



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

**Wednesday, May 14, 2014**

**6:00 p.m. - Open and Adjourn to Closed Session**

**6:30 p.m. - Public Session**

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

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

## AGENDA

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

**CALL TO ORDER (6:00 p.m.)**

## PUBLIC COMMUNICATION

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

## CLOSED SESSION

- **Conference with Legal Counsel - Pending Litigation - (one case)**
- **Conference with Legal Counsel - Potential Litigation - (one case)**

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

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

- **Conference with Labor Negotiators Terri Long, Dean, Instructional Services; and James Czaja, Vice President, Human Resources, per California Government Code Section 54957.6.**

Faculty Association, CSEA, Chapter 262, and CSEA, Chapter 651.

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

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

### **INTRODUCTIONS AND RECOGNITIONS**

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

#### Classified Employees (Newly Appointed)

- **Eliza Hoyos Vences**, Upward Bound Academic Specialist (Upward Bound)
- **Monica Juarez**, Clerical Specialist (Adult Basic Education)
- **Edward Parry**, Parking Officer (Public Safety)

#### Confidential Employee (Promotion)

- **Laura Martinez**, Executive Assistant II (Instruction)

- **Recognitions:**

- IT Enterprise Application Systems Team with Director **Robert Hughes** and Chief Technology Officer **Vic Belinski** for winning the California Community Colleges Chancellor's Office Technology Focus Award for their project, Class Pass for Student Transportation. The team created a web application that registers a Foothill Transit bus pass in the College's student information system, Banner, through a swipe of a student's ID card and a scan of the bus pass. To date, more than 7,500 students have received a free Class Pass which led Foothill Transit to add busses to the Mt. SAC route. Presenting the award on behalf of the Chancellor's Office are **Gary Bird** and **Bonnie Edwards**.
- The Mt. SAC Dance Team, coached by **Rhonda Roberts** and **Stephanie Green**, defended their National Championship at the National Dance Association Collegiate Nationals in Daytona Beach, Florida, on April 11. They added another National Championship the next day by winning the Hip Hop Division at the same event. This is only the second year that they have competed in Hip Hop. The Team earned two National Titles in one weekend from the largest collegiate event in the world! The event boasts 309 teams, 28 divisions, four countries, and over 5,500 athletes!
- Under the direction of Professors **Jeff Ellwood** and **Bill McIntosh**, Mt. SAC's Jazz Ensemble and Vocal Jazz Group, Frontline, each took home a first place win in their respective divisions at this year's Annual Reno Jazz Festival, held April 10-12, at the University of Nevada.

- Award Certificates of Service to the following Classified and Management employees:
  - **Carmen Parra**, Secretary (Health Careers Resource Center), 16 years of service
  - **Clarence Brown**, Director, Marketing and Communication, 10 years of service
- Award Certificates of Service to the following retiring faculty members, whose combined years of service total 157:
  - **Mike Goff**, Professor (Kinesiology/Athletics), 15 years of service
  - **Gail Gonzalez**, Professor (Mental Health), 14½ years of service
  - **Paul Hischar**, Professor (Accounting & Management), 20 years of service
  - **Bonnie Jeffers**, Professor (Accounting & Management), 17 years of service
  - **Carolyn Kuykendall**, Director, Honors Program (Instruction), 5½ years of service
  - **Max Lizarraga**, Professor (Architecture & Engineering Design Technology), 21 years of service
  - **Paul Sharpe**, Professor (Public Services), 17 years of service
  - **Robin Tripp**, Professor (English, Literature & Journalism), 29 years of service
  - **Kathlene Watanabe**, Professor (Child Development), 18 years of service
- Congratulate the 2014 Presidential Award winners:
  - Communication Department, Outstanding Curriculum Efforts (\$2,000) for closing the loop through SLO facilitation in the Department of Communication.
  - The Bridge Program, Outstanding Basic Skills Efforts (\$2,000) for bridging the gap and increasing student success through excellence, innovation, and assessment in teaching, learning, and provision of support services.
  - **Martin Mason**, Outstanding Personal Innovation (\$1,000) for dynamic use of project-based learning in Electronics 10.
- Congratulate the 2014 Educators of Distinction:
  - **Gene Ano**, Psychology/Humanities
  - **Erica Ledezma**, WIN Program
  - **Serena Ott**, Foreign Languages
  - **James Stone**, History
  - **Minnie Toledo**, EOPS

## APPROVAL OF MINUTES

- Approval of minutes of the regular meeting of April 2, 2014. (See backup packet Pages 1 through 7.)

## PUBLIC COMMUNICATION

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

## **REPORTS**

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

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

## **BOARD COMMUNICATION**

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

9. President's Report – Bill Scroggins, President & CEO
  - May Revise Budget Update – Mike Gregoryk

## CONSENT CALENDAR

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

### ADMINISTRATIVE SERVICES

1. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet Pages 8 through 14.)
2. Consideration of approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. (See backup packet Pages 15 through 17.)
3. Consideration of approval of the Quarterly Investment Report, ending March 31, 2014. (See backup packet Page 18.)
4. Consideration of approval of the Quarterly Financial Status Report, ending March 31, 2014. (See backup packet Pages 19 through 21.)
5. Consideration of approval of the re-issuance of stale-dated warrants, as listed. (See backup packet Page 22.)
6. Consideration of approval of the transfer of funds from the Textbook Rental program account to Mt. San Antonio College Auxiliary Services. (See backup packet Page 23.)
7. Consideration of approval of Resolution No. 13-02 – Temporary Inter-fund Cash Borrowing. (See backup packet Pages 24 and 25.)
8. Consideration of approval of an agreement with Ellucian Company L.P. for technical and training services for the International Student and Scholar Management software module. (See backup packet Page 26.)
9. Consideration of approval of an agreement with American Reclamation (RFP No. 2971) to provide trash hauling and recycling services. (See backup packet Pages 27 and 28.)
10. Consideration of approval of a primary five-year contract with PAL id studio (RFP No. 2970), and a secondary five-year contract to HMC Architects for interior design and furniture, furnishings, and equipment services. (See backup packet Pages 29 and 30.)
11. Consideration of approval of a three-year agreement with Higher One, Inc. for Student Refund Management Services. (See backup packet Pages 31 and 32.)

12. Consideration of approval of agreements to provide Professional Design and Consulting for the following projects: Converse Consultants for the Food Services Building; H2 Environmental Consulting Services, Inc. for the Former Child Development Center Demolition and the Hazardous Materials Database; Psomas for the Former Child Development Center Demolition; PAL id studio for Interior Design and Planning Services for small facilities projects and the Library Building Study Room Renovation; Natural Playgrounds Construction Company for the Child Development Center; and P2S Engineering, Inc. for the Thermal Energy Storage. (See backup packet Pages 33 through 35.)
13. Consideration of approval to provide reconfiguration of existing fire alarm and fire sprinkler systems, installation of doors, frames, hardware, light fixtures, and HVAC equipment for the following Bid. (See backup packet Page 36.)
  - Bid No. 2973 Design Technology Center – Radio Lab & Model Shop – NB Construction, Inc., Chino, CA.
14. Consideration of approval of the purchase of a Private Branch Exchange (PBX) expansion and voicemail upgrade for the following Bid. (See backup packet Pages 37 and 38.)
  - Bid No. 2974 Purchase of Private Branch Exchange (PBX) Expansion and Voicemail Upgrade – Data Plus Communications, Inc., Brea, CA.
15. Consideration of approval of the following Child Development Center Change Orders. (See backup packet Pages 39 through 41.)
  - Bid No. 2834 Tri-Power Electric (Electrical Contractor) – Change Order No. 8.
  - Bid No. 2835 JPI Development (Fire Sprinkler Contractor) – Change Order No. 1.
16. Consideration of approval of the following Contract Amendments. (See backup packet Pages 42 and 43.)
  - Contract Classroom Building Renovation (Former Agricultural Sciences Lab) – Hill Partnership, Inc. (Architectural Services) – Amendment No. 4.
  - Contract Child Development Center – TOMIT Consulting (Project Managements Services) – Amendment No. 4.
17. Consideration of approval of the following Completion Notice:
  - Bid No. 2835 Child Development Center – Fire Sprinklers, JPI Development Group, Inc. (Contractor)
18. Consideration of approval of the following Proposed Gifts and Donations to the College:
  - Herman Weskamp – (8) 10 X 10 ft. shade canopies, valued by donor at \$1,743.91, to be used in Agricultural Sciences.
  - B. Rock – various stainless dental tools, probes, scrappers, points and files, valued by donor at \$260, to be used in Earth Science and Astronomy labs to separate fossils and minerals from rock matrix.

## **HUMAN RESOURCES**

19. Consideration of approval of Personnel Transactions. (See backup packet Pages 44 through 55.)

## **INSTRUCTION**

20. Consideration of approval of the Academic Calendar for 2015-16. (See backup packet Pages 56 and 57.)
21. Consideration of approval of additions and changes in the Continuing Education Division. (See backup packet Pages 58 through 60.)
22. Consideration of approval of program fees for students in the Basic Fire Academy. (See backup packet Page 61.)
23. Consideration of approval of Aeronautics to purchase two overhauled Cessna engines. (See backup packet Page 62.)
24. Consideration of approval of an affiliation agreement with Casa Colina Center for Rehabilitation. (See backup packet Page 63.)
25. Consideration of approval of student and faculty participation in the SkillsUSA National Leadership and Skills Conference in Kansas City, Missouri. (See backup packet Page 64.)
26. Consideration of approval of Geology 29 Special Topics in Field Geology 13-day field studies trip. (See backup packet Page 65.)
27. Consideration of approval of the Robotics Team and a faculty member to attend the Autonomous Vehicle Competition 2014 in Boulder, Colorado. (See backup packet Page 66.)
28. Consideration of approval of an Athletic Special Events donation to In-N-Out Burger Child Abuse Foundation. (See backup packet Page 67.)
29. Consideration of approval of modified courses and new and modified certificates and degrees effective with the 2014-15 academic year. (See backup packet Pages 68 through 70.)

## **PRESIDENT'S OFFICE**

30. Consideration of approval of an agreement with the law firm of Liebert Cassidy Whitmore to provide legal and consulting services to the College in regard to employment relations and education law including representation in labor negotiations and in administrative and court proceedings, as requested by the College. The term of the agreement is June 1, 2014, through May 31, 2015. (See backup packet Pages 71 through 76.)

## **STUDENT SERVICES**

31. Consideration of approval of a Memorandum of Understanding with East Valley Community Health Center. (See backup packet Page 77.)
32. Consideration of approval of a contract with Beachfront Only Vacation Rentals for the Upward Bound Senior College Bound Retreat. (See backup packet Page 78.)
33. Consideration of approval of a contract for legal services with Harriett Buhai Center for Family Law. (See backup packet Page 79.)
34. Consideration of approval of a contract with Irvine Ranch Outdoor Education Center for the Arise Program Annual Student Leadership Retreat. (See backup packet Page 80.)
35. Consideration of approval of a contract with University of Southern California Conference Services for the Upward Bound Summer Enrichment Academy. (See backup packet Page 81.)
36. Consideration of approval of a contract with VT Ranch Camp and Conference Center for the Upward Bound Summer Enrichment Academy Leadership Retreat. (See backup packet Page 82.)

## **ACTION ITEMS**

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

1. Consideration of approval to proclaim Wednesday, May 14, 2014, as “Day of the Teacher.” (See backup packet Page 83.)
2. Consideration of approval of the purchase of furniture for the Classroom Building Renovation – Formerly Agricultural Sciences Building 12; Design Technology Center – Radio Lab and Model Shop, Interior Design, and Animation Classrooms; and the Newly Constructed Emergency Operations Center. (See backup packet Page 84.)
3. Consideration of approval of Mt. SAC Resolution No. 13-03 - Mt. San Antonio Community College District – County of Los Angeles, State of California, Regarding Trustee Laura Santos. (See backup packet Pages 85 and 86.)

## **DISCUSSION ITEMS**

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

1. Receive for first reading and discussion proposed revisions to Board Policy 2716 – Political Activity. (See backup packet Pages 87 and 88.)



2. Receive for first reading and discussion proposed revisions to Board Policy 7340 – Leaves. (See backup packet Pages 89 through 91.)
3. Board Conference and Travel.

## INFORMATION ITEMS

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

1. Receive revisions to Administrative Procedure 3500 - Campus Safety. (See backup packet Pages 92 through 95.)
2. Receive revisions to Administrative Procedure 5011 – Admission and Concurrent Enrollment of High School and Other Young Students. (See backup packet Pages 96 through 102.)
3. Receive revisions to Administrative Procedure 5012 – International Students. (See backup packet Pages 103 through 106.)
4. Receive revisions to Administrative Procedure 5013 – Military Personnel, Federal Civil Service Employees, and their Dependents. (See backup packet Pages 107 through 109.)
5. Receive revisions to Administrative Procedure 5015 – Residence Determination. (See backup packet Pages 110 through 114.)

## ADJOURNMENT

### Future Board Meetings

June 25, 2014  
 July 9, 2014  
 August 13, 2014

### Upcoming Events

May 8, 2014	<b>EOPS/CARE/CalWorks Recognition Ceremony</b> , 6:00 p.m., Design Technology Center
May 9, 2014	<b>Last day to petition for 2014 Spring Commencement</b> <b>Spring Wind Ensemble Concert</b> , 7:30 p.m., Clarke Theater <b>Softball Regionals</b> , Time TBD, Baseball Field
May 10, 2014	<b>Upward Bound Saturday Academy</b> , 7:30 a.m.-12:00 p.m., Student Life Center Stage Area <b>Dr. Deborah Boroch Discovery Day (“CSI Mt. SAC”)</b> , 8:00 a.m.-2:00 p.m., Design Technology Center

## **Upcoming Events** (continued)

- May 13, 2014            **Opening AAPI Heritage Month Cultural Activities**, 1:30-4:00 p.m., Founders Hall
- May 14, 2014            **Registration begins for 2014 Summer Intersession Credit and Continuing Education classes**
- May 15-June 4, 2014    **66<sup>th</sup> Annual Student Art Exhibition**, Art Gallery Hours (Reception: May 15, 4:00-6:00 p.m.), Art Gallery
- May 15, 2014            **Karl Benjamin Mosaic Unveiling Ceremony**, 5:30 p.m., Outside Building 1A  
**VIP Reception**, 6:30 p.m., Building 2M-200 Band Room  
**Discussion**, 7:30 p.m., Feddersen Recital Hall  
**Student Life Night Student Appreciation**, 5:00-6:30 p.m., Building 26 Quad  
**AAPI Heritage Month – Cultural Night Performance**, 6:00-8:00 p.m., Design Technology Center  
**Upward Bound Academic Achievement Banquet**, 6:00-9:00 p.m., Student Life Center Stage Area
- May 16, 2014            **Spring Chamber Music Concert**, 7:30 p.m., Feddersen Recital Hall
- May 16-18, 2014        **Spring Dance Concert**, (May 16-17, 8:00 p.m.; May 18, 3:00 p.m.), Clarke Theater
- May 17, 2014            **Students and Educators of Distinction** (advance ticket purchase required), 11:30 a.m.-2:00 p.m., Royal Vista Country Club
- May 18, 2014            **Music Faculty Showcase – Expressions in Harmony**, 2:00 p.m., Feddersen Recital Hall
- May 20, 2014            **International Student Program Recognition Ceremony**, 4:00-6:00 p.m., Founders Hall
- May 21, 2014            **Aspire End-of-the-Year Celebration**, 2:30-4:00 p.m., Founders Hall
- May 22, 2014            **Music Department Student Showcase**, 7:30 p.m., Feddersen Recital Hall
- May 26, 2014            **Memorial Day Holiday – Campus Closed**
- May 28, 2014            **Student Life Athletic Fair**, 11:00 a.m.-2:00 p.m., North of Library
- May 30-31, 2014        **Spring Choral Concert**, 7:30 p.m., Clarke Theater
- May 30, 2014            **ACES Graduation Transfer Ceremony**, 6:00-8:00 p.m., Design Technology Center
- May 31, 2014            **Summer Bridge Orientation**, 8:00 a.m.-2:00 p.m., Design Technology Center

## **Upcoming Events** (continued)

June 2, 2014	<b>International student admission application due for 2014 Fall Semester</b>
June 4, 2014	<b>Arise Milestones Celebration</b> , 6:00-8:00 p.m., Founders Hall <b>Spring Percussion Concert</b> , 7:30 p.m., Feddersen Recital Hall
June 5-8, 2014	<b>Fool for Love - Stage Play</b> , (June 5-7, 8:00 p.m.; June 8, 2:00 p.m.), Studio Theater
June 6, 2014	<b>Student Leadership and Advisor Awards</b> , 1:00-2:00 p.m., Design Technology Center
June 7, 2014	<b>Scholarship Awards Ceremony</b> , 1:00-3:00 p.m., Sheraton Fairplex Hotel <b>Spring Vocal Jazz Concert</b> , 7:30 p.m., Clarke Theater
June 9-11, 2014	<b>Finals Frenzy/Study Hall</b> , 9:00 a.m.-6:30 p.m., Student Life Center Patio
June 9-15, 2014	<b>Final Exams</b> <b>“Book Buy Back” at SacBookRac</b> , Bookstore
June 12, 2014	<b>Transfer Achievement Celebration</b> , 6:00-8:00 p.m., Hilmer Lodge Stadium
June 13, 2014	<b>Commencement</b> , 6:30 p.m., Hilmer Lodge Stadium
June 15, 2014	<b>2014 Spring Semester ends</b>
June 22, 2014	<b>Residence determination date</b>
June 23, 2014	<b>2014 Summer Intersession begins</b>
June 27, 2014	<b>Last day to change residency for 2014 Summer Intersession</b>
June 30, 2014	<b>HSO New Student Orientation</b> , 1:30-6:00 p.m., Founders Hall; Student Life Center Stage Area; and Learning Technology Building, Room 160

## **Upcoming Sports Events**

May 16, 2014	<b>Track &amp; Field State Championships</b> - 12:00-8:00 p.m., Hilmer Lodge Stadium
May 17, 2014	<b>Track &amp; Field State Championships</b> – 10:30 a.m.-8:00 p.m., Hilmer Lodge Stadium

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**

**May 14, 2014**





# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 2, 2014

### MINUTES

#### BOARD MEMBERS PRESENT

Trustees Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos, and Student Trustee Maureira were present.

#### STAFF PRESENT

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

#### 1. PUBLIC SESSION

The public meeting convened at 6:34 p.m., and the Pledge of Allegiance was led by Daniel Smith, President, Academic Senate.

#### 2. INTRODUCTIONS

- The following newly appointed Classified employees were introduced:
  - **Nancy Campos**, Learning Laboratory Assistant I (Learning Assistance Center) (present)
  - **Suzanne Haynes**, Clerical Specialist (Office of Instruction) (absent)
  - **Catalina Quintero**, Learning Laboratory Assistant I (Learning Assistance Center) (present)
  - **Jason Shiff**, Laboratory Technician, Radio (Commercial and Entertainment Arts) (absent)

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

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

- The following newly appointed Management employees were introduced:
  - **Jennifer Galbraith**, Associate Dean, Business Division (Business) (present)
  - **Stacey Gutierrez**, Manager, Professional Development & Employee Engagement (Human Resources) (present)

### 3. APPROVAL OF MINUTES

It was moved by Trustee Baca seconded by Trustee Chen Haggerty, and passed to approve the minutes of the regular meeting of March 19, 2014. Student Trustee concurred.

### 4. PUBLIC COMMUNICATION

None.

### 5. REPORTS

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

- **May Ochoa**, President, Associated Students
- **Dan Smith**, President, Academic Senate
- **Deejay Santiago**, President, Classified Senate
- **Lance Heard**, President, Faculty Association
- **Bill Rawlings**, Acting President, CSEA 262 (no written report)
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

### 6. BOARD COMMUNICATION

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

B. All Board members shared the following comments:

They welcomed new and promoted employees Nancy Campos, Suzanne Haynes, Catalina Quintero, Jason Shiff, Jennifer Galbraith, and Stacey Gutierrez.

C. Trustee Baca reported the following:

- He encouraged everyone to attend the Kepler Lecture on April 10.
- On April 3, he will be attending a meeting at LAX with athlete advisors and counselors throughout the state regarding student success. Coach Rod will also be attending.
- On April 4, he'll be meeting with region vets directors and counselors to determine vet services priorities and what we can do in the state.
- He's looking forward to attending the Relays Banquet on April 16.

D. Trustee Chen Haggerty reported the following:

- She attended the Inspiring Women of Mt. SAC luncheon and was impressed with the winners' stories.
- She attended the Pomona Valley Hospital Foundation Gala to support what they do.
- She urged everyone to be prepared for earthquakes.

E. Trustee Santos reported the following:

- She attended the Baldwin Park Women's Scholarship Dinner.
- She attended the EPA Superfund briefing.
- She attended the Sunkist Elementary School Library opening.
- She attended the Greater West Covina Breakfast.
- She attended the Industry Rotary, where a presentation was made by animation alumni, Donna Kay Lau.
- She attended the Inspiring Women's Luncheon.
- She attended the Industry Rotary lunch, where a Mt. SAC student spoke.
- She attended the Latino Congreso at USC.
- She attended the Cesar Chavez Breakfast at the Pomona Fairplex.
- She sat on a Proposition 39 panel.
- She sat on an L. A. County School Trustees' (LACSTA) panel on technology.
- She rode a bike in the San Gabriel Valley street assessment and Emerald Necklace ride.

F. Trustee Hall reported the following:

- He attended the Citizens Oversight Committee meeting on March 27, where there were a lot of new members who are extremely impressive and capable, many of whom have strong professional project management backgrounds.
- He attended the Regional Chamber of Commerce four-year anniversary celebration of the Jack Newe Farmers' Market at Mt. SAC.
- He attended the Chinese Institute of Engineers' Southern California Scholarship Ceremony, in Diamond Bar, where a number of scholarships were given out to Mt. SAC students by the STEM program.

G. Trustee Bader reported the following:

- She's looking forward to attending the Kepler Lecture on April 10.
- She attended the Pomona Valley Community Hospital Gala. She mentioned that the Hospital has been very supportive of Mt. SAC's Nursing Program.
- On April 21, her brother, Rick Mystrom, author and former Mayor of Anchorage, Alaska, will be speaking on the subject of diabetes. She also shared the titles of Mr. Mystrom's books, which are *My Wonderful Life with Diabetes* and *What Should I Eat? Solve Diabetes, Lose Weight, and Live Healthy.*

H. Trustee Hidalgo reported the following:

- He attended the Regional Chamber of Commerce four-year anniversary celebration of the Jack Newe Farmers' Market at Mt. SAC. He was impressed at the turnout, and he said that most of the Diamond Bar City Council representatives were there, as well.

I. Student Trustee Maureira reported the following:

- She's been busy studying for exams.
- She attended the Regional Chamber of Commerce four-year anniversary celebration of the Jack Newe Farmers' Market at Mt. SAC.
- She excited for this year's Executive Board elections, which are April 21-23.
- She's looking forward to attending the Kepler Lecture on April 10.
- She's looking forward to attending the Mt. SAC Relays on April 19.

J. Trustee Chyr reported the following:

- He attended the Citizens Oversight Committee meeting on March 27. He said that there are a number of very sharp and very capable members on this committee. He commended Mike Gregoryk, Vice President, Administrative Services; and Gary Nellesen, Director, Facilities Planning and Management, who were asked some poignant questions, and they answered them accurately and concisely.
- He attended the Foundation Board meeting today and was happy with the fund-raising numbers. He said that he's excited about future fund-raising events. He said that what's most important is that we serve the students.

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

- He welcomed new and promoted employees Nancy Campos, Suzanne Haynes, Catalina Quintero, Jason Shiff, Jennifer Galbraith, and Stacey Gutierrez.
- He's going to be attending a meeting on April 8, at Baldwin Park City Hall, with Mayor Lozano, Mayor Protem Pacheco, and others to talk about the citizens of Baldwin Park and their ability to follow an articulated pathway from high school through their degree completions.

**8. CONSENT CALENDAR**

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

**A. ADMINISTRATIVE SERVICES**

- 1) Approval of the Appropriation Transfers and Budget Revisions Summary.
- 2) Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
- 3) Approval of the re-issuance of stale-dated warrants, as listed.



- 4) This item was pulled and acted upon separately (see paragraph 9).
- 5) Approval to purchase audio reinforcement equipment for the following Bid:
  - Bid No. 2972 Purchase of Audio Reinforcement Equipment – Apex Audio, Inc., Huntington Beach.
- 6) Approval to purchase custodial supplies for the following Bid:
  - Bid No. 2959 Purchase of Custodial Supplies – Acorn Paper Products, Los Angeles; Buckeye Cleaning Center, Santa Fe Springs; and Hillyard, Los Angeles.
- 7) Approval of an agreement with Cal Poly Pomona Foundation, Inc. for Information Technology's Enterprise Application Systems staff retreat.
- 8) Approval of the following Performing Arts Center Chiller Replacement Change Order:
  - Bid No. 2951 Liberty Climate Control, Inc. (HVAC Contractor) – Change Order No. 2.
- 9) Approval of the following Completion Notice:
  - Bid No. 2948 Child Development Center Classroom Observation System, HCI Systems, Inc. (Contractor)

## **B. HUMAN RESOURCES**

- 10) Approval of Personnel Transactions.

## **C. INSTRUCTION**

- 11) Approval of additions and changes in Continuing Education Division.
- 12) Approval of amendment to Continuing Education Division Revenue-Generated Account.
- 13) Approval for advance payment for the Radiologic Technology Student Pinning Ceremony Luncheon.
- 14) This item was pulled and acted upon separately (see paragraph 10).
- 15) Approval of a Study Abroad Program for Fall 2014, in San Jose, Costa Rica, October 18-December 13, 2014.
- 16) Approval of one Forensics student and one faculty member to attend the Interstate Oratorical Association Tournament in Harrisonburg, Virginia, May 8-18, 2014.
- 17) Approval of Men's Soccer Team students and faculty members to participate in soccer matches in Rockville, Maryland, September 5-8, 2014.

- 18) Approval of the renewal of a three-year Application Services Agreement with PrestoSports for website maintenance.
- 19) Approval to ratify attendance of three Intercollegiate Horse Show Team students and one faculty member at the IHSA National Semi Finals in Laurinburg, North Carolina, March 27-31, 2014.
- 20) Approval of new and modified courses effective with the 2014-15 academic year.
- 21) Approval of a field trip for Child Development Center students to visit Kidspace Children's Museum in Pasadena, California, May 30, 2014.

Motion unanimously passed. Student Trustee concurred.

**9. CONSENT ITEM #4 – CONSTRUCTION SERVICES THAT INCLUDE MAJOR GRADING, SITE IMPROVEMENTS, AND TEMPORARY PARKING USING THE LEASE/LEASEBACK CONSTRUCTION DELIVERY METHOD**

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

Trustee Hall had some reservation with one clause of this item pertaining to dirt being moved from the Athletics Complex East site to the proposed Fire Technology training site, just south of Temple and Grand, and to provide site improvements and paving for 950 temporary parking spaces. He's not fully committed to putting the Fire Technology training facility on that site. He wants more information before he takes action on this item, i.e., after temporary use for parking, that it still remains open for other potential uses for that land, if desired. He still wants to consider putting the Fire Technology training center at other possible sites. He is concerned that, because construction is happening on the periphery of the campus, residents will be concerned, as well.

Dr. Scroggins assured Trustee Hall that this item does not commit the College to locating anything on that piece of property. The comment in this item is simply for clarity, to let people know where on the Facilities Master Plan that the dirt is being moved. The Facilities Master Plan doesn't commit the placement of any facility. Moving dirt is done in a manner that will allow many different uses of that land. The Board regularly approves the Master Plan, approximately every five years, and the construction update is presented on an annual basis. The language of the contract doesn't mention any specific future use; just the temporary parking.

Trustee Santos asked about the bid process, and Dr. Scroggins said that Tilden Coil will conduct the bid through a competitive process.

Trustee Hidalgo asked if there's a dollar threshold established by the Board to determine whether an item is deemed Consent or Action. Dr. Scroggins said that he'll talk to Board President Chyr about his opinion on the current practice of Consent vs. Action.

Motion unanimously passed. Student Trustee concurred.

**10. CONSENT ITEM #14 – COSTS ASSOCIATED WITH THE “DR. DEBORAH BOROCH DISCOVERY DAY: CRIME SCENE INVESTIGATION (CSI) MT. SAC”**

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

Trustee Bader complimented those putting on this event, especially Cindy Shannon, Professor, Biological Sciences. Trustee Bader encouraged everyone to attend and to publicize this wonderful day, which will be on Saturday, May 10, and it is intended for 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> graders. She is excited by the CSI breakout sessions, which will include: Animal Science: What did my dog dig up?; Biology: How can insects solve crimes?; Horticulture: What’s bugging my plants?; Archaeology: Solve a mystery from prehistory; Math: Angry birds; Earth Science: Mineral Mysteries; Chemistry: Who kidnapped Joe Mountie?; and Biology: Who framed Roger Rabbit?

Motion unanimously passed. Student Trustee concurred.

**11. ACTION ITEM #1 – ANNUAL REVIEW OF BOARD POLICY 2015 – STUDENT MEMBER – SECOND READING AND APPROVAL**

It was moved by Trustee Chen Haggerty and seconded by Trustee Hall to approve proposed changes to Board Policy 2015 – Student Member.

Motion unanimously carried. Student Trustee concurred.

**12. ADJOURNMENT**

The meeting adjourned at 7:42 p.m.

WTS:dl

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>May 14, 2014</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Appropriation Transfers and Budget Revisions Summary</u>	

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

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

**Funding Source**

**APPROPRIATION TRANSFERS  
For the period 3/12/14 - 4/24/14**

**Unrestricted General Fund - 11 and 13**

From:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 800
2000 Classified/Other Nonacademic Salaries	12,142
4000 Supplies/Materials	89,067
5000 Other Operating Expenses/Services	388,610
7950 Unassigned Fund Balance	<u>119,968</u>
<b>Total</b>	<b>\$ 610,587</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
3000 Employee Benefits	\$ 2,009
6000 Capital Outlay	<u>608,578</u>
<b>Total</b>	<b>\$ 610,587</b>

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

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

**DATE:** May 14, 2014

**Restricted General Fund - 17**

From:

<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$ 19,490
3000	Employee Benefits	12,686
4000	Supplies/Materials	41,536
7000	Other Outgo	200
<b>Total</b>		<b>\$ 73,912</b>

To:

<u>Budget Classification</u>		<u>Amount</u>
1000	Academic Salaries	\$ 1,878
5000	Other Operating Expenses/Services	49,188
6000	Capital Outlay	22,846
<b>Total</b>		<b>\$ 73,912</b>

**Farm Operations Fund - 34**

From:

<u>Budget Classification</u>		<u>Amount</u>
7940	Assigned Fund Balance	\$ 18,000
<b>Total</b>		<b>\$ 18,000</b>

To:

<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$ 18,000
<b>Total</b>		<b>\$ 18,000</b>

**Capital Outlay Projects Fund - 41**

From:

<u>Budget Classification</u>		<u>Amount</u>
6000	Capital Outlay	\$ 1,642
<b>Total</b>		<b>\$ 1,642</b>

To:

<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$ 1,515
3000	Employee Benefits	127
<b>Total</b>		<b>\$ 1,642</b>

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

**DATE:** May 14, 2014

**Bond Construction Fund - 42**

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 1,039
<b>Total</b>	<b>\$ 1,039</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 1,039
<b>Total</b>	<b>\$ 1,039</b>

**Associated Students Trust Fund - 71**

From:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 777
<b>Total</b>	<b>\$ 777</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 777
<b>Total</b>	<b>\$ 777</b>

**Other Trust Funds - 79**

From:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 12,000
<b>Total</b>	<b>\$ 12,000</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 12,000
<b>Total</b>	<b>\$ 12,000</b>

**BUDGET REVISIONS**  
For the period 3/12/14 - 4/24/14

**Unrestricted General Fund - 11 and 13**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
816000 Veteran's Services	\$ 9,468

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

**DATE:** May 14, 2014

861100	BOG Fee Waiver Administration	\$	(31,119)
861911	Return to Title V		19,394
882000	Continuing Education		1,151
882000	Discovery Science Day		3,100
883100	Early Childhood Mentor Program		1,287
883900	Continuing Education		2,100
883900	Research and Institutional Effectiveness		3,000
883900	Video Production		4,876
884007	Planetarium - Sales		13,216
885000	Campus Facility Rentals		57,534
887200	Community Services, CPR Training		3,390
887200	Wellness Center Membership		2,001
887500	Biological Sciences, Field Trip Fees		1,331
887500	Geology/Oceanography, Field Trip Fees		1,173
887700	Writing Center, Printing Fees		864
887710	Paramedic Program		3,550
887730	Architecture/Design, Production Fees		2,825
887730	Arts, Material Fees		355
887730	Arts, Print Making Fees		783
887730	Business, Color Copy/Laser Fees		2,513
887730	Ceramics, Clay Fees		3,978
887730	Commercial Art, Print Fees		335
887730	First Aid and CPR Fees		1,311
887730	Industrial Design Technology, Production Fees		900
887730	Interior Design/Fashion, Print Fees		665
887730	Photographics, Production Fees		2,000
887750	Floral Design, Material Fees		5,250
887900	Expedited Transcript Fees		41,357
888107	Parking - Facility Rental		1,774
888500	Bursar's Office, Duplicate ID Fees - Non-Credit Students		12,470
888545	Air Conditioning, EPA Test Fees		225
888545	Nursing Kaplan Integrated Test Fees		27,000
888545	Paramedic Exam Fees		220
888545	Respiratory Therapy Test Fees		2,125
888545	Welding Certification		300
889000	Custodial Recycling		633
889000	Developmental Education Study Team		1,220
889000	Human Resources - Fingerprinting		1,275
889000	Printing Services		21,842
889000	Young Farmers		4,000

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

**DATE:** May 14, 2014

889004	Chemistry Program	\$	1,055
891002	Fire Technology		1,529
898002	International Student Program		128,931

**Former Auxiliary Trust Accounts, transactions from December 10, 2013 to March 13, 2014**

882002	Baseball Program		300
882002	Championship Events		500
882003	Aquatics Program		7,683
882003	Women's Volleyball Program		4,731
884008	Music - Choral Program		111
884021	Athletics Program		6,930
884022	Mt. SAC Athletic Services		1,075
884023	Women's Basketball Program		288
884023	Championship Events		586
884024	Mountaineer Advertising		8,600
888500	Baseball Program		5,795
888500	Communication Department Program		10,800
888500	Flight Training		38,820
888500	Music - Choral Program		7,065
888500	Music - Instrumental Program		360
888500	Pep Squad Program		13,089
889004	Chemistry Program		884
889005	Athletics Program		4,290
889005	Men's Basketball Program		450
889005	Music - Choral Program		4,675
889005	Softball Program		150
889005	Track and Field Program		1,305
889005	Women's Basketball Program		800
889005	Wrestling Program		425
<b>Total</b>		<b>\$</b>	<b>482,899</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>		
2000	Classified/Other Nonacademic Salaries	\$	50,358
3000	Employee Benefits		6,111
4000	Supplies/Materials		92,597
5000	Other Operating Expenses/Services		278,779
6000	Capital Outlay		66,779
7950	Unassigned Fund Balance		(11,725)
<b>Total</b>		<b>\$</b>	<b>482,899</b>



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

**DATE:** May 14, 2014

**Restricted General Fund - 17**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
862300 2012-13 Disabled Student Programs & Services (DSPS)	\$ 1,893
862300 2013-14 Disabled Student Programs & Services (DSPS)	774,614
862901 2013-14 Student Support Services	536,741
862908 2012-13 Basic Skills	26,210
883900 WIA Individual Referrals	5,994
886000 Mt. SAC Pilot Course - Rental Portion	451
<b>Total</b>	<b>\$ 1,345,903</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 262,662
2000 Classified/Other Nonacademic Salaries	678,458
3000 Employee Benefits	127,792
4000 Supplies/Materials	12,240
5000 Other Operating Expenses/Services	82,160
6000 Capital Outlay	176,597
7000 Other Outgo	5,994
<b>Total</b>	<b>\$ 1,345,903</b>

**Child Development Fund - 33**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
812000 2013-14 Parent in School Program	\$ 140
865900 General Child Care and Development Programs	6,859
865900 California State Preschool Program	38,708
<b>Total</b>	<b>\$ 45,707</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 43,111
3000 Employee Benefits	2,596
<b>Total</b>	<b>\$ 45,707</b>

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

**DATE:** May 14, 2014

**Farm Operations Fund - 34**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
891002 Farm Operations - Sale of Equipment	\$ <u>7,601</u>
<b>Total</b>	<b>\$ 7,601</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ <u>7,601</u>
<b>Total</b>	<b>\$ 7,601</b>

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the appropriation transfers within the Unrestricted General Fund (\$610,587), Restricted General Fund (\$73,912), Farm Operations Fund (\$18,000), Capital Outlay Projects Fund (\$1,642), Bond Construction Fund (\$1,039), Associated Students Trust Fund (\$777) and Other Trust Funds (\$12,000) pursuant to the California Code of Regulations, Title 5, Section 58307.

Further authorization is requested to approve the budget revisions and allow expenditures within the Unrestricted General Fund and Former Auxiliary Trust Accounts (\$482,899), Restricted General Fund (\$1,345,903), Child Development Fund (\$45,707) and Farm Operations Fund (\$7,601) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

**DATE:** May 14, 2014

**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>
Alston, Myia	Instruction – Commercial & Entertainment Arts	Speaker, Hollywood Career Day	5/17/14	\$200
Ban, Yeap	Instruction – Development Education Study Team (DEST)	Keynote Speaker, Parachutes & Ladders Conference (increase from \$5,000)	4/18/14	\$7,770
Banda, Ramon	Instruction – Music	Performer, Jazz Day Replaced James Gadson approved by Board on 10/23/13	4/7/14	\$200
Blanchard, Vena	Instruction – Biology	Guest Speaker, BIOL 15/15H	4/30/14 - 5/1/14	\$50
Casillas, Nicholas	Instruction – Music	Performer, Faculty Showcase	5/18/14	\$100
Davis, Wendy	Instruction – Commercial & Entertainment Arts	Speaker, Hollywood Career Day	5/17/14	\$200
Enriquez, Michael	Instruction – Music	Tabulator/ Awards Coordinator, Jazz Band Festival	5/15/14	\$200
Esalen, Michael	Instruction – Biology	Guest Speaker, BIOL 15	5/14/14	\$50

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

**SUBJECT:** Independent Contractors**DATE:** May 14, 2014

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Gallegos, Francie	Instruction – Music	Tabulator/ Awards Coordinator, Jazz Band Festival	5/15/14	\$200
Harrison, Erika	Instruction – Commercial & Entertainment Arts	Speaker, Hollywood Career Day	5/17/14	\$200
Harrison, Kim	Instruction – Commercial & Entertainment Arts	Speaker, Hollywood Career Day	5/17/14	\$200
Kramer, Laura	Instruction – Music	Performer, Faculty Showcase	5/18/14	\$100
Leonte, Pam	Instruction – Commercial & Entertainment Arts	Speaker, Hollywood Career Day	5/17/14	\$200
LeVay, Simon	Instruction – Biology	Guest Speaker, BIOL 15H	5/14/14	\$50
Lovejoy, David	Instruction – Communication	Create art work to be used as trophies for the American Readers' Theater Association Championship Tournament	4/21/14 – 5/2/14	\$1,800
Low-Atwater, Elizabeth	Instruction – Music	Performer, Faculty Showcase	5/18/14	\$100
Neumann, Sharon	Student Services – DSPS	Trainer, Training Day for DSPS Interpreter Staff	5/31/14	\$4,500 (\$3,000 + \$1,500 Travel Expenses
Oh Nataren, Erica	Instruction – Center of Excellence	Perform labor market data analysis, report writing, formatting and editing	5/19/14 – 6/30/14	\$16,000
Politano, Matthew	Instruction – Music	Performer, Jazz Combo Concert	5/29/14	\$100
Prestia- Schaub, Kate	Instruction – Music	Performer, Faculty Showcase	5/18/14	\$100
Raby, Lee	Instruction – Music	Performer, Faculty Showcase	5/18/14	\$100

**SUBJECT:** Independent Contractors

**DATE:** May 14, 2014

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Randall, Victoria	Instruction – LA84 Foundation Grant	Design program and brochure for Mt. SAC Relays Youth Days (increase from \$3,600)	1/19/14 – 3/31/14	\$3,850
Solano, Al	Instruction – Title V: Developing Hispanic – Serving Institutions Grant	Provide an unbiased, external evaluation of the grant, including development of an evaluation plan, annual site visits, and annual reports of findings/ recommendations.	5/15/14 – 9/30/14	\$8,000
Spoon, Douglas	Instruction – English, Literature and Journalism	Conduct sports writing seminar for journalism students	10/22/13	\$100
Williams, Derek	Instruction – Music	Recording, Chamber Winds	5/16/14	\$300
Wilson, Chris	Instruction – Music	Performer, Faculty Showcase	5/18/14	\$100
Zwahlen, Ryah	Instruction – Music	Performer, Faculty Showcase	5/18/14	\$100

### Funding Sources

Restricted General Fund – Instruction – LA84 Foundation Grant; Title V Developing Hispanic Serving Institutions Grant; Center of Excellence; Development Education Study Team (DEST); Perkins/VTEA. Student Services – DSPS.

Unrestricted General Fund – Instruction – Biology; Music; Communication; English, Literature, and Journalism.

### 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:** May 14, 2014 **CONSENT**

**SUBJECT:** Quarterly Investment Report

**BACKGROUND**

Although the Legislature suspended these mandates and local agencies are no longer required to submit quarterly investment reports or the investment policy on an annual basis, it encouraged local agencies to continue to submit these reports to their governing boards. We feel that it is fiscally responsible to continue this practice; therefore, we will continue to submit these reports to the Board of Trustees for review.

**ANALYSIS AND FISCAL IMPACT**

Mt. San Antonio Community College District was approved for fiscal independence status effective July 1, 2012. As a result, cash and checks are deposited on a daily basis with the Los Angeles County Treasurer’s Office. The College maintains the Citizens Business Bank accounts for the collection of enrollment and student fees, a clearing account to receive wire transfers for financial aid and other grants, and a revolving fund for emergencies. These funds are transferred on a daily or as-needed basis to the Los Angeles County Treasurer’s Office. In addition, the cash from the Revenue Lease Bonds (COPS) is held with a trustee. The cash investments are summarized as follows for the quarter ending March 31, 2014:

County of Los Angeles, Cash in County Treasury	\$212,549,462	.67%
Citizens Business Bank, District Clearing Account	30,746	.10%
Citizens Business Bank, Revolving Fund	61,839	.10%
Citizens Business Bank, Community Education Clearing Account	4,999	.00%*
Citizens Business Bank, Web Registration Credit Cards	24,844	.10%
Citizens Business Bank, Parking Services Credit Cards	3,598	.10%
Citizens Business Bank, Performing Arts Center	1,195	.00%
City National Bank, Federal Perkins Loans	15,503	.00%
Cash with Trustee, Revenue Lease Bonds (COPS)	221,687	.03%

\*in exchange for reduced banking fees (account is cleared monthly)

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the March 31, 2014, Quarterly Investment Report, as presented.

Prepared by: Rosa M. Royce Reviewed by: Michael D. Gregoryk  
 Recommended by: Bill Scroggins Agenda Item: Consent #3

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

**DATE:** May 14, 2014

**CONSENT**

**SUBJECT:** Quarterly Financial Status Report

**BACKGROUND**

Title 5 of the California Code of Regulations (CCR), Section 58310, requires community college districts to prepare and submit a quarterly report on their financial condition that must be submitted to the Chancellor and presented to the Board of Trustees for its review.

**ANALYSIS AND FISCAL IMPACT**

The following report for the period ending March 31, 2014, should be reviewed and approved by the Board of Trustees. Once this report has been approved, it will be forwarded to the Chancellor's Office. This report includes revenues, expenditures, and fund balance for the Unrestricted General Fund only and gives the Board a condensed overview of the fiscal status of the College.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees reviews and approves the Quarterly Financial Status Report for the period ending March 31, 2014, as presented.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #4

## VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2013-2014

District: (850) MT. SAN ANTONIO

Quarter Ended: (Q3)

March 31, 2014

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2010-11	Actual 2011-12	Actual 2012-13	Projected 2013-14
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	145,152,876	139,034,856	136,222,740	142,755,424
A.2	Other Financing Sources (Object 8900)	37,323	45,798	272,054	349,005
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	145,190,199	139,080,654	136,494,794	143,104,429
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	139,693,635	141,686,959	138,565,735	152,714,393
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,953,909	873,132	532,735	667,364
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	141,647,544	142,560,091	139,098,470	153,381,757
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	3,542,655	-3,479,437	-2,603,676	-10,277,328
D.	<b>Fund Balance, Beginning</b>	30,270,416	33,813,071	30,333,634	27,729,958
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	30,270,416	33,813,071	30,333,634	27,729,958
E.	<b>Fund Balance, Ending (C. + D.2)</b>	33,813,071	30,333,634	27,729,958	17,452,630
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	23.9%	21.3%	19.9%	11.4%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	31,203	28,702	28,650	29,687
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

		As of the specified quarter ended for each fiscal year			
		2010-11	2011-12	2012-13	2013-14
H.1	Cash, excluding borrowed funds		24,638,321	33,563,547	47,884,609
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	35,262,959	24,638,321	33,563,547	47,884,609

**IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	141,592,616	142,755,424	112,617,864	78.9%
I.2	Other Financing Sources (Object 8900)	218,545	349,005	361,600	103.6%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	141,811,161	143,104,429	112,979,464	78.9%
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	149,203,427	152,714,393	102,023,168	66.8%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	642,703	667,364	522,733	78.3%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	149,846,130	153,381,757	102,545,901	66.9%



K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-8,034,969	-10,277,328	10,433,563	
L.	Adjusted Fund Balance, Beginning	27,729,958	27,729,958	27,729,958	
L.1	Fund Balance, Ending (C. + L.2)	19,694,989	17,452,630	38,163,521	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	13.1%	11.4%		

V. Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	%*	Permanent		Temporary		Total Cost Increase	%
			Total Cost Increase	%*	Total Cost Increase	%*		
<b>a. SALARIES:</b>								
Year 1:								
Year 2:								
Year 3:								
<b>b. BENEFITS:</b>								
Year 1:								
Year 2:								
Year 3:								

\* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **This year? YES**  
**Next year? YES**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

While the overall economy of the state has improved, the College's anticipated revenues continue to be less than the expenditures. The College estimated deficit for the 2013-14 fiscal year is \$10 million. This deficit will be partially offset with a \$3.4 million Redevelopment Revenues backfill and an additional \$1 million in Property Taxes received as a result of the final 2012-13 Apportionment recalculation. The College increased course offerings by approximately 1,030 FTES for summer 2013 to spring 2014.

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

**DATE:** May 14, 2014

**CONSENT**

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

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

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

<u>Warrant No.</u>	<u>Original Issued</u>	<u>Payee</u>	<u>Amount</u>
07093933	1/20/11	Mia A. Hassan	\$53.00
07105066	3/16/11	Yuwei Cai	\$182.00
07106649	3/16/11	Kevin M. Nakatani	\$104.00

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #5

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

**DATE:** May 14, 2014

**CONSENT**

**SUBJECT:** Textbook Rental Program - Transfer of Program Income to  
Mt. San Antonio College Auxiliary Services

**BACKGROUND**

Mt. San Antonio College previously had a grant titled "Pilot Program for Course Material Rental," funded by the U.S. Department of Education. The grant was handled in the College's accounting books and managed by Sac Book Rac; a component of Mt. San Antonio College Auxiliary Services.

One of the grant's objectives was to create a self-sustaining textbook rental program. A program income account was created in the College books for the fees collected through the textbook rental program. This account, in turn, was used to purchase additional rental textbooks each term, to replenish out-of-date textbooks in the rental program, and purchase new titles for additional courses in demand. By Spring 2013, the program had more than 6,000 books in inventory for the purpose of renting. The funds in this account enabled Sac Book Rac to sustain the textbook rental program originally piloted with federal grant funds.

**ANALYSIS AND FISCAL IMPACT**

The federal grant project originally associated with this program ended on September 30, 2013. In closing out the associated program income account, the College is requesting authorization to transfer \$318,694 to Mt. San Antonio College Auxiliary Services to sustain the Textbook Rental Program at Sac Book Rac. Interest earned and textbook rental transactions may cause this amount to slightly increase or decrease at the time of transfer.

**Funding Source**

Textbook Rental Program Income Account.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the transfer of approximately \$318,694, adjusted for changes due to interest earned, from the Textbook Rental program income account to Mt. San Antonio College Auxiliary Services.

Prepared by: Suzanne Luetjen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #6

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

**DATE:** May 14, 2014

**CONSENT**

**SUBJECT:** Resolution No. 13-02 – Temporary Inter-fund Cash Borrowing

**BACKGROUND**

Temporary inter-fund borrowing of cash is permitted by Education Code, Section 42603, which allows Districts to make temporary loans from one fund to another fund for the purpose of meeting payment obligations. Due to the State’s possible apportionment deferrals, the new quarterly payment schedule of the Education Protection Account approved with Proposition 30, and potential property taxes and enrollment fees deficits, temporary inter-fund borrowing will allow the District expeditious flexibility to ensure proper cash flow needs in the General Fund.

**ANALYSIS AND FISCAL IMPACT**

Mt. SAC may be in a position where it becomes necessary to temporarily borrow cash from other District funds in order to maintain a positive cash balance in the General Fund. This temporary loan may need to occur depending on the status of payments to vendors and to cover payroll expenses. Fiscal Services will continue to monitor the cash flow needs on a daily basis and will only transfer funds to the General Fund on an as-needed basis.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended the Board of Trustees approves Mt. San Antonio College’s Resolution No. 13-02 authorizing temporary inter-fund cash borrowing.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #7

**RESOLUTION NO. 13-02**

**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT  
INTER-FUND CASH BORROWING**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE MT. SAN ANTONIO  
COMMUNITY COLLEGE DISTRICT, LOS ANGELES COUNTY, CALIFORNIA,  
AUTHORIZING INTER-FUND CASH BORROWING**

WHEREAS, the governing board of any community college district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations; and

WHEREAS, the transfer shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account;

NOW THEREFORE, BE IT RESOLVED that the Governing Board of the Mt. San Antonio Community College District, adopts the following authorization for the fiscal years 2013-14 and 2014-15 to temporarily transfer funds between the following funds provided that all transfers are approved by the President/CEO or designee:

- Fund 33 – Child Development Fund
- Fund 34 – Farm Operation Fund
- Fund 39 – Health Services Fund
- Fund 41 – Capital Outlay Projects Fund
- Fund 43 – Capital Outlay Projects Fund
- Fund 71 – Associated Students Trust Fund
- Fund 72 – Student Representation Fee Trust Fund
- Fund 75 – Scholarship and Loan Trust Fund
- Fund 79 – Other Trust Funds

PASSED AND ADOPTED by the Governing Board on May 14, 2014, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTENTIONS:

BOARD OF TRUSTEES OF THE MT. SAN ANTONIO  
COMMUNITY COLLEGE DISTRICT

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

Attest:

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David Hall  
Clerk of the Board of Trustees  
Mt. San Antonio Community College District

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>May 14, 2014</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Service Agreement with Ellucian Company L.P.</u>	

**BACKGROUND**

In August 2013, the Board approved a service agreement with Ellucian Company L.P. for the Phase I installation and setup of the International Student and Scholar Management (ISSM) module, not to exceed the cost of \$30,360. The module was successfully implemented in December 2013, at a cost of \$23,546, and has been used to manage and communicate with approximately 600 international students. The International Student Office would like additional training and setup assistance from Ellucian to utilize more advanced functionality within the system.

**ANALYSIS AND FISCAL IMPACT**

The new scope of work includes 44 hours of service at \$180 hour and one on-site visit with an approximate travel cost of \$2,200. The total cost of the agreement is not to exceed \$10,120. The College will be invoiced for actual hours and travel expenses.

The scope of work includes configuration of custom data fields in ISSM, data cleanup and elimination of errors, and functional and technical training. Ellucian will provide training materials and a follow-up report at the conclusion of the project.

Funding Source

International Student Program Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the service agreement with Ellucian Company L.P., as presented.

Prepared by: <u>Victor A. Belinski/Patricia Montoya</u>	Reviewed by: <u>Michael D. Gregoryk/ Audrey Yamagata-Noji</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #8</u>

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

**DATE:** May 14, 2014

**CONSENT**

**SUBJECT:** Trash Hauling and Recycling Services (Request for Proposal No. 2971)

**BACKGROUND**

The College contracts for trash collection and recycling services. Every five years, providers are solicited, via a Request for Proposal, to ensure that the College obtains the required levels of service at the lowest possible cost and, hereby, submit its recommendation for the Board's approval.

**ANALYSIS AND FISCAL IMPACT**

Staff developed Request for Proposal No. 2971 – Trash Hauling and Recycling Services and a selection process that allowed for maximum participation of qualified firms. Key information about the selection process is as follows:

The Review Committee that participated in the review and evaluation of proposal responses were:

- Carol Baker – Director, Grounds & Transportation
- Kenneth McAlpin – Manager, Custodial Services
- Teresa Patterson, Interim Manager, Purchasing

An informational meeting was held on March 5, 2014. Representatives from six waste and recycling services companies attended the informational meeting. Four responses were received prior to the established deadline and were deemed responsive by Purchasing, in accordance with instructions in the RFP.

**LIST OF FIRMS THAT SUBMITTED PROPOSALS:**

<b>Firm</b>	<b>Location</b>	<b>Annual Proposal Cost</b>
Waste Management	Baldwin Park	\$166,560
American Reclamation, Inc.	Los Angeles	\$101,760
Burrtec Waste Industries, Inc.	Fontana	\$152,244
Valley Vista Services	City of Industry	\$116,616

Prepared by: Teresa Patterson/Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #9

**SUBJECT:** Trash Hauling and Recycling Services (Request for Proposal No. 2971)

**DATE:** May 14, 2014

Proposal contents were reviewed independently by the review committee and uniformly scored using a common evaluation form. Based on these scores, the committee invited the two highest ranked firms to a face-to-face interview with Ken McAlpin and Teresa Patterson. After interviewing each firm, it was determined that both firms would be acceptable to meet the needs of the District. Therefore, it was decided that it was appropriate to solicit Best and Final Offers from both firms. Based on the Best and Final Offers, the District evaluation team recommends American Reclamation for its trash hauling and recycling services.

The proposed contract will be for one year, with four additional one-year renewal periods, subject to annual rate adjustment, and renewal at the discretion of the College. The entire term will not exceed five years. To support the ever changing needs of the College, the agreement allows for service level increases or decreases based upon those needs. The agreement may be terminated with 30 a days' notice for any failure to perform.

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the agreement for trash hauling and recycling services with American Reclamation, as presented.



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

**DATE:** May 14, 2014

**CONSENT**

**SUBJECT:** Interior Design and Furniture, Furnishings, and Equipment Services  
(RFP No. 2970)

**BACKGROUND**

The College has been utilizing consulting services to assist with the furniture, furnishings, and equipment (FF&E) phase of its facilities projects. FF&E refers to a wide assortment of products that includes systems furniture, standalone furniture, accessories, signage, planters, and window coverings. FF&E products may also include custom furniture, movable partitions, modular wall systems, millwork, awnings, specialty equipment, audiovisual equipment, and/or custom lighting.

The College also has an occasional need for professional interior design services for some of its smaller remodel projects such as small office, classroom, or laboratory remodels.

The services provided by an Interior Design and FF&E consultant include, but are not limited to, the following activities: coordinate and plan the development of furniture layouts; infrastructure requirements; procurement strategies and specifications; delivery schedules; project submittal review; review and tracking of orders; installation coordination and inspection; competitive bidding; project start-up; relocation management; and recycling of used furnishings and equipment.

**ANALYSIS AND FISCAL IMPACT**

In March 2014, the College issued a Request for Proposal (RFP) for Interior Design and FF&E Services along with a selection process that allowed for maximum participation of qualified firms in an open and transparent environment.

Members of the Review Committee who participated in the review of proposal contents were: Gary Nellesen, Director, Facilities Planning & Management; Teresa Patterson, Interim Manager, Purchasing; April Landry, Senior Buyer, Purchasing; Terri Long, Dean, Instructional Services; Marian Popa, Electrician, Maintenance; Eric Kaljumagi, Professor, Learning Assistance, Math; Katherine MacDonald, Clerical Specialist, Counseling; Maryann Tolano-Leveque, Director, Student Services; Grace Hanson, Director, Disabled Student Programs & Services; Mikaela Klein, Facilities Planner; and Joe Vasquez, IT Network Administrator.

Prepared by: Teresa Patterson/Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #10

**SUBJECT:** Interior Design and Furniture, Furnishings, and Equipment Services  
(RFP No. 2970)

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**DATE:** May 14, 2014

A pre-proposal conference was held on March 11, 2014. Four firms were represented at the conference and received the RFP package along with background information about Mt. SAC's bond construction program. Proposals had to be received and date-stamped by the deadline. Two responses were received prior to the established deadline and were deemed responsive by Purchasing, in accordance with instructions in the RFP. The two firms who submitted responses were PAL id studio, located in Fullerton, CA, and HMC Architects, located in Ontario, CA.

Proposal contents were reviewed independently by the Review Committee and uniformly rated using a common evaluation form. The highest-scoring, lowest-cost proposal was submitted by PAL id studio. After contacting references, staff recommends awarding the primary contract for Interior Design and FF&E Services to PAL id studio. In addition, staff feels it is in the best interest of the District to award a secondary contract to HMC Architects in the event PAL id studio is unable to meet a specific project deadline. Therefore, it is recommended that a secondary contract be awarded to HMC Architects.

#### Funding Source

Funding will be designated on a project-by-project basis.

#### **RECOMMENDATION**

It is recommended that the Board of Trustees approves RFP No. 2970 - Interior Design and Furniture, Furnishings, and Equipment Services and awards the primary five-year contract to PAL id studio, and a secondary five-year contract to HMC Architects, both commencing May 15, 2014.

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

**DATE:** May 14, 2014

**CONSENT**

**SUBJECT:** Three-Year Agreement Renewal with Higher One Inc. for Student  
Refund Management Services

**BACKGROUND**

On July 27, 2011, the Board of Trustees approved a three-year agreement with Higher One, Inc. for student refund management services. Students now have the option to utilize fast, secure, and convenient ways to receive and access their financial aid or student fees funds by selecting a refund preference. Students can make a refund preference by choosing the Higher One, Inc. Account Debit Card, Automated Clearing House (ACH) direct deposit to a bank of their choice, or a paper check. Higher One, Inc. is the leader in refund management services and currently services over 13.2 million students, 1,900 campuses, 71 California community colleges, and has disbursed over \$50 billion in student refunds. Mt. San Antonio College implemented Higher One, Inc. refund management services in the Winter 2012 term. These services have streamlined College operations and reduced the cost of banking fees and printing/mailling checks.

With Higher One, Inc. services, students receive either their student fees refund or financial aid disbursement by direct deposit to their bank account or have the amount instantly added to the debit card. The students receive a text or e-mail message when their funds have been posted to their account. This process saves the student the inconvenience of special trips to cash checks, having checks lost in the mail, and prevents the fraud of stolen checks in the mail.

**ANALYSIS AND FISCAL IMPACT**

Since January 18, 2012, the Fiscal Services Department has processed over 169,000 student refunds, and the College has saved approximately \$126,000 in banking fees and printing/mailling costs. The initial term of this contract was for three years and will end on October 1, 2014. The College is requesting the renewal of the contract with Higher One, Inc. for an additional three-year period, through October 1, 2017. Higher One, Inc.'s fee to provide student refund management services will continue to be \$5,000 per year, which results in an annual estimated savings of \$56,000 to the College.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #11

**SUBJECT:** Three-Year Agreement Renewal with Higher One Inc. for Student Refund Management Services

**DATE:** May 14, 2014

The services will include:

- ongoing marketing;
- collecting student bank account data;
- safely storing bank account data;
- exception handling (paper and ACH);
- compliance - Department of Education (DOE), data security, etc.;
- customer service training;
- reconciliation;
- Instant Issue Checks (immediate checks); and
- six ATMs.

Higher One, Inc.'s student refund management services are designed to ensure that an institution's refund disbursement process is fully compliant with all applicable federal regulations. A Federal Student Aid (FSA) credit balance occurs whenever the College credits FSA program funds to a student's account and the total amount of those FSA funds exceeds the student's allowable charges (tuition, fees, and other authorized charges).

A school that is paying a student his or her FSA credit balance with a direct disbursement must pay the student within a 14-day timeframe. Notifying the student that his or her funds are available satisfies the requirement. Students who receive notification have not selected a refund preference. Once these students are notified, they can come to the Fiscal Services Department and request an immediate check. If students do not come to the Fiscal Services office, the regulation allows holding the check for an additional 21 days before it is mailed.

In order to improve service to our students that do not select a refund preference, Higher One, Inc. will automatically issue checks to these students on the 14th day (14-day default check configuration). The cost of this configuration service is a one-time fee of \$7,500. The College is requesting to obtain this service because it will streamline Fiscal Services' processes, and students will receive their funds faster.

#### Funding Source

Unrestricted General Fund.

#### **RECOMMENDATION**

It is recommended that the Board of Trustees authorizes the renewal of the three-year agreement with Higher One, Inc. for student refund management services and the one-time 14-day default check configuration fee, as presented.

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

**DATE:** May 14, 2014

**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>	Converse Consultants	
	<b>Project:</b>	Food Services Building	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional services to perform material inspections and testing services for the Food Services Building project. Fixed fee:	\$99,170.00	
	Contract Amount:		\$99,170.00

<b>#2</b>	<b>Consultant:</b>	H2 Environmental Consulting Services, Inc.	
	<b>Project:</b>	Former Child Development Center Demolition	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional consulting services to provide an asbestos and lead engineering survey required for the demolition of the former Child Development Center Buildings 9E, 9F, and 9G.	\$3,355.00	
	Contract Amount:		\$3,355.00

<b>#3</b>	<b>Consultant:</b>	H2 Environmental Consulting Services, Inc.	
	<b>Project:</b>	Hazardous Materials Database	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Professional consulting services to develop a comprehensive database of known asbestos-containing building materials, and lead-containing paint for all campus buildings. Services are provided for a fixed fee.	\$10,000.00	
	Contract Amount:		\$10,000.00

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #12

**SUBJECT:** Professional Design and Consulting Services**DATE:** May 14, 2014

<b>#4</b>	<b>Consultant:</b>	Psomas	
	<b>Project:</b>	Former Child Development Center Demolition	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Provide professional engineering services to provide a Storm Water Pollution Prevention Plan (SWPPP) for the former Child Development Center Buildings 9E, 9F, and 9G demolition.	\$4,500.00	
	Reimbursable expenses:	\$400.00	
	Contract Amount:		\$4,900.00

<b>#5</b>	<b>Consultant:</b>	PAL id studio	
	<b>Project:</b>	Interior Design Planning Services	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Provide professional interior design, furniture, fixtures, and equipment services to plan, specify, document, assist in the procurement process, and oversee the installation of various minor project renovations necessary for the completion of small facilities projects.	\$53,750.00	
	Reimbursable expenses:	\$3,750.00	
	Contract Amount:		\$57,700.00

<b>#6</b>	<b>Consultant:</b>	PAL id studio	
	<b>Project:</b>	Library Building Study Room Renovation	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Provide professional interior design, furniture planning, and coordination for the Library Building Study Room renovation. Scope of work includes planning, specifications, documentation, assistance in the procurement process, and oversight of installation of systems furniture.	\$20,700.00	
	Reimbursable expenses:	\$1,035.00	
	Contract Amount:		\$21,735.00

**SUBJECT:** Professional Design and Consulting Services

**DATE:** May 14, 2014

<b>#7</b>	<b>Consultant:</b>	Natural Playgrounds Construction Company	
	<b>Project:</b>	Child Development Center	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
1	Provide professional consulting services to pinpoint specific areas for correction and recommendations necessary to resolve safety and licensing issues at the outdoor play and learning area.	\$1,350.00	
2	Provide professional design services for the Natural Outdoor Play and Learning area at the Child Development Center.	\$11,010.00	
	Contract Amount:		\$12,360.00

<b>#8</b>	<b>Consultant:</b>	P2S Engineering, Inc.	
	<b>Project:</b>	Thermal Energy Storage Project	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Provide professional engineering services to create reports and provide documentation as required by Southern California Edison to ensure that the College qualifies for energy incentives. This fee will be reimbursed up to \$40,000 as part of the energy incentives.	\$45,500.00	
	Contract Amount:		\$45,500.00

### Funding Sources

#s1-6 – Measure RR Bond Series A funds.

#7 – Measure RR Bond Anticipation Note funds.

#8 – Proposition 39 and Measure RR Bond Series A funds.

### **RECOMMENDATION**

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

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>May 14, 2014</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Design Technology Center – Radio Lab &amp; Model Shop (Bid No. 2973)</u>	

**BACKGROUND**

The project for the renovation of three classrooms in the Design Technology Center contains two major parts: the relocation of the Mt. SAC radio station program and associated production studios; and the addition of a ventilation system to support the Model Shop for the Architecture Department. The work includes, but is not limited to, the following: reconfiguration of existing fire alarm and fire sprinkler systems plus installation of doors, frames, hardware, light fixtures, and HVAC equipment.

**ANALYSIS AND FISCAL IMPACT**

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Fifty-four contractors were invited to participate in the bid process with eight contractors attending the job walk. Three bids were received and publicly opened on April 23, 2014. A summary of bids is as follows:

<b><u>Company</u></b>	<b><u>Bid Amount</u></b>
NB Construction, Inc., Chino, CA	\$278,450
Chap, Inc., Glendale, CA	\$336,700
GDL Best Contractors, Inc., Whittier, CA	\$532,450

**Funding Source**

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves Bid No. 2973 – Design Technology Center – Radio Lab & Model Shop, and awards the project to NB Construction, Inc., as presented.

Prepared by: <u>Teresa Patterson/Gary L. Nellesen</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #13</u>



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

**DATE:** May 14, 2014

**CONSENT**

**SUBJECT:** Purchase of Private Branch Exchange (PBX) Expansion and Voicemail Upgrade (Bid No. 2974)

**BACKGROUND**

The College is expanding the existing Mitel Phone System to allow for Session Initiation Protocol (SIP) integration and trunking. When complete, the new Mitel Private Branch Exchange (PBX) devices will act as an SIP trunk service provider to various other mini devices currently on campus. This project will include the purchase of additional Mitel Controllers as well as a parallel, SIP-integrated voicemail system, which will match the user experience of our existing Active Voice System. The project will include hardware, software, user licenses, and labor to assist with the installation and integration with our existing systems.

**ANALYSIS AND FISCAL IMPACT**

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641 for the purchase of PBX expansion and voice mail upgrade.

Bids were received and publicly opened on April 10, 2014. Six bids were requested with four bids received. The successful low bidder is Data Plus Communications, Inc., located in Brea, CA, for a total cost of \$82,649.88 including applicable tax, shipping, actual labor hours for installation, conversion, and integration.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the award of Bid No. 2974 - Purchase of PBX Expansion and Voicemail Upgrade, to Data Plus Communications, Inc., as presented.

Prepared by: Teresa Patterson/Dale Vickers

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #14

**SUBJECT:** Purchase of Private Branch Exchange (PBX) Expansion and Voicemail Upgrade (Bid No. 2974)

**DATE:** May 14, 2014

SUMMARY OF BIDS  
BID NO. 2974  
PURCHASE OF PBX EXPANSION AND VOICEMAIL UPGRADE

<b>Company Name</b>	<b>Total Cost</b>
Data Plus Communications, Inc., Brea, CA	\$82,649.88
Blue Print Technologies, Irvine, CA	\$86,836.53
Windstream Corporation, Irvine, CA	\$98,768.64
Blue Violet Networks, Costa Mesa, CA	\$131,579.00

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

**DATE:** May 14, 2014

**CONSENT**

**SUBJECT:** Child Development Center (Change Orders)

**BACKGROUND**

Child Development Center (Change Orders).

**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>	2834	<b>Contractor:</b>	Tri-Power Electric (Electrical Contractor)	<b>CO No.</b>	8
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Drill and route rigid conduit through blocking at shear walls, per additional structural details. <i>Architect/Engineer requirement-additional details required.</i>			\$31,326.04	0 days
2	Add a power booster for access control of the entry doors at Building A and relocate the point of connection for access control to the site entry gates. <i>Architect/Engineer requirement - design modification.</i>			\$3,798.60	0 days
3	Provide 277-volt power from the panel in Building A to the irrigation booster pump adjacent to the trash enclosure. <i>Architect/Engineer requirement - design modification.</i>			\$7,199.91	0 days
	Total			\$42,324.55	0 days
	Original Contract Amount				\$1,856,500.00
	Net Change by Previous Change Orders				\$190,644.08
	Net Sum Prior to This Change Order				\$2,047,144.08
	Amount of Change Order No. 8				\$42,324.55
	New Contract Sum				\$2,089,468.63
	Percentage of Change to Contract, to Date				12.55%

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #15

**SUBJECT:** Child Development Center (Change Orders)**DATE:** May 14, 2014

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

<b>Child Development Center</b>	<b>Date</b>	<b>Amount</b>	<b>Total Amount Contract Sum</b>	<b>%</b>	<b>%Total</b>	<b>Bid No. 2834 Tri-Power Electric (Electrical Contractor)</b>
Contract Amount		\$1,856,500.00				
C. O. No. 1	8/2010	\$44,500.00	\$1,901,000.00	2.40%	2.73%	Provide temporary power for the project and future projects in the vicinity.
C. O. No. 2	7/2011	\$6,120.36	\$1,907,120.36	2.73%	3.82%	Add temporary power poles throughout the site; Replace damaged light signal pull box.
C. O. No. 3	2/2012	\$20,296.57	\$1,927,416.93	3.82%	5.60%	Perform all electrical changes, per Addendum 4; Install a new electrical vault to relocate conduits from the substation.
C. O. No. 4	12/2012	\$33,092.54	\$1,960,509.47	5.60%	7.96%	Provide all electrical connections and wiring for mechanical shades, Provide additional junction boxes and conduit for workstations to address upgraded campus standards; Provide junction boxes and conduit for workstations to address upgraded campus standards.
C. O. No. 5	2/2013	\$43,767.36	\$2,004,276.83	7.96%	9.87%	Purchase new copper electrical feeders; Add relays to allow for occupancy sensors; Install junction boxes, conduit, wiring, and motor-rated disconnect switches; Provide junction boxes and conduit for hand dryer in two restrooms.

**SUBJECT:** Child Development Center (Change Orders)

**DATE:** May 14, 2014

Child Development Center	Date	Amount	Total Amount Contract Sum	%	%Total	Bid No. 2834 Tri-Power Electric (Electrical Contractor)
C. O. No. 6	6/2013	\$35,497.25	\$2,039,774.08	9.87%	10.27%	Relocate incoming 5" conduit to the substation high voltage switch location; Provide 120-volt power to Building Automation System panels in all four buildings; Add fiber connectivity between the buildings for the future classroom observation cameras bid package
C. O. No. 7	7/2013	\$7,370.00	\$2,047,144.08	10.27%	12.55%	Relocate six light pole foundations around the project site.

Bid No.	2835	Contractor:	JPI Development (Fire Sprinkler Contractor)	CO No.	1
Item	Change and Justification:		Amount	Time	
1	Relocate the existing fire sprinkler pipe and head to allow room to wrap the beams at the monitor clerestories. <i>Architect/engineer requirement - design modification.</i>		\$558.00	0 days	
2	Install additional sprinkler heads in enclosed soffits that were added to conceal ductwork and electrical conduit. <i>Architect/engineer requirement - design modification.</i>		\$1,532.00	0 days	
	Total		\$2,090.00	0 days	
	Original Contract Amount			\$149,000.00	
	Net Change by Previous Change Orders			\$0.00	
	Net Sum Prior to This Change Order			\$149,000.00	
	Amount of Change Order No. 1			\$2,090.00	
	New Contract Sum			\$151,090.00	
Percentage of Change to Contract, to Date				1.40%	

### Funding Sources

Measure R and Measure RR Bond Anticipation Note funds.

### **RECOMMENDATION**

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

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

**DATE:** May 14, 2014

**CONSENT**

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

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

The following contract amendments are presented for approval:

<b>#1</b>	<b>Consultant:</b>	Hill Partnership, Inc.	<b>No.</b>	4
	<b>Project:</b>	Classroom Building Renovation (Former Agricultural Sciences Lab)		
<b>Item</b>	<b>Description:</b>	<b>Amount</b>		
	The passage of the Student Success Act, Senate Bill 1456, mandates orientation and educational plans in electronic format that necessitates a computer lab classroom to meet these requirements. This work is necessary to revise the counseling lecture classroom currently under construction into a computer lab classroom. Not to exceed:	\$16,895.00		
	Total	\$16,895.00		
	Original Contract Amount		\$361,300.00	
	Net Change by Previous Amendments		\$38,640.00	
	Net Sum Prior to This Amendment		\$399,940.00	
	Amount of Amendment No. 4		\$16,895.00	
	New Contract Sum		\$416,835.00	
	Percentage of Change to Contract, to Date		13.16%	

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #16

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

**DATE:** May 14, 2014

<b>#2</b>	<b>Consultant:</b>	TOMIT Consulting, Inc.	<b>No.</b>	4
	<b>Project:</b>	Child Development Center		
<b>Item</b>	<b>Description:</b>	<b>Amount</b>		
	Delete the allowance for reimbursable expenses.	<\$9,500.00>		
	Increase for additional professional project management services.	\$9,500.00		
	Total	\$0.00		
	Original Contract Amount	\$162,900.00		
	Net Change by Previous Amendments	\$209,000.00		
	Net Sum Prior to This Amendment	\$371,900.00		
	Amount of Amendment No. 4	\$0.00		
	New Contract Sum	\$371,900.00		
	Percentage of Change to Contract, to Date	128.30%		

Funding Source

Measure RR Bond Anticipation Note funds.

**RECOMMENDATION**

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

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

**DATE:** May 14, 2014

**CONSENT**

**SUBJECT** Personnel Transactions

**CLASSIFIED EMPLOYMENT**

**Permanent New Hires**

Name: Bagnoli, Nancy  
 Position: Secretary New: Yes  
 Department: Instruction  
 Range/Step: A-81, Step 1 Salary: \$3,911.48/month  
 Job FTE: 1.00/12 months  
 Effective: 5/15/14

Name: Bui, Huu  
 Position: Tutorial Services Specialist New: Yes  
 Department: EOPS/CARE/CalWORKs  
 Range/Step: A-88, Step 1 Salary: \$4,193.64/month  
 Job FTE: 1.00/12 months  
 Effective: 5/15/14

Name: Garcia, Jacqueline  
 Position: Clerical Specialist New: No  
 Department: Facilities Planning and Management  
 Range/Step: A-69, Step 2 Salary: \$1,731.28/month  
 Job FTE: 0.475/12 months  
 Effective: 5/15/14

Name: Garcia Untz, Gabrielle  
 Position: Project/Program Coordinator New: Yes  
 Department: Disabled Student Programs and Services  
 Range/Step: A-95, Step 1 Salary: \$4,496.16/month  
 Job FTE: 1.00/12 months  
 Effective: Tentative

Prepared by: Human Resources Staff

Reviewed by: James Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #19



**SUBJECT:** Personnel Transactions

**DATE:** May 14, 2014

**Permanent Change of Assignment**

Name: Truman, Lori  
 Position: Receptionist/Clerical Assistant  
 Department: Information Technology  
 Range/Step: A-59, Step 6 + L10 Salary: \$3,113.26/month  
 Job FTE: 0.75/12 months  
 Effective: 5/15/14  
 Remarks: Previously 0.475 Job FTE

**Temporary Change of Assignments**

Name: Ruelas, Ann Marie  
 Position: Clerical Specialist  
 Department: EOPS  
 Range/Step: A-69, Step 6 Salary: \$2,879.66/month  
 Job FTE: 0.65/12 months  
 Effective: 1/21/14  
 End Date: 5/11/14  
 Remarks: Change in Job FTE from 1.00, for Retrain and/or Study Leave as per current CSEA, Chapter 262, collective bargaining agreement, Article 13.12

Name: Saldana, Vivian  
 Position: Clerical Specialist  
 Department: Health Careers Resource Center  
 Range/Step: A-69, Step 6 + L10 Salary: \$4,585.31/month  
 Job FTE: 1.00/12 months  
 Effective: 5/15/14  
 End Date: 6/30/14  
 Remarks: Previously 0.475 Job FTE

**Promotion**

Name: Johnson, William  
 Position: Lead Grounds Equipment Operator New: No  
 Department: Grounds  
 Range/Step: B-52, Step 3 Salary: \$3,980.89/month  
 Job FTE: 1.00/12 months  
 Effective: 5/15/14  
 Remarks: Promoted from Grounds Equipment Operator

**Retirement**

Carmen Parra, Secretary, Health Careers Resource Center, effective 4/1/14

**SUBJECT:** Personnel Transactions

**DATE:** May 14, 2014

**Resignations**

Beverly Heasley, Training and Applications Specialist, Information Technology, effective 4/4/14  
Hawk Yao, Benefits Specialist, Human Resources, effective 7/18/14

**ACADEMIC EMPLOYMENT**

**Approval of Stipends**

Doctorate Degree - \$2,000

Eddie Lee, Counselor, Counseling and Guidance Department

Photo Shoot Compensation - \$507.36 for a net payment of \$500

Jason Perez, Professor, Photography – Account # 13110-10000-231000-660000-2100

**Permanent New Hires**

Name: Hooper, Jamie  
Position: Professor, Nursing  
Department: Nursing  
Range/Step: I-1  
Job FTE: 1.00  
Effective: 8/25/14  
New: No  
Salary: \$56,842.00/annual

Name: Kordich, Jason  
Position: Professor, English  
Department: English, Literature and Journalism  
Range/Step: I-1  
Job FTE: 1.00  
Effective: 8/25/14  
New: No  
Salary: \$56,842.00/annual

Name: Mijo, Yoshiko  
Position: Professor, English as a Second Language  
Department: English as a Second Language  
Range/Step: I-1  
Job FTE: 1.00  
Effective: 8/25/14  
New: Yes  
Salary: \$56,842.00/annual

Name: Rojas, Rubilena  
Position: Professor, Kinesiology (Women's Head Softball Coach)  
Department: Kinesiology, Athletics and Dance  
Range/Step: I-1  
Job FTE: 1.00  
Effective: 8/25/14  
New: No  
Salary: \$56,842.00/annual

**SUBJECT:** Personnel Transactions

**DATE:** May 14, 2014

**Permanent New Hires** (continued)

Name: Takahashi, Shelley  
 Position: Professor, Industrial Design New: No  
 Department: Architecture and Engineering Design Technology  
 Range/Step: I-1 Salary: \$56,842.00/annual  
 Job FTE: 1.00  
 Effective: 8/25/14

Name: Thankamushy, Sreekanth  
 Position: Professor, Animation New: No  
 Department: Commercial and Entertainment Arts  
 Range/Step: I-1 Salary: \$56,842.00/annual  
 Job FTE: 1.00  
 Effective: 8/25/14

**Banking Leaves of Absences with Pay**

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Diem, Andrea	Sociology, Philosophy	6	Fall 2014
Faraone, Teresa	Consumer Science & Design Technologies	9	Fall 2014
Hight, Lynette	English, Literature & Journalism	15	Fall 2014
Hight, Lynette	English, Literature & Journalism	15	Spring 2015
Horton, Tamra	English, Literature & Journalism	15	Fall 2014
Horton, Tamra	English, Literature & Journalism	15	Spring 2015

**Salary Advancements for Full-Time Faculty Column Crossover – 2014-15**

Coursework and/or Degree earned

Name: Roche, William  
 Position: Professor, Computer Information Systems  
 Department: Computer Information Systems  
 Column/Step III-10 Salary: \$93,993.00/annual  
 Job FTE: 1.00  
 Effective: 8/25/14  
 Remarks: Column Crossover from Column I, Step 9

Name: Sherwood, Kelly  
 Position: Professor, Emergency Medical Services  
 Department: Medical Services  
 Column/Step II-10 Salary: \$109,976.43/annual  
 Job FTE: 1.00  
 Effective: 7/1/14  
 Remarks: Column Crossover from Column I, Step 9

**SUBJECT:** Personnel Transactions**DATE:** May 14, 2014**Salary Advancements for Full-Time Faculty Column Crossover – 2014-15** (continued)

Coursework and/or Degree earned

Name: Tunstall, Christine  
 Position: Instructional Specialist, Speech Pathology  
 Department: Disabled Student Programs and Services  
 Column/Step III-12 Salary: \$100,437.00/annual  
 Job FTE: 1.00  
 Effective: 7/1/14  
 Remarks: Column Crossover from Column II, Step 11

**Salary Advancement for Part-Time Faculty Column Crossover – 2014-15**

Coursework and/or Degree earned

Name: Horwitz, Ellen  
 Position: Adjunct  
 Department: Child Development  
 Column/Step III-4 Salary: \$83.44/hour  
 Effective: 8/25/14  
 Remarks: Advancement from Column II, Step 4

**Professional Growth Increments – 2014-15**

\$326/month for faculty after serving three or more years at the initial service increment and after completing six semester units of coursework

NAME	DEPARTMENT	EFFECTIVE
Alvarez-Galvan, Maya	English, Literature and Journalism	8/25/14
Gau, Jim	Computer Information System	8/25/14
Griffith, Hugh	Mathematics, Computer Science	8/25/14

**Additional Assignments**

Provider	Area/Department	Service/Agreement	Dates	Amount
Alverson, David	Music	Recording Instrumental Concerts/Festival Music	5/15/14 – 5/30/14	\$43.61/hour Not to exceed \$700
Domingues, Cameron	Music	Chamber Winds Coach	5/15/14 – 5/30/14	\$50.50/hour Not to exceed \$460
Fabiero, Karin	Music	Flute Coach	5/15/14 – 5/30/14	\$43.61/hour Not to exceed \$400
Haines, Janice	Music	Performer at Faculty Showcase	5/18/14	\$46.72/hour Not to exceed \$100
Laronga, Barbara	Music	Brass Coach	5/15/14 – 5/30/14	\$43.61/hour Not to exceed \$400
Louie, Charis	Music	Photos/Wind Ensemble Event	5/15/14	\$42.15/hour Not to exceed \$60

**SUBJECT:** Personnel Transactions**DATE:** May 14, 2014**Additional Assignments** (continued)

<b>Provider</b>	<b>Area/Department</b>	<b>Service/Agreement</b>	<b>Dates</b>	<b>Amount</b>
Mahpar, Steven	Music	French Horn Coach	5/15/14 – 5/30/14	\$42.15/hour Not to exceed \$500
Sanesi, Andrew	Music	Performer/Jazz Band Festival	5/15/14	\$42.15/hour Not to exceed \$100
Shiao, Irene	Music	Strings Coach	5/15/14 – 5/30/14	\$45.14/hour Not to exceed \$425
Stuntz, Lori	Music	Brass Coach	5/15/14 – 5/30/14	\$46.72/hour Not to exceed \$425
Worsley, Margaret	Music	Clarinet Coach	5/15/14 – 5/30/14	\$43.61/hour Not to exceed \$400
Worsley, Margaret	Music	Performer at Faculty Showcase	5/18/14	\$43.61/hour Not to exceed \$100

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

**Name:** Cowin, Caryn  
**Position:** Construction Project Manager **New:** No  
**Department:** Facilities Planning and Management  
**Range/Step:** M-14, Step 1 **Salary:** \$109,908.00/annual  
**Job FTE:** 1.00/12 months  
**Effective:** TBD

**Name:** Pulcifer, Stephanie  
**Position:** Construction Project Manager **New:** Yes  
**Department:** Facilities Planning and Management  
**Range/Step:** M-14, Step 3 **Salary:** \$114,804.00/annual  
**Job FTE:** 1.00/12 months  
**Effective:** TBD

**Name:** Patterson, Teresa  
**Position:** Purchasing Manager **New:** No  
**Department:** Fiscal Services  
**Range/Step:** M-12, Step 2 **Salary:** \$101,984.00/annual  
**Job FTE:** 1.00/12 months  
**Effective:** 5/15/14

**SUBJECT:** Personnel Transactions

**DATE:** May 14, 2014

**Temporary Changes of Assignment - Extension**

Name: Hoover, Karelyn  
 Position: Interim Associate Dean, Natural Sciences      New: No  
 Department: Natural Sciences  
 Range/Step: M-19, Step 2      Salary: \$11,372.00/month  
 Job FTE: 1.00/12 months  
 Effective: 7/1/14 – 12/31/14

Name: Judd, Matthew  
 Position: Interim Dean, Natural Sciences      New: No  
 Department: Natural Sciences  
 Range/Step: M-21, Step 5      Salary: \$12,759.00/month  
 Job FTE: 1.00/12 months  
 Effective: 7/1/14 – 12/31/14

**Renewal of Contracts for Vice Presidents 7/1/14–6/30/17**

James Czaja, Human Resources  
 Michael Gregoryk, Administrative Services  
 Irene Malmgren, Instruction  
 Audrey Yamagata-Noji, Student Services

**Renewal of Management Contract 7/1/14–6/30/16**

Marissa Fierro, Director, Development and Alumni Relations (Foundation)

**Renewal of Temporary Special Project Manager Contract 7/1/14–6/30/15**

Annette Limon, Special Projects Manager (Contract Training)

**Retirement**

Clarence Brown, Director, Marketing and Communication, effective 6/30/14

**TEMPORARY EMPLOYMENT**

**Substitute Employees**

NAME	TITLE	RATIONALE	DEPARTMENT	PAY RATE	HIRE DATE
Billier, Valerie	Secretary	Vacancy	Technical Services	22.57	04/01/14-04/04/14
Perkins, Danette	Caseworker	Absence	CalWORKs	20.43	05/22/14-06/30/14
Visosky, Mary	Secretary	Vacancy	Agricultural Sciences	22.57	02/15/14-04/03/14
Visosky, Mary	Clerical Specialist	Vacancy	Natural Sciences Div.	20.03	04/04/14-06/26/14

**SUBJECT:** Personnel Transactions**DATE:** May 14, 2014**Hourly Non-Academic Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Abiliez, Rosalie	Clerk Typist III	Adult Basic Education	10.87	06/09/14-06/30/14
Aguilar, Obdulia	Clerk Typist III	Adult Basic Education	10.87	05/27/14-06/30/14
Amador, Christina	Clerk Typist III	Adult Basic Education	10.87	06/16/14-06/30/14
Arreola, Maria	Clerk Typist III	Adult Basic Education	10.87	06/09/14-06/30/14
Astorga-Aguilar, Bernice	Clerk Typist III	Adult Basic Education	10.87	06/02/14-06/30/14
Avila, Xochitl	Clerk Typist III	Adult Basic Education	10.87	06/09/14-06/30/14
Beard, Brenda	Clerk Typist III	Adult Basic Education	10.87	05/27/14-06/30/14
Blumenfeld, Patricia	Clerk Typist III	Adult Basic Education	10.87	06/09/14-06/30/14
Burnett, Elizabeth	Student Center Assistant	Counseling	12.00	05/15/14-06/30/14
Carrasco, Diane	Clerk Typist III	Adult Basic Education	10.87	05/27/14-06/30/14
Castro, Michelle	Clerk Typist III	Adult Basic Education	10.87	06/09/14-06/30/14
Cervantes, Alethea	Activity Aid, Comm. Svcs.	Continuing Education	8.00	06/01/14-06/30/14
Cervantes, Angelica	Activity Aid, Comm. Svcs.	Continuing Education	8.00	06/01/14-06/30/14
Escobar, Josue	Clerk Typist III	Adult Basic Education	10.87	06/09/14-06/30/14
Figueroa, Yanira	Instructional Aide	Child Development Ctr.	8.00	05/15/14-06/30/14
Fuentes, Jeannette	Activity Aid, Comm. Svcs.	Continuing Education	8.00	06/01/14-06/30/14
Hartnett, Catherine	Secretarial Aide	Adult Basic Education	11.88	04/10/14-06/30/14
Hebert, Breanna	Activity Aid, Comm. Svcs.	Continuing Education	8.00	06/01/14-06/30/14
Iberri, Eric	Study Skills Assistant II	Tutorial Services	11.32	04/24/14-06/30/14
Jimenez, Angel	Tutor IV	Upward Bound	11.75	03/18/14-06/30/14
Jimenez, Steven-Michael	Activity Aid, Comm. Svcs.	Continuing Education	8.00	06/01/14-06/30/14
Koenig, Kimberly	Clerk Typist III	Adult Basic Education	10.87	06/19/14-06/30/14
Landeros, Luis	Activity Aid, Comm. Svcs.	Continuing Education	8.00	06/01/14-06/30/14
Martinez, Rosemary	Clerk Typist III	Adult Basic Education	10.87	06/02/14-06/30/14
Martinez, Yvette	Activity Aid, Comm. Svcs.	Continuing Education	8.00	06/01/14-06/30/14
Mc Gurty, Garrett	Instructional Aide	Child Development Ctr.	8.00	04/10/14-06/30/14
Morse, Barry	Model	Fine Arts	21.00	03/20/14-06/30/14
Olivares, Amanda	Activity Aid, Comm. Svcs.	Continuing Education	8.00	06/01/14-06/30/14
Pacheco, Carolina	Career & Trans. Svcs. Aide I	Child Development Ctr.	10.00	05/15/14-06/30/14
Padilla, Caitlyn	Clerk Typist III	Adult Basic Education	10.87	06/09/14-06/30/14
Parsons, Ashley	Financial Aid Assistant	Financial Aid	12.76	03/24/14-06/30/14
Rodriguez, Maria	Clerk Typist III	Adult Basic Education	10.87	06/09/14-06/30/14
Roxas, Mark	Tutorial Assistant	Continuing Education	9.55	06/01/14-06/30/14
Ruiz, Maria	Clerk Typist III	Adult Basic Education	10.87	05/27/14-06/30/14
Sanchez-Almazan, Sarah	Clerk Typist III	Adult Basic Education	10.87	06/09/14-06/30/14
Santana, Rachel	Clerk Typist III	Adult Basic Education	10.87	06/09/14-06/30/14
Sinopoli, Deborah	Clerk Typist III	Adult Basic Education	10.87	06/09/14-06/30/14
Skinner, Nicole	Activity Aid, Comm. Svcs.	Continuing Education	8.00	06/01/14-06/30/14
Tenorio, Sandra	Clerk Typist III	Adult Basic Education	10.87	05/27/14-06/30/14
Torres, Irma	Clerk Typist III	Adult Basic Education	10.87	06/09/14-06/30/14
Valencia, Amy	Clerk Typist III	Adult Basic Education	10.87	06/09/14-06/30/14
Vetti, Susan	Clerk Typist III	Adult Basic Education	10.87	06/09/14-06/30/14
Yap, Rich	Teaching Aide	Journalism	13.27	02/24/14-06/30/14

**SUBJECT:** Personnel Transactions**DATE:** May 14, 2014**Professional Expert Employees – New Assignments**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Jimenez, Steven-Michael	Program Supervisor I	Continuing Education	12.48	06/01/14-06/30/14
Lewis, Kinsasha	Program Supervisor I	Adult Basic Education	12.48	06/02/14-06/30/14
Reyes, Heather	Program Supervisor I	Adult Basic Education	12.48	06/09/14-06/30/14
Romero, Robert	Program Supervisor I	Adult Basic Education	12.48	06/02/14-06/30/14

**Professional Expert Employees – Extended Assignments**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Benson, Steven	Lecturer-Fire Technology	Fire Technology	37.26	04/01/14-06/30/14
Bird, Jenna	Technical Expert I	Kinesiology, Ath. & Dnce..	35.00	02/25/14-06/30/14
Chaplot, Priyadarshini	Project Administrator	Continuing Education	60.00	03/06/14-06/30/14
Doyle, Katelyn	Game Day Personnel	Kinesiology, Ath. & Dnce.	10.00	03/01/14-06/13/14
Gallegos, Ashley	Project Expert/Specialist	Facilities Plnng. & Mgmt.	25.00	04/07/14-06/30/14
Gilchrist, Gail	Project Program Aide	Adult Basic Education	19.76	03/17/14-06/30/14
Gonsalves, Matthew	Lecturer-Fire Technology	Fire Technology	37.26	03/27/14-06/30/14
Graffeo, Nicol	Project Expert/Specialist	Respiratory Therapy	25.00	04/15/14-06/30/14
Grant, Veronica	Teaching Aide	Eng. Lit. & Journalism	13.27	02/24/14-06/30/14
Holt, Ryan	Lecturer-Fire Technology	Fire Technology	37.26	04/17/14-06/30/14
Incavo, Kathleen	Real Time Captioner V	DSP&S	43.00	03/24/14-06/30/14
Jaime, Joseph	Athletic Injury Specialist	Kinesiology, Ath. & Dnce.	22.00	04/10/14-06/30/14
Jimenez, Claudia	Event Supervisor I	Technical Services	11.75	03/01/14-06/30/14
Kovacs, Kenneth	Project Expert/Specialist	Radiology	25.00	04/11/14-06/30/11
Landeros, Katherine	Project/Program Aide	Child Development Ctr.	19.76	02/24/14-06/30/14
Lawson, Nicole	Project Expert/Specialist	Radiology	25.00	04/11/14-06/30/14
Llevares, Rex	Project Expert/Specialist	Respiratory Therapy	25.00	04/28/14-06/30/14
Mcivor, Maliwan	Project Expert/Specialist	Respiratory Therapy	25.00	04/28/14-06/30/14
Nafzgar, Sara Ann	Not-For-Credit-Instructor I	Information Technology	35.00	05/01/14-05/31/14
O'Rourke, Timothy	Technical Expert I	Kinesiology, Ath. & Dnce.	35.00	02/25/14-06/30/14
Patton, Zachary	Lecturer-Fire Technology	Kinesiology, Ath. & Dnce.	37.26	04/01/13-06/30/14
Peshkepia, Raquel	Teaching Aide	Adult Basic Education	13.27	04/21/14-05/31/14
Potts, Jared	Lecturer-Fire Technology	Fire Technology	37.26	04/17/14-06/30/14
Rasmussen, Steven	Interpreter IV	Continuing Education	41.00	04/18/14-06/30/14
Roumeliotis, George	Project Expert/Specialist	Respiratory Therapy	25.00	04/11/14-06/30/14
San Miguel, Adam	Event Supervisor II	Technical Services	13.75	03/06/14-06/30/14
Schiewe, Nicole	Proctor, EMT	Medical Services	12.48	03/24/14-06/30/14

**Student Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Aguero, Jesse	Student Assistant V	The Writing Center	12.50	02/24/14-06/30/14
Aguirre, Eric	Student Assistant I	Kinesiology, Ath. & Dnce.	8.00	03/01/14-06/15/14
Aguirre, Paul	Student Assistant III	Arch. Eng. & Design Tech.	10.00	03/21/14-06/22/14
Alansari, Zuhair	Student Assistant II	Physics and Engineering	8.75	02/24/14-06/15/14
Alayass, Khaoula	Student Assistant I	Child Development Ctr.	8.00	02/24/14-06/30/14
Ali, Ramisha	Student Assistant IV	ACES	11.25	03/14/14-06/13/14



**SUBJECT:** Personnel Transactions**DATE:** May 14, 2014**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Anaya, Sonia	Student Assistant I	Child Development Ctr.	8.00	02/24/14-06/30/14
Aneke, Eric	Student Assistant III	The Writing Center	10.00	02/24/14-06/30/14
Angulo, Nancy	Student Assistant III	Child Development Ctr.	10.00	02/24/14-06/30/14
Arteaga, Gabriel	Student Assistant II	Natural Sciences	8.75	03/24/14-06/30/14
Ayala, Mayra	Student Assistant I	Child Development Ctr.	8.00	04/02/14-06/30/14
Bedard, Adrian	Student Assistant III	Tutorial Services	10.00	03/03/14-06/30/14
Bera, Usha	Student Assistant III	The Writing Center	10.00	02/24/14-06/30/14
Bissontz, Mathew	Student Assistant II	Commercial & Ent. Arts	8.75	02/24/14-06/30/14
Bogner, Austin	Student Assistant IV	Adult Basic Education	11.25	02/24/14-06/30/14
Cabrera, Jorge	Student Assistant IV	Upward Bound	11.25	03/01/14-05/31/14
Carpenter, Jenna	Student Assistant I	Biological Sciences	8.00	03/10/14-06/20/14
Carrillo, Joseph	Student Assistant II	Technical Services	8.75	04/17/14-06/30/14
Carrillo, Zuleima	Student Assistant I	Child Development Ctr.	8.00	02/24/14-06/30/14
Castaneda, Rebecca	Student Assistant I	Child Development Ctr.	8.00	02/24/14-06/30/14
Cervantes, Noel	Student Assistant V	HCRC	12.50	05/01/14-06/22/14
Chen, Qiuchi	Student Assistant I	ESL	8.00	03/03/14-06/30/14
Dang, Anh	Student Assistant II	Biological Sciences	8.75	04/07/14-06/30/14
Dang, Evon	Student Assistant V	Histotechnology	12.50	04/08/14-06/30/14
De Lira, Rebecca	Student Assistant I	Child Development Ctr.	8.00	04/08/14-06/30/14
DeMascio, Dylan	Student Assistant III	Tutorial Services	10.00	04/01/14-06/30/14
Deng, Yuan Fu	Student Assistant I	ESL	8.00	03/10/14-06/30/14
Doyle, Sean	Student Assistant IV	The Writing Center	11.25	02/24/14-06/30/14
Duenas, David	Student Assistant IV	The Writing Center	11.25	03/01/14-06/30/14
Elliott, Victoria	Student Assistant V	Teacher Prep. Institute	12.50	04/14/14-06/30/14
Eras, Megan	Student Assistant II	Tutorial Services	8.75	03/12/14-06/30/14
Estephan, Diane	Student Assistant II	Tutorial Services	8.75	02/24/14-06/30/14
Estrada, Lesley	Student Assistant III	Honors Department	10.00	03/03/14-06/30/14
Fallon, Madison	Student Assistant V	Tutorial Services	12.50	02/24/14-06/30/14
Fernandez, Erichel	Student Assistant I	ESL	8.00	03/03/14-06/30/14
Fernandez, Erichel	Student Assistant IV	ACES	11.25	03/17/14-06/13/14
Flores, Luis	Student Assistant III	Tutorial Services	10.00	02/24/14-06/30/14
Flores, Monserrath	Student Assistant III	EOPS/CARE	10.00	03/03/14-06/13/14
Galvan, Sara	Student Assistant I	Child Development Ctr.	8.00	02/24/14-06/30/14
Garcia, Alexis	Student Assistant III	Learning Assistance Ctr.	10.00	02/24/14-06/30/14
Garcia, Randy	Student Assistant III	Technical Services	10.00	04/15/14-06/30/14
Garcia, Russell	Student Assistant I	Continuing Education	8.00	06/01/14-06/30/14
Gasca, Emily	Student Assistant I	Bursar's Office	8.00	02/24/14-06/30/14
Gomez, Dominic	Student Assistant II	Math/Computer Science	8.75	03/24/14-06/30/14
Gomez-Mustafa, Victor	Student Assistant IV	Arch. Eng. & Design Tech.	11.25	03/03/14-06/30/14
Gonzales, Aaron	Student Assistant III	Learning Assistance Ctr.	10.00	02/24/14-06/30/14
Gunn, Amanda	Student Assistant V	Teacher Prep. Institute	12.50	04/18/14-06/30/14
Hagen, Rebecca	Student Assistant II	Interior Design	8.75	03/18/14-06/30/14
Haq, Aysha	Student Assistant III	Arise	10.00	04/22/14-06/30/14
Haro-Huerta, Victor	Student Assistant I	Continuing Education	8.00	06/01/14-06/30/14
Hernandez, Esteban	Student Assistant III	EOPS/CARE	10.00	03/03/14-06/13/14

**SUBJECT:** Personnel Transactions**DATE:** May 14, 2014**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Hillman, Michael	Student Assistant I	Earth Science & Astron.	8.00	02/24/14-06/30/14
Hoang, Debra	Student Assistant IV	Learning Assistance Ctr.	11.25	03/14/14-06/30/14
Islam, Zoreen	Student Assistant IV	ACES	11.25	03/17/14-06/13/14
Jackson, Brett	Student Assistant III	Adult Basic Education	10.00	03/17/14-06/30/14
Juarez Arriaga, Jhossep	Student Assistant I	Continuing Education	8.00	06/01/14-06/30/14
Juarez, Jason	Student Assistant II	Theater	8.75	02/24/14-06/30/14
Kroner, Desiree	Student Assistant III	Earth Science & Astron.	10.00	02/24/14-06/30/14
Lamson, Joseph	Student Assistant I	Kinesiology, Ath. & Dnce.	8.00	03/01/14-06/15/14
Lee, Megan	Student Assistant III	Tutorial Services	10.00	02/24/14-06/30/14
Llanos, Jennifer	Student Assistant III	Kinesiology, Ath. & Dnce.	10.00	03/01/14-06/13/14
Manahan, Justinne	Student Assistant I	Biological Sciences	8.00	03/30/14-06/20/14
Marquez, Andrea	Student Assistant I	Earth Science & Astron.	8.00	02/24/14-06/30/14
Marquez, Evelyn	Student Assistant III	Aeronautics	10.00	04/14/14-06/13/14
Matavao, Virginia	Student Assistant III	Arise	10.00	03/20/14-06/30/14
Matthews, Kathleen	Student Assistant I	Child Development Ctr.	8.00	02/24/14-06/30/14
Mauricio, Leonel	Student Assistant I	Biological Sciences	8.00	03/03/14-06/20/14
Mena, Anthony	Student Assistant III	Adult Basic Education	10.00	03/17/14-06/30/14
Mojarro, Rose-Celeste	Student Assistant III	Continuing Education	10.00	02/24/14-06/30/14
Mojarro, Rose-Celeste	Student Assistant I	Continuing Education	8.00	06/01/14-06/30/14
Moore, Kameron	Student Assistant V	Adult Basic Education	12.50	04/01/14-06/30/14
Morales, Mallel	Student Assistant II	Public Safety	8.75	04/07/14-06/30/14
Morelos, Edgar	Student Assistant V	Teacher Prep. Institute	12.50	03/03/14-06/30/14
Morelos, Edgar	Student Assistant IV	ACES	11.25	03/17/14-06/13/14
Munoz, Lizzette	Student Assistant I	Child Development Ctr.	8.00	03/27/14-06/30/14
Nguyen, Khoa	Student Assistant I	Kinesiology, Ath. & Dnce.	8.00	03/01/14-06/15/14
Olalia, Allison	Student Assistant IV	Fine Arts	11.25	02/24/14-06/30/14
Page, Steven	Student Assistant II	Biological Sciences	8.75	03/06/14-06/30/14
Page, Steven	Student Assistant II	DSP&S	8.75	04/16/14-06/30/14
Parry, Edward	Student Assistant III	Public Safety	10.00	02/24/14-04/02/14
Perez, David	Student Assistant V	Music	12.50	03/24/14-06/30/14
Pham, Tuan	Student Assistant V	Tutorial Services	12.50	02/24/14-06/30/14
Phillips, Girtha	Student Assistant III	Bridge Program	10.00	02/24/14-06/30/14
Platt, Keri	Student Assistant I	Bursar's Office	8.00	02/24/14-06/30/14
Ramirez, Adrian	Student Assistant I	Kinesiology, Ath. & Dnce.	8.00	02/25/14-06/30/14
Rinnger, Natalie	Student Assistant II	Earth Science & Astron.	8.00	02/24/14-06/30/14
Rubio, Amanda	Student Assistant II	Tutorial Services	8.75	03/03/14-06/30/14
Ruiz, Isaac	Student Assistant II	Tutorial Services	8.75	03/03/14-06/30/14
Ruiz, Sean	Student Assistant V	Electronics, Comp. Tech.	12.50	04/28/14-06/13/14
Ryle, Vicki	Student Assistant V	Commercial & Ent. Arts	12.50	02/24/14-06/30/14
Saborio, Shantal	Student Assistant II	Tutorial Services	8.75	03/03/14-06/30/14
Salazar, Theresa	Student Assistant I	Agricultural Sciences	8.00	03/24/14-06/30/14
Salgado, Lillian	Student Assistant III	Child Development Ctr.	10.00	02/24/14-06/30/14
Sandoval, Daniel	Student Assistant III	Technical Services	10.00	04/02/14-06/30/14
Sandoval, Maria	Student Assistant I	Earth Science & Astron.	8.00	02/24/14-06/30/14
Schneider, Jacob	Student Assistant III	Commercial & Ent. Arts	10.00	04/16/14-06/30/14

**SUBJECT:** Personnel Transactions

**DATE:** May 14, 2014

**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Self, Mark	Student Assistant V	Commercial & Ent. Arts	12.50	03/18/14-06/30/14
Stickley, Alison	Student Assistant II	Tutorial Services	8.75	02/24/14-06/30/14
Taylor, Monique	Student Assistant II	The Writing Center	8.75	03/04/14-06/30/14
Thomas, Thomas	Student Assistant I	Continuing Education	8.00	06/01/14-06/30/14
Torres, Jaime	Student Assistant I	Child Development Ctr.	8.00	02/24/14-06/30/14
Tran, Mailinh	Student Assistant I	Child Development Ctr.	8.00	02/24/14-06/30/14
Villa, Gilbert	Student Assistant II	Counseling	8.75	03/20/14-06/30/14
Villanueva, Lorenzo	Student Assistant I	Agricultural Sciences	8.00	04/01/14-06/30/14
Villaverde, Kristelle	Student Assistant III	The Writing Center	10.00	02/24/14-06/30/14
Viste, Xavier	Student Assistant II	Tutorial Services	8.75	03/28/14-06/30/14
Wenceslao, Joanne	Student Assistant I	DSP&S	8.00	03/26/14-06/30/14
Woolley, Corey	Student Assistant II	Commercial & Ent. Arts	8.75	02/24/14-06/30/14
Wright, Cambria	Student Assistant V	Kinesiology, Ath. & Dnce.	12.50	02/24/14-06/30/14
Ybanez, Richard	Student Assistant II	Biological Sciences	8.75	03/18/14-06/30/14
Yuan, Bennett	Student Assistant I	Aquatics	8.00	03/01/14-06/15/14
Yuriar, Ruben	Student Assistant II	Tutorial Services	8.75	04/03/14-06/30/14
Zamarripa, Ruth	Student Assistant I	Child Development Ctr.	8.00	04/07/14-06/30/14
Zavala, Ryan	Student Assistant III	Technical Services	10.00	05/01/14-06/30/14

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>May 14, 2014</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>2015-16 Academic Calendar</u>	

**ABACKGROUND**

The proposed academic calendar for 2015-16 has been reviewed by the Faculty Association, per the Collective Bargaining Agreement, discussed with CSEA 262, and approved by President’s Cabinet.

**ANALYSIS AND FISCAL IMPACT**

1. The Fall 2015 semester is scheduled from August 24-December 13, 2015, and the Spring 2016 semester is scheduled from February 22-June 12, 2016. Flex Days are scheduled on August 21, 2015, and February 19, 2016.
2. The Winter intersession will run from January 4-February 14, 2016. Summer intersession will run from June 20-July 31, 2016.
3. The calendar recommendation for 2015-16 meets all legal requirements including mandated holidays and minimum days of instruction.

**Funding Sources**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the proposed calendar for 2015-16, with the understanding that any additional holidays are subject to the negotiations process.

Prepared by: <u>Terri S. Long</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #20</u>

**SUBJECT:** 2015-16 Academic Calendar**DATE:** May 14, 2014

**Mt. San Antonio College  
2015-16 ACADEMIC CALENDAR**

<b>Fall Semester - 2015</b>		
<u>Date</u>	<u>Day</u>	<u>Description</u>
August 21	Friday	Flex Day
August 24	Monday	Fall Semester Begins
September 7	Monday	Holiday – Labor Day
November 9, 11, or 13	Monday, Wednesday, or Friday	Holiday – Veterans Day
November 26	Thursday	Holiday – Thanksgiving Day
December 6–12	Sunday-Saturday	Final Examinations
December 13	Sunday	Fall Semester Ends
December 25	Friday	Holiday – Christmas
January 1	Friday	Holiday – New Year's Day

<b>Winter Intersession - 2016</b>		
<u>Date</u>	<u>Day</u>	<u>Description</u>
January 4	Monday	Winter Intersession Begins
January 18	Monday	Holiday – Martin Luther King, Jr. Day
February 12	Friday	Holiday – Lincoln Day
February 14	Sunday	Winter Intersession Ends

February 15	Monday	Holiday – Washington Day
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<b>Spring Semester - 2016</b>		
<u>Date</u>	<u>Day</u>	<u>Description</u>
February 19	Friday	Flex Day
February 22	Monday	Spring Semester Begins
March 31	Thursday	Tentative Holiday - Cesar Chavez Day
May 30	Monday	Holiday – Memorial Day
June 6-11	Monday–Saturday	Final Examinations
June 10	Friday	Commencement
June 12	Sunday	Spring Semester Ends

<b>Summer Intersession - 2016</b>		
<u>Date</u>	<u>Day</u>	<u>Description</u>
June 20	Monday	Summer Intersession Begins
July 4	Monday	Holiday – Independence Day
July 31	Sunday	Summer Intersession Ends

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>May 14, 2014</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Continuing Education Division Additions and Changes</u>	

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

1. Community Services: Additional Classes

Course Title/Program	Presenter	Payment	Fee
Addition to Summer Swim Program: Introduction to Competitive Swim	Coordinator: Mark Ruh Supervisor: Mike Rieben	Approved at April Board meeting	\$90
College for Kids – Additional Instructor	Calixto Ortiz	10 or more students, \$30/hour  9 or fewer students, \$20/hour	\$148/class
Cake Decorating: Working with Fondant	Susan Flores	40%	\$92 Material Fee: \$35

2. Community Services - Program Changes

Course Title/Program	From	To
All Americas, Inc. (Contract #1314-006)		Additional Instructor: Anne Im

Prepared by: Donna Burns                      Reviewed by: Irene M. Malmgren  
 Recommended by: Bill Scroggins                      Agenda Item: Consent #21

**SUBJECT:** Continuing Education Additions and Changes

**DATE:** May 14, 2014

3. New Contracts

Agency (Description of Services)	Expenses		Fee
	ETP101, Inc.: 2334 Cantaria Avenue, Rowland Heights, California 91748 State of California Employment Training Panel Funding to provide local businesses with customized employee training needed to remain competitive. Training is based on employer's specific needs.	ETP101, Inc.	\$70,000
Materials		\$3,000	
Supplies		\$1,000	

4. Curriculum

Additions – New Noncredit Certificates

Certificate/Program Title: <b>Personal Care and Nursing Assistant Preparation</b>			
Course ID	Title	New Course	
		Yes	No
<u>Required Courses</u>			
• VOC HTHO1	Certified Nursing Assistant		X
<u>Required Electives:</u>			
• VOC HTH04	Acute Certified Nursing Assistant <b>OR</b>		X
• VOC HHA	Home Health Aide		X
<u>Recommended Electives</u>			
• VOC IHSS <b>AND</b>	In-Home Support Services		X
• VOC HTH05	Health Careers Skills Lab		X

Certificate/Program Title: <b>Basic Computer Presentation and Publication</b>			
Course ID	Title	New Course	
		Yes	No
<u>Required Courses</u>			
• VOC BCDP	Basic Computing – Desktop Publishing	X	
• VOC BCPP1	PowerPoint Basics 1	X	
• VOC BCPP2	PowerPoint Basics 2	X	
<i>Note: These new courses have previously been approved by the Board</i>			

Certificate/Program Title: <b>Basic Excel Applications</b>			
Course ID	Title	New Course	
		Yes	No
<u>Required Courses</u>			
• VOC CPBE1	Basic Excel – Level 1	X	
• VOC CPBE2	Basic Excel – Level 2	X	
• VOC CPBE3	Basic Excel – Level 3	X	
<i>Note: These new courses have previously been approved by the Board</i>			

**SUBJECT:** Continuing Education Additions and Changes

**DATE:** May 14, 2014

<b>Certificate/Program Title: Office Computer Applications – Level 1</b>			
<b>Course ID</b>	<b>Title</b>	<b>New Course</b>	
		<b>Yes</b>	<b>No</b>
<u>Required Courses</u>			
• VOC CPBC1	Basic Computing – Level 1		X
• VOC CPBC2	Basic Computing – Level 2		X
<u>Required Elective:</u>			
• VOC CPNET or	Internet Research, an Introduction		X
• VOC CPDI	Digital Photography for the Beginner		X

<b>Certificate/Program Title: Office Computer Applications – Level 2</b>			
<b>COURSE ID</b>	<b>Title</b>	<b>New Course</b>	
		<b>Yes</b>	<b>No</b>
<u>Required Courses</u>			
• VOC CPBC3	Basic Computing – Level 3		X
• VOC CPCC	Creative Computing		X

Course Modifications

The noncredit courses listed below have been modified to meet Title 5 requirements and to provide additional program options, meet industry standards, and to respond to advisory committee recommendations. They were approved through the curriculum approval process since the last Board meeting, effective Summer 2014.

<b>Course ID</b>	<b>Title</b>
VOC AGL20	Horse Behavior and Training
VOC AGR75	Urban Arboriculture

Funding Sources

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

**RECOMMENDATION**

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



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

**DATE:** May 14, 2014

**CONSENT**

**SUBJECT:** Program Fees for Students in the Basic Fire Academy

**BACKGROUND**

Students who attend the 14-week Basic Fire Academy participate in a wide range of training activities including daily physical fitness training, State Fire Marshal certification classes, and arduous firefighter manipulative training exercises. Student fees are required to purchase the following equipment:

- training certificates and awards;
- binders, handbooks, and textbooks;
- physical fitness training gear;
- uniforms and patches;
- helmet and accessories; and
- firefighter safety equipment.

All equipment purchased by students in the Basic Fire Academy is retained by the student at the conclusion of the Academy.

**ANALYSIS AND FISCAL IMPACT**

The estimated fees for the Basic Fire Academy students for supplies and equipment for the 2014-15 academic year will not exceed \$1,600 for new students and \$650 for returning students. Fiscal Services will validate the actual fee amount prior to charging students.

**Funding Source**

Student enrollment fees.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Basic Fire Academy program fees, as presented.

Prepared by: Sarah G. Daum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #22

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>May 14, 2014</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Purchase of Two Overhauled Engines by the Aeronautics Department</u>	

**BACKGROUND**

The College's Aeronautics Department is requesting authorization to purchase two overhauled engines for their Cessna 152 and Cessna 172 aircrafts. Both of these aircrafts require overhauled engines as required for safety from the Federal Aviation Administration. The Cessna 152 engine was found to have a crack in the case at the last required 100-hour inspection. The Cessna 172 engine will be timed-out in May, and it is required to have an overhauled engine every 2,000 hours of flight time.

**ANALYSIS AND FISCAL IMPACT**

The anticipated costs for both overhauled engines is \$87,938.22

Funding Sources

Unrestricted General Fund (\$23,142.55).  
Income-Generated Fund (\$64,795.67).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the purchase of the overhauled engines, as presented.

Prepared by: Sarah G. Daum Reviewed by: Irene M. Malmgren  
Recommended by: Bill Scroggins Agenda Item: Consent #23

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

**DATE:** May 14, 2014

**CONSENT**

**SUBJECT:** Affiliation Agreement with Casa Colina Centers for Rehabilitation and  
Mt. San Antonio College

**BACKGROUND**

Students enrolled in the Psychiatric Technician Program require use of clinical facilities for training. Casa Colina Centers for Rehabilitation located in Pomona, California, have agreed to accept Psychiatric Technician students and will provide them with excellent training opportunities.

**ANALYSIS AND FISCAL IMPACT**

The new affiliation agreement between Mt. SAC and Casa Colina Centers for Rehabilitation is the standard Mt. SAC agreement. No changes or amendments have been made.

The agreement shall be effective May 15, 2014, through June 30, 2017.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the affiliation agreement with Casa Colina Centers for Rehabilitation, as presented.

Prepared by: Sarah G. Daum

Reviewed by: Irene M. Malmgren

Recommended by: William Scroggins

Agenda Item: Consent #24

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>May 14, 2014</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Students to Participate in the SkillsUSA National Leadership and Skills Conference</u>	

**BACKGROUND**

The Electronics and Computer Technology program requests authorization for two students and one faculty member to attend the SkillsUSA National Leadership and Skills Conference in Kansas City, Missouri. The SkillsUSA National Leadership and Skills Conference allows students to compete in competitive events with other students around the nation. To be eligible, students must be awarded first place at the statewide conference. Dates for travel and competition are June 21-29, 2014.

**ANALYSIS AND FISCAL IMPACT**

The anticipated cost of the travel, lodging, and conference is \$5,310.

**Funding Sources**

Associated Students Fund (\$2,780).  
Unrestricted General Fund (\$2,530).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves participation by students and faculty, as presented.

Prepared by: _____	Sarah G. Daum	Reviewed by: _____	Irene M. Malmgren
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #25

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

**DATE:** May 14, 2014

**CONSENT**

**SUBJECT:** Geology 29 Special Topics in Field Geology Field Trip

**BACKGROUND**

The Geology 29 Special Topics in Field Geology faculty requests authorization to conduct a 13-day field studies trip to the following locations: Lassen Volcanic National Park (Mineral, California); Lava Beds National Monument (Tulelake, California); Steens Mountain Cooperative Management and Protection Area (Harney County, Oregon); Fallen Leaf Lake and Malakoff Diggins (Truckee, California); and Rainbow Basin (Barstow, California), June 23-July 3, 2014. This extended trip is intended to provide students with field study experience not possible during the regular school term. Dr. Mark Boryta, Dr. David Mrofka, and Professor Rebecca Walker will lead the study team along with 18 students.

**ANALYSIS AND FISCAL IMPACT**

The anticipated cost of the trip is \$2,700. Each student will be required to pay \$150, which will include campground fees, National Park fees, and necessary equipment.

**Funding Source**

Geology Field Trip Account and student fees.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Geology 29 Special Topics in Field Geology Field Trip, as presented.

Prepared by: Karelyn Hoover

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #26

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>May 14, 2014</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Robotics Team to Attend the Autonomous Vehicle Competition 2014</u>	

**BACKGROUND**

The Robotics Team requests authorization for four students and faculty member Martin Mason to attend and compete in the 4<sup>th</sup> Annual Autonomous Vehicle Competition 2014 in Boulder, Colorado. This is a national competition for students, engineers, and professionals in robotics. In addition to competing against top schools in the nation, both two- and four-year programs, the event gives students a chance to associate with top professionals in the industry. Dates for travel and competition are June 20-21, 2014.

**ANALYSIS AND FISCAL IMPACT**

The anticipated cost of the trip is \$3,500.

**Funding Sources**

- Associated Students Fund (\$1,570).
- Unrestricted General Fund (\$400).
- Private Industry Donations (\$1,530).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves participation by students and faculty, as presented.

Prepared by: Matthew Judd Reviewed by: Irene M. Malmgren  
Recommended by: Bill Scroggins Agenda Item: Consent #27

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

**DATE:** May 14, 2014

**CONSENT**

**SUBJECT:** Athletic Special Events Donation to In-N-Out Burger Child Abuse  
Foundation

**BACKGROUND**

The Mt. SAC Athletic Special Events (Cross Country Invitational and Relays) would like to donate to the In-N-Out Burger Child Abuse Foundation. The Foundation's purpose is to assist children who have been victims of child abuse and to prevent others from suffering a similar fate by supporting organizations that provide treatment, shelter, and care to children in need. Every penny the Foundation raises goes directly to help abused and neglected children.

**ANALYSIS AND FISCAL IMPACT**

The Mt. SAC Special Events are funded by a combination of sponsorships, entry fees, gate fees, advertising, parking fees, and booth rentals. In-N-Out is one of these sponsors that, in addition to their sponsorship, provide meals to volunteers and workers at no charge. The donation amount is \$1,000.

**Funding Sources**

Cross Country Invitational Account (\$500).  
Mt. SAC Relays Income-Generating Account (\$500).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the donation to the In-N-Out Burger Child Abuse Foundation, as presented.

Prepared by: Joe Jennum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #28

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

**DATE:** May 14, 2014

**CONSENT**

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

**BACKGROUND**

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

New Courses

<u>Course Title</u>	<u>Course Title</u>
ANAT 99	Special Projects in Anatomy
BUSL 100	Everyday Law
EMT 90-A*	Introduction to EMS System
EMT 95	EMT for Fire Technology
JOUR 116*	Multimedia Storytelling
KINF 51A	Agility Testing Preparation for Administration of Justice and Fire Technology – Beginning
KINF 51B	Agility Testing Preparation for Administration of Justice and Fire Technology – Intermediate
KINF 52B	Fitness and Conditioning for Administration of Justice and Fire Technology - Intermediate
KINS 10A	Beginning Soccer
PHIL 99	Special Projects in Philosophy
PHOT 19*	Digital Color Management

Modified Courses

<u>Course Title</u>	<u>Course Title</u>
AD 10	Client Record and Documentation
AIRM 80*	Laboratory Studies in Aircraft Maintenance Technology
ARTC 280	Commercial Art Studio
CISS 27	Cyber Defense
EMT 90*	Emergency Medical Technician
ID 36	Portfolio Development for Interior Design
MENT 72L	Nursing Care of the Developmentally Disabled
MENT 82*	Work Experience Mental Health Technician
PHIL 3*	Introduction to Logic
PHIL 3H*	Introduction to Logic - Honors
PHIL 20A*	History of Ancient Philosophy
PHIL 20AH*	History of Ancient Philosophy – Honors
PHIL 20B*	History of Modern Philosophy

Prepared by: Terri Long

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #29



**SUBJECT:** New and Modified Courses and Modified Certificates With the 2014-15  
Academic Year

**DATE:** May 14, 2014

Modified Courses

<u>Modified Courses</u>	<u>Course Title</u>
PHIL 20BH*	History of Modern Philosophy – Honors
R-TV 03*	Sportscasting and Reporting
RAD 4	Clinical Experience IV
RESD 56D	Techniques of Respiratory Therapy

New Certificates

Domestic Violence Certification  
Emergency Medical Technician EMT 95\*  
Horticulture Science  
Landscape Construction  
Landscape Design – Level II\*

Modified Certificates

Emergency Medical Technician EMT 90\*  
Fashion Design – Level I  
Fashion Design – Level II  
Fashion Merchandising – Level I  
Interior Design – Kitchen and Bath Specialization  
Interior Design – Level II  
Interior Design – Level III

New Degrees

Business Administration AS-T\*  
Early Childhood Education AS-T\*  
Journalism AA-T\*

Modified Degrees

AA Mathematics  
AA Natural Sciences  
Histologic Technician Training  
Interior Design  
Interior Design – Kitchen and Bath Design  
Registered Veterinary Technology

\*Pending approval by the Academic Senate

**SUBJECT:** New and Modified Courses and Modified Certificates With the 2014-15  
Academic Year

**DATE:** May 14, 2014

**ANALYSIS AND FISCAL IMPACT**

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

**Funding Source**

Not Applicable.

**RECOMMENDATION**

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

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

**DATE:** May 14, 2014

**CONSENT**

**SUBJECT:** Agreement with Liebert Cassidy Whitmore

**BACKGROUND**

The agreement with the law firm Liebert Cassidy Whitmore is approved on a year-to-year basis.

**ANALYSIS AND FISCAL IMPACT**

In accordance with the agreement, the law firm of Liebert Cassidy Whitmore agrees to provide legal and consulting services to the College in regard to employment relations and education law, including representation in labor negotiations, as needed, and in administrative and court proceedings, as requested by the College.

The term of the agreement is from June 1, 2014, through May 31, 2015. The agreement shall be terminable by either party upon 30 days' written notice.

The range of hourly rates for attorney time is from \$190-\$295 and from \$75-\$150 for time of paraprofessional staff.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the agreement with Liebert Cassidy Whitmore for the period June 1, 2014, through May 31, 2015.

Recommended by: Bill Scroggins Agenda Item: Consent #30

**AGREEMENT FOR SPECIAL SERVICES**

This Agreement is entered into between the law firm of LIEBERT CASSIDY WHITMORE, A Professional Corporation (“Attorney”), and the Mt. San Antonio College (“College”).

**1. Conditions**

This Agreement will not take effect, and Attorney will have no obligation to provide services, until College returns a properly signed and executed copy of this Agreement.

**2. Attorney’s Services**

Attorney agrees to provide College with consulting, representational and legal services pertaining to employment relations matters and school law matters, including representation in negotiations and in administrative and court proceedings, as requested by College or otherwise required by law.

**3. Fees, Costs, Expenses**

College agrees to pay Attorney the sums billed monthly for time spent by Attorney in providing the services, including reasonable travel time.

The current range of hourly rates for Attorney time is from One Hundred Ninety to Two Hundred Ninety-Five Dollars (\$190.00 - \$295.00), and from Seventy-Five to One Hundred Fifty Dollars (\$75.00 - \$150.00) for time of paraprofessional and litigation support staff. Attorney reviews its hourly rates on an annual basis and, if appropriate, adjusts them effective July 1. Attorney will provide the College with written notification of any adjustment in the range of rates. Attorneys, paraprofessional and litigation support staff bill their time in minimum units of one-tenth of an hour.

College agrees to reimburse Attorney for necessary costs and expenses incurred by Attorney on behalf of College. Attorney bills photocopying charges at Fifteen Cents (\$.15) per page and facsimile charges at Fifty Cents (\$0.50) per page. A Public Agency Fee Schedule is attached to this Agreement.

Payment by College against monthly billings is due upon receipt of statements, and is considered delinquent if payment is not received within thirty (30) days of the date of the invoice.

The California Business & Professions Code requires us to inform you whether we maintain errors and omissions insurance coverage applicable to the services to be rendered to you. We hereby confirm that the firm does maintain such insurance coverage.

**4. Arbitration of Professional Liability or Other Claims**

Disputes. If a dispute between College and Attorney arises over fees charged for services, the controversy will be submitted to binding arbitration in accordance with the rules of the California State Bar Fee Arbitration Program, set forth in California Business and Professions Code, sections 6200 through 6206. The arbitrator or arbitration panel shall have the authority to award to the prevailing party attorneys' fees, costs and interest incurred. Any arbitration award may be served by mail upon either side and personal service shall not be required.

If a dispute arises between College and Attorney over any other aspect of the attorney-client relationship, including, without limitation, a claim for breach of professional duty, that dispute will also be resolved by arbitration. It is understood that any dispute as to any alleged breach of professional duty (that is, as to whether any legal

services rendered under this agreement were allegedly unnecessary, unauthorized, omitted entirely, or were improperly, negligently or incompetently rendered) will be determined by submission to arbitration as provided by California law, and not by a lawsuit or resort to court process except as California law provides for judicial review of arbitration proceedings. Both parties to this agreement, by entering into it, are giving up their constitutional right to have any such dispute decided in a court of law before a jury, and instead are accepting the use of arbitration. Each party is to bear its own attorney's fees and costs.

**5. FileRetention**

After our services conclude, Attorney will, upon College's request, deliver the file for the matter to College, along with any funds or property of College's in our possession. If College requests the file for the matter, Attorney will retain a copy of the file at the College's expense. If College does not request the file for this matter, we will retain it for a period of seven (7) years after this matter is closed. If College does not request delivery of the file for this matter before the end of the seven (7) year period, we will have no further obligation to retain the file and may, at our discretion, destroy it without further notice to College. At any point during the seven (7) year period, College may request delivery of the file.

**6. Assignment**

This Agreement is not assignable without the written consent of College.

**7. IndependentContractor**

It is understood and agreed that Attorney, while engaged in performing the terms of this Agreement, is an independent contractor and not an employee of College.

**8. Authority**

The signators to this Agreement represent that they hold the positions set forth below their signatures, and that they are authorized to execute this Agreement on behalf of their respective parties and to bind their respective parties hereto.

**9. Term**

This Agreement is effective June 1, 2014 to May 31, 2015 and may be modified by mutual agreement of the parties. This agreement shall be terminable by either party upon thirty (30) days written notice.

LIEBERT CASSIDY WHITMORE,  
A Professional Corporation

MT. SAN ANTONIO COLLEGE

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

I. PUBLIC AGENCY FEES SCHEDULE

Hourly Rates (As of Agreement Effective Date)

Partners	\$295.00
Of Counsel	\$275.00
Associates	\$190.00 - \$255.00
Paraprofessionals & Litigation Support	\$75.00 - \$150.00

II. COSTS SCHEDULE

1. Photocopies	\$0.15 per copy
2. Facsimile Transmittal	\$0.50 per page



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

**DATE:** May 14, 2014

**CONSENT**

**SUBJECT:** Memorandum of Understanding with East Valley Community Health  
Center, Inc.

**BACKGROUND**

Mt. SAC Student Health Services is requesting East Valley Community Health Center, Inc. (EVCHC) to provide two programs: (1) HIV testing, counseling services, and HIV prevention education for Mt. SAC students; and (2) screening and enrollment into Covered California and Medi-Cal Expansion for Mt. SAC students.

The Center for Disease Control and Prevention (CDCP) estimates that there are more than 19.7 million new sexually-transmitted diseases (STDs) in the United States each year. Two-thirds of all STDs, which include HIV, occur in people 25 years old and younger. Annually, an average of 500 Mt. SAC students present at the Student Health Center are requesting STD testing and education.

The Affordable Care Act (ACA) expanded medical insurance coverage and Medi-Cal (Medicaid) expansion to all individuals in the United States. Fifty-five percent of students seen at the Mt. SAC Student Health Center are uninsured. The Student Health Services staff has been proactively educating Mt. SAC students about the ACA and assisting them to complete their enrollment forms on the Covered California website. East Valley Community Health Centers Mobile Enrollment Team has been an instrumental resource for the students' application process, most notably with the Medi-Cal (Medicaid) applications.

The purpose of this Memorandum of Understanding (MOU) is to broaden medical services offered through Student Health Services by establishing an agreement with EVCHC to offer free confidential HIV testing and counseling and access to the Mobile Enrollment Team.

**ANALYSIS AND FISCAL IMPACT**

The MOU will remain in effect until terminated by either party with a 30-day written notice. Services will be provided to Mt. SAC students by EVCHC at no cost.

**Funding Source**

There is no fiscal impact on the College budget or the Student Health Services budget.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves this Memorandum of Understanding with East Valley Community Health Center, Inc.

Prepared by: Carolyn Keys/Marguerite Whitford

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #31

<b>BOARD OF TRUSTEES</b>	
<b>MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>May 14, 2014</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Contract with Beachfront Only Vacation Rentals for the Upward Bound Senior College Bound Retreat</u>	

**BACKGROUND**

Mt. San Antonio College Upward Bound Program is requesting approval of a contract with Beachfront Only Vacation Rentals for its upcoming Senior College Bound Retreat to be held June 6-8, 2014, at the Beachfront Vacation Rentals in Oceanside, California. The Senior College Bound Retreat is designed to give graduating Upward Bound seniors tools and resources to utilize at their chosen postsecondary institutions and aid in their transitions from secondary to postsecondary education. The purpose of the Upward Bound Grant is to provide low-income and potential first-generation college students with instruction, services, and activities that will enable them to stay in school, graduate from high school, and successfully enter and graduate from postsecondary education.

**ANALYSIS AND FISCAL IMPACT**

The Senior College Bound Retreat will host 13 students and two staff.

Estimated costs not to exceed \$3,200 for the following expenditures: Use of facilities and lodging for 13 students and two staff.

**Funding Source**

U.S. Department of Education, Upward Bound Grant.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with Beachfront Only Vacation Rentals for the Upward Bound Senior College Bound Retreat.

Prepared by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #32

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

**DATE:** May 14, 2014

**CONSENT**

**SUBJECT:** Contract for Legal Services with the Harriett Buhai Center for Family  
Law

**BACKGROUND**

The Harriett Buhai Center for Family Law is a non-profit law firm that provides legal consultations to the students of the CalWORKs program. This non-profit law firm had previously provided services to the CalWORKs students; but, due to their reduced funding, they will no longer be able to provide free services to our students. In establishing a contract with the Harriett Buhai Center for Family Law, we will be able to continue offering confidential individual meetings between eligible CalWORKs students and Harriett Buhai legal staff. The legal staff will provide family legal services related to divorce, child support issues, housing, and domestic violence.

**ANALYSIS AND FISCAL IMPACT**

The contract with Harriet Buhai Center for Family Law is for the current fiscal year, 2013-14. All activities and expenses related to this contract will be funded out of the CalWORKs funding source, to be used only for CalWORKs-eligible students. There will be no cost to the District. The costs for services will be at a daily rate of \$250, commencing with three visits, for a total of \$750.

**Funding Source**

CalWORKs funding.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract for legal services with the Harriett Buhai Center for Family Law.

Prepared by: Stephen Brown

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #33

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>May 14, 2014</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Contract with Irvine Ranch Outdoor Education Center for the Arise Program Annual Student Leadership Retreat</u>	

**BACKGROUND**

The Arise Program, funded by the Asian American Native American Pacific Islander Serving Institution (AANAPISI) federal grant program, is requesting approval of a contract with Irvine Ranch Outdoor Education Center (OEC) for its student leadership retreat to be held August 3-5, 2014, at its facility located in Irvine, California. The retreat is part of the approved grant activities and is designed to address the project goal to enhance students' personal and leadership development. Students will learn about components of leadership, explore their cultural identity, and participate in team-building activities.

**ANALYSIS AND FISCAL IMPACT**

The contract covers lodging, meals (dining facility and catering), and use of campus facilities. The retreat will host 30 students, four or five peer advisors, and four or five staff. The total amount of the contract is not to exceed \$9,000.

- \*25% Deposit, due within 14 days of receipt of invoice (deposit is non-refundable)
- Final Payment, due 14 days prior to the group's arrival date (July 18, 2014)

\*Per Mary Carr, Event Coordinator, Irvine Ranch OEC, understands that processing of payment is subject to Board Approval.

**Funding Source**

U.S. Department of Education, AANAPISI Grant.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the proposed contract with Irvine Ranch Outdoor Education Center for the Arise Program Annual Student Leadership Retreat.

Prepared by: _____	Aida Cuenza-Uvas	Reviewed by: _____	Audrey Yamagata-Noji
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #34

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

**DATE:** May 14, 2014

**CONSENT**

**SUBJECT:** Contract with University of Southern California Conference Services for the Upward Bound Summer Enrichment Academy

**BACKGROUND**

Mt. San Antonio College Upward Bound Program is requesting approval of a contract with University of Southern California Conference Services for its upcoming Summer Enrichment Academy residential component to be held July 11-13, 2014, at the University of Southern California. The Summer Enrichment Academy is designed to give students a glimpse of what college life is like by giving them a chance to live in the residence halls, have roommates, and attend a seminar in university facilities. The purpose of the Upward Bound Grant is to provide low-income and potential first-generation college students with instruction, services, and activities that will enable them to stay in school, graduate from high school, and successfully enter and graduate from postsecondary education.

**ANALYSIS AND FISCAL IMPACT**

The contract covers lodging, food, and use of campus facilities. The Summer Enrichment Academy residential component will host 40 students and eight staff. The total amount of the contract is not to exceed \$10,000. The Summer Residential will host 45 students and eight staff.

- 10% Deposit, Due May 20, 2014
- Final Payment, Due July 4, 2014

**Funding Source**

U.S. Department of Education, Upward Bound Grant.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with University of Southern California Conference Services for the Upward Bound Summer Enrichment Academy.

Prepared by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #35

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>May 14, 2014</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Contract with VT Ranch Camp and Conference Center for the Upward Bound Summer Enrichment Academy Leadership Retreat</u>	

**BACKGROUND**

Mt. San Antonio College Upward Bound Program is requesting approval of a contract with VT Ranch Camp and Conference Center for its upcoming Summer Enrichment Academy Leadership Retreat to be held June 13-15, 2014, at the VT Ranch in Castaic, California. The Summer Enrichment Academy Leadership Retreat is part of the approved grant activities and is designed to address the project goal to enhance students' personal and leadership development. Students will learn about components of leadership, explore cultural identity (values, practices, strengths and challenges), and participate in student development activities, e.g., personal motivation, communication, and personal goal setting. Additionally, students will receive hands-on instruction in environmental science. The purpose of the Upward Bound Grant is to provide low-income and potential first-generation college students with instruction, services, and activities that will enable them to stay in school, graduate from high school, and successfully enter and graduate from postsecondary education.

**ANALYSIS AND FISCAL IMPACT**

The Summer Enrichment Academy Leadership Retreat will host 45 students and eight staff.

Estimated costs not to exceed \$7,450 for the following expenditures: Use of facilities, food, lodging, use of recreation areas, and programming for 45 students and eight staff.

**Funding Source**

U.S. Department of Education, Upward Bound Grant.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with VT Ranch Camp and Conference Center for the Upward Bound Summer Enrichment Academy Leadership Retreat.

Prepared by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #36

# PROCLAMATION

Whereas, California teachers have been responsible for educating the professionals, the workers, the entrepreneurs, the public officials, the first responders and the service providers that enable our communities to flourish; and

Whereas, Californians everywhere have stories to share about how it was a teacher that inspired them to strive, to attain and to succeed in life; and

Whereas, California teachers have had a longtime commitment to improving the communities where they live and work; and

Whereas, many teachers spend their own time and offer their talents and skills in a variety of services to the community; and

Whereas, California teachers are also among the most civic-minded of our citizens, volunteering their time on local advisory boards, as community volunteers and in local service organizations; and

Whereas, California teachers continue to contribute to the well-being of their communities and the entire state; and

Whereas, the theme of the 32nd annual California Day of the Teacher on May 14 is ***California Teachers: Inspiring our students, strengthening our communities;***

Now, therefore,

I, \_\_\_\_\_ Fred Chyr \_\_\_\_\_ serving

As \_\_\_\_\_ President \_\_\_\_\_ of \_\_\_\_\_ the Mt. SAC Board of Trustees;

***Do hereby proclaim Wednesday, May 14, 2014, as***

## DAY OF THE TEACHER

I urge all citizens to observe this day by taking time to remember and honor those who give the gift of knowledge through teaching.

Signed this \_\_\_\_\_ 14th \_\_\_\_\_ day of \_\_\_\_\_ May \_\_\_\_\_, 2014.



<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>May 14, 2014</u>	<b>ACTION</b>
<b>SUBJECT:</b>	<u>Purchase of Furniture - Classroom Building Renovation, Design Technology Center, and Emergency Operations Center [PLACEHOLDER]</u>	

**BACKGROUND**

The following projects, which are nearing completion, or will be completed before classes begin in the fall, require the purchase of new freestanding furniture, chairs, storage units, modular office systems, modular wall units, and marker boards:

- renovation of classrooms in the former Agricultural Sciences Building 12, which will provide space for counseling and instructional classrooms, Arts Division offices, CSEA offices, Foundation offices, and conference rooms;
- renovation of the Design Technology Center Radio Lab & Model Shop, which will support the relocation of the Mt. SAC Radio Station program and associated production studios as well as the addition of a ventilation system to support the model shop for the Architecture Department, and new desks for Interior Design and Animation classrooms; and
- construction of a new Emergency Operations Center.

The specifications for office and student instructional classroom furniture are based on the campus standards established from the Administration Building and Design Technology Center Request for Proposals.

**ANALYSIS AND FISCAL IMPACT**

Due to time constraints in meeting the Board submittal deadline, a recommendation and summary will be presented to the Board of Trustees at its meeting on May 14, 2014.

**Funding Source**

Measure RR Bond Series A and BAN funds.

**RECOMMENDATION**

A recommendation will be presented to the Board of Trustees at its meeting on May 14, 2014.

Prepared by: <u>Teresa Patterson/Gary L. Nellesen</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Action #2</u>



**RESOLUTION NO. 13-03**

**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT  
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA  
REGARDING TRUSTEE LAURA SANTOS**

WHEREAS, Trustee Laura Santos, before she was elected to the Board of Trustees of the Mt. San Antonio Community College District, was an elected member of the Bassett Unified School District; and

WHEREAS, Trustee Laura Santos was sworn in as a member of the Mt. San Antonio Community College District Board of Trustees on December 11, 2013; and

WHEREAS, Trustee Laura Santos has continued since that date to exercise the role of a member of the Bassett Unified School District Board of Education as well as that of a member of the Mt. San Antonio Community College District Board of Trustees; and

WHEREAS, both the Bassett School District and the Mt. San Antonio Community College District have obtained unequivocal legal opinions from each of their law firms that the offices of school board member in the Bassett Unified School District and trustee of the Mt. San Antonio Community College District are incompatible offices which cannot, under California law, be occupied at the same time; and

WHEREAS, under California law, when Ms. Santos was sworn in as a member of the Mt. San Antonio Community College District, she became a member of this board and stopped being a member of the Bassett Unified School District and is, therefore, only properly serving as a member of this board;

WHEREAS, by attempting to exercise both offices, Trustee Santos has demonstrated both the appearance of a conflict of interest and an actual conflict of interest; and

WHEREAS, Trustee Santos has actually failed to vote on important matters which have come before the Mt. San Antonio Community College Board of Trustees because of these conflicts; and

WHEREAS, the Board of Trustees of the Mt. San Antonio Community College District should not under any circumstances appear to condone or tolerate Trustee Santos's effort to hold both offices.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

The Board of Trustees calls on Trustee Santos to publicly resign from the Bassett School Board immediately and without further delay and not to attempt any longer to act as a school board member; and

The Board of Trustees emphatically expresses its disapproval of Trustee Santos's actions, and specifically disassociates itself from her effort to exercise both offices.

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

PASSED AND ADOPTED this 14th day of May 2014 by the Board of Trustees of the Mt. San Antonio Community College District of the County of Los Angeles, State of California, by the following vote:

AYES:

NOES:

ABSENT:

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

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

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>May 14, 2014</u>	<b>DISCUSSION</b>
<b>SUBJECT:</b>	<u>Proposed Revisions to Board Policy 2716 – Political Activity</u>	

**BACKGROUND**

Board Policy 2716 – Political Activity. This policy has been revised to update current policy to reflect those changes proposed by the Community College League of California (CCLC).

**ANALYSIS AND FISCAL IMPACT**

After careful review and deliberation and utilizing the College’s shared governance process, revisions to Board Policy 2716 have been recommended.

The proposed language originally recommended by the CCLC has been reviewed by President’s Cabinet and President’s Advisory Council.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees receives the proposed revisions to Board Policy 2716 – Political Activity for first reading and discussion.

**SUBJECT:** Proposed Revisions to Board Policy 2716 – Political Activity

**DATE:** May 14, 2014

## **Chapter 2 – Board of Trustees**

### **BP 2716 Political Activity**

**References:** Education Code Sections 7054, 7056; Government Code Section 8314

Members of the Board shall not use College funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate including, but not limited to, any candidate for election to the Board of Trustees.

Initiative or referendum measures may be drafted on an area of legitimate interest to the College. The Board of Trustees may by resolution express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding **the possible effects of District bond issues or other** ballot measures.

Approved: March 24, 2004

Revised: April 20, 2005

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>May 14, 2014</u>	<b>DISCUSSION</b>
<b>SUBJECT:</b>	<u>Proposed Revisions to Board Policy 7340 – Leaves</u>	

**BACKGROUND**

Mt. San Antonio College is continuing the process of updating and aligning the College’s Administrative Procedures with the recommended policies developed through the College’s legal counsel, Liebert Cassidy Whitmore, in conjunction with the Community College League of California (CCLC). Mt. SAC is a member of the Board Policy and Administrative Regulation Subscription Service coordinated by the CCLC.

**ANALYSIS AND FISCAL IMPACT**

The goal is to continue to review the current Mt. SAC Policies and align them with the policies recommended by our legal counsel and the CCLC. This policy has been reviewed by the President’s Cabinet as well as shared with the President’s Advisory Council.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees receives for first reading and discussion the proposed revisions to Board Policy 7340 – Leaves.

Prepared by: James Czaja

Recommended by: Bill Scroggins

Agenda Item: Discussion #2

**SUBJECT:** Proposed Revisions to Board Policy 7340 – Leaves

**DATE:** May 14, 2014

## Chapter 7 – Human Resources

### BP 7340 Leaves

#### References:

Education Code Sections 87763 et seq., 88190 et seq., and cites below

The College President/CEO shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the College. Such leaves shall include, but are not limited to:

- illness leaves for all classes of permanent employees;
- vacation leave for members of the classified service, administrators, supervisors, and managers;
- leave for service as an elected official of a community college district public employee organization or of any statewide or national employee organization with which the local organization is affiliated **or leave for a reasonable number of unelected classified employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee organization** (Education Code Sections 87768.5 and 88210);
- leave of absence to serve as an elected member of the legislature (Education Code Section 87701);
- pregnancy leave (Education Code Sections 87766 and 88193, Government Code Section 12945);
- use of illness leave for personal necessity (Education Code Sections 87784 and 88207);
- industrial accident leave;
- bereavement leave;
- jury service or appearance as a witness in court (Education Code Sections 87036 and 87037);
- military service (Education Code Section 87700); and
- sabbatical leaves for permanent faculty.

Administrators and managers shall not accumulate beyond 48 days of paid leave or 384 hours of paid leave. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

**SUBJECT:** Proposed Revisions to Board Policy 7340 – Leaves

**DATE:** May 14, 2014

In addition to these policies and collective bargaining agreements, the Board of Trustees retains the power to grant leaves with or without pay for other purposes or for other periods of time.

Approved: August 25, 2004

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>May 14, 2014</u>	<b>INFORMATION</b>
<b>SUBJECT:</b> <u>Revisions to Administrative Procedure 3500 – Campus Safety</u>	

**BACKGROUND**

The Board of Trustees is committed to a safe and secure campus. The Chief of Public Safety, in conjunction with the President/CEO and the Vice President of Administrative Services, shall establish a Campus Safety Plan and ensure that it is posted or otherwise made available to students, faculty, and staff. The Campus Safety Plan shall include methods for summoning assistance, special safeguards that have been established, actions taken to increase safety, and any changes in safety precautions. The Public Safety Department also creates the Annual Security Report by October 1st of each year, which is mandated by the Clery Act. This report is available online at [www.mtsac.edu](http://www.mtsac.edu).

**ANALYSIS AND FISCAL IMPACT**

The goal is to provide a structured administrative procedure for College campus safety.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees receives as information Administrative Procedure 3500 – Campus Safety.

Prepared by: Mark DiMaggio

Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Information #1



**SUBJECT:** Revisions to Administrative Procedure 3500 – Campus Safety

**DATE:** May 14, 2014

## Chapter 3 - General Institution

### AP 3500 Campus Safety

**References:**

Education Code Sections 38001.5, 72330, and 72330.5; Penal Code Section 832.3(g)

**A campus safety plan shall be developed and provided to students in the form of a handbook or brochure.**

~~The Mt. San Antonio College Public Safety Department is the designated authority established by the Board of Trustees in accordance with Education Code Section 72330.5 to enforce the Student Discipline Code of Conduct under the Education Code and Penal Codes of the State of California.~~

~~The Mt. San Antonio College Public Safety Department is not a police department and department incident reports are not official police reports. If an official police report is required, the Los Angeles County Sheriff's Department in Walnut is the appropriate agency to contact.~~

**The Mt. San Antonio College Public Safety Department has the authority to enforce the Student Discipline Code of Conduct and the State of California Penal Code under Education Code Section 72330. The Mt. San Antonio College Board of Trustees has established the Public Safety Department as a community college police department under Education Code Section 72330(a), which authorizes the governing board of a community college district to establish a community college police department under the supervision of a community college chief of police. Although a designated police department, the Mt. San Antonio College Public Safety Department has a memorandum of understanding mandated by the "Crime Awareness and Campus Safety Act of 1990," that the Los Angeles County Sheriff's Department has jurisdiction to investigate all crimes occurring on the Mt. San Antonio College campus.**

The Mt. San Antonio College Public Safety Department is the liaison with the Los Angeles County Sheriff's Department and local police agencies including Federal and State law enforcement entities.

The Public Safety Department is responsible for the safety and security of all members of the College community. Every effort is made to inform students, faculty, administrators, and staff members of criminal activity or any other concern that may be an immediate threat to the safety and security of those on campus. Information and workshops on crime prevention are made available to College students, faculty, administrators, and staff members.

**SUBJECT:** Revisions to Administrative Procedure 3500 – Campus Safety

**DATE:** May 14, 2014

The Mt. San Antonio College's Chief Student Services Officer is the designated authority that enforces the Student Discipline Code of Conduct and has designated the Director, Public Safety to prepares, publishes, and annually updates mandated reports of all criminal occurrences that are reported to the Public Safety Department. This includes arrests for crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs or alcohol intoxication, and all occurrences of non-criminal acts of hate violence reported to campus authorities. A written report will be submitted to the Board of Trustees.

It is the responsibility of every member of the College community to act in ways that promote the safety of self, others, and the protection of College property. To ensure that the Public Safety Department officers are in a position to protect themselves and others in the event of a violent attack, it is directed that Public Safety officers be issued pepper spray and tactical batons after being properly trained and certified by the State of California Department of Consumer Affairs and Bureau of Security and Investigative Services. It is also directed that Parking Control officers be issued Pepper Spray.

#### Use of Pepper Spray

The only chemical spray authorized for use by members of the Public Safety Department is Oleoresin Capsicum (OC), also known as Pepper Spray. Pepper spray is a non-lethal weapon which may cause injury. Pepper spray may only be used when force is justified by law to: 1) incapacitate an individual who represents an immediate danger to the officer or other person; 2) overcome resistance to an apprehension; or 3) prevent the unlawful forcible entry to College property by persons who are not authorized and may cause immediate danger to persons.

Pepper spray shall only be used when it is unlikely that physical restraint alone would expose the officer or others to substantial risk of injury. Pepper spray shall not be used in any College building unless absolutely necessary to protect officers or others and not used as a means of threatening noncompliant students who are not following College policies.

Pepper spray may be used as a defensive or control weapon in those instances that threaten the safety of an officer or other person from sustaining injury or to subdue and arrest combative persons. Only the pepper spray issued by the Department of Public Safety shall be authorized.

#### Use of Baton

The baton is to be used in overcoming resistance to a lawful apprehension in defense of the officers or others. Only the batons authorized by the Department of Public Safety shall be used.

**SUBJECT:** Revisions to Administrative Procedure 3500 – Campus Safety

**DATE:** May 14, 2014

In all situations, officers shall use force only when necessary and fully justified by the circumstances. Officers shall use only that degree of force necessary to protect themselves and others from injury or to overcome resistance to their lawful authority.

At no time should a Public Safety officer strike any person with a baton in the area of the head, neck/throat, clavicle/collarbone, chest, kidneys/liver, spine, or the tailbone, as it would constitute the use of deadly force that is unauthorized by the District.

Approved: November 2008

Revised: April 2009

Revised: March 26, 2014

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>May 14, 2014</u>	<b>INFORMATION</b>
<b>SUBJECT:</b>	<u>Revisions to Administrative Procedure 5011 – Admission and Concurrent Enrollment of High School and Other Young Students</u>	

**BACKGROUND**

Administrative Procedure 5011 – Admission and Concurrent Enrollment of High School and Other Young Students has been revised and is being presented.

**ANALYSIS AND FISCAL IMPACT**

After careful review and deliberation and utilizing the College’s shared governance process, revisions to Administrative Procedure 5011 have been recommended.

The proposed language has been reviewed by the President’s Cabinet, President’s Advisory Council, Academic Mutual Agreement Council, Academic Senate, and Student Preparation and Success Council.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees receives as information the revisions to Administrative Procedure 5011 – Admission and Concurrent Enrollment of High School and Other Young Students.

Prepared by: George Bradshaw Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins Agenda Item: Information #2

**SUBJECT:** Revisions to Administrative Procedure 5011 – Admission and Concurrent Enrollment of High School and Other Young Students

**DATE:** May 14, 2014

## Chapter 5 - Student Services

### AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students

**References:**

Education Code Sections 48800, 48800.5, **48802**, 76001, and 76002, **Mt. SAC BP 5030 and AP 5055**

**Per Education Code 48800 and 76002,** ~~t~~The College authorizes **may allow** the admission of 10-12 **K-12** grade level minor students without high school diplomas, who can benefit from “advanced scholastic or vocational work.” ~~Under special circumstances and with the appropriate approval, other under age students may be eligible for admission and enrollment. The responsibility to make the determination of the student’s preparation belongs to both the school district in which the student is enrolled and the College.~~

**All courses will be taken for college credit. The responsibility to make the determination of the student’s preparation belongs to both the school district in which the student is enrolled and the College. The school of attendance maintains the right to apply course credit.**

**The a**Authority to restrict the admission or enrollment of a Special Admit student in any session based on age, grade-level completion, current school performance or assessment and placement procedures in conformance with matriculation regulations and other course or program prerequisites, including disapproved courses for under age (minor) children, remains the prerogative of the College.

~~Authority to restrict the enrollment of a special admit student in any class deemed educationally inappropriate for under age (minor) children the prerogative of the professor through a list of courses approved by the department.~~

**Special Admit students shall be restricted from enrolling in any class deemed educationally inappropriate for under-age (minor) children. A list of courses so restricted shall be approved by each department.**

~~All courses will be taken for college credit. The school of attendance maintains the right to apply course credit.~~

The parent or guardian of a pupil not enrolled in a public school retains the ability to directly petition the Dean of Counseling for the pupil’s special admission.

**SUBJECT:** Revisions to Administrative Procedure 5011 – Admission and Concurrent Enrollment of High School and Other Young Students

**DATE:** May 14, 2014

Students with a verifiable disability (verification to be provided by school of origin) may apply to Disabled Student Programs and Services for appropriate accommodations.

A. Special Admit Program

Mt. San Antonio College will **may** admit ~~high school sophomores, juniors and seniors~~ **K-12 students high school sophomores, juniors, and seniors** for enrollment to the College who are eligible to participate based on the criteria established below.

The student must be recommended by his/her high school principal or designee. As part of the approval process, the principal must verify that the recommended student can benefit from college instruction and that the course(s) taken at Mt. San Antonio College are not available at the high school.

A parent/guardian approval form allowing the student to participate must be submitted in addition to the College application. Parents must also acknowledge that the parent/guardian understands that the student will be expected to comply with all College policies and that topics of instruction are appropriate for adult-level students.

The student will be required to attend a special admit **admission** orientation prior to the student being ~~accepted for admission~~ **allowed to register for courses.**

Class rosters will denote that the student is a minor child.

Mt. San Antonio College may admit ~~high school sophomores, juniors and seniors~~ **K-12 students high school sophomores, juniors, and seniors** who meet the following conditions:

1. Academic Eligibility

- a. Students wishing to enroll in degree-appropriate courses must have a cumulative high school grade point average of 3.0 or better, as reflected on their most recent school transcript, to take an academic course or a 2.0 or better for a vocational course.
- b. For all courses attempted, students must complete the College assessment process and meet the stated pre-requisite and/or co-requisite for the desired course.
- c. **If the College denies a request for Special Admit by a pupil who is identified as highly gifted, the College shall record its findings and the reasons for denial of the request in writing within 60 days. The written recommendation**

**SUBJECT:** Revisions to Administrative Procedure 5011 – Admission and Concurrent Enrollment of High School and Other Young Students

**DATE:** May 14, 2014

**and denial shall be issued to the student within at least 30 days after the request has been submitted.**

## 2. **Limitations on Enrollment**

- a. ~~Sophomore and junior students may be allowed to enroll in one course. Senior students may enroll in two courses.~~ **Enrollment may occur during fall, spring, and summer terms, but not during winter intersessions.**
- b. ~~10-12 grade level minor students may not enroll in pre-collegiate courses, unless students are participating in a pre-approved special program authorized by the college.~~ **First-time Special Admit students are limited to one course. Returning or continuing Special Admit students may enroll in up to two courses.**
- c. ~~Students may not enroll in a College course to alleviate a high school deficiency.~~ **Special Admit students may not enroll in pre-collegiate courses unless students are participating in a pre-approved special program authorized by the College. However, consideration for enrollment in pre-collegiate courses in English and mathematics will be given if the student has exhausted all opportunities to enroll in an equivalent course at their school of attendance.**
- d. ~~Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue in the Special Admit Program.~~ **Students may not enroll in a College course to alleviate a high school deficiency.**
- e. ~~Special Admit students will not receive priority registration status.~~ **Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue as a Special Admit student.**
- f. ~~Special Admit students will be charged all applicable fees paid by regularly admissible students, except for enrollment, health and student activities fees (reference BP 5030).~~ **Special Admit registration dates will be assigned as referenced in AP 5055 - Enrollment Priorities.**
- g. ~~Students may not enroll in more than 7 units per fall and spring terms; and up to 4 units in the summer term.~~ **Special Admit students will be charged all applicable fees paid by regular and provisionally admitted students, except for enrollment, health, and student activities fees, as referenced in BP 5030 - Fees.**

**SUBJECT:** Revisions to Administrative Procedure 5011 – Admission and Concurrent Enrollment of High School and Other Young Students

**DATE:** May 14, 2014

- h. ~~Enrollment may occur during fall, spring and summer terms only (no winter intersession enrollment).~~ **Enrollment may be limited in a particular course for Special Admit and other minor students, including those from a particular high school, if enrollment exceeds the maximum allowable per State Education Code.**

**B. Talented Elementary and Secondary Students through the 9<sup>th</sup> Grade**

~~Mt. San Antonio College may admit highly gifted elementary and secondary students through the 9th grade level for enrollment to the College if they are deemed eligible to participate. In addition to providing specific talents and giftedness for enrolling in a specialized course, the student must meet all of the same criteria required of 10th – 12th grade Special Admit Program students as specified in this procedure.~~

**B. Talented Elementary and Secondary Students through the 9<sup>th</sup> Grade**

**Mt. San Antonio College may admit highly gifted elementary and secondary students through the 9th grade level for enrollment to the College if they are deemed eligible to participate. In addition to providing specific talents and giftedness for enrolling in a specialized course, the student must meet all of the same criteria required of 10th – 12th grade Special Admit Program students as specified in this procedure.**

**C. SUMMER ENROLLMENT OF K-12 STUDENTS**

~~In addition to the above, minor students wishing to attend summer session must meet the additional criteria:~~

- ~~1. The student demonstrates adequate preparation in the discipline to be studied.~~
- ~~2. Pre-collegiate courses in English and mathematics may be taken if the student has exhausted all opportunities to enroll in an equivalent course at their school of attendance.~~

**CBD. Minors Who Are Not Enrolled in a High School Program**

Mt. San Antonio College may admit students not enrolled in a public school into the Special Admit program. Students who are eligible to participate must meet the criteria established in Section A above, and:



**SUBJECT:** Revisions to Administrative Procedure 5011 – Admission and Concurrent Enrollment of High School and Other Young Students

**DATE:** May 14, 2014

1. Submit the appropriate College form for approval by the Mt. San Antonio College Dean of Counseling or designee, ~~verifying~~ **that verifies** the following:
  - a. the grade level of the student;
  - b. the student's academic progress to date;
  - c. verifiable demonstration of the student's ability to benefit from advanced scholastic or vocational work; and
  - d. a statement indicating the exact college-level class(es) in which the student is requesting enrollment at Mt. San Antonio College.
2. Enrollment of ~~non-public~~ school-aged children at the College is not permitted on a full-time basis nor as a substitute for the student's K-12 educational program, as required by the state of California.
3. If the College denies a request for a **Sspecial A** ~~admit part-time or full-time enrollment at a community college~~ for a pupil who is identified as highly gifted, the College shall record its findings and the reasons for denial of the request in writing within 60 days. The written recommendation and denial shall be issued to the student within at least 30 days after the ~~request~~ has been submitted.
4. The attendance of a pupil at **the** ~~a community~~ College as a **Sspecial A** ~~admit~~ student, pursuant to this section, is **an** authorized attendance, for which the ~~community~~ College shall be credited or reimbursed pursuant to Education Code Sections 48802 and 76002.

If the decision to offer a class on a high school campus is made after publication of the College's regular schedule of classes, and the class is only advertised to the general public through electronic media, the class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.

If the class is offered on a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school board. If the class is a physical education class, no more than ten percent of the enrollment of the class may consist of Special Admit ~~part-time or full-time~~ students.

~~To be considered for admission as a special admit full-time student, the student must meet the eligibility standards as established in Education Code Section 48800 and 48800.5. Special Admit part-time and full-time students are given low enrollment priority in accordance with Education Code 76001(e).~~

**SUBJECT:** Revisions to Administrative Procedure 5011 – Admission and Concurrent Enrollment of High School and Other Young Students

**DATE:** May 14, 2014

~~The Mt. San Antonio College Catalog contains the most recent information regarding the admission and enrollment of high school and other young students. This document is updated annually for currency and correctness.~~

Revised: May 2009

Revised: October 2013

Revised: February 26, 2014

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

**DATE:** May 14, 2014

**INFORMATION**

**SUBJECT:** Revisions to Administrative Procedure 5012 – International Students

**BACKGROUND**

Administrative Procedure 5012 – International Students has been revised and is being presented.

**ANALYSIS AND FISCAL IMPACT**

After careful review and deliberation and utilizing the College's shared governance process, revisions to Administrative Procedure 5012 have been recommended.

The proposed language has been reviewed by the President's Cabinet, President's Advisory Council, Academic Mutual Agreement Council, Academic Senate, and Student Preparation and Success Council.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees receives as information the revisions to Administrative Procedure 5012 – International Students.

Prepared by: George Bradshaw

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Information #3

**SUBJECT:** Revisions to Administrative Procedure 5012 – International Students

**DATE:** May 14, 2014

## Chapter 5 - Student Services

### AP 5012 International Students

#### References:

Education Code Sections 76140, 76141, and 76142; Title 5 Section 54045; Title 8 U.S.C. Sections 1101 et seq.

~~Per California Education Code Section 76142, any prospective international student who possesses an economic hardship is exempt from paying the international student application fee. Economic hardship, in this instance, refers to the prospective student's and/or his/her family's ability to pay for the application fee by proving a prior year income (adjusted to U.S. dollars) of \$80,000 or less. Students qualifying under Education Code Section 76140 who are exempt from paying nonresident tuition, are also exempt from paying the international student application fee.~~

#### **International Student Admission and Enrollment** Requirements:

A. Mt. San Antonio College may issue a **Certificate of Eligibility for Nonimmigrant Student Status** ~~in (I-20)~~ to an **international student** ~~foreign student~~ to obtain a **Student Academic Visa (F-1)** ~~Student status~~ after the student has:

- completed a **Mt. SAC** College Application **for Admission**;
- completed an International ~~(F-1 Visa)~~ Student Application;
- completed **paid** an application processing fee;
- provided confidential financial support documentation;
- **provided a passing score on the TOEFL examination (450 paper-based, 133 computer-based, or 45 internet-based), or a passing score on the IELTS (4.5 or higher), or completion of the 5<sup>th</sup> level of the CPELI curriculum from Cal Poly Pomona;**
- ~~completed the testing requirement with qualifying score(s) from a test approved through the College's governance process.~~
- **provided proof of current medical insurance from an approved company;**
- provided academic transcripts from high school and/or college; and

**SUBJECT:** Revisions to Administrative Procedure 5012 – International Students

**DATE:** May 14, 2014

- ~~provided TB (Tuberculosis) test results.~~
  - **provided a TB (Tuberculosis) skin test that is dated within the last six months. If the test result of the skin test is positive, the student is required to provide a current chest X-ray. If the chest X-ray is negative, the student is required to get a current (within the last six months) TB symptom review. If during the review, the applicant is found to be asymptomatic or TB-free, the student will be admitted. If the student has both a positive skin test and a positive chest X-ray, they will be denied admission.**
- B. F-1 Visa students already attending a U. S. institution of higher education may apply for admission to Mt. San Antonio College for F-1 student status and be issued an I-20 provided the following criteria are met:
1. must have attended an accredited college or university as a full-time student, completing at least 12 units of course work per semester;
  2. must have maintained an overall grade point average of at least 2.0;
  3. must provide a letter from a previous institution indicating that items **one and two above were satisfied** ~~B-1 and B-2 above were satisfied~~; and
  4. ~~Must provide proof of having completed the equivalent of English 68 or received a qualifying score on a test approved through the College's governance process.~~  
~~and~~
  4. must provide a copy of the **student's** I-20 and **their Arrival and Departure Record (I-94)**.
- C. ~~Mt. San Antonio College may admit part-time (F-1 visa) international students to the College provided the I-20 issuing institution of higher education submits a formal authorization allowing concurrent enrollment at Mt. San Antonio College. This authorization must also indicate the specific course or courses that the student should take provided he/she meets all prerequisites.~~
- D. Mt. San Antonio College may admit to the College, on a part-time basis, individuals who have valid United States visas, provided the **United States Citizenship and Immigration Services (USCIS)** ~~Immigration and Naturalization Service~~ allows persons with their particular visa classification to attend school. ~~and part-time F-1 students as defined in C above.~~
- E. ~~Mt. San Antonio College may waive admissions testing requirements for students who have completed appropriate coursework from an approved language institute that has a formalized agreement with Mt. San Antonio College;~~

**SUBJECT:** Revisions to Administrative Procedure 5012 – International Students

**DATE:** May 14, 2014

**International Student's Status and Eligibility:**

- A. ~~F-1 students attending Mt. San Antonio College are not eligible for financial aid.~~
- B. ~~The College will comply with all immigration policies in regard to admitting students to the credit programs at Mt. San Antonio College.~~
- C. ~~Students accepted on an F-1 Visa are required to comply with all immigration laws and regulations and to maintain legal status.~~
- E.** International F-1 Visa students must complete the International Students Orientation prior to enrollment.

~~E. Non-resident tuition and state enrollment fees will be charged for all credit courses taken. A capital outlay fee may also be charged per credit unit. The calculation of the capital outlay fee is applicable to non-citizens who have not or cannot establish residence in an amount not to exceed the amount expended by the College for capital outlay in the preceding fiscal year divided by the total full-time equivalent students.~~

**Economic Hardship Exemption**

**Per California Education Code Section 76142, any prospective international student who possesses an economic hardship is exempt from paying the international student application fee. Economic hardship, in this instance, refers to the prospective student's and/or his/her family's ability to pay for the application fee by proving a prior year income (adjusted to U. S. dollars) of \$80,000 or less. Students qualifying under Education Code Section 76140 who are exempt from paying nonresident tuition, are also exempt from paying the international student application fee.**

Revised: November 30, 2009  
Revised: November 2013  
Revised: April 9, 2014

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

**DATE:** May 14, 2014

**INFORMATION**

**SUBJECT:** Revisions to Administrative Procedure 5013 – Military Personnel,  
Federal Civil Service Employees, and their Dependents

**BACKGROUND**

Administrative Procedure 5013 – Military Personnel, Federal Civil Service Employees, and their Dependents has been revised and is being presented.

**ANALYSIS AND FISCAL IMPACT**

After careful review and deliberation and utilizing the College's shared governance process, revisions to Administrative Procedure 5013 have been recommended.

The proposed language has been reviewed by the President's Cabinet, President's Advisory Council, Academic Mutual Agreement Council, Academic Senate, and Student Preparation and Success Council.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees receives as information the revisions to Administrative Procedure 5013 – Military Personnel, Federal Civil Service Employees, and their Dependents

Prepared by: George Bradshaw

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Information #4

**SUBJECT:** Revisions to Administrative Procedure 5013 – Military Personnel, Federal Civil Service Employees, and their Dependents

**DATE:** May 14, 2014

## Chapter 5 - Student Services

### **AP 5013 Students in the Military Personnel, Federal Civil Service Employees, and Their Dependents**

**References:**

Education Code Sections 68074, 68075, 68075.5; **68084**, Title 5 Sections 55023, 55024, 54041, 54042, 55050, and 58620

Residence Determinations for Military Personnel and Dependents

A student who is a member of the **A**armed **F**forces of the United States stationed in California on active duty, except a member of the **A**armed **F**forces assigned for educational purposes to a State-supported institution of higher education, is entitled to resident classification. **A member transferred on military orders to a place outside of the state shall not lose residency so long as they remain continuously enrolled.**

**A student who was a member of the Armed Forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged from the Armed Forces of the United States is entitled to resident classification for the length of time he or she lives in California after being discharged, up to the minimum time necessary to become a resident.**

An ~~undergraduate~~ student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the **A**armed **F**forces of the United States stationed in this state on active duty shall be entitled to resident classification. **A student shall not lose resident classification so long as he or she remains continuously enrolled when the member of the Armed Forces of the United States is transferred on military orders outside of the state or retires as an active member of the Armed Forces of the United States.**

~~A student who was a member of the armed forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the length of time he or she lives in California after being discharged up to the minimum time necessary to become a resident.~~

A parent who is a Federal civil service employee and his or her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.



**SUBJECT:** Revisions to Administrative Procedure 5013 – Military Personnel, Federal Civil Service Employees, and their Dependents

**DATE:** May 14, 2014

A student claiming the residence classifications provided for in this procedure for the dependent of military personnel shall provide a statement from the person's commanding officer or personnel officer providing evidence of the date of the assignment to California, and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classification provided for in this procedure as the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date (Title 5 Sections 54041 and 54042).

#### Withdrawal Policies for Members of the Military

A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. A withdrawal symbol of "MW" will be assigned. Military withdrawal shall not be counted in determining registration priority, progress probation, or dismissal calculations. In no case may a military withdrawal result in a student being assigned an "FW" grade. **Upon returning to Mt. SAC, if the student desires to retain his/her previous catalog rights, the student must both reapply for admission and complete a Petition for Exceptional Action requesting their previous catalog rights. As part of the documentation, the student should include their military orders outlining their deployment period. If the student returns to Mt. SAC within two years of completing his/her assigned deployment, his/her catalog rights will be reinstated.** ~~In order to retain catalog rights, a student must re-apply for admission within one semester of completion of active duty.~~

~~The Mt. San Antonio College Catalog contains the most recent information regarding students in the military. This document is updated annually for currency and correctness.~~

Revised: September 2008

Revised: November 2013

Revised: April 9, 2014

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>May 14, 2014</u>	<b>INFORMATION</b>
<b>SUBJECT:</b> <u>Revisions to Administrative Procedure 5015 – Residence Determination</u>	

**BACKGROUND**

Administrative Procedure 5015 – Residence Determination has been revised and is being presented.

**ANALYSIS AND FISCAL IMPACT**

After careful review and deliberation and utilizing the College’s shared governance process, revisions to Administrative Procedure 5015 have been recommended.

The proposed language has been reviewed by the President’s Cabinet, President’s Advisory Council, Academic Mutual Agreement Council, Academic Senate, and Student Preparation and Success Council.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees receives as information the revisions to Administrative Procedure 5015 – Residence Determination.

Prepared by: George Bradshaw                      Reviewed by: Audrey Yamagata-Noji  
Recommended by: Bill Scroggins                      Agenda Item: Information #5

**SUBJECT:** Revisions to Administrative Procedure 5015 – Residence Determination

**DATE:** May 14, 2014

## Chapter 5 - Student Services

### AP 5015 Residence Determination

#### References:

Education Code Sections 68000 et seq. and 68130.5; Title 5 Sections 54000 et seq.

#### Residence Classification

Residency classifications shall be determined for each student at the time of **application for admission** ~~each registration~~ and whenever a student has not been in attendance for more than one semester (**excluding intersessions**). Residence classifications are to be made in accordance with the following provisions:

- A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend;
- Residence classification is the responsibility of the Admissions and Records Office;
- Students must be notified of residence determination within 14 calendar days of submission of application **for admission**; and
- **If a residency reclassification review is desired, the Residency Reclassification form and supporting documentation must be submitted to the Admissions and Records Office no later than the end of the second week for a course taken during a Fall or Spring semester or no later than the end of the first week for a course taken during a Winter or Summer term.**

#### **Right to Appeal:**

~~Students who have been classified as non-residents have the right to a review of their classification (Title 5 Section 54010 (a)). Any student, following a final decision of residence classification by the Director, Admissions and Records, may make a written appeal to the College's Board of Appeals within 30 calendar days of notification of final decision by the College regarding classification.~~

#### **Appeal Procedure:**

~~The appeal is to be submitted to Director, Admissions and Records who must forward it to the College's Board of Appeals within five working days of receipt. Copies of the original application for admission, the residency questionnaire, and evidence or documentation~~

**SUBJECT:** Revisions to Administrative Procedure 5015 – Residence Determination

**DATE:** May 14, 2014

~~provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.~~

~~The College's Board of Appeals shall review all the records and have the right to request additional information from either the student or the Admissions Office.~~

~~Within 30 calendar days of receipt, the Director, Admissions and Records shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.~~

### Reclassification

A student previously classified as a non-resident may be reclassified as of any residence determination date. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.

~~Petitions are to be submitted to the Admissions Office.~~

~~Petitions must be submitted prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no case, however, may a student receive a non-resident tuition refund after the date of the first census.~~

Written documentation **will** may be required **from the** of the student **who is seeking** in support of the **a residency** reclassification request.

A questionnaire to determine financial independence must be submitted with the **Residency Reclassification form** ~~petition for reclassification~~. Determination of financial independence is not required for students who were classified as non-residents by the University of California, the California State University, or another community college district (Education Code Section 68044).

A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:

- has not and will not be claimed as an exemption for State and Federal tax purposes by his or her parent in the calendar year prior to the year the reclassification application is made;
- has not lived and will not live for more than six weeks in the home of his or her parent during the calendar year the reclassification application is made.

A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5 Sections 54020, 54022, and 54024.

**SUBJECT:** Revisions to Administrative Procedure 5015 – Residence Determination

**DATE:** May 14, 2014

Failure to satisfy all of the financial independence criteria listed above does not necessarily result in denial of residence status if the one-year requirement is met and demonstration of intent is sufficiently strong.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state.

The Admissions and Records Office will make a determination, based on the evidence, and notify the student not later than 14 days of receipt of the petition for reclassification.

Students have the right to appeal **the residency decision** according to the procedures **outlined below** above.

### **Right to Appeal**

**Students who have been classified as non-residents have the right to a review of their classification [Title 5 Section 54010 (a)]. Any student, following a final decision of residence classification by the Dean, Enrollment Management, may make a written appeal to the College Board of Appeals within 30 calendar days of notification of final decision by the College regarding Classification.**

### **Appeal Procedure**

**The appeal is to be submitted to the Dean, Enrollment Management, who must forward it to the College's Board of Appeals within five working days of receipt. Copies of the original documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.**

**The College's Board of Appeals shall review all the records and have the right to request additional information from either the student or the Admissions and Records Office.**

**Within 30 calendar days of receipt, the Dean, Enrollment Management, shall send a written determination to the student. The student shall state specific facts on which the appeal decision was made.**

### **Non-Citizens**

~~The College will admit any non-citizen who is 18 years of age or a high school graduate.~~

**SUBJECT:** Revisions to Administrative Procedure 5015 – Residence Determination

**DATE:** May 14, 2014

If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.

If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him or her to live permanently in the United States and she or he meets the California residency requirements, the student can be classified as a resident.

A student who is without lawful immigration status may be classified as a resident based on AB 540 (exemption from non-resident tuition) if he or she meets the following requirements:

- high school attendance in California for three or more years;
- graduation from a California high school or attainment of the equivalent thereof;
- ~~registration for classes not earlier than the fall semester of 2001-2002;~~
- the filing of an affidavit that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

~~The initial residency classification will be made at the time the student applies for admission. Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by the Director, Admissions and Records. Students may appeal the decision.~~

~~The Mt. San Antonio College Catalog and Schedule of Classes contain the most recent information regarding residence determination. These documents are updated regularly for currency and correctness.~~

Revised: December 2, 2013

Revised: April 9, 2014