Borton, Robert Leroy  
Bouse, Robin Marie  
Bower Jr, James Edward  
Brandler, Marcielle Y  
Bruther, Thomas Joseph  
Buckalew, James Kenneth  
Chandler, Gregory A  
Chang, Chiu Chin  
Chang, Derek Kong  
Chang, Hsiao-Ying  
Charbonneau, David Douglas  
Chavarria, Gabriela  
Chen, Daniel L  
Chen, Rae-Shae W  
Cherng, Pein Lee  
Chou, Kathy Jame Chu  
Chow, Cheryl Hiu Tung  
Christ, Jacob Scott  
Chua-Suminski, Kristine Joy  
Cienik, Margaret A  
Clacken, Jennie Marie  
Clapp, Daniel Lee  
Coleman, Debra A  
Cook, David J  
Couch, Anna J  
Cox, Steven Boyd  
Crandall, William Reese  
Crane, Barbara N  
Crespo, Beverly B  
Crichlow, Brian James  
Crocker, Chris E

**NAME**

Carlson, Gina A  
Carr, John P  
Carroll, Don R  
Carter, Brian C  
Casale, Kimie Hiasa  
Cascella, Henry H  
Casian, Elizabeth  
Castello Jr, Anthony Ernest  
Cavina, Kristan  
Chan, Linda Anne  
Chance, Patricia B  
Dallal, Veronica  
Damansouz, Firouzeh  
Damico, Anthony P  
Dang, Han N  
Darke, Tammy  
Davis Jr, Charles M  
Davis, Victor B  
Day, Charmaine Laura  
Day, Damon P  
De Benedetto, Maria Adriana  
De La Rosa, Daniel  
Deas, Grady Anthony  
Del Castillo, Steve S  
Deng, Yu-Wen  
Dennis, Maria Vradimirovna  
Denton Jr, John Phillip  
Diaz, Linda C  
Diederichs, Melanie Alta  
Dillon, Joyce H  
Dinkel Ybarra, Brenda Joyce  
Diskin, William E  
Domingues, Cameron Brooke  
Dominick, Samuel A  
Donahue, John M  
Dong, Meijuan

**SUBJECT:** Personnel Transactions

**DATE:** March 28, 2012

**Spring 2012** (continued)

**Credit Hourly Instructors/Substitutes**

**NAME**

Crugnale, Timothy John  
 Cruz, Jennifer Rapacon  
 Cushing, William P  
 Dabirian, Shahabedin  
 Daigre, Victorine Elizabeth  
 Daley, Wendy Lynn  
 Dunipace, Taber D  
 Durfield, Timothy Richard  
 Duron, Sally Christine  
 Dutreaux, Renee Louise  
 Dutz, Kay Michelle  
 Eckenrode, Adam T  
 Edmond, David Anthony  
 Edwards, Charles Webley  
 Efron, Alan Jerome  
 Elkoussy, Kamilia Mohamed  
 Ellis, Richard Harold  
 Emadi, Makan  
 Engle, Diedre Elizabeth  
 Entus, Robert M  
 Erbe, Cynthia Ann  
 Erickson, Eric Luther  
 Erskine, N Jeanne  
 Erturk, Florence Jeanne  
 Espy, Sheila Y  
 Estrada, Victor H  
 Estu, Michael Peter  
 Evanshine, Sharon Kay  
 Eyre, Michael John  
 Falzone, Michael J  
 Fang, Lisa  
 Faradineh, Rahim Alavi  
 Farnum, Martin F  
 Farris, Bob L  
 Farschman, Kurt Van  
 Fay, Jason W

**NAME**

Dorgan, Catherine Marie  
 Doshi, Dhaval Praful Chandra  
 Douangchampa, Famm  
 Drakou-Sarantopoulos, Helen  
 Dubiel, John Alexander  
 Dugas, Steven M  
 Felten, Angelique M  
 Fernandez, Mark Antonio  
 Fields, Gale Anthony  
 Fleming, Judith Ann  
 Flores, Cynthia Alicia  
 Forest, Roger Dean  
 Francev, Peter K  
 Freeland, Edward William  
 Freeman, Criss A  
 Fuentes, Antonio  
 Fuentes, Wilma Luceros  
 Fukushima, Norikazu Jun  
 Galloway, Kent William  
 Garcia Dena, Jose Manuel  
 Garcia, John Glenn  
 Garcia, Victor M  
 Garland, Jeffery Buddy  
 Geagley, Bradley Keith  
 Geary, Kim  
 Gelberg, Hollie Allison Levy  
 Genovese, Maria  
 Genovese, Richard S  
 Gentry, Lavon L  
 Gentry, Shaw A  
 Gerami, Emal H  
 Giles, Naomi Ruth  
 Goedhart, Christine  
 Golden, Nancy S  
 Gomez-Lecaro, Maria Elena  
 Goodwin, Scott

**SUBJECT:** Personnel Transactions

**DATE:** March 28, 2012

**Spring 2012** (continued)

**Credit Hourly Instructors/Substitutes**

**NAME**

Fell, Devon Rachelle  
Green, Beverly Sue  
Green, Michael G  
Gregoire Jr, Ernest  
Grey, Gene  
Grubb, Barbara Jo  
Guerrero, Danielle Monique  
Guerrero, Lisa M  
Guo, Hong  
Habayeb, Olga N  
Hackmann, Debra Jeanne  
Haddock, Lynette Gay  
Hagerman, Yvonne M  
Haines, Ashley J  
Haines, Janice Jacqueline  
Haines, Michael S  
Hall, Kathryn S  
Hallsted, Christopher  
Hamby, Bobbi Page  
Hancock, Joy Elizabeth  
Haney, Randy G  
Hao, Josephine  
Harirchi, Madjid  
Harisay, Marc S  
Harsany, Stephen C  
Hartmann, Corinne Marie  
Hastings, Nancy E  
Hattar, Michael M  
Heggins Jr, James Wiley  
Heimann, Thomas Albert  
Heinicke, David Ross  
Hemphill, Kathi L  
Irvine, Cynthia D  
Isaacs, Gary Allen  
Ishihara, Chie  
Jackson, Lucy Mutindi

**NAME**

Graham Martinez, Valerie  
Hendrix, Jeffrey Glenn  
Heney, Hugh William  
Henry, Darryl  
Henry, Janette Ann  
Hernandez Jr, Guillermo  
Hernandez Patlan, Maria P  
Hernandez, Lisa Steele  
Herrick, Dinah R  
Heyrat, Mahmood  
High, Kathleen Elizabeth  
Hight, Deana Marie  
Hight, Jeremy J  
Hight, Lisa Ann Midori  
Ho, Yi-Shin  
Hoekstra, Thomas Richard  
Holinsworth, Julie Lee  
Holland, Daniel Patrick  
Hollenshead, Marcia G  
Hollimon, Keith Anthony  
Holloway, Brian  
Horwitz, Ellen Sandra  
Howey, Dawn Marie  
Howland, Tina Marie  
Huber, Peggy  
Huffman, David Leon  
Hughes, Richard O  
Hulett, Philip C  
Humaciu, Matthew Frank  
Hunter-Buffington, Carri Marie  
Ildefonso, Nelson J  
Impert, Walter William  
Kang, Eun Suk  
Kantenwein, Karin E  
Kapoor, Tarun  
Karmiryan, Ruzanna

**SUBJECT:** Personnel Transactions

**DATE:** March 28, 2012

**Spring 2012** (continued)

**Credit Hourly Instructors/Substitutes**

**NAME**

Jackson, Robert L  
 Jacobs, Gail D  
 Jacobs, Reuben E  
 Jaimes, Franciella Marie  
 James, Stephen Charles  
 Jannati, Elmira  
 Jaramillo, Fermin  
 Jayachandran, Sanjay  
 Jenkins, Tina S  
 Jensen, Karen L  
 Jensen, Sherene E  
 Jensvold, Angela S  
 Jobbitt, Rafaela  
 Johnpeer, Gary D  
 Johnson, Eric Garrison  
 Johnson, Kent James  
 Johnson, Susan M  
 Jollevet Jr, Felix  
 Joneja, Kamal Preet  
 Jones, Jeffery  
 Jones, Joanna Patricia  
 Jones, Lorraine A  
 Jones, Vanessa Maria  
 Jose, Benjamin Kyle  
 Joshua, Stacey Jae  
 Kahn, Joan Deborah  
 Kamiya, Kaoru  
 Lahr-Dolgovin, Roberta Ellen  
 Lam, Albert  
 Lam, Wood C  
 Lambright, Kenneth Preston  
 Lanaro, Giovanni A  
 Landas, Michael John  
 Landeros, Teresa Alonso  
 Lane, John Stanton  
 Lannom, David L

**NAME**

Kassis, Noura I  
 Kauk, Melissa J  
 Kaur, Raminder  
 Kay, Gary L  
 Kelly, Donna R  
 Kelly, Sean P  
 Ketcham, Charles Austin  
 Key Ketter, Leah Marie  
 Khachmanyant, Sofia  
 Khattar, Fayez Fouad  
 Kiang, Grace Hwei-Ching L  
 Kilanski, Paul J  
 Kim, Myong-Sook  
 King, Carroll H  
 Kinnes, Scott S  
 Klassen, Masako Okamura  
 Kogat, Lisa Elaine  
 Kordich, Jason  
 Kowalski, Francis S  
 Kozich, Jeffrey Stuart  
 Kranz, Karyn C  
 Kremer, Amelia E  
 Kuroki, Hirohito  
 La Russo, Nathan Samuel  
 Labrit, Guillermo  
 Lahey, Michael John  
 Lahham, Lina  
 Liu, Melanie Sensen  
 Lloyd, Anthony Frazier  
 Lo Piccolo, Joseph Townsend  
 Long, Gary William  
 Lopez, Robert M  
 Lord, Harry Chester  
 Louis, Iris Guerra  
 Loupe, Leleua L  
 Loy Jr, James R



**SUBJECT:** Personnel Transactions

**DATE:** March 28, 2012

**Spring 2012** (continued)

**Credit Hourly Instructors/Substitutes**

**NAME**

Laronga, Barbara  
 Larson, Sandon Scott  
 Lastrapes, Martin L  
 Lau, Miu Yee  
 Laub, Kathleen Ann  
 Lawson, Katherine A  
 Lawton, Judith M  
 Lazar, Edward R  
 Lebeau-Walsh, Laurie Jean  
 Lee, Bianca Aquilla  
 Lee, Chongui Keith  
 Lee, Monica Jean  
 Lefler, Patricia S  
 Lepp, Jodi Lynn  
 Leung, Sing Lit  
 Levelle, Peter Anthony  
 Lewis, Nicole Beth  
 Li, Ling  
 Likens, John D  
 Lim, Camilla O  
 Lin, Irene C T  
 Little, David A  
 Mayfield, Ronald William  
 Mazhar, Wajeeha  
 Mc Cabe, Dale C  
 Mc Cready, Lynne Ann  
 Mc Kennon, Anna L  
 McIntosh Landis, Melissa A  
 McIntyre Fitzgerald, Claudine  
 Medina, Moises  
 Megowan, John Gregory  
 Melo, Filipe A  
 Mendenhall, Laurence David  
 Menon, Kaushiki  
 Mercier Jr, Paul G  
 Meredith, Donald De Wayne

**NAME**

Loya, Robert E  
 Lubman, Marie Dorothy  
 Lukenbill, Casey Maureen  
 Luther, Mihoko Terada  
 Ly, Hoa Thi  
 Lynch, Charlotte L  
 Lynch-Thompson, Candace  
 Lyon, Natalia Zorairovna  
 Lyons, Arlette Angele  
 Macatiag, Darwin  
 Madani, Behrang  
 Magrann, Tracey Marie  
 Mahmood, Saman  
 Mahood, Karen Suzan  
 Mallard, Julie Ann  
 Marella, Danilo C  
 Martin JR, George T  
 Martin, Margot  
 Martino, Leanora  
 Mason, Clair S  
 Mattoon, Mark D  
 Mattoon, Michelle Heather  
 Moskovitz, David F  
 Mouissa, Hatim  
 Moxley, David Earl  
 Mulick, Brian Robert  
 Mullane, Douglas M  
 Mulligan, James W.  
 Muniz, Edgar  
 Murrey, Brittney Elizabeth  
 Musaitif, Linda M  
 Musallet, Omar A  
 Mushik, Martin P  
 Myers-Mc Kenzie, Laurel  
 Nafzgar, Sara Ann  
 Nahabedian, Steven Anthony

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**Spring 2012** (continued)

**Credit Hourly Instructors/Substitutes**

NAME

Merrill, James D  
 Merward III, Charles Joseph  
 Middleton, Gloria M  
 Miller, Michael L  
 Millward, William R  
 Miranda III, Gerardo  
 Miranda, Carlos R  
 Misanchuk, Rose M L  
 Mittler, William W  
 Moden, Lisa Marie  
 Molina, Lorena  
 Monk, Nancy D  
 Montero, Sasha  
 Moon, Ginny H  
 Moore, Barbara J  
 Morales Beasley, Stacey A  
 Morris, Naluce Manuela Ito Roc  
 Nightwine-Robinson, Diana  
 Njoo, Shuxian Fu  
 Noriega, Kumiko M  
 Norton, Carol A  
 Ogden, Beckett Anne  
 Oja, Michelle E  
 Okubo, Emi  
 Olague, Jose Luis  
 Ong, Hai Tuan  
 Oropeza, Raymond A  
 Ortiz, Janet L  
 Ortiz, Jose Giovanni  
 Osendorf, Daniel Robert  
 Ott, Serena Echerle  
 Padua, Sonia H  
 Pai, Ronald  
 Palmeri, Thomas F  
 Palumbo, David M  
 Panosian, Alis

NAME

Nakatani, Farrah Dawn  
 Nandi, Swapna  
 Nazzal, Jane S  
 Negrete, Charlotte  
 Nelson, Donald Francis  
 Nelson, Mark Stephen  
 Nemeth, Stanley Harvey  
 Netsawang, Pison  
 Neves, Douglas Scott  
 Newell, Allan Wayne  
 Ngo, Jenny Kathleen  
 Nguyen, Cynthia N  
 Nguyen, Hoang-Quyen Huu  
 Nguyen, Marguerite  
 Nguyen, Tracy  
 Nichol, Michael L  
 Nichols, Sarah Roxanna  
 Penido, John L  
 Perez Gonzalez, Jose  
 Perez, Jason T  
 Perez, Lorraine Patricia  
 Petrilla, Ginny L  
 Petry, Petra  
 Pewthers, Van C  
 Phelps, Scott Miller  
 Phillips, Kimberly M  
 Piedra, David Omar  
 Pietsch, Erik Shannon  
 Pittman, Danny R  
 Pivonka-Jones, Jamie Ann  
 Poehner, William John  
 Pollock, Dorothy Ann  
 Poulter, Clint H  
 Praseuth, Richard  
 Prehn, Marilu A  
 Prehn, Richard Wayne

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**Spring 2012** (continued)

**Credit Hourly Instructors/Substitutes**

**NAME**

Pappas SR, Gus T  
 Parise, Alejandra  
 Parish, Justine L  
 Park, Byoung Hye  
 Park, Jinsun  
 Parks, Yumi Catalina  
 Patton, Jennifer E  
 Paul, Christopher R  
 Pawlak, Mark Walter  
 Paz, Ross Louie Coria  
 Pedroja, Joy  
 Peng, Grace C  
 Ramirez, Benito Delgado  
 Ramirez, Jesus Olivares  
 Ramos, Christopher Michael  
 Randazzo, John Michael  
 Rasmussen, Keith  
 Reagan, Evette Flores  
 Regenfuss, Annalisa Roberta  
 Reyes, Angelito R  
 Rhee, Joseph Hakjin  
 Rieben, Michael J  
 Rietveld, Liza Anne  
 Riggs, Alison Mary  
 Ripley, Denise Bigelow  
 Rivas, Mario E  
 Rivas, Michael Rodney  
 Rivera, David  
 Roberts III, Charles Lewis  
 Roberts III, Frank E  
 Roberts, Janet Elena  
 Roberts, Rhonda K  
 Robles, Dolores D  
 Robles, Donice Kaye  
 Roderick, Evans H  
 Rodriguez, Carmen B

**NAME**

Provencher, Henry William  
 Provenzano, Maureen L  
 Pusnik, Lidia A  
 Pyle, Lynn Rene  
 Quach, Christina Sueran  
 Queen, Kathryn Townsend  
 Quintana, Velia E  
 Quintero, Henry Albert  
 Rachele, Sharon Jean  
 Ramal, Randy  
 Ramirez Jr., Raymundo  
 Ramirez, Ana L  
 Ruh, Lani S  
 Ruiz, Catherine L  
 Runyen, Amy R  
 Saito, Saeko N  
 Saleh, Marian Baha  
 Salvador, So-Young Han  
 Sanchez, Cynthia  
 Sanchez, Jesus Antonio  
 Sandhu, Sandeep K  
 Sandoval, Marlene  
 Santillan, Richard Anthony  
 Santostefano, Michela  
 Saul, Julie Marie  
 Schafer, Carl William  
 Schenck, Steven L  
 Scheys, Rene J  
 Schroeder, Christopher  
 Scoggins, Harold Dewey  
 Scott, Leticia Guzman  
 Serbia, Elizabeth Angelique  
 Sergio, Louis Anthony  
 Sharp, Diane R  
 Sharrett, Zachary T  
 Shea, Nan Lee

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**Spring 2012** (continued)

**Credit Hourly Instructors/Substitutes**

**NAME**

Rodriguez, Leonard J  
 Rohlander, Nathan P  
 Rojas, Rubilena  
 Romero, Alicia  
 Romero, Edward Perez  
 Rosen, Paul M  
 Rowley, Dianne Louise  
 Shum, Mee W  
 Sladek, Dave Arnold  
 Smith, Bailey K  
 Smith, Elaine A  
 Smith, Gary Michael  
 Smith, Kirk Douglas  
 Smith, Larry S  
 Smith, Randy L  
 Sokol, Alexia Joan  
 Solorzano, Diana Barajas  
 Sorcabal, Charles John  
 Spanier-Ladwig, Carolyn  
 Spanu, Luisa  
 Spitzer, Jessica H  
 Spradlin, Sandra  
 Srulevitch, David D  
 Staley, Garrett H  
 Staylor, Daniel Sean  
 Stefan, John Andrew  
 Stephan, Richard Raymond  
 Stephenson, Carol L  
 Stepp Bolling, Eric R  
 Stevens, Kathleen A  
 Stevenson III, James E  
 Stier, Gregory Wade  
 Stinson, Grace M  
 Stovall Dennis, Kathryn Ann  
 Straw, Ellen Katrina  
 Strivewell, Daniel B

**NAME**

Shea, Nora Jeannette  
 Shear, Michelle J  
 Sheridan-Solis, Ann  
 Shew, Roger C  
 Shiff, Jason A  
 Shipman, Heather Lynn  
 Shishido, Rhydon Toshio  
 Stuntz, Lori A  
 Sweet, William Robert  
 Sweetman, Susan E  
 Syiem, Josephine June  
 Syiem, Paul R  
 Tan, Daisy Carmen  
 Tanner, William T  
 Tanuvasa, Tamafaiga Lopeti  
 Tapia, Raul  
 Tarman, Shana Levette  
 Tarnoff, Steven Ray  
 Tauchi, Saori  
 Tay, Sophia Shiz Yin  
 Tedja Kusuma, Frans  
 Terrasi, Shayna Kye-Hee  
 Thankamushy, Sreekanth  
 Thay, Cecelia  
 Thomas Jr., John Gilbert  
 Tippetts, M Todd  
 Todd, David James  
 Todd, Janet L  
 Tolano-Leveque, Maryann  
 Torres, Andrea R  
 Torres, Jose A  
 Tracey, Michael S  
 Tram, Vui K  
 Trokkos, Mireille Touma  
 Tsai, Chiungling  
 Ugas-Abreus, Buenaventura

**SUBJECT:** Personnel Transactions

**DATE:** March 28, 2012

**Spring 2012** (continued)

**Credit Hourly Instructors/Substitutes**

**NAME**

Stubbe, Robert G  
Stubbs, Thomas Edward  
Valenzuela, Mei B  
Vance, Debra S  
VanderVis, Melinda K  
Varellas, Barbara A  
Vargas, Albert Thomas  
Vartapetian, Irina  
Vasquez, Joseph H  
Vazquez Celaya, Sandra  
Vidales, Monique D  
Vincent, Nedra Ann  
Vo, Chuong H  
Voda, Mircea R  
Vogel, Esther  
Vy, Virginia H  
Wagner, Alexander Corby  
Walter, Kenneth  
Watanabe, Larry  
Watkins, Priscilla Gayle  
Watson, Dawn Marie  
Weatherly, Michael J  
Webster, Carol Ann  
Wei, Bor-Ji  
Welch, Rosanne M  
Wessinger, Nancy Louise  
West, Alice Elizabeth  
White, Raymond Arthur

**NAME**

Uriarte, Robert Gabriel  
Utter, Robert S  
Whitlow, Lane M  
Wiley, Kevin Bruce  
Williams, Dekita M  
Williams, Robert Thomas  
Williams, Stephen A  
Willingham, Leticia  
Wills, Laura M  
Wilson, Ann Marie  
Wong, Jack Yim-Yin  
Wong, Rich  
Woodhead, Diane E  
Worsley, Margaret H  
Wright, Sheila L  
Wu, David Qixing  
Yee, Howard Wah  
Yokoyama, Brian Akira  
Yoon, Aimee Jean  
Young, Keening  
Yukse, Kamile  
Zajack, Gregory Francis  
Zamel, Mary Ann  
Zawahri, Louis  
Zeidel, Scott Wayne  
Zelaya, Gina B  
Zhou, Elaine Q  
Zumaeta, Haydee A

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**Spring 2012**

**Non Credit Hourly Instructors/Substitutes**

**NAME**

Aghyarian, Meray M  
 Allen, Yvonne Chen  
 Baker, Nathalie Willemze  
 Barone, Samuel J  
 Barreto, Norma Carvalho  
 Barry, Angela  
 Beightol, Donna Marie  
 Beizai, Robin F  
 Belblidia, Abdelillah  
 Bhowmick, Nivedita  
 Bowman, Deanna Dawn  
 Briggs, Carol P  
 Brink, Janna Kathryn  
 Campos, Raquel  
 Capraro Jr, John Carl  
 Caranci, Dayna Lee  
 Carmelli, Orna  
 Casian, Elizabeth  
 Chang, Jane  
 Chang, Linda Gale  
 Chaplot, Surekha  
 Chen, Meishan  
 Cheng, Anny Ho-Ting  
 Chou, Kathy Jame Chu  
 Chu, Amy K  
 Conte, Kelly Okura  
 Cooke IV, David G  
 Cridland, Patricia Lea  
 Dapello Jr, Alfred  
 Daugherty, Sue Lynn  
 De Franco, Xinhua Li  
 De Vries, Judy Kay  
 McClelland, Jana Kay  
 Melone, Donna Basken  
 Messore, James L  
 Middleton, Michael Joseph

**NAME**

Devi, Maya P  
 Drewry-Van Ommen, Woltertje  
 Edwards, Augusta Jo Ann  
 Eldred, Stacy Lynn  
 Evans, Douglas Mc Call  
 Ewing, Lynn A  
 Fong, Tom  
 Fowler, Mina  
 Friedman, Karena  
 Gilbertson, Cathy Sue  
 Gyurindak, Katalin  
 Hannon, Laura Ann  
 Hardman, Douglas James  
 Hayes, Mihaela  
 Henry, Pamela L  
 Herbst, Mark A  
 Hutter, Donna Marie  
 Im, Anne Kwang B  
 James, Darrell  
 Kao, Brenda  
 Ketterling, Jeremy Raymond  
 Kim, Grace Unkyong  
 Kim, Han Song  
 Klein, Gabriella Lobasov  
 Kletzien, Kristi Pederson  
 Kolta, Shirley G  
 Laffey, Mary  
 Ledezma, Erica Yolanda  
 Lundblade, Shirley Mae  
 Martinez, Marlise Anna  
 Matte, Angela M  
 Mc Farlin-Stagg, Zina  
 Silva, Sandra Jane  
 Smith, Heather J  
 Stringfellow, Susan Joy  
 Stump, Celeste S

**SUBJECT:** Personnel Transactions

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**Spring 2012** (continued)

**Non Credit Hourly Instructors/Substitutes**

**NAME**

Miho, Yoshiko Dana  
Ngo, Michael Smith  
Nguyen, Hoang Quyen  
Nixon, Lorrie M  
Oppenstein, Caridad  
Ortega, Sonia E  
Osea, Mark Edward  
Paphatsarang, Bounyou  
Ponce, Heather R  
Poortenga, Debra Sue  
Prasad, Gayatri K  
Rafter, John Michael  
Ramalingam, Leah Rae  
Ray, Jamie M  
Reynolds, Martha Esta  
Rios, Amparo Isabel  
Rodriguez, Guillermina  
Rodriguez, Linda M  
Rogers, Rosalind Rochelle  
Rohrenbacher, Jennifer J  
Rosen, Paul M  
Ryan, Rebecca A  
Rzonca, Shelly Kristin  
Salzer, Cecilia F  
Sanetrick, Michael Peter

**NAME**

Sunnaa, Andrea J  
Szok, Kenneth Francis  
Tamburro, Melody Lynn  
Taylor, Star Tennille  
Toloui, Mitra  
Tom, Aaron Patrick  
Trimble, Jill Ann  
Tucker, Raymond Michael  
Tyson, Erin J  
Vandepas, Deborah J  
Vanegas, Yazmin  
Velarde, Margaret G  
Vu, Anne Kim  
Walden, Carl Eugene  
Walter, Kenneth  
Warner, Angela S  
Warner, Benjamin L  
White, Shelby Lynn  
Williams, Anne Ross  
Williams, Monique J  
Williams, Stephen Odeal  
Winner, Nacira  
Yang, Kaishung Min-Li  
Yanuarua, Christina M

**SUBJECT:** Personnel Transactions**DATE:** March 28, 2012**Additional Assignments**

<b>Provider</b>	<b>Area/ Department</b>	<b>Service/Agreement</b>	<b>Dates</b>	<b>Amount</b>
Barone, Samuel	Continuing Education/Adult Basic Education	Curriculum and SLOs	3/29/12 – 6/30/12	\$40.28/hr. Not to exceed \$1,500
Domingues, Cameron	Music	Coach for the Chamber Winds Program	4/1/12, 4/13/12, 4/20/12 4/27/12 5/4/12, 5/11/12, 5/18/12, 5/25/12	\$47.14/hr Not to exceed \$600
Domingues, Cameron	Music	Performer/Instrumentali st at Wind Ensemble Concert	5/11/12	\$47.14/hr Not to exceed \$150
Gomez-Angel, Mary	Continuing Education/Adult Basic Education	Curriculum and SLOs	3/29/12 – 6/30/12	\$40.28/hr. Not to exceed \$10,000
Lahey, Michael	Student Services/ Assessment Center	Faculty AWE Readers	Fiscal Year 2011-12	Not to exceed \$47.14/hr.
Martinez, Julie	Continuing Education/Adult Basic Education	Curriculum and SLOs	3/29/12 – 6/30/12	\$40.28/hr. Not to exceed \$500
Mullane, Douglas	Student Services/ Assessment Center	Faculty AWE Readers	Fiscal Year 2011-12	Not to exceed \$45.55/hr.
Muniz, Edgar	Student Services/ Assessment Center	Faculty AWE Readers	Fiscal Year 2011-12	Not to exceed \$44.01/hr.
Rios-Rietveld, Liza	Student Services/ Student Life/LEAD Program	Three (3) presentations for the LEAD program on “Effective Communication Skills” and “Public Speaking”	Fiscal Year 2011-12	Not to exceed \$225.00
Sanchez, Jose	Continuing Education/Adult Basic Education	Curriculum and SLOs	3/29/12 – 6/30/12	\$40.28/hr. Not to exceed \$1,000
Story, Alicia	Continuing Education/Adult Basic Education	Curriculum and SLOs	3/29/12 – 6/30/12	\$40.28/hr. Not to exceed \$500



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<b>Provider</b>	<b>Area/ Department</b>	<b>Service/Agreement</b>	<b>Dates</b>	<b>Amount</b>
Stuntz, Lori	Music	Faculty Performer/ Mt. SAC Wind Ensemble South- western Tour	2/23/12- 2/26/12	\$45.55/hr. Not to exceed \$500
Whalen, Margaret	Student Services/ Assessment Center	Faculty AWE Readers	Fiscal Year 2011-12	Not to exceed \$44.01/hr.
Wheeler, Daniel	Student Services/ Assessment Center	Faculty AWE Readers	Fiscal Year 2011-12	Not to exceed \$44.01/hr.
Williams, Monique	Continuing Education/Adult Basic Education	Curriculum and SLOs	3/29/12 – 6/30/12	\$40.28/hr. Not to exceed \$1,500

**TEMPORARY EMPLOYMENT****Substitute Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Flores, Ruben	Horticulture Prod. Asst.	Agricultural Sciences	19.74	02/27/12-06/30/12
Homsí, Jamil	Custodian	Custodial Services	16.98	02/06/12-06/30/12
Ingoglia, Tony	Study Skills Assistant III	Tutorial Services	12.48	03/29/12-06/30/12
Naveda, Karen	Administrative Secretary	Counseling	29.51	03/29/12-06/30/12
Rohrenbacher, Jennifer	Health/Fitness Supervisor	Wellness Center	29.36	04/01/12-05/29/12

**Hourly Non-Academic Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Bermudez, Loraine	Secretarial Aide	Adult Basic Education	11.88	04/01/12-06/30/12
Contreras, Alma	Secretarial Aide	Adult Basic Education	11.88	04/01/12-06/30/12
Ford, Sue	Secretarial Aide	Adult Basic Education	11.88	04/01/12-06/30/12
Giron, Alison	Study Skills Assistant I	Adult Basic Education	10.27	03/29/12-06/30/12
Hackmann, Debra	Sports Publicist	Kinesiology & Athletics	16.00	01/02/12-06/30/12
Hung, Diana	Study Skills Assistant III	Tutorial Services	12.48	02/24/12-06/30/12
Lising, Jacqueline	Study Skills Assistant III	Tutorial Services	12.48	03/29/12-06/30/12
Papa, Neil	Study Skills Assistant III	Tutorial Services	12.48	03/05/12-06/30/12
Pichardo, Nicole	Registration Technician	Admissions & Records	8.00	03/29/12-06/30/12
Pichardo, Nicole	Registration Technician	Admissions & Records	8.00	07/01/12-12/31/12
Preston, Lia	Accounting Technician III	Fiscal Services	24.30	03/01/12-06/30/12
Ramirez, Raina	Model	Fine Arts	21.00	02/27/12-06/30/12
Terrell, Craig	Model	Fine Arts	21.00	02/27/12-06/29/12

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**Professional Expert Employees – New Assignments**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Casian, Elizabeth	Not-For-Credit Instructor II	AANAPISI	45.00	02/27/12-06/30/12
Cathers, Catherine	Project Coordinator	Health Services	35.00	03/01/12-06/15/12
Cooke, Kelly	Project Expert/Specialist	Center of Excellence	23.00	02/23/12-06/30/12
Dougherty, Richard	Playground Assistant	Child Development Ctr.	10.00	02/27/12-06/30/12
Jueschke, Christopher	Interpreter I	DSPS	18.00	02/27/12-06/30/12
Liu, Lu	Project Coordinator	Research & Inst. Effect.	35.00	03/05/12-06/30/12
Razo, Angelica	Technical Expert I	Nursing	35.00	02/27/12-06/29/12
Stuard, Elizabeth	Interpreter III	DSPS	30.00	02/27/12-06/30/12
Vickers, Jason	Project Coordinator	Research & Inst. Effect.	35.00	03/05/12-06/30/12
Virdi, Masako	Tutorial Specialist IV	Tutorial Services	23.22	02/27/12-06/30/12

**Professional Expert Employees – Extended Assignments**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Blake, Nicholas	Teaching Aide	Adult Basic Education	13.27	01/03/12-06/30/12
Diaz, Lauren	Project Expert/Specialist	Technology & Health	25.00	12/19/11-06/30/12
Fendors, Frances	Web Designer Specialist I	ESL	16.00	02/06/12-06/30/12
Gilbreath, Fern	Interpreter IV	DSPS	38.00	02/11/12-06/30/12
Hinds, Shawna	Technical Expert I	Nursing	35.00	02/01/12-06/29/12
Nalepa, Annise	Athletic Injury Specialist	Kinesiology & Athletics	22.00	01/01/12-06/30/12
Rasmussen, Steven	Interpreter III	DSPS	30.00	02/11/12-06/30/12
Silguero, Joseph	EMS Licensing Exam III	Medical Services	25.00	02/16/12-06/30/12
Silguero, Joseph	Paramedic Specialist	Medical Services	15.60	02/16/12-06/30/12

**SUBJECT:** Personnel Transactions**DATE:** March 28, 2012**Student Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Aceves, Teresa	Student Assistant V	Agricultural Sciences	12.50	02/27/12-06/30/12
Aceves, Vivian	Student Assistant I	Earth Sci., Astronomy	8.00	02/22/12-06/30/12
Acosta, Garbiela	Student Assistant III	Agricultural Sciences	10.00	02/27/12-06/30/12
Aden, Saxon	Student Assistant II	DSPS	8.75	03/01/12-06/30/12
Aguero, Jesse	Student Assistant V	The Writing Center	12.50	02/27/12-06/30/12
Alcantar, Alexander	Student Assistant I	DSPS	8.00	02/03/12-02/24/12
Anaya, Monica	Student Assistant I	DSPS	8.00	03/02/12-06/17/12
Anaya, Sandra	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Andrade, Bridget	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Andrzejewski, Britnee	Student Assistant II	Agricultural Sciences	8.75	02/27/12-06/30/12
Angulo, Nancy	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Arellano, Laura	Student Assistant II	Child Development Ctr.	8.75	02/27/12-06/30/12
Arellano, Laura	Student Assistant III	Child Development Ctr.	10.00	02/27/12-06/30/12
Arias, Eduardo	Student Assistant II	Technical Services	8.75	02/28/12-06/30/12
Baca, Kyle	Student Assistant II	Technical Services	8.75	02/27/12-06/30/12
Bailey, Alan	Student Assistant V	Radio	12.50	03/06/12-06/30/12
Barranco, Jacqueline	Student Assistant II	Biological Sciences	8.75	03/05/12-06/30/12
Barrios, Norman	Student Assistant III	Bridge Program	10.00	02/27/12-06/30/12
Bastidas, Stefany	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Bedard, Adrian	Student Assistant III	Tutorial Services	10.00	03/05/12-06/30/12
Benavides, Kayla	Student Assistant I	ESL	8.00	02/27/12-06/30/12
Benavides, Valeria	Student Assistant V	Tutorial Services	12.50	02/27/12-06/30/12
Benson, Steven	Student Assistant IV	Fire Technology	11.25	03/02/12-06/30/12
Bera, Usha	Student Assistant III	The Writing Center	10.00	02/27/12-06/30/12
Berdin, Leandra	Student Assistant III	EOPS	10.00	03/01/12-06/30/12
Berdin, Nandy	Student Assistant I	DSPS	8.00	03/02/12-06/17/12
Berrios, Erica	Student Assistant I	ESL	8.00	02/27/12-06/30/12
Bharwani, Henna	Student Assistant V	Tutorial Services	12.50	03/05/12-06/30/12
Bisgaard, Sarah	Student Assistant II	Counseling	8.75	03/01/12-06/29/12
Bissontz, Mathew	Student Assistant II	Radio	8.75	02/29/12-06/15/12
Boada, Patrick	Student Assistant III	Tutorial Services	10.00	02/27/12-06/30/12
Boada, Patrick	Student Assistant II	Biological Sciences	8.75	03/06/12-06/15/12
Bonilla, Mario	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Boye, Giseline	Student Assistant II	Admissions & Records	8.75	02/27/12-06/30/12
Boye, Giseline	Student Assistant II	Admissions & Records	8.75	07/01/12-08/26/12
Briseno, Monica	Student Assistant IV	Teacher Prep. Institute	11.25	02/01/12-06/30/12
Burboa, Maria	Student Assistant III	EOPS/CARE/CalWORKs	10.00	03/01/12-06/30/12
Bushnell, Brianna	Student Assistant IV	ACES/Upward Bound	11.25	01/03/12-06/30/12
Bustos, Silvia	Student Assistant I	DSPS	8.00	02/27/12-06/17/12
Cabrera, Elisamarie	Student Assistant II	DSPS	8.75	02/27/12-06/30/12
Cabrera, Jorge	Student Assistant IV	Upward Bound	11.25	02/27/12-06/17/12
Cadiz, Lisbeth	Student Assistant II	Child Development Ctr.	8.75	02/27/12-06/30/12
Cadiz, Lisbeth	Student Assistant IV	Child Development Ctr.	11.25	02/27/12-06/30/12
Calderon, Phillip	Student Assistant III	The Writing Center	10.00	02/27/12-06/30/12

**SUBJECT:** Personnel Transactions**DATE:** March 28, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Calvillo, Jennifer	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Cantu, Martin	Student Assistant III	Tutorial Services	10.00	02/27/12-06/30/12
Carter, Deja	Student Assistant IV	High School Outreach	11.25	02/27/12-06/30/12
Casillas, Vanessa	Student Assistant III	DSPS	10.00	02/27/12-06/30/12
Castaneda, Edward	Student Assistant III	Agricultural Sciences	10.00	02/27/12-06/30/12
Castro, Mayra	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Catingub, Nolan	Student Assistant V	Technical Services	12.50	02/27/12-06/30/12
Chaidez, Rocio	Student Assistant V	Hospitality	12.50	02/27/12-06/30/12
Chang, Ai-Ning	Student Assistant V	Tutorial Services	12.50	02/27/12-06/17/12
Chang, Desmond	Student Assistant III	DSPS	10.00	02/27/12-06/30/12
Chang, Jamie	Student Assistant I	Technical Services	8.00	02/28/12-06/30/12
Chang, Joan	Student Assistant I	ESL	8.00	02/27/12-06/30/12
Chavarin, Yvonne	Student Assistant II	Biological Sciences	8.75	01/09/12-02/26/12
Chavez, Steven	Student Assistant IV	Tutorial Services	11.25	03/05/12-06/30/12
Chung, Ky	Student Assistant I	ESL	8.00	02/27/12-06/30/12
Coe, Dwight	Student Assistant I	DSPS	8.00	02/28/12-06/17/12
Cole, Shaun	Student Assistant V	Technical Services	12.50	02/28/12-06/30/12
Connell, Sara	Student Assistant I	Kinesiology	8.00	02/01/12-06/30/12
Conrad, Mark	Student Assistant IV	CIS	11.25	03/05/12-06/30/12
Cooper, Trevondrick	Student Assistant I	Counseling	8.00	01/03/12-02/24/12
Coprigh, Jazzmine	Student Assistant IV	Learning Assistance Ctr.	11.25	02/27/12-06/30/12
Cordova, Jennifer	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Coronado, Leila	Student Assistant V	Tutorial Services	12.50	02/27/12-06/30/12
Cortez, David	Student Assistant V	Tutorial Services	12.50	02/27/12-06/30/12
Cozart, Bryan	Student Assistant II	Biological Sciences	8.75	03/07/12-06/15/12
Cruz-Nguyen, Jennifer	Student Assistant IV	Adult Basic Education	11.25	02/27/12-06/30/12
Davalos, Alexandra	Student Assistant III	High School Outreach	10.00	02/27/12-06/30/12
Davis, Brandon	Student Assistant I	DSPS	8.00	02/27/12-06/30/12
De La Cruz, Nimrod	Student Assistant IV	Animation	11.25	02/27/12-06/30/12
De La Puente, Valerie	Student Assistant III	Journalism	10.00	02/27/12-06/18/12
Deskin, Shannon	Student Assistant V	Agricultural Sciences	12.50	02/25/12-06/30/12
Deskin, Shannon	Student Assistant III	Agricultural Sciences	10.00	02/27/12-06/30/12
Deskin, Shannon	Student Assistant III	Continuing Education	10.00	03/05/12-06/30/12
Dezfoulian, Hamta	Student Assistant I	ESL	8.00	02/27/12-06/30/12
Diaz, Derek	Student Assistant III	DSPS	10.00	02/27/12-06/30/12
Diaz, Walter	Student Assistant II	Tutorial Services	8.75	03/05/12-06/30/12
Divens, Dianne	Student Assistant IV	Business Division	11.25	02/27/12-06/30/12
Dominguez, Catalina	Student Assistant II	Biological Sciences	8.75	01/03/12-02/26/12
Doyle, Sean	Student Assistant III	The Writing Center	10.00	02/27/12-06/30/12
Duenas, Cristal	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Duenas, David	Student Assistant IV	The Writing Center	11.25	02/27/12-06/30/12
Duffin, Joshua	Student Assistant IV	High School Outreach	11.25	02/27/12-06/30/12
Eaves, Jacqueline	Student Assistant I	Kinesiology	8.00	02/01/12-06/30/12
Eccles, Samantha	Student Assistant V	Agricultural Sciences	12.50	02/25/12-06/30/12

**SUBJECT:** Personnel Transactions**DATE:** March 28, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Eccles, Samantha	Student Assistant III	Agricultural Sciences	10.00	02/27/12-06/30/12
Eccles, Samantha	Student Assistant III	Continuing Education	10.00	03/05/12-06/30/12
Eckert, Sydney	Student Assistant I	Earth Sci., Astronomy	8.00	03/13/12-06/15/12
Ekeke, Angelica	Student Assistant II	The Writing Center	8.75	02/22/12-06/30/12
Espinoza, Fatima	Student Assistant III	History	10.00	02/21/12-06/17/12
Esqueda, Angelica	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Esquivel, Griselda	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Estrada, Hilda	Student Assistant I	ESL	8.00	02/27/12-06/30/12
Estrada, Isaac	Student Assistant III	Music	10.00	02/21/12-06/29/12
Estrada, Karla	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Fabian, Jessica	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Fallon, Madison	Student Assistant V	Tutorial Services	12.50	02/27/12-06/30/12
Farley, Kevin	Student Assistant I	Kinesiology & Athletics	8.00	02/29/12-06/30/12
Flores, Angelica	Student Assistant I	DSPS	8.00	02/09/12-02/24/12
Flores, Cintia	Student Assistant II	Bridge Program	8.75	02/27/12-06/30/12
Flores, Diana	Student Assistant IV	The Writing Center	11.25	02/27/12-06/30/12
Flores, Jasmine	Student Assistant I	DSPS	8.00	02/07/12/02/24/12
Fotiadis, Joanna	Student Assistant II	Bridge Program	8.75	02/27/12-06/30/12
Frey, Nicholas	Student Assistant I	ESL	8.00	02/27/12-06/30/12
Fuentes, Mauricio	Student Assistant IV	Animation	11.25	02/27/12-06/30/12
Gabriel, Andrew	Student Assistant IV	Physics	11.25	02/21/12-06/30/12
Gaeta, Fatima	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Ganji, Bardia	Student Assistant III	Tutorial Services	10.00	02/27/12-06/30/12
Garavito, Christine	Student Assistant III	The Writing Center	10.00	02/27/12-06/30/12
Garcia, Adrian	Student Assistant I	Agricultural Sciences	8.00	02/27/12-06/30/12
Garcia, Mary	Student Assistant III	Natural Sciences Div	10.00	02/27/12-06/30/12
Garcia, Sheena	Student Assistant II	Admissions & Records	8.75	02/27/12-06/30/12
Garcia, Sheena	Student Assistant II	Admissions & Records	8.75	07/01/12-08/26/12
Gomez, Nicolle	Student Assistant II	Assessment	8.75	03/05/12-06/30/12
Gomez, Windy	Student Assistant II	Admissions & Records	8.75	02/27/12-06/30/12
Gomez, Windy	Student Assistant II	Admissions & Records	8.75	07/01/12-08/26/12
Gonzalez, Joaquin	Student Assistant I	Earth Sci., Astronomy	8.00	02/27/12-06/30/12
Gonzalez, Martin	Student Assistant II	Bridge Program	8.75	02/27/12-06/30/12
Gonzalez, Nyria	Student Assistant III	Tutorial Services	10.00	03/05/12-06/30/12
Green, Kristyn	Student Assistant IV	DSPS	11.25	02/27/12-06/30/12
Griffith, Sidna	Student Assistant V	Histotechnology	12.50	02/28/12-06/07/12
Guerrero, Madalyn	Student Assistant II	Public Safety	8.75	01/09/12-06/29/12
Gutierrez, Andrea	Student Assistant V	The Writing Center	12.50	02/27/12-06/30/12
Gutierrez, Vanessa	Student Assistant III	Child Development Ctr.	10.00	02/27/12-06/30/12
Gutierrez, Vanessa	Student Assistant II	Child Development Ctr.	8.75	02/27/12-06/30/12
Guzman, Danielle	Student Assistant II	Public Safety	8.75	02/27/12-06/29/12
Guzman, Scarlett	Student Assistant II	Bridge Program	8.75	02/27/12-06/30/12
Hammond, Yancy	Student Assistant II	Public Safety	8.75	01/09/12-06/29/12
Han, Richie	Student Assistant III	Physics	10.00	02/21/12-06/30/12

**SUBJECT:** Personnel Transactions**DATE:** March 28, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Hanover, Ian	Student Assistant V	Nutrition	12.50	03/09/12-06/30/12
Hardman, Eric	Student Assistant IV	Adult Basic Education	11.25	02/27/12-06/30/12
Harris, Shanna	Student Assistant III	Child Development Ctr.	10.00	02/27/12-06/30/12
Hernandez, Alma	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Hernandez, Claudia	Student Assistant I	ESL	8.00	02/27/12-06/30/12
Hernandez, Guy	Student Assistant III	Agricultural Sciences	10.00	02/27/12-06/30/12
Hernandez, Naomi	Student Assistant I	DSPS	8.00	03/02/12-06/17/12
Hernandez, Priscilla	Student Assistant V	Adult Basic Education	12.50	02/27/12-06/30/12
Herrera, Rodrigo	Student Assistant I	ESL	8.00	03/12/12-06/30/12
Hill, Alexandria	Student Assistant II	Technical Services	8.75	02/27/12-06/30/12
Hoang, Debra	Student Assistant IV	Learning Assistance Ctr	11.25	02/27/12-06/30/12
Hosbach, Shelly	Student Assistant II	Admissions & Records	8.75	02/27/12-06/30/12
Hosbach, Shelly	Student Assistant II	Admissions & Records	8.75	07/01/12-08/26/12
Hu, Yihuan	Student Assistant III	Tutorial Services	10.00	02/27/12-06/30/12
Huerta, Anthony	Student Assistant V	Agricultural Sciences	12.50	02/25/12-06/30/12
Huerta, Anthony	Student Assistant V	Agricultural Sciences	12.50	02/27/12-06/30/12
Huerta, Anthony	Student Assistant III	Continuing Education	10.00	03/05/12-06/30/12
Hyatt, Amber	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Ibarra, Crystal	Student Assistant IV	ACES	11.25	01/03/12-06/30/12
Inouye, Christina	Student Assistant IV	Business Division	11.25	02/27/12-06/30/12
Jasinski, Barbara	Student Assistant III	Technical Services	10.00	02/27/12-06/30/12
John, Elisha	Student Assistant III	Adult Basic Education	10.00	02/27/12-06/30/12
Johnson, Duane	Student Assistant II	Agricultural Sciences	8.75	02/27/12-06/30/12
Johnson, Heather	Student Assistant III	EOPS	10.00	03/01/12-06/30/12
Jones, Ashley	Student Assistant III	Career & Transfer Svcs	10.00	02/27/12-06/30/12
Jones, Dominic	Student Assistant II	Admissions & Records	8.75	02/27/12-06/30/12
Jones, Dominic	Student Assistant II	Admissions & Records	8.75	07/01/12-08/26/12
Juarez, Maria	Student Assistant V	Adult Basic Education	12.50	02/27/12-06/30/12
Juarez, Monica	Student Assistant I	ESL	8.00	03/12/12-06/30/12
Juarez, Yesenia	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Kaminski, Paulo	Student Assistant II	Public Safety	8.75	01/09/12-06/29/12
Karr, Aimee	Student Assistant IV	Technical Services	11.25	02/27/12-06/30/12
Kearns, Faith	Student Assistant II	Tutorial Services	8.75	03/05/12-06/30/12
Ketagodage, Mahisha	Student Assistant II	Tutorial Services	8.75	02/27/12-06/30/12
Khan, Sabrina	Student Assistant III	Career & Transfer Svcs	10.00	02/24/12-06/30/12
Kim, Jung	Student Assistant I	ESL	8.00	02/27/12-06/30/12
Kincy, Sade	Student Assistant III	Child Development	10.00	02/27/12-06/15/12
Kochi, Andrew	Student Assistant II	Chemistry	8.75	02/27/12-06/30/12
Kuo, Chia Ming	Student Assistant V	Histotechnology	12.50	02/28/12-06/15/12
Kwong, Patrick	Student Assistant III	Physics	10.00	02/21/12-06/30/12
Lail, Meng	Student Assistant V	Assessment & Matric.	12.50	03/05/12-06/30/12
Lakey, Kenneth	Student Assistant III	The Writing Center	10.00	02/27/12-06/30/12
Landeros, Katherine	Student Assistant II	Child Development Ctr.	8.75	02/27/12-06/30/12
Landeros, Katherine	Student Assistant III	Child Development Ctr.	10.00	02/27/12-06/30/12

**SUBJECT:** Personnel Transactions**DATE:** March 28, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Lee, Hannah Pei Li	Student Assistant I	ESL	8.00	02/27/12-06/30/12
Lee, Jennifer	Student Assistant II	Natural Sciences	8.75	02/27/12-06/30/12
Lee, Jennifer	Student Assistant II	Tutorial Services	8.75	03/05/12-06/30/12
Lee, Timothy	Student Assistant II	Tutorial Services	8.75	02/27/12-06/30/12
Lew, Toni	Student Assistant I	Agricultural Sciences	8.00	02/27/12-06/30/12
Leyva, Alicia	Student Assistant III	Agricultural Sciences	10.00	02/27/12-02/29/12
Leyva, Alicia	Student Assistant III	Continuing Education	10.00	03/05/12-06/30/12
Lian He, Enny	Student Assistant II	Admissions & Records	8.75	02/27/12-06/30/12
Liang, Kevin	Student Assistant I	Counseling	8.00	03/07/12-06/29/12
Lira, Alondra	Student Assistant IV	Bridge Program	11.25	02/27/12-06/30/12
Liu, Fay	Student Assistant III	Child Development Ctr.	10.00	02/27/12-06/30/12
Liu, Fay	Student Assistant II	Child Development Ctr.	8.75	02/27/12-06/30/12
Llanas, Maria	Student Assistant I	DSPS	8.00	03/02/12-06/17/12
Long, Nicholas	Student Assistant III	DSPS	10.00	02/27/12-06/30/12
Loper, Luke	Student Assistant I	Kinesiology & Athletics	8.00	02/01/12-06/30/12
Lopez, Annalisa	Student Assistant III	Financial Aid	10.00	02/27/12-06/30/12
Lopez, Jasmin	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Lopez, Lorena	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Lopez, Melissa	Student Assistant II	Bridge Program	8.75	02/27/12-06/30/12
Lopez, Steven	Student Assistant II	Bridge Program	8.75	02/27/12-06/30/12
Lu, Alice	Student Assistant V	Tutorial Services	12.50	02/27/12-06/30/12
Luna, Valeria	Student Assistant III	DSPS	10.00	02/27/12-06/30/12
Ma, Isaiah	Student Assistant III	Tutorial Services	10.00	03/05/12-06/30/12
Macias, Elizabeth	Student Assistant III	Consumer & Design Tech.	10.00	03/05/12-06/15/12
Magallanes, Angelica	Student Assistant II	Bridge Program	8.75	02/27/12-06/30/12
Magallanes, Angelica	Student Assistant I	ESL	8.00	02/27/12-06/30/12
Magana, Cynthia	Student Assistant II	Bridge Program	8.75	02/27/12-06/30/12
Mages, Daniel	Student Assistant III	Technical Services	10.00	02/28/12-06/30/12
Mages, Jonathan	Student Assistant V	The Writing Center	12.50	02/22/12-06/30/12
Mahan, Megan	Student Assistant II	DSPS	8.75	02/27/12-06/30/12
Mamaril, Adrian	Student Assistant II	Technical Services	8.75	02/28/12-06/30/12
Manera, Agustin	Student Assistant I	ESL	8.00	02/27/12-06/30/12
Mares, Adriana	Student Assistant I	ESL	8.00	02/27/12-06/30/12
Mares, Adriana	Student Assistant II	Bridge Program	8.75	02/27/12-06/30/12
Marin, Michelle	Student Assistant II	The Writing Center	8.75	02/27/12-06/30/12
Marquez, Andrea	Student Assistant I	Earth Sci. & Astronomy	8.00	02/27/12-06/30/12
Marquez, Andrea	Student Assistant IV	Tutorial Services	11.25	02/27/12-06/30/12
Martinez, Irene	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Martinez, Kyle	Student Assistant III	Communication	10.00	02/27/12-06/30/12
Matthews, Kathleen	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Mc Pheeters, Kelsey	Student Assistant III	Tutorial Services	10.00	02/27/12-06/30/12
McClure, Leslie	Student Assistant III	Child Development Ctr.	10.00	02/27/12-06/30/12
McDonald, Melissa	Student Assistant II	Admissions & Records	8.75	02/27/12-06/30/12
McDonald, Melissa	Student Assistant II	Admissions & Records	8.75	07/01/12-08/26/12

**SUBJECT:** Personnel Transactions**DATE:** March 28, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
McGrath, Loriann	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
McPhail, Brian	Student Assistant V	Medical Services	12.50	02/27/12-06/30/12
Melendez, Carlos	Student Assistant IV	Animation	11.25	02/27/12-06/30/12
Melendez, Hailey	Student Assistant III	The Writing Center	10.00	02/27/12-06/30/12
Melone, Michael	Student Assistant I	ESL	8.00	02/27/12-06/30/12
Mendez, Joseph	Student Assistant IV	Learning Assistance Ctr	11.25	02/27/12-06/30/12
Mendoza, Lidia	Student Assistant III	Fashion	10.00	02/27/12-06/15/12
Menor, Constantine	Student Assistant IV	Hospitality	11.25	03/05/12-06/30/12
Meraz, Stephen	Student Assistant III	Agricultural Sciences	10.00	02/27/12-06/30/12
Mercado, Leticia	Student Assistant II	Child Development Ctr.	8.75	02/27/12-06/30/12
Migallos, Moses	Student Assistant V	Emergency Services	12.50	03/09/12-06/30/12
Milostan, Brandon	Student Assistant I	DSPS	8.00	02/15/12-02/24/12
Milostan, Brandon	Student Assistant I	DSPS	8.00	02/15/12-02/24/12
Miramontes, Carlos	Student Assistant II	DSPS	8.75	02/27/12-06/30/12
Miranda, Jaimie	Student Assistant III	Continuing Education	10.00	01/30/12-02/27/12
Miranda, Jaimie	Student Assistant I	Agricultural Sciences	8.00	02/27/12-06/30/12
Montiel, Carlos	Student Assistant II	Technical Services	8.75	02/28/12-06/30/12
Montiel, Eric	Student Assistant I	Technical Services	8.00	02/27/12-06/30/12
Montiel, Ricardo	Student Assistant V	Technical Services	12.50	02/28/12-06/30/12
Moore, Casey	Student Assistant II	Agricultural Sciences	8.75	02/27/12-06/30/12
Moore, Casey	Student Assistant V	Agricultural Sciences	12.50	02/25/12-06/30/12
Moore, Casey	Student Assistant III	Continuing Education	10.00	03/05/12-06/30/12
Morales, Samantha	Student Assistant IV	Adult Basic Education	11.25	02/27/12-06/30/12
Mora-Rodriguez, Ulysses	Student Assistant I	DSPS	8.00	02/28/12-06/30/12
Mosavi, Sayedah	Student Assistant III	Tutorial Services	10.00	03/05/12-06/30/12
Muñoz, George	Student Assistant I	DSPS	8.00	01/09/12-02/24/12
Murillo, Blanca	Student Assistant III	EOPS/CARE/CaWORKs	10.00	03/01/12-06/15/12
Murthy, Sowmya	Student Assistant I	DSPS	8.00	02/27/12-06/30/12
Muscat, Joshua	Student Assistant V	Agricultural Sciences	12.50	02/25/12-06/30/12
Muscat, Joshua	Student Assistant I	Agricultural Sciences	8.00	02/27/12-06/30/12
Muscat, Joshua	Student Assistant III	Continuing Education	10.00	03/05/12-06/30/12
Myers, Andrea	Student Assistant II	Admissions and Records	8.75	02/27/12-06/30/12
Naghsh Nilchi, Hamed	Student Assistant II	Tutorial Services	8.75	02/27/12-06/30/12
Nakata, David	Student Assistant IV	Fine Arts	11.25	03/07/12-06/29/12
Nandee, Brian	Student Assistant IV	Consumer & Design Tech.	11.25	02/27/21-06/15/12
Naraghi Sefat, Elham	Student Assistant II	Tutorial Services	8.75	03/05/12-06/30/12
Nava, Florie	Student Assistant III	Child Development Ctr.	10.00	02/27/12-06/15/12
Navarro, Jonathan	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Navarro, Jose	Student Assistant II	Tutorial Services	8.75	02/27/12-06/30/12
Nazaroff, Jonathon	Student Assistant V	The Writing Center	12.50	02/22/12-06/30/12
Nazary, Mariam	Student Assistant III	EOPS/CARE/CaWORKs	10.00	03/01/12-06/15/12
Nemzek, Jaclyn	Student Assistant I	ESL	8.00	02/27/12-06/30/12
Nguyen, Janet	Student Assistant II	DSPS	8.75	03/05/12-06/30/12
Nguyen, Joelle	Student Assistant II	Admissions and Records	8.75	02/27/12-06/30/12



**SUBJECT:** Personnel Transactions**DATE:** March 28, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Nguyen, Joelle	Student Assistant II	Admissions & Records	8.75	07/01/12-08/26/12
Noboa, Christian	Student Assistant V	Medical Services	12.50	02/27/12-06/30/12
Noriega, Jessica	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
O'Neil, Megan	Student Assistant I	Technical Services	8.00	02/27/12-06/30/12
Olalia, Allison	Student Assistant IV	Fine Arts	11.25	02/27/12-06/17/12
Olivarez, Mia	Student Assistant II	Admissions and Records	8.75	02/27/12-06/30/12
Olivarez, Mia	Student Assistant II	Admissions & Records	8.75	07/01/12-08/26/12
Olivas, Daillion	Student Assistant II	Agricultural Sciences	8.75	02/27/12-06/30/12
Ortiz, Karina	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Ortiz, Karina	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Ortiz, Serina	Student Assistant III	Agricultural Sciences	10.00	03/07/12-06/30/12
Pacheco, Frances	Student Assistant I	DSPS	8.00	02/27/12-02/29/12
Palma, Amy	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Pang, Tao	Student Assistant II	Tutorial Services	8.75	02/27/12-06/30/12
Pantoja, Eric	Student Assistant III	Tutorial Services	10.00	02/27/12-06/30/12
Park, Lance	Student Assistant II	Tutorial Services	8.75	02/27/12-06/30/12
Parry, Edward	Student Assistant II	Public Safety	8.75	02/27/12-06/29/12
Partida, Leticia	Student Assistant IV	Learning Assistance Ctr.	11.25	02/27/12-06/30/12
Pawlak, Mary	Student Assistant III	Agricultural Sciences	10.00	02/27/12-06/30/12
Pennings, Megan	Student Assistant III	Career & Transfer Svcs.	10.00	02/12/12-06/12/12
Perez, Jesse	Student Assistant I	DSPS	8.00	02/27/12-06/30/12
Perez, Jorge	Student Assistant II	Tutorial Services	8.75	02/27/12-06/30/12
Perez, Rosemary	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Pesqueira, David	Student Assistant V	Tutorial Services	12.50	03/05/12-06/30/12
Pham, Nicole	Student Assistant II	DSPS	8.75	02/28/12-06/30/12
Piercy, Marcy	Student Assistant IV	Tutorial Services	11.25	03/05/12-06/30/12
Pineda, John	Student Assistant II	DSPS	8.75	02/27/12-06/30/12
Pineda, Marlyn	Student Assistant I	ESL	8.00	02/27/12-06/30/12
Porras, Victoria	Student Assistant II	Agricultural Sciences	8.75	02/27/12-06/30/12
Portillo, Tarah	Student Assistant II	Counseling	8.75	02/27/12-06/29/12
Poveda, Vanessa	Student Assistant III	Theater	10.00	02/27/12-06/17/12
Price, Jessica	Student Assistant IV	Technical Services	11.25	03/01/12-06/30/12
Puga, Juan	Student Assistant II	Bridge Program	8.75	02/27/12-06/30/12
Pulido, Adriel	Student Assistant III	DSPS	10.00	02/27/12-06/30/12
Quintana, Krystal	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Quintero, Catalina	Student Assistant IV	Tutorial Services	11.25	03/05/12-06/30/12
Quinteros, Monica	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Quiroz de Corona, Rosario	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Quiroz, Vanessa	Student Assistant III	Child Development Ctr.	10.00	02/27/12-06/30/12
Quiroz, Vanessa	Student Assistant II	Child Development Ctr.	8.75	02/27/12-06/30/12
Ralph, Jeffrey	Student Assistant II	Public Safety	8.75	02/27/12-06/29/12
Ramirez, Rocio	Student Assistant II	Natural Sciences	8.75	02/27/12-06/30/12
Randell, Jasmine	Student Assistant II	DSPS	8.75	02/27/12-06/30/12
Rangel, Sergio	Student Assistant V	DSPS	12.50	02/27/12-06/30/12

**SUBJECT:** Personnel Transactions**DATE:** March 28, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Redman, Roy	Student Assistant III	DSPS	10.00	02/27/12-06/30/12
Relock, Chase	Student Assistant II	Tutorial Services	8.75	02/27/12-06/30/12
Rettig, Oswaldo	Student Assistant II	Tutorial Services	8.75	02/27/12-06/30/12
Reyes, Andrew	Student Assistant III	Tutorial Services	10.00	03/05/12-06/30/12
Rice, Cristy	Student Assistant II	Biological Sciences	8.75	01/09/12-02/27/12
Rice, Cristy	Student Assistant II	Biological Sciences	8.75	03/04/12-06/30/12
Rieke, Maricela	Student Assistant I	Child Development Ctr.	8.00	02/29/12-06/30/12
Roberts, Sabrina	Student Assistant V	Tutorial Services	12.50	03/05/12-06/30/12
Rodriguez, Regina	Student Assistant IV	Child Development Ctr.	11.25	02/27/12-06/30/12
Rosado, Jacklyn	Student Assistant IV	Technical Services	11.25	02/28/12-06/30/12
Rosales, Crystal	Student Assistant II	Bridge Program	8.75	02/27/12-06/30/12
Rosas, Laura	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Ruiz Estrada, Edna	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Ruiz, Briana	Student Assistant III	Natural Sciences	10.00	02/27/12-06/30/12
Rusich, Brittany	Student Assistant II	ESL	8.75	02/27/12-06/30/12
Salazar, Jeri	Student Assistant IV	Animation	11.25	02/27/12-06/30/12
Salgado, Lillian	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Sam, Natalie	Student Assistant I	ESL	8.00	02/27/12-06/30/12
Sanchez, Cristian	Student Assistant II	The Writing Center	8.75	02/27/12-06/30/12
Sanchez-Cantu, Carmen	Student Assistant III	Child Development Ctr.	10.00	02/27/12-06/30/12
Sanchez-Cantu, Carmen	Student Assistant IV	Child Development Ctr.	11.25	02/27/12-06/30/12
Schafer, Maria	Student Assistant II	DSPS	8.75	03/05/12-06/30/12
Schiewe, Nicole	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Schlickemeyer, Courtney	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Schlickemeyer, Courtney	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Serrano, Herbert	Student Assistant II	Agricultural Sciences	8.75	02/27/12-06/30/12
Serrano, Ruby	Student Assistant IV	Business Division	11.25	02/27/12-06/30/12
Sese, Niccolo	Student Assistant I	Air Conditioning	8.00	03/02/12-06/30/12
Shamsi, Ahmed	Student Assistant II	EOPS/CARE/CalWORKs	8.75	03/01/12-06/15/12
Shelton, Rachel	Student Assistant II	DSPS	8.75	02/27/12-06/30/12
Siddiq, Rubina	Student Assistant III	Instruction Office	10.00	02/27/12-06/17/12
Siddiqi, Hishaam	Student Assistant II	Tutorial Services	8.75	03/05/12-06/30/12
Sievert, Marie	Student Assistant II	DSPS	8.75	03/01/12-06/30/12
Silva-Lopez, Ricardo	Student Assistant I	ESL	8.00	03/12/12-06/30/12
Simon, Jessica	Student Assistant II	Biological Sciences	8.75	03/07/12-06/30/12
Sitacarini, Stephanie	Student Assistant IV	High School Outreach	11.25	02/27/12-06/30/12
Sitacarini, Stephanie	Student Assistant II	DSPS	8.75	02/27/12-06/30/12
Snuggs, Lindsey	Student Assistant II	Tutorial Services	8.75	03/05/12-06/30/12
Soemardy, Adhitya	Student Assistant III	Tutorial Services	10.00	02/27/12-06/30/12
Sommers, Christina	Student Assistant V	Tutorial Services	12.50	02/27/12-06/30/12
Stegner, Lisa	Student Assistant IV	The Writing Center	11.25	02/27/12-06/30/12
Stocker, Michael	Student Assistant I	Agricultural Sciences	8.00	02/27/12-06/30/12
Sumaran, Liliann	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Sun, Jingzhi	Student Assistant II	Tutorial Services	8.75	02/27/12-06/30/12

**SUBJECT:** Personnel Transactions**DATE:** March 28, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Syed, Shakil	Student Assistant IV	High School Outreach	11.25	02/27/12-06/30/12
Tamillo, Blanca	Student Assistant III	Agricultural Sciences	10.00	02/27/12-06/30/12
Tanori, Sandra	Student Assistant II	Admissions & Records	8.75	02/27/12-06/30/12
Tanori, Sandra	Student Assistant II	Admissions & Records	8.75	07/01/12-08/26/12
Tenney, Danielle	Student Assistant I	ESL	8.00	02/27/12-06/30/12
Than, Kim	Student Assistant V	Tutorial Services	12.50	02/27/12-06/30/12
Thompson, Marvin	Student Assistant II	Admissions & Records	8.75	02/27/12-06/30/12
Thompson, Marvin	Student Assistant II	Admissions & Records	8.75	07/01/12-08/26/12
Thompson, Marvin	Student Assistant IV	High School Outreach	11.25	02/27/12-06/30/12
Torres, Julia	Student Assistant III	Business Division	10.00	03/07/12-06/30/12
Torres, Marlin	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Toscano, Nancy	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Tran, Huy	Student Assistant III	The Writing Center	10.00	02/27/12-06/30/12
Trejo, Matthew	Student Assistant III	DSPS	10.00	02/27/12-06/30/12
Trinh, David	Student Assistant III	DSPS	10.00	02/27/12-06/30/12
Troy, Charmaine	Student Assistant I	ESL	8.00	03/12/12-06/30/12
Trujillo, Wendy	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Tsai, Tsin-Hsiang	Student Assistant III	DSPS	10.00	02/27/12-06/30/12
Tschirgi, Brian	Student Assistant II	DSPS	8.75	02/27/12-06/30/12
Tse, Camille	Student Assistant III	Tutorial Services	10.00	02/27/12-06/30/12
Uraine, Angela	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Urvina, Edgar	Student Assistant V	Art	12.50	03/02/12-06/30/12
Valencia, Marisa	Student Assistant III	Tutorial Services	10.00	02/27/12-06/30/12
Vandagriff, Matt	Student Assistant V	Medical Services	12.50	02/27/12-06/30/12
Varela, Marisa	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Varona, Elise	Student Assistant II	The Writing Center	8.75	02/27/12-06/30/12
Vasquez, Monique	Student Assistant II	Technical Services	8.75	02/28/12-06/30/12
Vega, Gilbert	Student Assistant III	Public Safety	10.00	02/27/12-06/29/12
Velasco-Pikkel, Edith	Student Assistant III	Admissions & Records	10.00	02/27/12-06/30/12
Velasco-Pikkel, Edith	Student Assistant III	Admissions & Records	10.00	07/01/12-08/26/12
Vigneswaran, Thenushiya	Student Assistant II	DSPS	8.75	02/27/12-06/30/12
Villa, Gilbert	Student Assistant II	Bridge Program	8.75	02/27/12-06/30/12
Vo, Tina	Student Assistant III	Adult Basic Education	10.00	01/03/12-02/22/12
Voltz, Donald	Student Assistant II	Agricultural Sciences	8.75	03/01/12-06/30/12
Wailase, Salote	Student Assistant II	Admissions & Records	8.75	02/27/12-06/30/12
Wailase, Salote	Student Assistant II	Admissions & Records	8.75	07/01/12-08/26/12
Wailase, Salote	Student Assistant IV	High School Outreach	11.25	02/27/12-06/30/12
Walker, Brian	Student Assistant IV	Physics	11.25	02/21/12-06/30/12
Walker, Brian	Student Assistant I	Physics	8.00	02/01/12-06/30/12
Weber, Jessica	Student Assistant II	Agricultural Sciences	8.75	02/27/12-06/30/12
Weeks, James	Student Assistant III	Agricultural Sciences	10.00	02/27/12-06/30/12
Wentworth, Tristan	Student Assistant I	Kinesiology & Athletics	8.00	02/01/12-06/30/12
Williams, Amalia	Student Assistant III	Agricultural Sciences	10.00	03/05/12-06/30/12
Tanori, Sandra	Student Assistant II	Admissions & Records	8.75	02/27/12-06/30/12
Tanori, Sandra	Student Assistant II	Admissions & Records	8.75	07/01/12-08/26/12

**SUBJECT:** Personnel Transactions

**DATE:** March 28, 2012

**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Winslow, Geoff	Student Assistant II	Agricultural Sciences	8.75	02/27/12-06/30/12
Woodcock, Jennifer	Student Assistant III	The Writing Center	10.00	02/27/12-06/30/12
Wooster, Melissa	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Wu, Josephine	Student Assistant IV	Teacher Prep	11.25	02/01/12-06/30/12
Yip, Alan	Student Assistant IV	High School Outreach	11.25	02/27/12-06/30/12
Young, Timothy	Student Assistant II	DSPS	8.75	02/27/12-06/30/12
Zamarripa, Ruth	Student Assistant I	Child Development Ctr.	8.00	02/27/12-06/30/12
Zangenberg, Elizabeth	Student Assistant IV	Photography	8.00	03/02/12-06/30/12
Zaporozhets, Valeria	Student Assistant III	Honors	10.00	02/06/12-06/18/12
Zuniga, Lizbeth	Student Assistant II	Bridge Program	8.75	02/27/12-06/30/12

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

**DATE:** March 28, 2012

**CONSENT**

**SUBJECT:** Contract for Employee Assistance Service for Education with the  
Los Angeles County Office of Education

**BACKGROUND**

Mt. San Antonio College currently does not have an employee assistance program (EAP) available to assist employees in addressing personal issues which often impact their ability to effectively function in the workplace. As a means of assisting employees in ameliorating such matters, the Los Angeles County Office of Education established a joint powers agreement in 1982 with a number of school districts for the purpose of providing such services to school employees.

The Employee Assistance Service for Education (EASE) is a cost-conscious employee assistance program that provides confidential professional counseling and consultation services to employees in need. The purpose of this item is to request that the Board of Trustees approves Mt. San Antonio College's entrance into the joint powers agreement so that District employees can participate in the EASE program.

**ANALYSIS AND FISCAL IMPACT**

The cost of participation in the EASE program is currently \$10.20 per year per employee. Multiplying this rate by an estimate of the average number of benefit-eligible employees (1,000) equates \$10,200 per year.

**Funding Sources**

Unrestricted General Fund – Fiscal Year 2011-12:	\$ 2,550
Unrestricted General Fund – Fiscal Year 2012-13:	<u>10,200</u>
	<u>\$12,750</u>

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the EASE contract agreement with the Los Angeles County Office of Education.

Prepared by: Human Resources Staff

Reviewed by: Annette Loria

Recommended by: Bill Scroggins

Agenda Item: Consent #3

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

**DATE:** March 28, 2012 **CONSENT**

**SUBJECT:** New Courses for the 2012-13 Academic Year

**BACKGROUND**

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

<u>Course</u>	<u>Course Title</u>
AHIS 8	History of Medieval Art and Architecture
AHIS 14	Rome: The Ancient City
AHIS 15	Culture and Art of Pompeii
ANIM 167	Visual Development for Animation
ARTC 163	Dynamic Sketching
ARTC 167	Visual Development for Illustration
ARTS 31	Ceramics: Advanced Studio
CISP 52	Mobile Device Programming
CISP 52L	Mobile Device Programming Laboratory
IDE 110	Design Foundation-Visual Literacy
IDE 120	Introduction to CAD
IDE 130	Shop Processes
IDE 150	Design Foundations
IDE 160	Intermediate CAD
IDE 170	Introduction to Prototyping
IDE 210	Advanced Media
MUS 10A	Keyboard Skills
MUS 10B	Keyboard Skills
WELD 91L	Automotive Welding, Cutting and Modification Lab

**ANALYSIS AND FISCAL IMPACT**

Courses were developed by College departments and divisions. Documentation has been thoroughly reviewed by the Educational Design Committee and approved by the Curriculum and Instruction Council and the Academic Senate.

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

**SUBJECT:** New Courses for the 2012-13 Academic Year

**DATE:** March 28, 2012

Each course taught at Mt. San Antonio College has various costs depending upon the instructor of record (hourly vs. full-time), lecture-lab equivalency, and class size limits. The number of sections offered in a given semester by a division or department is variable and part of the total College enrollment management process. Every effort is made to offer courses in a cost-effective manner through prudent enrollment management.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the above courses to be effective in the 2012-13 academic year.

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

**DATE:** March 28, 2012

**CONSENT**

**SUBJECT:** Vocal Jazz Ensemble Frontline Performance Competition at Reno  
Jazz Festival, University of Nevada, Reno, NV

**BACKGROUND**

Permission is requested for the vocal jazz ensemble Frontline to attend and participate in the Reno Jazz Festival events. The Reno Jazz Festival ranks as one of the largest and most vibrant of its kind in the nation, bringing together some of the finest jazz students, musicians, and educators in the United States. Frontline, one of the College's vocal jazz ensembles, will participate in the Festival's vocal jazz competition and also in workshops, clinics, performance showcases, and the awards ceremony. William McIntosh, Ensemble Director, and Porfirio Mojica, Accompanist, will be traveling with the students. Travel dates are April 26-29, 2012.

**ANALYSIS AND FISCAL IMPACT**

The anticipated cost for this trip is \$5,000.

**Funding Sources**

Unrestricted General Fund and Student contributions.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves Frontline's participation in the competition and performance events at the Reno Jazz Festival.

Prepared by: Sue Long

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #5



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

**DATE:** March 28, 2012

**CONSENT**

**SUBJECT:** Forensics Students and Faculty Member to Attend China Open Debate  
Championships in Shanghai, China

**BACKGROUND**

The Communication Department is requesting approval for two Forensics students and faculty member Daniel Cantrell to attend the 3<sup>rd</sup> Annual China Open Debate Championships in Shanghai, China, May 25-27, 2012. Travel dates are May 19-28, 2012.

Professor Cantrell has been asked by the International Debate Education Association to assist in the tournament administration as they are using computer software called "EverythingTab," developed by Professor Cantrell, to run the China Open.

The attendance of two students will be a tremendous opportunity for the College and the Forensics Team to gain international recognition. It is likely that the two Mt. SAC students will be partnered with two Chinese students as "friendship" teams linking our college with two Chinese colleges. This opportunity for intercultural communication and dialogue will benefit the students and Mt. SAC tremendously.

**ANALYSIS AND FISCAL IMPACT**

The estimated cost of the trip is \$4,500 with no funding support from the District.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the attendance of two Forensics students and one faculty member at the 3<sup>rd</sup> Annual China Open Debate Championships.

Prepared by: Jeanne Marie Velickovic

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #6

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

**DATE:** March 28, 2012

**CONSENT**

**SUBJECT:** Honors Student, Faculty Advisor, and Honors Director to Attend Phi  
Theta Kappa International Convention in Nashville, TN

**BACKGROUND**

The Honors Program is requesting approval for one Phi Theta Kappa (PTK) student, Faculty Advisor Carol Impara, and Honors Director Carolyn Kuykendall to attend the PTK International Convention in Nashville, TN, April 12-14, 2012. Travel dates are April 11-15, 2012.

The faculty members and the student will attend general sessions, educational forums, leadership seminars, and transfer and service information workshops.

**ANALYSIS AND FISCAL IMPACT**

The estimated cost of the trip is \$4,400.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the attendance of one Phi Theta Kappa student, Faculty Advisor Carol Impara, and Honors Director Carolyn Kuykendall at the PTK International Convention.

Prepared by: Carolyn Kuykendall

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #7

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>March 28, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Mt. SAC Relays</u>	

## **BACKGROUND**

The Mt. SAC Athletic Special Events – Relays accounting function has recently transitioned from Auxiliary Services to the College’s Fiscal Services Office. The following expenditure items assist in the continual operation of the self-sustaining event, with its rich tradition and high level of national and international exposure. This will be the 54<sup>th</sup> running of the Mt. SAC Relays. The event begins with the community college portion on April 14, 2012, followed by the Collegiate Classic; the International Day of Olympians is scheduled for April 19-21, 2012.

## **ANALYSIS AND FISCAL IMPACT**

The funding for the Mt. SAC Relays is a combination of entry fees, gate fees, advertising, parking fees, and booth rentals. In addition, Mt. SAC Relays receives sponsorships from outside sources such as Puma, In-N-Out Burger, Robeks, City of Walnut, and Best Western Hotel. It is estimated that this event will generate approximately \$235,000 in revenue.

Expenses for this event include:

- promotional supplies and meals for volunteer workers and major media outlet representatives, not to exceed \$4,000;
- a contract with Cole-Schaefer for ambulance services for approximately \$4,000;
- a contract with Pacific Palms to provide facilities for the annual Relays Banquet for approximately \$5,000;
- “RefPay” for officials at this event, not to exceed \$18,000;
- \$3,000 donation given to the L. A. County Sherriff’s Explorer Program, as the Explorers serve as volunteers for this event by assisting with security;
- \$8,000 for the Aquatics Athletes program for assisting with parking at the event; and
- medals and awards, not to exceed \$15,000.

The notoriety of this event brings in many VIPs, whose travel, lodging, and incidental expenses are reimbursed, not to exceed \$8,000. In addition, a hospitality center will be established for these VIPs, which will include food and non-alcoholic beverages.

## **Funding Source**

Revenue generated by the event.

## **RECOMMENDATION**

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

Prepared by: <u>Joe Jennum</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:** March 28, 2012

**CONSENT**

**SUBJECT:** San Bernardino County Fire Department Affiliation Agreement

**BACKGROUND**

Students enrolled in the Paramedic Program require use of clinical facilities for training. The San Bernardino County Fire Department, in San Bernardino, has agreed to accept paramedic interns and will provide our students with excellent training opportunities

**ANALYSIS AND FISCAL IMPACT**

The new affiliation agreement between Mt. SAC and the San Bernardino County Fire Department has been reviewed and approved for signature by the College's Administrative Services Department.

The agreement shall be effective March 29, 2012.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the new affiliation agreement between Mt. San Antonio College and the San Bernardino County Fire Department.

Prepared by: Sarah Daum

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #9

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>March 28, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Center of Excellence Contracts</u>	

### **BACKGROUND**

The Center of Excellence (COE) is funded by the California Community Colleges Economic and Workforce Development (EWD) Program to conduct environmental scanning. To complete research projects, it is necessary to use the services of consultants and research firms. In addition, upon request, the COE provides customized reports to other colleges in the region, for a fee. Board approval is requested for the following three contracts:

1. The current contract with eXist Designs (Board approved on October 26, 2011), will be augmented to increase the scope of work and create additional career videos.
2. The current contract with Robert Hancock, Jr. (Board approved on January 25, 2012), will be augmented to increase the scope of work and create futuristic occupational profiles.
3. The COE will conduct a gap analysis for Long Beach City College. The study will analyze the number of students completing each program to the number of corresponding job openings, at the district level and at the county level.

### **ANALYSIS AND FISCAL IMPACT**

1. The contract with eXist Designs, effective November 1, 2011, to June 30, 2012, will be augmented from \$45,000 to \$59,700. The performance dates remain the same.
2. The contract with Robert Hancock Jr., effective January 26, 2012, to June 30, 2012, will be augmented from \$25,000 to \$35,000. The performance dates remain the same.
3. The contract with Long Beach City College will be effective March 29, 2012, to April 13, 2012. The exact cost will be determined at the completion of the project, not to exceed \$9,540.

There is no cost to the District.

Prepared by: <u>Joumana McGowan/Audrey Reille</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #10</u>

**SUBJECT:** Center of Excellence Renewal Contracts

**DATE:** March 28, 2012

**Funding Sources**

1. CTE Hub grant funded by SB 70.
2. COE grant funded by the Chancellor's Office EWD program.
3. Long Beach City College.

**RECOMMENDATION**

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

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

**DATE:** March 28, 2012

**CONSENT**

**SUBJECT:** Promoting STEM Research to College Freshmen and Sophomores:  
Approval of Activities and Contract Amendment with The Regents of the  
University of California, Irvine Campus

**BACKGROUND**

Mt. San Antonio College currently has a grant titled "Promoting STEM Research to College Freshmen and Sophomores," funded by the National Science Foundation. The primary purpose of this grant is to implement the Southern California Conference for Undergraduate Research (SCCUR), which promotes awareness of faculty-mentored undergraduate research by providing a forum for the presentation and discussion of the best scholarly research and creative work of undergraduates in the region. As part of the grant activities, permission is requested to: (a) reimburse individuals for travel costs associated with participating in grant-sponsored events; and (b) amend an existing contract with The Regents of the University of California, on behalf of its Irvine campus.

**ANALYSIS AND FISCAL IMPACT**

Mt. San Antonio College may reimburse the travel of non-Mt. SAC employees to participate in grant-sponsored activities and events.

The College currently has a subcontract with The Regents of the University of California, on behalf of its Irvine campus, for collaboration on grant activities including assisting the College in the development of the SCCUR 2011 conference website, assisting the College in the implementation of the SCCUR Application System, providing support to the conference chairs with the functionality of the SCCUR Application System, and providing assistance with the production of the conference abstract book and CD. The current contract amount is \$5,000. Permission is requested to amend this contract by adding \$2,000, for a new total of \$7,000. The contract commenced on August 2, 2011, and will terminate on December 31, 2012.

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

**Funding Sources**

National Science Foundation, registration fees, and sponsorships.

**RECOMMENDATION**

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

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #11

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

**DATE:** March 28, 2012

**CONSENT**

**SUBJECT:** CyberWatch West: Contract with the California State University  
Dominguez Hills Foundation

**BACKGROUND**

Mt. San Antonio College currently has an Advanced Technological Education Regional Center grant titled "CyberWatch West," funded by the National Science Foundation. The overarching goal of the collaborative project – which also includes California State Polytechnic University, Pomona; California State University (CSU), Dominguez Hills; CSU San Bernardino; and Whatcom Community College – is to strengthen and build an information security workforce and produce a greater number of highly qualified information assurance professionals in the Western United States. To accomplish this goal, CyberWatch West will concentrate on four major areas: (1) student development; (2) curriculum development/revision/dissemination; (3) faculty development; and (4) outreach and partnership development. As part of the grant activities, permission is requested to amend a previously approved contract with the CSU Dominguez Hills Foundation.

**ANALYSIS AND FISCAL IMPACT**

Mt. San Antonio College currently has a subcontract with the CSU Dominguez Hills Foundation for providing oversight of the grant's curriculum activities, including skill building, articulation, and course development and assessment/mapping.

The previously approved contract amount was \$84,112. Permission is requested to add \$9,924 to the contact amount, for a new total of \$94,036. The contract commenced on November 17, 2011, and will terminate on September 30, 2012.

**Funding Source**

National Science Foundation.

**RECOMMENDATION**

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

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #12



<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>March 28, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>LA84 Foundation/Mt. SAC Relays Youth Days Grant: Acceptance of Funds and Approval of Activities</u>	

**BACKGROUND**

Mt. San Antonio College received an award notification from the LA84 Foundation for a grant titled "LA84 Foundation/Mt. SAC Relays Youth Days." The purpose of the grant is to provide elementary and middle school students with an educational experience in track and field through instructional clinics and competition linked to the annual Mt. SAC Relays. As part of the grant activities, permission is requested to: (a) purchase food for grant-related meetings that occur throughout the year; (b) purchase promotional items for meetings and events that occur throughout the year; and (c) provide advance payment (deposits) to vendors for grant-related activities.

**ANALYSIS AND FISCAL IMPACT**

Funding for the grant is \$120,000.

The period of performance is January 25, 2012, through January 24, 2013.

The funding agency has approved the expenditure of grant funds to support the following: salaries, fringe benefits, instructional and non-instructional supplies, catering; advertising, printing, equipment, equipment/furniture rental, K-12 student transportation, and promotional supplies for participants.

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

**Funding Source**

LA84 Foundation.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the LA84 Foundation/Mt. SAC Relays Youth Days grant funds and approves the activities, as defined above.

Prepared by: _____	Adrienne J. Price	Reviewed by: _____	Virginia R. Burley
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #13

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>March 28, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Continuing Education Division</u>	

**BACKGROUND**

Continuing Education presents a variety of offerings.

**ANALYSIS AND FISCAL IMPACT**

**Adult Basic Education – Contract Renewal:**

- Public Training Provider Director for the State Employment Training Provider List
- Contract administered by the South Bay Workforce Investment Board, Hawthorne
- Contract period: March 2012-March 2014

**Community Services Program – Classes/Programs – Schedule Additions:**

<u>Course Title/Program</u>	<u>Presenter</u>	<u>Remuneration</u>		<u>Fee</u>
		<u>40%</u>	<u>Other</u>	
Threading A to Z	Mikhael, Sameira	X		\$90
Fire Academy – Physical Entrance Test	Ward, Liz PE Trust		No Pay	\$18

**Community Services Program Change:**

<u>Program</u>	<u>From</u>	<u>To</u>
Open Fitness Swim for Spring	TBA	Reiben, Michael @ \$21/hr

**Contract Changes:**

<u>Contract</u>	<u>From</u>	<u>To</u>
All Americas, Inc., Contract No. 1112-005		
Supplies	\$300	\$60
Instruction	TBA	Sunnaa, Andrea – 3 hours at \$40/hr.
Assessment Tool Development	TBA	Herbst, Mark and Sunnea, Andrea, 3 hours each @ \$40/hour

**Funding Sources**

Adult Basic Education: Restricted General Fund.  
Community Services Program: Student registration fees collected or grant funds.

**RECOMMENDATION**

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

Prepared by: Donna Burns                      Reviewed by: Virginia R. Burley  
Recommended by: Bill Scroggins                      Agenda Item: Consent #14

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

**DATE:** March 28, 2012

**CONSENT**

**SUBJECT:** Continuing Education Summer High School Program

**BACKGROUND**

As an Adult Education provider for the Alhambra, Baldwin Park, Bassett, Bonita, Covina Valley, Hacienda-La Puente, Pomona, Rowland, Walnut Valley, and West Covina Unified School Districts, Mt. SAC sponsors the Summer High School Program for high school credit at each of these districts.

**ANALYSIS AND FISCAL IMPACT**

1. Instruction Dates:

School District	Days of Operation	Dates
Alhambra	Monday-Thursday	6/18/12-7/26/12
Baldwin Park	Monday-Friday	6/11/12-7/13/12
Bassett	Monday-Friday	6/11/12-7/13/12
Bonita	Monday-Friday	6/11/12-7/13/12
Covina Valley	Monday-Friday	6/11/12-7/13/12
Hacienda/La Puente	Monday-Thursday	6/11/12-7/12/12
Pomona	Monday-Friday	6/11/12-7/13/12
Rowland	Monday-Friday	6/11/12-7/13/12
Walnut Valley	Monday-Thursday	6/11/12-7/19/12
West Covina	Monday-Friday	6/11/12-7/13/12

2. Program Administrators will be paid as follows:

School District	High School	Site Coordinator	Payment
Alhambra	Alhambra	Takeshita, Christopher	\$6,000
	Mark Keppel	Scanlan, John	\$6,000
	San Gabriel	Meyka, Marisa	\$6,000
Baldwin Park	Baldwin Park	Egans, Shanna	\$6,000
	Sierra Vista	Santiago, Magdalena	\$6,000
Bassett	Bassett	Lima, Jimmy	\$4,000
Bonita	Bonita	MacCormick, Michael	\$6,000
	San Dimas	Kear, Rita	\$6,000
Covina	Covina	Stephens-Martin, Tanya	\$3,000
	South Hills	Lippert, Erin	\$3,000
	Northview	Goins, Micah	\$3,000

Prepared by: Madelyn Arballo/Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #15

**SUBJECT:** Continuing Education Summer High School Program

**DATE:** March 28, 2012

School District	High School	Site Coordinator	Payment
Hacienda-La Puente	La Puente	De Guzman, Kathleen	\$6,000
	Los Altos	Mallen, Mary	\$3,000
		Higgins, Patricia	\$3,000
	Wilson	Mabrie, Michele	\$6,000
Pomona	Workman	Flores, Martin	\$6,000
	Diamond Ranch	Tye, Patricia	\$6,000
	Ganesha	Mariles, Joseph	\$6,000
	Garey	McCall, Dayna	\$6,000
	Pomona	King, Jason	\$6,000
Rowland	Village Academy	Camacho, Lorena	\$4,000
	Nogales	Hart, Jeremy	\$6,000
	Rowland	Elder, Steven	\$6,000
Walnut Valley	Diamond Bar	Aguilar, Gabriel	\$6,000
	Walnut	Jones, Reuben	\$6,000
West Covina	West Covina	Lui, Veronica	\$3,000
		Maggiore, Lisa	\$3,000

3. Instructional supplies will be provided by the College as needed by each school district.
4. Instructors, public safety, and clerical staff will be provided by the College, as requested; will be based upon the agreement and policies of Mt. SAC and each school district; and will be paid hourly.
5. Use of Facilities Agreements will be sent to each individual school district.
6. The revenue generated by the program covers all costs.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Summer High School Program, as presented.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>March 28, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Fashion Students and Faculty Member to Attend Jean Paul Gaultier Exhibition in San Francisco</u>	

**BACKGROUND**

The Consumer Science & Design Technologies Department is requesting approval for Fashion Program students and faculty member Teresa Faraone to attend the exhibition “The Fashion World of Jean Paul Gaultier: From the Sidewalk to the Catwalk,” at the De Young Fine Arts Museum in San Francisco on May 18, 2012. The students and professor will travel as a group, visit the exhibit, meet with the curator, and return the same day.

This exhibit of a premier French designer of the 20<sup>th</sup> century, Jean Paul Gaultier, is an opportunity for Fashion students to view garments, accessories, and textiles of immense style and ingenuity. Throughout his career, Gaultier has made an indelible mark on fashion with clothing emblematic of a new modernity – “from the sidewalk to the catwalk.” Emerging as a designer in the 1970s, he developed his own dress codes that reflected the changing world around him. The exhibit explores over 140 of the garments, accessories, and fashion illustrations that have made Gaultier famous and highlights his inspirations as drawn from celebrities, art, theatre, and the culture of the street.

This is an opportunity of a lifetime for Fashion students and will benefit the students and Mt. SAC tremendously.

**ANALYSIS AND FISCAL IMPACT**

The estimated cost of the trip is \$225 per person, and participants will all be self-funded. There is no cost to the District.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves Fashion students and one faculty member to attend the Jean Paul Gaultier Exhibition at the De Young Fine Arts Museum.

Prepared by: Joumana McGowan

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #16

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

**DATE:** March 28, 2012

**CONSENT**

**SUBJECT:** Natural Sciences Division Field Trip Deposits

**BACKGROUND**

Each semester, several departments in the Natural Sciences Division offer students the opportunity to participate in field trip learning experiences. For those trips that require advance deposits for these trips, the Natural Sciences Division is requesting permission to prepay the deposits to reserve field trips. The charge to students will always be calculated by the actual cost of the trip divided by the number of participants. Students will pay the fees to the Bursar's Office.

**ANALYSIS AND FISCAL IMPACT**

There is no cost to the District.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Natural Sciences Division to prepay deposits for Natural Sciences Division field trips.

Prepared by: Matthew Judd

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #17

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>March 28, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Contract with the League of Women Voters of East San Gabriel Valley</u>	

**BACKGROUND**

Associated Students is requesting that the Board approve a contract with the League of Women Voters of East San Gabriel Valley for the purpose of monitoring the Student Body General Elections campus voting stations.

The service includes at least two people on staff between the hours of 9:00 a.m.–4:30 p.m., April 23-26, 2012. The staff will provide unbiased guidance for student voters as they navigate to the voting site through the student portal.

Only Mt. SAC students who have paid the current \$11 Student Activities Fee will be eligible to vote.

**ANALYSIS AND FISCAL IMPACT**

The contract cost with the League of Women voters is \$800.

**Funding Source**

Associated Students.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with the League of Women Voters of East San Gabriel Valley.

Prepared by: Maryann Tolano-Leveque

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #18

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

**DATE:** March 28, 2012

**CONSENT**

**SUBJECT:** Contract with Magic Jump Rentals, Inc.

**BACKGROUND**

Associated Students is requesting that the Board approve a contract with Magic Jump Rentals, Inc., for rental of carnival equipment for an Athletics Fair.

Associated Students will honor the athletic accomplishments of the Mt. SAC athletic teams at the annual Athletics Fair, to be held on June 5, 2012, from 11:00 a.m.–2:00 p.m.

Associated Students will rent a 500-gallon dunk tank, two teen-adult size inflatable sumo suits, two helmets, a round sumo mat, and an air pump for the suits from Magic Jump Rentals, Inc.. The dunk tank and sumo suits will be used by students who have paid the Student Activities Fee.

**ANALYSIS AND FISCAL IMPACT**

The rental of carnival equipment for Associated Students Athletics Fair will cost \$490.

**Funding Source**

Associated Students.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with Magic Jump Rentals, Inc.

Prepared by: Maryann Tolano-Leveque

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #19



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

**DATE:** March 28, 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 Sources**

**APPROPRIATION TRANSFERS  
For the period 02/07/12 - 03/09/12**

**Unrestricted General Fund - 11 and 13**

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 23,442
7950 Unassigned Fund Balance	290,403
<b>Total</b>	<b>313,845</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 1,050
2000 Classified/Other Nonacademic Salaries	102,780
3000 Employee Benefits	98,960
5000 Other Operating Expenses/Services	29,837
6000 Capital Outlay	81,218
<b>Total</b>	<b>313,845</b>

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #20

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

**DATE:** March 28, 2012

**Restricted General Fund - 17**

From:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 62,881
<b>Total</b>	<b>62,881</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 10,000
3000 Employee Benefits	718
4000 Supplies/Materials	10,000
5000 Other Operating Expenses/Services	42,163
<b>Total</b>	<b>62,881</b>

**Health Services Fund - 39**

From:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 38,000
<b>Total</b>	<b>38,000</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 15,000
5000 Other Operating Expenses/Services	8,000
6000 Capital Outlay	15,000
<b>Total</b>	<b>38,000</b>

**Associated Students Trust Fund - 71**

From:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 2,387
<b>Total</b>	<b>2,387</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 150
4000 Supplies/Materials	2,237
<b>Total</b>	<b>2,387</b>

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

**DATE:** March 28, 2012

**BUDGET REVISIONS**  
For the period 02/07/12 - 03/09/12

**Unrestricted General Fund - 11 and 13**

Revenue:

<u>Budget Classification</u>		<u>Amount</u>
882001	2011-12 Registered Veterinary Technician Program	\$ 15,000
882001	Mt. SAC Foundation-Agriculture Literacy Trail	1,000
882001	Mt. SAC Foundation-Agriculture Literacy Trail	10,000
882001	Mt. SAC Foundation-Agriculture Literacy Trail	1,000
884007	Planetarium	12,697
<b>Total</b>		<b>39,697</b>

Expenditures:

<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$ 12,001
5000	Other Operating Expenses/Services	4,750
6000	Capital Outlay	22,946
<b>Total</b>		<b>39,697</b>

**Restricted General Fund - 17**

Revenue:

<u>Budget Classification</u>		<u>Amount</u>
812000	Upward Bound, Year 5	\$ 269,479
812003	2011-12 Mt. SAC Student Support Services	213,180
817000	2011-12 CTE Transitions grant	46,970
862200	2011-12 EOPS	8,850
862902	2011-12 CARE	884
862908	2011-12 Basic Skills	29,307
882000	LA84 Foundation/Mt. SAC Relays Youth Days	120,000
882000	Statistics Pathway (Statway)	17,500
<b>Total</b>		<b>706,170</b>

Expenditures:

<u>Budget Classification</u>		<u>Amount</u>
1000	Academic Salaries	\$ 84,475
2000	Classified/Other Nonacademic Salaries	254,067
3000	Employee Benefits	75,810
4000	Supplies/Materials	24,336
5000	Other Operating Expenses/Services	235,564

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

**DATE:** March 28, 2012

6000	Capital Outlay	\$	21,184
7000	Other Outgo		10,734
<b>Total</b>			<b>706,170</b>

**Capital Outlay Projects Fund - 41**

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
865900	Design Technology Center Project	\$	(1,000)
886000	Lease Revenue Bonds-Interest		131
<b>Total</b>			<b>(869)</b>

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
6000	Capital Outlay	\$	(869)
<b>Total</b>			<b>(869)</b>

**Capital Outlay Projects/Redevelopment - 43**

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
889000	RDA, La Verne	\$	20,068
<b>Total</b>			<b>20,068</b>

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
7920	Restricted Fund Balance	\$	20,068
<b>Total</b>			<b>20,068</b>

**Other Trust Funds - 79**

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
882002	2012 Mt. SAC Relays-Sponsorships	\$	78,200
884021	2012 Mt. SAC Relays-Sales-Banquet		5,000
884022	2012 Mt. SAC Relays-Sales-Entry Fees		80,000
884023	2012 Mt. SAC Relays-Sales-Gate Fees		50,000
884024	2012 Mt. SAC Relays-Sales-Advertising		5,000
885200	2012 Mt. SAC Relays-Booth Rentals		3,000
888107	2012 Mt. SAC Relays-Parking Services-Special Events		15,000
889000	2012 Mt. SAC Relays-Other Local Revenues		178,436
<b>Total</b>			<b>414,636</b>

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

**DATE:** March 28, 2012

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	57,100
3000	Employee Benefits		4,400
4000	Supplies/Materials		23,200
5000	Other Operating Expenses/Services		146,896
6000	Capital Outlay		10,000
7000	Other Outgo		4,334
7940	Assigned Fund Balance		<u>168,706</u>
<b>Total</b>			<b>414,636</b>

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$313,845), Restricted General Fund (\$62,881), Health Services Fund (\$38,000), and Associated Students Trust Fund (\$2,387) 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 (\$39,697), Restricted General Fund (\$706,170), Capital Outlay Projects Fund (\$-869), Capital Outlay Projects/Redevelopment Fund (\$20,068), and Other Trust Funds (\$414,636) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

**DATE:** March 28, 2012

**CONSENT**

**SUBJECT:** Independent Contractors

**BACKGROUND**

Approval of Independent Contractors.

**ANALYSIS AND FISCAL IMPACT**

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

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Carole Anderson	Instruction – Family and Consumer Science (FCS), Discipline/Industry Collaborative Grant	Director, Fashion Show at Fashion Symposium	3/29/12-4/30/12	\$500
Handy Atmali	Instruction – Continuing Education	Graphic Designer for WASC-WCS Accreditation Report and Self-Study	8/29/12-3/30/12	\$8,500
Vena Blanchard	Instruction – Biology	Speaker, BIOL 15/15H	5/02/12-5/03/12	\$50
Marva Brooks	Instruction – Family and Consumer Science (FCS), Discipline/Industry Collaborative Grant	Co-chair, Hostess at Fashion Symposium	3/29/12-4/30/12	\$250
David Brown	Instruction – Promoting STEM Research to College Freshmen and Sophomores Grant	Speaker, NSF Grant Writing Workshop	3/09/12	\$1,000
Don Chadez	Instruction – Mt. SAC Relays	Provide Meet timing and results	4/19/12-4/21/12	\$10,000
Ree Chen	Instruction – Agriculture	Graphic Designer for Ag Literacy Trail	3/29/12-4/30/12	\$990
Michelle Craner	Instruction – Family and Consumer Science (FCS), Discipline/Industry Collaborative Grant	Static Judge, Fashion Symposium	3/29/12-4/30/12	\$500

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #21

**SUBJECT:** Independent Contractors**DATE:** March 28, 2012

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
James Duran	Instruction – Music	Staff Assistant, Instrumental Jazz Festival	5/5/12	\$150
Michael Enriquez	Instruction – Music	Tabulator, Instrumental Jazz Festival	5/5/12	\$150
Michael Esalen	Instruction – Biology	Guest Speaker – BIOL 15/15H	5/14/12- 5/15/12	\$50.00
Anna Factorovich	Instruction – English, Literature and Journalism	Presenter, Writers’ Weekend	4/27/12- 4/29/12	\$1,000
John Fajardo	Instruction – Family and Consumer Science (FCS), Discipline/Industry Collaborative Grant	Still Photographer, Fashion Symposium	3/29/12- 4/30/12	\$500
Dorothy Foral	Instruction – Family and Consumer Science (FCS), Discipline/Industry Collaborative Grant	Co-chair, Hostess for Fashion Symposium	3/29-12- 4/30/12	\$250
Beat Giger	Instruction – Family and Consumer Science (FCS), Discipline/Industry Collaborative Grant	Speaker, Hospitality Professional Development event	5/4/12	\$200 in addition to existing contract of \$800; total not to exceed \$1,000
Nurit Glass	Instruction – Family and Consumer Science (FCS), Discipline/Industry Collaborative Grant	Judge, Fashion Symposium	3/23/12- 5/30/12	\$500
Linda Gomez- Ortigoza	Instruction – Family and Consumer Science (FCS), Discipline/Industry Collaborative Grant	Organize Denim Deconstruction at Fashion Symposium	3/29/12- 4/30/12	\$500
Mark Haskell Smith	Instruction – English, Literature and Journalism	Presenter, Writers’ Weekend	4/27/12- 4/29/12	\$1,000
Kari Irwin	Instruction – Family and Consumer Science (FCS), Discipline/Industry Collaborative Grant	Plan and implement an additional “big idea” entrepreneurial student event	7/1/11- 6/30/12	\$1,667 in addition to existing contract of \$5,000; total not to exceed \$6,667

**SUBJECT:** Independent Contractors**DATE:** March 28, 2012

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Mark Johnson	Student Services – Student Life, Associated Students	Performer, African Drumming and Dance at Associated Students Culture Fair	4/18/12	\$400
Dave Johnstone	Instruction – Music	Performer, Accompanist for Spring Thing Rehearsals and Concert	3/20/12 3/22/12 3/23/12	\$500
Dave Johnstone	Instruction - Music	Performer, Accompanist at Frontline Rehearsals and Performances at the Reno Jazz Festival, Reno, Nevada	4/5/12 4/12/12 4/19/12 4/24/12 4/26/12 4/27/12	\$650
Dave Johnstone	Instruction – Music	Performer, Accompanist at Frontline Rehearsals and Performance for Spring Vocal Jazz Concert	5/13/12 5/20/12 6/7/12 6/8/12 6/9/12	\$600
Richard Larson	Instruction – Family and Consumer Science (FCS), Discipline/Industry Collaborative Grant	Speaker, Hospitality Professional Development event	5/4/12	\$200 in addition to existing contract of \$800; total not to exceed \$1,000
Simon LeVay	Instruction – Biology	Speaker, BIOL 15/15H	5/14/12- 5/15/12	\$50
Rachael Libolt	Instruction – Family and Consumer Science (FCS), Discipline/Industry Collaborative Grant	Oversee Static Contest rules, judging, and mart display for Fashion Symposium	4/1/12- 5/30/12	\$500
Jackie Lopey	Instruction – Family and Consumer Science (FCS), Discipline/Industry Collaborative Grant	Organize speakers for “What’s Your Big Idea” entrepreneurship workshop	2/23/12- 3/30/12	\$500
Andrea Marx	Instruction – Family and Consumer Science (FCS), Discipline/Industry Collaborative Grant	Static Judge, Fashion Symposium	3/29/12- 4/30/12	\$500



**SUBJECT:** Independent Contractors**DATE:** March 28, 2012

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
LeeAnne McIlroy Langton	Instruction – English, Literature and Journalism	Presenter, Writers' Weekend	4/27/12- 4/29/12	\$300
David Perez	Instruction – Music	Staff Assistant, Instrumental Jazz Festival	5/5/12	\$150
Matthew Politano	Instruction – Music	Guest Lecturer, Jazz Piano Master classes	4/3/12 4/10/12 4/17/12 4/24/12 5/1/12 5/8/12 5/22/12 5/29/12 6/5/12	\$800
Michael Ryan	Instruction – U.S. Department of Labor Building Automation Grant	Conduct an Occupational Safety and Health Administration 10-hour Construction Outreach Training Program	3/1/12- 6/30/12	\$3,600
Jo Scott-Coe	Instruction – English, Literature and Journalism	Presenter, Writers' Weekend	4/27/12- 4/29/12	\$1,000
Simon Silva	Student Services – Bridge Program	Keynote Speaker, Summer Bridge Program	7/12/12	\$3,000
Ron Suffredini	Instruction – Music	Performer, Accompanist for Spring Thing Rehearsals and Concert	3/20/12 3/22/12 3/23/12	\$500
		Performer, Accompanist at Frontline Rehearsals and Performances at the Reno Jazz Festival, Reno, NV	4/5/12 4/12/12 4/19/12 4/24/12 4/26/12 4/27/12	\$650
		Performer, Accompanist at Frontline Rehearsals and Performance for Spring Vocal Jazz Concert	5/13/12 5/20/12 6/7/12 6/8/12 6/9/12	\$600
Paul Tayyar	Instruction – English, Literature and Journalism	Presenter, Writers' Weekend	4/27/12- 4/29/12	\$300

**SUBJECT:** Independent Contractors

**DATE:** March 28, 2012

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Steven Williams	Student Services – Student Life, Associated Students	Performer, Capoeira demonstration at Associated Students Culture Fair	4/18/12	\$300

### Funding Sources

Restricted General Fund – Instruction/Promoting STEM Research to College Freshman and Sophomores Grant; U. S. Department of Labor Building Automation Grant; and Family and Consumer Science (FCS) Discipline/Industry Collaborative Grant.

Unrestricted General Fund – Instruction/Continuing Education; Agriculture; Biology; Music; English; Literature and Journalism; Student Services/Bridge; and Student Life/Associated Students.

### RECOMMENDATION

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

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

**DATE:** March 28, 2012

**CONSENT**

**SUBJECT:** Mandated Cost Claim Preparation Services Contract

**BACKGROUND**

State-mandated cost claim programs allow the College to claim reimbursement for performing certain State-mandated functions (for example, the cost of providing health services not covered by student fees is reimbursable). It is common practice for colleges and school districts to use a consultant for filing mandated cost claims because:

- they offer expertise in current mandated cost program activities at the State level;
- they provide training and forms to collect the necessary data, but with minimal impact on College staff time;
- other colleges and school districts have received significant increases in mandated cost revenues by hiring a consultant; and
- the consulting fee is fully reimbursable by a State-mandated cost program.

**ANALYSIS AND FISCAL IMPACT**

Mandate Resource Services, LLC has completed the College’s mandated cost claims for the last six years. We have been very satisfied with the services provided by Mandate Resource Services, LLC and recommend that we retain them for the 2012-13 fiscal year at a proposed cost to the District of \$8,000. Their services would be provided as needed for the fiscal year as the claims are due to the State.

Their services include:

- interviewing College staff involved in State-mandated cost reimbursable programs;
- informing and training College staff on such programs;
- collecting appropriate data for claims;
- preparing and filing claims with the State Controller’s Office; and
- preparing and filing test claims with the State Controller’s Office.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with Mandate Resource Services, LLC for State-mandated cost claim preparation services for actual annual claims for fiscal year 2011-12 plus estimated claims for fiscal year 2012-13.

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #22

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

**DATE:** March 28, 2012

**CONSENT**

**SUBJECT:** Contract with CS & Associates, Inc. – Labor Compliance Officer

**BACKGROUND**

On November 5, 2002, California voters approved Proposition 47, the Kindergarten-University Public Education Facilities Bond Act of 2002. Proposition 55, the Kindergarten-University Public Education Facilities Bond Act of 2004 was subsequently approved on November 2, 2004. This resulted in new legislation which required that any school district using funds derived from Proposition 47 or Proposition 55 for public works projects to implement and enforce a Labor Compliance Program (LCP) in accordance with Labor Code Section 1771.7.

On June 15, 2005, the Board adopted Resolution No. 04-08 to utilize an LCP prepared by CS & Associates, Inc. and approved by the Director of Industrial Relations.

Due to legislative changes in FY 2009-10, the District was no longer allowed to use a third-party LCP. Therefore, on February 24, 2010, the Board adopted its own LCP in Resolution No. 09-08. Since that time, the College has utilized the services of CS & Associates, Inc. to support the College's LCP.

**ANALYSIS AND FISCAL IMPACT**

The College has utilized the services of CS & Associates, Inc. for the administration of its LCP since 2004 for all State- and Measure R Bond-funded projects requiring an LCP. Approval is being sought to enter into a new contract with CS & Associates, Inc. to continue providing labor compliance support services for existing Measure R and future Measure RR Bond-funded projects.

The cost for the services provided by CS & Associates, Inc. will remain unchanged at 0.439% of the actual construction costs per project.

The term of this contract will be from March 29, 2012, through March 28, 2013, with four additional automatic one-year renewals. Total contract period is not to exceed five years.

**Funding Source**

State, Measure R, Measure RR Bond Anticipation Notes, or Measure RR Bond funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves a contract with CS & Associates, Inc. to administer the College's Labor Compliance Program, as presented.

Prepared by: Thomas G. Meikle

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

Recommended by: Bill Scroggins

Agenda Item: Consent #23

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

**DATE:** March 28, 2012

**CONSENT**

**SUBJECT:** Renewal of Bus Transportation Contracts

**BACKGROUND**

The College currently contracts with two companies to provide transportation services for transporting students to athletic events, field trips, and continuing education programs. Student Transportation of America (STA) provides school-bus-type services for trips that occur within a 60-mile radius of the campus and returning on the same day. Coach America provides charter bus services for trips that are of a longer duration and/or occur outside the 60-mile radius.

**ANALYSIS AND FISCAL IMPACT**

The contracts for STA and Coach America are due to expire March 2012. Due to the recent spike in fuel prices, both STA and Coach America have asked for a 3% increase in their rates. Each contract allows for annual adjustments for this reason. Therefore, the College is seeking approval to renew these contracts, including the 3% increase as requested, for an additional one-year period.

<u>Company</u>	<u>Contract Period</u>	<u>Estimated Cost for FY 2012-13</u>
Student Transportation of America	3/26/12 – 3/25/13	\$80,000
Coach America	3/19/12 – 3/18/13	\$150,000

The actual costs for these services will vary depending on the number of trips taken during the contract period.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the renewal contracts with Student Transportation of America and Coach America, as presented.

Prepared by: Thomas G. Meikle

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

Recommended by: Bill Scroggins

Agenda Item: Consent #24

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

**DATE:** March 28, 2012

**CONSENT**

**SUBJECT:** Contract to Provide Crowd Management Services for Large Public  
Events

**BACKGROUND**

The College contracts with an outside agency to provide crowd management services for various large public events held on campus. These events include select events in the Performing Arts Complex, football games, and special events such as graduation and the Mt. SAC Relays.

**ANALYSIS AND FISCAL IMPACT**

California Education Code §88003.1 (b)(7) allows contracting for personnel services when the services needed are of such urgent, temporary, or occasional nature that the delay incumbent in their implementation under community college district's regular or ordinary hiring process would frustrate the very purpose. Providing security for large public events is such an allowable service.

The College has been using the services of Millennium Better Security, Los Angeles, for the past four years, as needed, for crowd management control for its large public events and is seeking approval to renew their contract for the period April 1-June 30, 2012. The College is also seeking approval to contract with two additional companies, Capital Protection, Rancho Cucamonga, and Event Guard Services, Duarte, in order to ensure at least one company has guards available when needed. The hourly rates vary for each company; however, the rates quoted appear fair and reasonable for this type of service.

<u>Company</u>	<u>Contract Period</u>	<u>Hourly Rates (Unarmed Guard)</u>	<u>Hourly Rates (Supervisor)</u>
Millennium Better Security	April 1-June 30, 2012	\$16.50	\$40.00
Capital Protection	April 1-June 30, 2012	\$18.00	\$20.00
Event Guard Services	April 1-June 30, 2012	\$15.60	\$16.80

The costs for fiscal year 2011-12 are not expected to exceed \$11,000.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contracts with Millennium Better Security, Inc., Capital Protection, and Event Guard Services, as presented.

Prepared by: Thomas G. Meikle

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

Recommended by: Bill Scroggins

Agenda Item: Consent #25

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

**DATE:** March 28, 2012

**CONSENT**

**SUBJECT:** Student Parking Fee Increase

**BACKGROUND**

The campus-wide student parking lot infrastructure (asphalt) has deteriorated to a point where driving and walking in these areas have become an immediate safety issue. Industry costs have risen to a level where current parking fee revenue is inadequate to fund repairs and replacement of student parking lots. One of the larger student parking lots, Student Lot B, needs to be completely replaced at a cost of approximately \$2 million. Facilities Planning & Management has presented funding costs and has prioritized needed repairs for student and staff parking Lots, as well as campus roadways. The current parking fee revenue generated does not meet the required funding level required to maintain the student parking lot infrastructure.

**ANALYSIS AND FISCAL IMPACT**

California Education Code Section 76360(a)(1) indicates that the governing board of a community college district may require students in attendance to pay a fee in an amount not to exceed \$50 per semester and \$25 per intersession; to be established by the board, for parking services.

Parking Services, as used in this section, means the purchase, construction, and operations and maintenance of parking facilities for vehicles and motor vehicles as defined by Sections 415 and 670 of the California Vehicle Code. It is recommended that the student parking permit fees be increased to allow funding for needed parking lot repairs and maintenance. Following are current and proposed fees:

<u>Timeframe</u>	<u>Permit Type</u>	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Increase</u>
Fall and Spring	Student	\$40	\$50	\$10
Winter and Summer	Student	\$20	\$25	\$5
Year-Round	Day-Use	\$3	\$5	\$2

The increase in fees will be dedicated solely to this cause and is authorized by the California Education Code to allow funding for the required repairs, replacement, and maintenance of the Student Parking Lots.

Prepared by: Mark DiMaggio

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #26

**SUBJECT:** Student Parking Fee Increase

**DATE:** February 22, 2012

Funding Source

Restricted Parking Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the fee increases to take effect on June 25, 2012, the start of Summer Intersession.



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

**DATE:** March 28, 2012

**CONSENT**

**SUBJECT:** Agreement with 3C Business Solutions, Inc.

**BACKGROUND**

3C Business Solutions, Inc. provides custom on-site technical training for a variety of software packages including the suite of Oracle products. Information Technology staff need in-depth training on Oracle Application Express (APEX) to continue to maintain and provide new functionality for the College's enterprise application system, Banner.

**ANALYSIS AND FISCAL IMPACT**

3C Business Solutions, Inc. will provide an expert APEX trainer on-site for a total of 16 hours scheduled over four days. Total cost for training including all travel and related expenses will not exceed \$4,500.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the agreement with 3C Business Solutions, Inc., as presented.

Prepared by: Victor A. Belinski

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #27

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

**DATE:** March 28, 2012

**CONSENT**

**SUBJECT** Cell Site Lease Amendment with Metro PCS

**BACKGROUND**

Metro PCS (Lessee Royal Street Communications, LLC) has requested permission to upgrade their cellular communication facility located on the roof of the Technology and Health Division building. As part of the upgrade they have requested that the College provide them with access to use part of the College fiber optic cable network to transport data from their site to the campus point of entry located in the Math and Science building, where it will connect with cables provided by Time Warner.

**ANALYSIS AND FISCAL IMPACT**

Metro PCS currently leases approximately 200 square feet of rooftop space on the Technology and Health Division building. The first five-year lease term with rent payable at \$1,450 per month will be due for renewal in August 2012. In order to upgrade their cellular communication facility, they are seeking approval to use two Mt. SAC single-mode fiber optic circuits to route data traffic from their facility to the campus point of entry located in the Math and Science building. Information Technology along with Facilities Management have reviewed this proposal and determined the request to be feasible and that sufficient fiber optic cable capacity is available to accommodate this request. Because this use will occupy a portion of the campus fiber optic capacity, the College has determined the fair market value for this use to be \$400 per month and is recommending approval to amend the agreement with Metro PCS by an increase of that amount. The College should expect to receive an additional \$74,000 in income if Metro PCS exercises the three remaining five-year options on their lease.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the site lease amendment with Royal Street Communications, LLC (Metro PCS).

Prepared by: Thomas G. Meikle

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

Recommended by: Bill Scroggins

Agenda Item: Consent #28

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

**DATE:** March 28, 2012

**CONSENT**

**SUBJECT:** Agreement with Thee Christmas Tree Company

**BACKGROUND**

The College Farm, in a joint venture with Tony & Duane Graham dba Thee Christmas Tree Company, has sold Christmas trees for the past 21 years on the southwest corner of Grand Avenue and Amar Road. The current agreement is due to expire January 9, 2013. The College is seeking approval to enter into a new agreement for the period January 2013 through January 2014 with the option to renew for two additional one-year periods upon mutual consent by both parties.

**ANALYSIS AND FISCAL IMPACT**

Thee Christmas Tree Company will have use of the College land at the corner of Grand Avenue and Amar Road from September 1 through January 9 of each year. Mr. Graham will provide the trees and manage the sale, and the Farm will bring its plants to the site for sale to the community. Also, qualified Agricultural students who apply will be employed to work on the Christmas tree lot. With this joint venture, the students will be able to sell their plants while gaining experience in observing management of a retail Christmas tree sales operation.

In addition to its annual sale of Christmas trees, Thee Christmas Tree Company will maintain the lot throughout the entire contract period including, but not limited to, weed abatement, trash cleanup, and fence maintenance at least four times annually to prevent the lot from becoming unsightly while unoccupied.

The lease amount for 2013-14 will be \$11,919, which represents an increase of 3% from the previous year. The lease amount will increase 3% for each year thereafter (\$12,277 for 2014-15 and \$12,645 for 2015-16).

The income generated from this lease will be deposited into the College's Farm account.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves an agreement with Thee Christmas Tree Company, as presented.

Prepared by: Thomas G. Meikle

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

Recommended by: Bill Scroggins

Agenda Item: Consent #29

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

**DATE:** March 28, 2012

**CONSENT**

**SUBJECT:** Purchase of Furniture for Design Technology Center

**BACKGROUND**

The project to renovate the Design Technology Center includes new furniture throughout the building. The furniture will be for instructional classrooms encompassing the following areas:

- Lecture Classrooms
- Computer Labs
- Drafting Labs
- Animation Classrooms

The remaining furniture is for office and collaboration spaces. Specifications for office furniture were based on campus faculty office standards established from the Administration Building Request for Proposal.

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

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

- best in meeting the functional requirements;
- most appropriate for student usage and comfort;
- durability and ease of maintenance;
- cost; and
- warranty.

**ANALYSIS AND FISCAL IMPACT**

Deans, faculty, and staff participated in evaluating approximately 40 different instructional furniture product lines. A mock-up evaluation process was conducted in July 2011, during which product options from twelve manufacturers were evaluated. Subsequently, a cost analysis was conducted in August 2011, at which time a final short list of manufacturers was developed to include the following:

Prepared by: Thomas G. Meikle/Gary L. Nellesen

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

Recommended by: Bill Scroggins

Agenda Item: Consent #30

**SUBJECT:** Purchase of Furniture for Design Technology Center

**DATE:** March 28, 2012

- Steelcase
- KI
- Allsteel
- Haworth
- Computer Comforts
- Versa
- Mayeline

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

BIDDER		AMOUNT
Corporate Business Interiors (CBI)	(Not to Exceed)	\$470,000.00
Versa	(Not to Exceed)	\$120,600.42
Krueger International (KI)		\$87,579.00
Tangram – Steelcase		\$39,870.75
Interior Office Supplies (IOS) - Haworth		\$31,580.43
National		\$7,536.37
Izzy		\$1,572.53
<b>TOTAL</b>		<b>\$758,139.08</b>

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

- General Base CMAS discount of 62% to 74.5% off list and is a negotiable tier discount;
- U. S. Community Contract; and
- TCPN Contract.

**Funding Sources**

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

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the purchase of furniture for the Design Technology Center and awards to the above listed manufacturers for each proposal using the listed discounts reflected in the proposals.

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

**DATE:** March 28, 2012

**CONSENT**

**SUBJECT:** Purchase of Furniture for Design Technology Center Animation  
Laboratory Workstations

**BACKGROUND**

The Arts Division worked with the District's furniture consultant, PALid Studio to develop specifications for the Design Technology Center Animation Laboratory workstations. These specialty workstations incorporate detailed intricate requirements involving state-of-the-art tools and technologies unique to the needs of animators. After conducting an extensive search through product catalogs and product referrals, it has been determined that no existing off-the-shelf product can be found that satisfies the defined need.

**ANALYSIS AND FISCAL IMPACT**

The Arts Division has worked with PALid Studio and Goldfish Studio for more than four months to develop detailed specifications for workstations that will provide all of the capabilities students and instructors will need to accomplish the classroom activities for animation development. Goldfish Studio; a local La Verne supplier that has worked with the Walt Disney Company, Dream Works Studios and other educational institutions, has prepared detailed specifications and a final proposal that addresses all of the requirements in the specifications.

Public Contract Code (PCC) Section 20651 requires that all purchases valued over \$81,000 be formally bid and awarded by the governing board. The cost of the animation laboratory workstations exceeds the formal bid threshold; but, Goldfish Studio is the only local supplier with the expertise needed to offer a product that meets our specifications. Because there are no alternative vendors, the purchase is considered a single-source procurement allowable under PCC Section 3400(b) (3), which permits the purchase of "...a necessary item that is only available from one source."

The total cost of \$139,765.50 includes the workstations and installation.

**Funding Sources**

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

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the purchase as a single-source procurement in the amount of \$139,765.50 from Goldfish Studio for the Design Technology Center Animation Laboratory workstations.

Prepared by: Thomas G. Meikle

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

Recommended by: Bill Scroggins

Agenda Item: Consent #31

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

**DATE:** March 28, 2012

**CONSENT**

**SUBJECT:** Professional Design and Consulting Services

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

The following contracts are presented for approval:

<b>#1</b>	<b>Consultant:</b>	H2 Environmental Consulting Services, Inc.	
	<b>Project:</b>	Agricultural Sciences Complex	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional consulting services to complete the application for the South Coast Air Quality Management District approval of the installation of the ethylene oxide sterilizer at the Agricultural Sciences Complex building. Services are provided for a fixed fee.	\$1,500.00	
	Contract Amount		\$1,500.00

<b>#2</b>	<b>Consultant:</b>	Psomas	
	<b>Project:</b>	Campus Clarifier and Grease Trap Permitting	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional consulting services to prepare and submit proper permit applications including all required exhibits and calculations, researching Los Angeles County records to replace information missing from Mt. SAC records. Services are provided for a fixed fee.	\$14,600.00	
	Contract Amount		\$14,600.00

**Funding Sources**

#1 – Measure RR Bond Anticipation Note funds.

#2 – 2006-07 Hazmat funding and Measure RR Bond Anticipation Note funds.

**RECOMMENDATION**

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

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #32

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

**DATE:** March 28, 2012

**CONSENT**

**SUBJECT:** Request for Retention Reduction for Physical Education Program  
Building Renovation - Electrical (Bid No. 2865)

**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>
Physical Education Program Building Renovation - Electrical	Construction Electric, Inc.	99%

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 Construction Electric, Inc., as presented.

Prepared by: Thomas G. Meikle

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

Recommended by: Bill Scroggins

Agenda Item: Consent #33



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

**DATE:** March 28, 2012

**CONSENT**

**SUBJECT:** Maintenance Agreements with Diversified Thermal Services

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

The following contracts are presented for approval:

<b>Project:</b>	Annual Air Conditioning Preventative Maintenance Agreement for the Data Center	
<b>Description:</b>	<b>Amount</b>	
Three-year maintenance agreement to provide annual preventative maintenance service on the chillers, pumps, and Liebert units serving the campus's main computer room in the Data Center. Pricing breakdown for three-year term: Year one-\$6,740.00; year two-\$6740.00; and year three-\$6,740.00. Qualifications of existing staff are not sufficient to meet this need.	\$20,220.00	
Contract Amount		\$20,220.00

<b>Project:</b>	Annual TES McQuay Chiller Maintenance and Services Agreement for the Central Plant	
<b>Description:</b>	<b>Amount</b>	
Three-year maintenance agreement to provide annual service on the three McQuay Air-Cooled chillers that service the two Thermal Energy Storage plants on campus. Pricing breakdown for three-year term: Year one-\$15,240.00; year two-\$15,700.00; and year three-\$16,170.00. Qualifications of existing staff are not sufficient to meet this need.	\$47,110.00	
Contract Amount		\$47,110.00

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins Agenda Item: Consent #34

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

**DATE:** March 28, 2012

**CONSENT**

**SUBJECT:** Emergency Resolution No. 11-07 – Mold Abatement from the  
Child Development Center Construction Site (Change Order)

**BACKGROUND**

The Board approved Emergency Resolution No. 11-07 at its February 2012 meeting. Upon further investigation of the problem, additional abatement work was required.

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>	Emergency Resolution No. 11-07	<b>Contractor:</b>	Unlimited Environmental (Abatement Contractor)	<b>CO No.</b>	1
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
	Provide additional labor and materials to remove the 704 square feet of new mold growth from wood members at Building B and to construct a special containment to allow steel work to take place concurrently with the abatement.		\$18,400.00	0 days	
	Total		\$18,400.00	0 days	
	Original Contract Amount			\$66,543.00	
	Net Change by Previous Change Orders			\$0.00	
	Net Sum Prior to This Change Order			\$66,543.00	
	Amount of Change Order No. 1			\$18,400.00	
	New Contract Sum			\$84,943.00	
	Percentage of Change to Contract, to Date			27.65%	

**Funding Source**

Measure RR Bond Anticipation Note funds.

**RECOMMENDATION**

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

Prepared by: Gary L. Nellesen

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

Recommended by: Bill Scroggins

Agenda Item: Consent #35

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

**DATE:** March 28, 2012

**CONSENT**

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

**BACKGROUND**

Design Technology Center (Change Orders).

As of February 1, 2012, Change Orders for the Design Technology Center project totaled \$1,374,752.83, or 8.61% of all contracts. Changes totaling 3.80% of all contracts were owner-requested changes, 2.82% were required by the Architect, 0.65% were required to update Campus Standards, 0.74% were to address unforeseen conditions, and 0.60% were for Division of the State Architect, updated code requirements, and other miscellaneous changes.

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>	2844	<b>Contractor:</b>	Evans Brothers, Inc. (Site Prep & Site Utility Relocation Contractor)	<b>CO No.</b>	5
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
1	Install a metal fence and gate to increase safety and security at the northwest entrance to the assembly space. <i>Owner-directed change-added scope.</i>		\$1,983.77	0 days	
2	Remove and replace existing damaged sidewalk, curb, and gutter between the two drive approaches on the east side of the project. <i>Owner-directed change-added scope.</i>		\$11,515.63	0 days	
3	Expose existing concrete encasement containing concrete asbestos pipe for removal by the hazardous materials contractor, and backfill and compact the resulting excavation. <i>Miscellaneous change-unforeseen conditions.</i>		\$3,703.94	0 days	
4	Provide sand for a new drain line at the east side of the project site; this material is required for new utilities. <i>Miscellaneous change-additional details required.</i>		\$289.34	0 days	
	Total		\$17,492.68	0 days	
	Original Contract Amount			\$1,599,000.00	
	Net Change by Previous Change Orders			\$174,411.45	
	Net Sum Prior to This Change Order			\$1,773,411.45	
	Amount of Change Order No. 5			\$17,492.68	

Prepared by: Gary L. Nellesen

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

Recommended by: Bill Scroggins

Agenda Item: Consent #35

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

**DATE:** March 28, 2012

<b>Bid No.</b>	2844 (cont.)	<b>Contractor:</b>	Evans Brothers, Inc. (Site Prep & Site Utility Relocation Contractor)	<b>CO No.</b>	5
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
	New Contract Sum			\$1,790,904.13	
Percentage of Change to Contract, to Date					12.00%

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

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

**SUBJECT:** Design Technology Center (Change Orders)**DATE:** March 28, 2012

<b>Bid No.</b>	2853	<b>Contractor:</b>	Brewster Electric (Electrical Contractor)	<b>CO No.</b>	14
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Provide power connection to the roller shades not indicated on the original electrical plans. <i>Architect/engineer requirements-additional details required.</i>			\$3,525.00	2 days
2	Install conduits and boxes to allow for future installation of mass notification equipment. <i>Owner-directed change-added scope.</i>			\$19,264.00	5 days
3	Add soffit lights in Rooms 229 and 230 to accommodate ductwork conflicts. <i>Architect/engineer requirement-additional details required.</i>			\$4,109.00	2 days
4	Install additional controls to connect the fire accordion door to the fire alarm system. <i>DSA/Code requirement.</i>			\$393.00	1 day
5	Provide the water heater time clock per scope dispute. These charges will be back charged to the plumbing contractor. <i>Miscellaneous change-back charge.</i>			\$163.00	0 days
	Total			\$27,454.00	10 days
	Original Contract Amount			\$2,491,338.00	
	Net Change by Previous Change Orders			\$383,813.66	
	Net Sum Prior to This Change Order			\$2,875,151.66	
	Amount of Change Order No. 14			\$27,454.00	
	New Contract Sum			\$2,902,605.66	
	Percentage of Change to Contract, to Date				16.51%

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

<b>Design Technology Center</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2853 Brewster Electric (Electrical Contractor)</b>
Contract Amount		\$2,491,338.00		
C. O. No. 1	June 2010	\$14,085.49	0.56%	Revise high voltage feeder location; Repair conduit in sidewalk; Repair light pole locations.
C. O. No. 2	July 2010	\$200,409.40	8.00%	Add rooftop lighting; Revise lighting layout; Floor boxes; Protection screen locations; Add lights in Hallway 123; Exterior light fixture.
C. O. No. 3	October 2010	\$18,452.04	0.74%	Add light in corridor; Power and conduit to irrigation controller; Add power at AHU unit.

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

**DATE:** March 28, 2012

<b>Design Technology Center</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2853 Brewster Electric (Electrical Contractor)</b>
C. O. No. 4	November 2010	\$6,710.26	0.27%	Roofing credit; Power to automatic doors; Install disconnect switch.
C. O. No. 5	January 2011	\$44,136.96	1.77%	Wire baskets; Sump drain; Store existing emergency blue phone; Add power to EMS control panels; FLEX vs. EMT.
C. O. No. 6	March 2011	\$14,352.01	0.58%	Delete intrusion alarm; Interior and exterior lighting controls; Revise power distribution in Room 137.
C. O. No. 7	May 2011	<\$24,998.00>	<0.1>%	Power smoke detector to fire alarm system; Revise power in Rooms 158 and 143; Revise electrical design in Assembly Space ; Reinstall disconnects; Connect fire alarm to coiling door; Ceiling-mounted receptacles; Credit for Public Address systems; Lighting control zones; Install annunciate panel.
C. O. No. 8	July 2011	\$5,498.00	0.22%	Temporary power for elevator installation; Relocate boiler control panel location; Install wall-mounted light fixture at wheelchair lift; Column furring at Room 113.
C. O. No. 9	August 2011	\$39,833.00	1.60%	Fire stopping; Install projection screen and project lift in Assembly space; Revise communications; Three duct detectors on second floor.
C. O. No. 10	September 2011	\$13,950.00	0.56%	Change light fixtures; Revise corridor ceiling plan revision of cost estimate.

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

**DATE:** March 28, 2012

<b>Design Technology Center</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2853 Brewster Electric (Electrical Contractor)</b>
C. O. No. 11	November 2011	\$12,684.50	0.51%	Change transformer in Room 103; Modify outlets; Provide metal stud and gypsum board soffits; Route power connection at water heater; Provide Cat 6 cabling into ceiling space; Delete fire alarm device in Rooms 307 and 308; Provide power to condensation pumps; Revise lighting design at second-floor corridors; Add rebar on the light pole bases.
C. O. No. 12	December 2011	\$26,477.00	1.06%	Add metering to the main power and light panels and add nine duct detectors.
C. O. No. 13	February 2012	\$12,223.00	.49%	Add cable for projector lift; Relocate light fixtures in Room 202; Electrical junction box; Relocate owner-furnished hand dryer; Revise/supplement lighting layout in the mailroom/break room.

Funding Sources

State Capital Outlay and Measure R Bond funds.

**RECOMMENDATION**

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

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

**DATE:** March 28, 2012

**CONSENT**

**SUBJECT:** Design Technology Center (Unilateral Change Order)

**BACKGROUND**

Design Technology Center (Unilateral Change Order).

Occasionally, contractors are unwilling to sign Change Orders due to disputed amounts or differences in interpreting their scope of work. In these cases, staff reviews the issues and works with the contractors to resolve the differences. At times, the issues cannot be resolved without formal dispute resolution. In these cases, it is in the College's best interest to deduct the appropriate sum unilaterally from the contract.

This Change Order was submitted to the Board in November 2011 using the normal process. Since the contractor still disputes item No. 3, it is being resubmitted as a unilateral change order.

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>	<b>2852</b>	<b>Contractor:</b>	<b>West Tech Mechanical (HVAC Contractor)</b>	<b>CO No.</b>	<b>5</b>
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
1	Provide credit for unused welding inspector services as the contractor used the College's inspection services contractor during the period ending October 29, 2010, and November 26, 2010. <i>Back charge-contract price adjustment.</i>		<\$6,796.50>	0 days	
2	Provide a credit for unused welding inspector services as the contractor used the College's inspection services contractor during the period ending December 31, 2010. <i>Back charge-contract price adjustment.</i>		<\$10,024.00>	0 days	
3	Provide a credit for installation of decorative louvers; contractor disputed that these louvers are included in their scope of work and, therefore, disputed this item. The deductive change is being made unilaterally at the advice of counsel. <i>Back charge-contract price adjustment.</i>		<\$79,375.30>	0 days	

Prepared by: Gary L. Nellesen

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

Recommended by: Bill Scroggins

Agenda Item: Consent #35



**SUBJECT:** Design Technology Center (Unilateral Change Order)**DATE:** March 28, 2012

<b>Bid No.</b>	2852 (cont.)	<b>Contractor:</b>	West Tech Mechanical (HVAC Contractor)	<b>CO No.</b>	5
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
4	Revise fire alarm system and add three duct detectors that were not included on contract documents. <i>DSA/Code requirement-additional details required.</i>			\$623.48	1 day
5	Provide a credit for unused welding inspector services as the contractor used the College's inspection services contractor during the period ending May 27, 2011. <i>Back charge-contract price adjustment.</i>			<\$552.00>	0 days
6	Provide a credit for unused welding inspector services as the contractor used the College's inspection services contractor during the period ending from March 26, 2011, to April 29, 2011. <i>Back charge-contract price adjustment.</i>			<\$552.00>	0 days
	Total			<\$96,676.32>	1 day
	Original Contract Amount			\$1,800,500.00	
	Net Change by Previous Change Orders			\$32,732.44	
	Net Sum Prior to This Change Order			\$1,833,232.44	
	Amount of Change Order No. 5			<\$96,676.32>	
	New Contract Sum			\$1,736,556.12	
	Percentage of Change to Contract, to Date				3.55%

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

<b>Design Technology Center</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2852 - West Tech Mechanical (HVAC Contractor)</b>
Contract Amount		\$1,800,500.00		
C. O. No. 1	August 2010	\$2,520.20	0.14%	Remove septic tank and brick.
C. O. No. 2	May 2011	\$20,214.93	1.12%	One-hour fire rating; Revise HVAC at storage room 303.
C. O. No. 3	June 2011	\$7,225.29	0.4%	Install exhaust in photo processing area.
C. O. No. 4	August 2011	\$2,772.02	1.05%	Credit for roof flashing; Add smoke/fire dampers; Establish lighting control zones; Relocate boiler control panel.

**SUBJECT:** Design Technology Center (Unilateral Change Order)

**DATE:** March 28, 2012

Funding Sources

State Capital Outlay and Measure R Bond funds.

**RECOMMENDATION**

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

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

**DATE:** March 28, 2012

**CONSENT**

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

**BACKGROUND**

Administration Building Remodel (Change Orders).

As of February 1, 2012, Change Orders for the Administration Building Remodel project totaled \$1,493,193.87, or 22.81% of all contracts. Changes totaling 5.77% of all contracts were owner-requested changes, 9.69% were required by the Architect, 0.86% were required to update Campus Standards, 1.09% were to address unforeseen conditions, and 5.40% were for Division of the State Architect, updated code requirements, and other miscellaneous changes.

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>	2855	<b>Contractor:</b>	Angeles Contractor (General Contractor)	<b>CO No.</b>	13
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
1	Install a vapor barrier at walls within the penthouse equipment pad areas; details not included on original plans. <i>Architect/engineer requirements-additional details required.</i>		\$2,378.53	1 day	
2	Remove and replace drywall and a door jamb to accommodate the conduit work for added access controls at various locations. <i>Owner-directed change-added scope.</i>		\$1,977.80	2 days	
3	Remove casework, repair and paint walls to convert fax/copy Room 229 into a workstation. <i>Owner-directed change-added scope.</i>		\$2,747.93	0 days	
4	Dry pack and paint the existing concrete beam above the main stairs to match surrounding surfaces. <i>Architect/engineer requirements-additional details required.</i>		\$1,065.06	0 days	
5	Remove "BUILDING" sign at the east entrance per the owner's direction. <i>Owner-directed change-added scope.</i>		\$266.99	0 days	
6	Repair roofing slope to mitigate pooling at the seven roof drains. <i>Miscellaneous change-additional details required.</i>		\$3,500.00	1 day	
7	Credit for unused allowance. <i>Miscellaneous change-contract price adjustment.</i>		<\$6,368.02>	0 days	
Total			\$5,568.29	4 days	

Prepared by: Gary L. Nellesen

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

Recommended by: Bill Scroggins

Agenda Item: Consent #35

**SUBJECT:** Administration Building Remodel (Change Orders)**DATE:** March 28, 2012

<b>Bid No.</b>	2855 (cont.)	<b>Contractor:</b>	Angeles Contractor (General Contractor)	<b>CO No.</b>	13
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
	Original Contract Amount			\$2,582,000.00	
	Net Change by Previous Change Orders			\$801,940.76	
	Net Sum Prior to This Change Order			\$3,383,940.76	
	Amount of Change Order No. 13			\$5,568.29	
	New Contract Sum			\$3,389,509.05	
Percentage of Change to Contract, to Date					31.27%

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

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

**SUBJECT:** Administration Building Remodel (Change Orders)**DATE:** March 28, 2012

Administration Building Remodel	Date	Amount	%	Bid No. 2855 Angeles Contractor Inc. (General Contractor)
C. O. No. 10	November 2011	\$22,111.26	29.94%	Waterproofing membrane; Elevator operator; Wall shelving at Print Shop; Miscellaneous painting.
C. O. No. 11	December 2011	\$22,180.90	30.80%	Construct wall; Steel stud headers; Gypsum board at skylight brace frame; Aluminum cover to conceal conduit; Replace old color windows; Patch drywall; Modify soffit; Slip-not warning on stairs.
C. O. No. 12	February 2012	\$6,761.33	31.06%	Existing openings at 106A and 121a, Omit flashing on parapet wall, Reveal colors and scribed filler, drywall, floor infill; De-scope trash enclosure; Paint south wall at east entrance; Drywall/patch; Light fixture wires

Bid No.	2858	Contractor:	DSG Corporation (Heating & Ventilation Contractor)	CO No.	2
Item	Change and Justification:		Amount	Time	
1	Deduct the HVAC allowance from this contract; the allowance is being reduced to offset change orders listed below. <i>Miscellaneous change-contract price adjustment.</i>		<\$80,000.00>	0 days	
2	Prepare the campus-wide chilled water lines for building tie-in. <i>Miscellaneous change.</i>		\$3,505.00	0 days	
3	Provide eleven meters to enable the Central Plant to monitor plumbing, electrical, mechanical, energy usage, settings, and to meet Campus Standards. <i>Owner-directed change-Campus Standard.</i>		\$28,411.00	2 days	
4	Install a standalone HVAC system in the Print Shop to eliminate printing odor from entering the main building and to provide for air conditioning needs during the Print Shop's extended hours. <i>Architect/engineer requirements-additional details required.</i>		\$59,039.00	10 days	
5	Install 13 sheet metal caps to the roof equipment pads for better protection against water intrusion through the pads. <i>Miscellaneous change-unforeseen conditions.</i>		\$4,113.00	0 days	
6	Install a horizontal combination smoke fire damper (CSFD), in lieu of a vertical CSFD, due to space constraints in the ceiling. <i>Architect/engineer requirements-additional details required.</i>		\$858.10	0 days	

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

**DATE:** March 28, 2012

Bid No.	2858 (cont.)	Contractor:	DSG Corporation (Heating & Ventilation Contractor)	CO No.	2
Item	Change and Justification:		Amount	Time	
7	Provide air conditioning to Rooms 222 and 248 not included on the original plans. Air conditioning was added to these rooms for future use. <i>Owner-directed change-added scope.</i>		\$4,059.49	0 days	
8	Modify the HVAC system, due to changes in the Fiscal Services vault, to address operational changes. <i>Owner-directed change-added scope.</i>		\$3,746.00	5 days	
9	Modify the HVAC system, due to layout changes in Rooms 148 and 149, to meet operational needs. <i>Owner-directed change-added scope.</i>		\$6,350.00	7 days	
10	Install three variable-frequency drives for pumps. <i>Architect/ engineer requirements-additional details required.</i>		\$1,846.00	0 days	
11	Modify the HVAC system, due to layout changes in Marketing and Research, to address operational needs. <i>Owner-directed change-added scope.</i>		\$10,593.00	5 days	
12	Adjust duct work in various rooms to accommodate the installation of light fixtures. <i>Miscellaneous change-unforeseen field conditions.</i>		\$798.10	0 days	
13	Provide condensation drain piping to air conditioning units to ensure proper drainage. <i>Architect/ engineer requirements-additional details required.</i>		\$6,320.00	0 days	
14	Modify ceiling ductwork at Room 227 to accommodate an open ceiling, matching the adjacent areas. <i>Owner-directed change-added scope.</i>		\$1,450.00	1 day	
15	Remove and reinstall ductwork at the grand stair area for the installation of the skylight. <i>Miscellaneous change-field coordination.</i>		\$789.98	0 days	
16	Provide four months of temporary cooling during the installation of the cabinets and wood doors and windows. This work was necessary to prevent dust and debris from entering into the new air handling units. <i>LEED requirement.</i>		\$35,936.61	0 days	
	Total		\$87,815.28	30 days	
	Original Contract Amount			\$901,500.00	
	Net Change by Previous Change Orders			\$35,936.61	
	Net Sum Prior to This Change Order			\$937,436.61	
	Amount of Change Order No. 2			\$87,815.28	
	New Contract Sum			\$1,025,251.89	
Percentage of Change to Contract, to Date				13.73%	

**SUBJECT:** Administration Building Remodel (Change Orders)**DATE:** March 28, 2012

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

<b>Administration Building Remodel</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2858 DSG Corporation (Heating &amp; Ventilation Contractor)</b>
Contract Amount		\$901,500.00		
C. O. No. 1	August 2011	\$35,936.61	3.99%	Temporary HVAC units.

<b>Bid No.</b>	<b>2859</b>	<b>Contractor:</b>	<b>Rancho Pacific Electric Inc. (Electrical Contractor)</b>	<b>CO No.</b>	<b>11</b>
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Repair data conduit at Room 133; damage was caused by another trade. The cost for this damage will be back charged to the responsible party. <i>Miscellaneous change-unforeseen field conditions.</i>			\$785.00	1 day
2	Remove and replace exterior fixtures necessary to replace damaged exterior siding. <i>Unforeseen field conditions.</i>			\$278.00	0 days
3	Relocate the receptacles for the dishwashers from cabinet back panel to the drywall behind to create enough cabinet space to accommodate the larger dishwashers. <i>Architect/engineers requirement-additional details required.</i>			\$342.00	0 days
4	Credit for devices for mass notification; work was deleted from the contractor's scope of work. <i>Owner-directed change-contract price adjustment.</i>			<\$17,601.68>	0 days
5	Provide temporary power to support the phone and data room while the correct equipment is ordered. <i>Miscellaneous change.</i>			\$3,742.00	1 day
6	Remove temporary power setup and clean up the trailer area as part of the demobilization process. <i>Miscellaneous change-unforeseen field conditions.</i>			\$845.00	0 days
7	Provide three additional motion sensors at Mail Room to ensure proper lighting control. <i>Owner-directed change-added scope.</i>			\$859.00	1 day
8	Install two additional power outlets and six data outlets at the open area in Room 244. <i>Owner-directed change-added scope.</i>			\$2,723.00	1 day
	Total			<\$8,027.68>	4 days
	Original Contract Amount			\$1,667,700.00	
	Net Change by Previous Change Orders			\$445,034.67	
	Net Sum Prior to This Change Order			\$2,112,734.67	
	Amount of Change Order No. 11			<\$8,027.68>	
	New Contract Sum			\$2,104,706.99	
	Percentage of Change to Contract, to Date				26.20%

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

**DATE:** March 28, 2012

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

<b>Administration Building Remodel</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2859 Rancho Pacific Electric, Inc. (Electrical Contractor)</b>
Contract Amount		\$1,667,000.00		
C. O. No. 1	July 2010	\$103,488.00	6.21%	Relocate 12kv duct bank and install meters.
C. O. No. 2	September 2010	\$20,600.00	7.44%	Install 12kv conductor.
C. O. No. 3	October 2010	\$21,597.00	8.74%	Improve Penthouse lighting.
C. O. No. 4	January 2011	\$47,020.50	11.56%	Entrance canopy lighting and power.
C. O. No. 5	March 2011	\$48,959.00	14.49%	Power and data reconfiguration.
C. O. No. 6	April 2011	\$24,528.00	15.96%	Added power requirements due to space changes; Temporary power to AC units; Light fixture revisions.
C. O. No. 7	June 2011	\$91,640.00	21.46%	Added data and communication outlets for access control and equipment; Fiscal vault fit-out; Audiovisual equipment updates.
C. O. No. 8	September 2011	\$41,932.00	23.97%	Emergency power circuits for card readers; Power for energy management panels; Electrical line supports.
C. O. No. 9	December 2011	\$33,458.00	25.98%	Smaller project screen; Relocate power/data; Integrate motorized shades with audiovisual controls; Redundant fiber and copper connection.
C. O. No. 10	February 2012	\$11,812.17	26.69%	Projection screens; Electrical box relocation; Damaged cable; Live scan power and data; Print Shop devices; Elevator phone lines; Blank covers; Additional microphone in Room 216; Elevator power requirements; Room 208 light fixtures and dimmers; Relocate cable tray; Power for ceiling projectors; Light fixtures in Corridor 251.



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

**DATE:** March 28, 2012

Funding Sources

State Capital Outlay and COPS funds.

**RECOMMENDATION**

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

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

**DATE:** March 28, 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:

	<b>Consultant:</b>	tBP Architects	<b>No.</b>	11
	<b>Project:</b>	Child Development Center		
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	
	Additional professional architectural services for the Child Development Center project due to delays caused by the general contractor's withdrawal from the project.		\$54,500.00	
	Total		\$54,500.00	
	Original Contract Amount		\$425,000.00	
	Net Change by Previous Amendments		\$985,710.55	
	Net Sum Prior to This Amendment		\$1,410,710.55	
	Amount of Amendment No. 11		\$54,500.00	
	New Contract Sum		\$1,465,210.55	

**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 #36

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

**DATE:** March 28, 2012

**ACTION**

**SUBJECT:** 2012 CCCT Board of Directors Election

**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 were to be received by the Association from January 1 through February 15, 2012. The election of members of the Board of Directors takes place between March 10 and April 25, 2012. The CCCT Board of Directors is a 21-member Board and meets generally five times per year.

**ANALYSIS AND FISCAL IMPACT**

1. There are eight vacancies on the CCCT Board of Directors. The eight candidates who receive the most votes will serve three-year terms. In the event of a tie vote for the last position to be filled, the CCCT Board will vote to break the tie.
2. The list of nominated candidates for the CCCT Board of Directors is on the following page.
3. A biographical sketch of each candidate was available for Board member review.
4. The official ballot will be mailed by the President's Office.
5. Background or campaign information on various candidates received by the President's Office is sent to the Board of Trustees in advance of the meeting.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees discuss and cast its vote for up to eight candidates for the 2012 CCCT Board of Directors.

**2012 CCCT BOARD ELECTION  
CANDIDATES IN RANDOM DRAWING ORDER**

1. \*Janet Chaniot, Mendocino-Lake CCD
2. Angela Acosta-Salazar, Rio Hondo CCD
3. \*Doug Otto, Long Beach CCD
4. \*Manny Ontiveros, North Orange County CCD
5. Tina Park, Los Angeles CCD
6. Ann H. Ransford, Glendale CCD
7. Deborah LeBlanc, Compton CCD
8. \*Bernard "Bee Jay" Jones, Allan Hancock Joint CCD
9. \*Marcia Zableckis, Barstow CCD
10. Greg Bonaccorsi, Ohlone CCD
11. \*Chris Stampolis, West Valley-Mission CCD

\* Incumbent

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

**DATE:** March 28, 2012

**ACTION**

**SUBJECT:** Redistricting

**BACKGROUND**

The District has engaged Redistricting Partners to conduct an analysis of the California Voting Rights Act. This analysis demonstrated a need for the District to move from an at-large voting system for trustees to a districted system where each trustee is elected from a specific area by the voters in that area.

The Board has been presented with several map options that satisfy the California and Federal Voting Rights Acts. These plans have been previously presented to the Board and made public as a part of these items. Paul Mitchell of Redistricting Partners will be available to answer any questions.

**ANALYSIS AND FISCAL IMPACT**

Each of the plans presented comply with state and federal law for the creation of new trustee areas. They also provide for the creation of two additional trustees – increasing the Board size to seven.

The lines were drawn based on the following criteria:

- 1) Population Equality;
- 2) Contiguity and Compactness;
- 3) Complying with Voting Rights Act, and
- 4) Preserving Communities of Interest.

The Board also elected to, wherever possible, use the underlying school district boundaries as a basis for drawing new district lines.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees recommends the selection of a map option and vote to approve that option to be filed with the County of Los Angeles.

Recommended by: Bill Scroggins Agenda Item: Action #2