



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

**Wednesday, December 10, 2014**

**5:30 p.m. - Open and Adjourn to Closed Session**

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

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

## AGENDA

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

**CALL TO ORDER (5:30 p.m.)**

## PUBLIC COMMUNICATION

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

## CLOSED SESSION

- Conference with Legal Counsel - Pending Litigation (one case) (Comfort Conditioning)
- Conference with Legal Counsel – Potential Litigation (one case)

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

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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.*

## ELECTION OF BOARD OF TRUSTEES OFFICERS

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

## REPORTING OF ACTION TAKEN IN CLOSED SESSION

### INTRODUCTIONS AND RECOGNITION

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

Classified Employees (Newly Appointed)

- **Melissa Egan**, Student Services Program Specialist (Student Health Services)
- **Tina Jenkins**, Lead Interpreter (Disabled Student Programs and Services)
- **Kare'I Lokeni**, Student Services Program Specialist (Arise Program)
- **Danette Perkins**, Caseworker (CalWORKs)
- **William Riley**, Database Administrator (Information Technology)
- **Jennifer Stephenson**, Lead Interpreter (Disabled Student Programs and Services)

Management Employee (Newly Appointed)

- **Stefyn Mika Klein**, Senior Facilities Planner (Facilities, Planning & Management)

Classified Employees (Promoted)

- **Glenda Melissa Aguirre**, Benefits Specialist (Human Resources)
- **Pamela Childs**, Purchasing Specialist (Purchasing)

Management Employees (Promoted)

- **Karelyn Hoover**, Associate Dean, Natural Sciences (Natural Sciences Division)
- **Joumana McGowan**, Executive Dean, Instructional Services (Instruction Division)

- **Recognition:**

- Award Certificates of Service to the following retiring Classified staff members:
  - **Alice Duerden**, Secretary (Arts Division), 25 years of service
  - **Carol Ann Webster**, Teaching/Learning Technician Specialist (Library), 7½ years of service
  - **Michelle Williams**, Account Clerk III (Payroll), 13 years of service
- Award a Certificate of Service to the following retiring Management staff member:
  - **Sarah Daum**, Dean, Technology and Health (Technology and Health Division), 16 years of service
  - **Mike Montoya**, Assistant Director, Public Safety (Public Safety), 36 years of service

### APPROVAL OF MINUTES

Approval of minutes of the regular meeting of November 12, 2014. (See backup packet Pages 3 through 13.)

## **PUBLIC COMMUNICATION**

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

## **REPORTS**

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

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

## **BOARD COMMUNICATION**

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

9. President's Report – Bill Scroggins, President & CEO
  - Oral report by Vicenti, Lloyd & Stutzman representatives (Action #\_\_)
  - Topics for the Board Study Session on February 7, 2015
10. Informational Report – 2014 Student Equity Plan, presented by Audrey Yamagata-Noji, Vice President, Student Services; and Irene Malmgren, Vice President, Instruction. (See backup packet Pages 14 and 15.)

## CONSENT CALENDAR

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

### ADMINISTRATIVE SERVICES

1. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet Pages 16 through 19.)
2. Consideration of approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. (See backup packet Pages 20 and 21.)
3. Consideration of approval of the re-issuance of stale-dated warrants, as listed. (See backup packet Page 22.)
4. Consideration of approval of the single-source purchase of a Citabria Aurora 7ECA Aircraft from 5G Aviation for the Aeronautics Program. (See backup packet Pages 23 and 24.)
5. Consideration of approval of the purchase of furniture for Professional & Organizational Development. (See backup packet Pages 25 and 26.)
6. Consideration of approval of an amendment to the Strata Information Group contract. (See backup packet Page 27.)
7. Consideration of approval of an agreement to provide professional design and consulting services with Andreason Engineering, Inc. for the Farm Area Retaining Wall and Drainage Project. (See backup packet Page 28.)
8. Consideration of approval of the following Contract Amendments. (See backup packet Pages 29 and 30.)
  - Contract                      South Campus Site Improvements – HMC Architects - Amendment No. 1.
  - Contract                      Business and Computer Technology – Tilden-Coil Constructors – Amendment No. 1.
  - Contract                      Parking Structure – Tilden-Coil Constructors – Amendment No. 1.
  - Contract                      Facilities Emergency Operations Center Addition and Plan Room Renovation – PAL id Studio – Amendment No. 1.

9. Consideration of approval of a deductive change order with Tilden-Coil Constructors using the Lease/Leaseback Construction Delivery Method for Major Grading, Site Improvements, and Temporary Parking. (See backup packet Page 31.)
10. Consideration of approval of the following deductive change order for the Design Technology Center Radio Lab & Shop Remodel. (See backup packet Page 32.)
  - Bid No. 2973 NB Construction (General Contractor) – Deductive Change Order No. 1
11. Consideration of approval of the purchase of TV instructional equipment for the following Bid. (See backup packet Pages 33 and 34.)
  - Bid No. 2977 B&H Photo-Video Corp., New York, New York  
Compview, Inc., Beaverton, Oregon  
Samy's Camera Inc., Los Angeles, California  
VTP Inc., Burbank, California
12. Consideration of approval of water treatment services for the following Bid. (See backup packet Pages 35 and 36.)
  - Bid No. 2993 U.S. Water Services, Phelan, California
13. Consideration of approval of re-roofing services for the Athletics Division and Facilities Planning and Management Buildings for the following Bid. (See backup packet Pages 37 and 38.)
  - Bid No. 2994 Best Contracting Services, Inc., Gardena, California

## **HUMAN RESOURCES**

14. Consideration of approval of Personnel Transactions. (See backup packet Pages 39 through 52.)
15. Consideration of approval of the Renewal of Management Contracts. (See backup packet Pages 53 and 54.)

## **INSTRUCTION**

16. Consideration of approval of additions and changes in the Continuing Education Division. (See backup packet Pages 55 through 57.)
17. Consideration of approval of participation and travel of the Hospitality Management Club and a faculty advisor in the Hospitality Tradeshow in Chicago, Illinois. (See backup packet Page 58.)
18. Consideration of approval of modified courses and new and modified certificates and degrees effective with the 2015-16 academic year. (See backup packet Pages 59 and 60.)
19. Consideration of approval of activities and acceptance of funds for the LA84 Foundation/ Mt. SAC Relays Youth Days Grant. (See backup packet Page 61.)

20. Consideration of ratification of an Agreement with Sodexo American, LLC Food Services to provide catering services for the 17<sup>th</sup> Annual Wassail Dinner and Concert. (See backup packet Page 62.)

### **PRESIDENT'S OFFICE**

21. Consideration of ratification of a contract with P & R Business Services to provide temporary staffing services. (See backup packet Pages 63 and 64.)

### **STUDENT SERVICES**

22. Consideration of approval of Independent Contractors to work as note takers in the Disabled Student Programs and Services Department. (See backup packet Pages 65 and 66.)

## **ACTION ITEMS**

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

1. Consideration of approval to re-appoint Mike Shay to the Citizens Oversight Committee for a second two-year term, effective January 2015 through December 2016. (See backup packet Pages 67 and 68.)
2. Consideration of approval to accept the audit reports from Vicenti, Lloyd & Stutzman, Certified Public Accountants, for the fiscal year ending June 30, 2014, relating to books and records of the Mt. San Antonio Community College District, Financial Aid, and Mt. San Antonio College Auxiliary Services Corporation. (Distributed as separate documents.)
3. Consideration of approval of a Proposal to Initiate CSEA, Chapter 262 Negotiations for First-Year Reopener Agreement, dated July 1, 2014, through June 30, 2017. (See backup packet Pages 69 and 70.)
4. Consideration of approval of a Proposal to Initiate CSEA, Chapter 651 Negotiations for First-Year Reopener Agreement, dated July 1, 2014, through June 30, 2017. (See backup packet Pages 71 and 72.)
5. Consideration of approval to collect a student transportation fee from all registered students. (See backup packet Page 73.)
6. Consideration of approval of the Student Equity Plan. (See backup packet Page 74.)
7. Consideration of approval of proposed revisions to Board Policy 2330 – Quorum and Voting. (See backup packet Pages 75 and 76.)
8. Consideration of approval of proposed revisions to Board Policy 3430 – Prohibition of Harassment. (See backup packet Pages 77 through 79.)

# ADJOURNMENT

## Future Board Meetings

January 14, 2015  
February 7, 2015 (Board Study Session)  
February 11, 2015  
March 11, 2015

## Upcoming Events

- December 2, 2014      **Associated Students Holiday Celebration**, 12:00-2:00 p.m.,  
Student Life Building (9C) Stage Area
- December 2-3, 2014      **Health Services – Finals Week Survival Booths**, 10:30 a.m.-  
noon, Building 26D Patio Area
- December 3, 2014      **Administrative Offices Holiday Tea**, 9:30-11:00 a.m., Founders  
Hall
- December 4-6, 2014      **17<sup>th</sup> Annual Wassail Dinner and Concert**, 7:30 p.m., Recital Hall
- December 4-7, 2014      **Contrived Irony**, 8:00 p.m., Recital Hall  
**Seventh Annual Student Show**, December 7, 2:00 p.m.
- December 5, 2014      **Last Day to Petition for Winter Intersession Graduation**
- High School Educators' Conference**, 7:30 a.m.-1:30 p.m., Venue  
TBD
- Secret of the Cardboard Rocket**, 4:30 p.m., Planetarium
- December 5-6, 2014      **Star Tales**, 6:00 and 7:30 p.m., Planetarium
- December 6, 2014      **One World, One Sky: Big Bird's Adventure**, 4:30 p.m.,  
Planetarium
- Stars of the Pharaohs**, 6:00 and 7:30 p.m., Planetarium
- December 8-10, 2014      **Finals Frenzy/Study Hall**, 9:00 a.m.-6:30 p.m., Student Life  
Building (9C) Stage Area
- December 8-14, 2014      **Final Exams**
- December 10, 2014      **Board of Trustees Meeting**, 6:30 p.m., Founders Hall
- December 12, 2014      **One World, One Sky: Big Bird's Adventure**, 4:30 p.m.,  
Planetarium
- Rockin' Under the Stars**, 6:00 and 7:30 p.m., Planetarium

### **Upcoming Events** (cont.)

- December 13, 2014      **Secret of the Cardboard Rocket**, 4:30 p.m., Planetarium  
**Season of Light**, 6:00 and 7:30 p.m., Planetarium
- December 14, 2014      **2014 Fall Semester Ends**
- December 15, 2014-  
January 2, 2015      **Winter Recess for Students**
- December 23, 2014-  
January 1, 2015      **District Holidays – Campus Closed**
- January 5, 2015      **Winter Intersession Begins**
- January 9, 2015      **Star Tales**, 6:00 and 7:30 p.m., Planetarium  
**Telescope Night**, 9:00 p.m., Science Laboratories (Building 60)
- January 10, 2015      **Last Day to Change Residency for 2015 Spring Semester**  
**Deep Space: Binocular Astronomy**, 6:00 and 7:30 p.m., Planetarium
- January 14, 2015      **Registration Begins for 2015 Spring Semester Credit and Continuing Education Classes**

### **Upcoming Sports Events**

- December 5, 2014      **Mt. SAC vs. De Anza (Mt. SAC Hosting CCCAA Soccer State Championships)**, Times: 4:00 and 7:00 p.m., Soccer Field
- December 5-7, 2014      **Men’s Basketball – Mountie Classic**, Time TBD, Gymnasium
- December 7, 2014      **Mt. SAC Hosting CCCAA Soccer State Championships**, Times: 10:00 a.m. and 2:00 p.m., Soccer Field
- December 13, 2014      **Mt. SAC Hosting Football State Championship**, 1:00 p.m., Hilmer Lodge Stadium
- December 17, 2014      **Men’s Basketball vs. Riverside City College**, 7:00 p.m., Gymnasium
- January 7, 2015      **Women’s Basketball vs. East Los Angeles College**, 5:00 p.m., Gymnasium  
**Men’s Basketball vs. East Los Angeles College**, 7:00 p.m., Gymnasium



**Upcoming Sports Events** (cont.)

January 9, 2015

**Women's Basketball vs. L. A. Harbor College**, 5:00 p.m.,  
Gymnasium

**Men's Basketball vs. L. A. Harbor College**, 7:00 p.m., Gymnasium

It is the intention of Mt. San Antonio College to comply with the Americans with Disabilities Act in all respects. Any person with a disability may request that this agenda be made available in an appropriate alternative format. A request for a disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting, to the President's Office, 1100 North Grand Avenue, Walnut, CA 91789, 909.274.4250, 7:30 a.m. to 4:30 p.m., Monday-Friday, at least 48 hours prior to the meeting.

**BOARD OF TRUSTEES**

**BACKUP INFORMATION PACKET  
FOR  
REGULAR MEETING**

**December 10, 2014**



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

**DATE:** December 10, 2014 **ELECTION OF BOARD OFFICERS**

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

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

1. Although Education Code Section 35143 requires only that a president and secretary of the Board be elected, it has been the practice of the College to elect a President of the Board, Vice President of the Board, and Clerk of the Board for one-year terms.

2. In accordance with Board Policy, the College President serves as Secretary of the Board of Trustees.

3. Current officers: Fred Chyr, President  
David Hall, Vice President  
Judy Chen Haggerty, Clerk  
Bill Scroggins, Secretary

4. Responsibilities of officers:

President: The President of the Board of Trustees shall preside at all regular and special meetings; call special meetings as provided for by law; sign documents on behalf of the Board of Trustees as may require his/her signature; and represent the College in its relations with other Boards of Trustees.

Vice President: Shall assume the President's duties in the absence of the President of the Board.

Clerk: May sign documents that have been authorized by action on behalf of the Board of Trustees.

Secretary: May sign documents which have been authorized by action on behalf of the Board of Trustees.

5. Officers assume responsibility immediately after election.

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

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

**DATE:** December 10, 2014

Funding Source

Not applicable.

**RECOMMENDATION**

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



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 12, 2014

### MINUTES

#### CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Chyr at 5:33 p.m. on Wednesday, November 12, 2014. Trustees Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos, and Student Trustee Mendoza were present.

#### STAFF PRESENT

Bill Scroggins, President/CEO; James Czaja, Vice President, Human Resources; Mike Gregoryk, Vice President, Administrative Services; and Audrey Yamagata-Noji, Vice President, Student Services were present. Irene Malmgren, Vice President, Instruction, was absent and Jim Jenkins, Dean, Humanities & Social Sciences, attended in her place.

#### 1. PUBLIC COMMUNICATION REGARDING CLOSED SESSION

None.

#### 2. CLOSED SESSION

The Board adjourned to Closed Session at 5:35 p.m. to discuss the following item:

- Conference with Legal Counsel, Potential Litigation (one case)

#### 3. PUBLIC SESSION

The public meeting reconvened at 6:37 p.m., and the Pledge of Allegiance was led by Trustee Fred Chyr.

#### 4. REPORTING OF ACTION TAKEN IN CLOSED SESSION

None.

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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.*

## 5. INTRODUCTIONS

The following newly appointed employees were introduced:

### Classified Employees (Newly Appointed)

- **Ruben Flores**, Grounds Equipment Operator (Grounds) (absent)
- **Ngoc Luu**, Student Services Program Specialist (Counseling) (present)

## 6. RECOGNITION

The following Classified retiree was recognized:

- **Michelle Williams**, Account Clerk III (Payroll), 13 years of service (absent). Ms. Williams will attend the December 10, 2014, Board of Trustees meeting to receive her Certificate of Service.

## 7. APPROVAL OF MINUTES

The following correction was made to the minutes of the regular meeting of October 8, 2014: On Page 4, C. under comments made by Trustee Baca, the second bullet should read, "He attended the dinner for the new lieutenant governor of the Kiwanis Club."

It was moved by Trustee Hall, seconded by Trustee Chen Haggerty, and passed to approve the minutes of the regular meeting of October 8, 2014, as corrected. Student Trustee concurred.

## 8. PUBLIC COMMUNICATION

- Dr. Scroggins presented a single-page information sheet regarding the proposed parking structure, which can be found on the College website with these minutes.
- Patricia Montoya invited everyone to attend the International Education Week celebration, which will take place during the week of November 17 and will include various activities.
- The following students spoke in support of the construction of the proposed parking structure and explained their feelings regarding the shortage of parking for students: Gabriel Samuels, Beverly Yan, Ayo Osilaja
- The following community residents spoke against building the proposed parking structure and/or relocating it to another area on campus: Ross Papilla, Layla Abu Taleb, Virginia Castro, Daniel Pasquil, Gayle Pacheco, Lanny Martinez, Anthony Inducil, Amy Nasr, Calvin Sung, Linda Hiti, Hassan Sassi, Vicky Lee, Craig Sherman, Mansfield Collins, Joe Hahn, and Phillip Bennett.
- The following Walnut City legal counsel and Walnut City Councilmembers spoke in support of the local residents and against the construction of the proposed parking structure and/or relocating it to another area on campus: Michael Montgomery (legal counsel), Tony Cartagena, Mary Su, Bob Pacheco, Nancy Tragarz, and Eric Ching.

## 9. REPORTS

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

- **Chris Nguyen**, President, Associated Students
- **Dan Smith**, President, Academic Senate
- **John Lewallen**, President, Classified Senate
- **Eric Kaljumagi**, Vice President, Faculty Association
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

## 10. 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 and congratulated newly appointed employees Ruben Flores and Ngoc Luu.
- They recognized Michelle Williams on her retirement.

C. Trustee Hidalgo reported the following:

- He relayed a happy Veterans Day to all those who served.
- He met with Uyen Mai, Director of Marketing and Communication, to get to know each other.
- He went to election celebrations for a couple of local officials.
- He attended the groundbreaking ceremony today for the new Student Success Center and the Food Services buildings.
- He wished everyone a happy Thanksgiving.

D. Trustee Hall reported the following:

- He attended the groundbreaking ceremony today for the new Student Success Center and the Food Services buildings, and he appreciated the veteran students speaking at the event.
- He rode in the Walnut Family Festival Parade.
- He participated in the Rowland Heights Buckboard Parade.
- He participated in the Hacienda Heights Community Center grand opening. Congressman Royce and Trustee Chyr and his family also attended.
- He attended the Royal Alliance costume party.

E. Trustee Bader reported the following:

- She attended the ribbon-cutting ceremony of the Performing Arts Center in San Dimas.

- She attended a luncheon meeting at the Sheraton Hotel with the vice president of the nursing program of the Pomona Valley Medical Center (PVMC) and Sarah Daum, Dean, Technology & Health, regarding the goal of a pathway from Mt. SAC's nursing program to a job at PVMC.
- She attended Mt. SAC's alumni day.
- She was sorry that she couldn't attend the Associated Students Leadership Conference in Lake Arrowhead.

F. Trustee Chen Haggerty reported the following:

- She attended the groundbreaking ceremony today for the new Student Success Center and the Food Services buildings.
- She participated in the Rowland Heights Buckboard Days Parade.
- She participated in the Lions Club costume contest.
- She attended the Rowland Heights Community Council meeting and updated them on the Baccalaureate Degree pilot program and the 2+2 Pathway program.

G. Student Trustee Mendoza reported the following:

- She thanked the Board for attending the Associated Students Leadership Conference.
- She talked about her support of the Class Pass Program and expressed how much it will help students, especially low-income students.

H. Trustee Santos reported the following:

- She thanked everyone who spoke tonight regarding the proposed parking structure.
- She wasn't able to attend the last LACSTA meeting; however, she followed up afterwards and reported that they did pass a bylaw which allows LACOE to edit LACSTA's website policies.
- She attended the Irwindale Chamber of Commerce breakfast for the new police chief.
- She attended a groundbreaking of a new park near the Santa Fe Dam.
- She attended the Veterans ceremonies in both Irwindale and Baldwin Park.
- She attended Mt. SAC's High School Cross Country Invitational and the Hall of Fame Dinner.
- She attended the recent Citizens Oversight Committee meeting, and she commended Gary Nellesen, Director, Facilities Planning & Management, for having a handle on all of the College's bond construction projects.
- She attended Assemblyman Hernandez's Driver's License Forum.
- She attended the City of Baldwin Park Health Fair that offered free haircuts by their adult school Cosmetology students.
- For Halloween, she attended the bike train, the ride around the Emerald Necklace.



I. Trustee Baca reported the following:

- He attended the Hispanic Art Gallery Opening in Pomona.
- He attended a reception for Delores Huerta, who was a speaker at Cal Poly.
- He attended the Associated Students Leadership Conference in Lake Arrowhead.
- He did some speaking on Veterans Day and expressed his appreciation for all veterans.
- He'll be attending the Youth Services Science Center Banquet.
- He'll be attending the Diamond Bar Gala.
- He'll be attending the Pomona Parade.
- As a member of the Board of Governors, he's traveled all over the state, and he appreciates his association with Mt. SAC.
- He talked about the College's relationship with the City and some of the Walnut city residents, and he expressed how important it is to work well with the City Council. He said that the input that was heard tonight is valuable, and he didn't mind at all some of the comments made, realizing that the residents may not have all the information, but are speaking mostly out of emotion. He said that he was troubled to hear that some of the City leaders are taking a position of retaliation and have positioned themselves to retaliate. He said that the students will ultimately be the victims of such retaliation.

J. Trustee Chyr reported the following:

- He said that it's important that we continue to have a good relationship with the City officials and the city's residents.
- He attended the Hacienda Heights Community Center Grand Opening.
- He attended the Citizens Oversight Committee meeting, and he commended Gary Nellesen on his knowledge of all the College's bond construction projects.
- He'll be attending the California Community College League's Annual Conference with President Scroggins, Trustee Baca, and Trustee Chen Haggerty.
- He'll be attending Mt. SAC's Wassail dinner and performance, and that he and his family attend every year.
- He mentioned that he misses Mike Gregoryk, Vice President, Administrative Services, and hopes he's recovering nicely.

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

- He welcomed and congratulated newly appointed employees Ruben Flores and Ngoc Luu.
- He recognized Michelle Williams on her retirement.
- He thanked Jim Jenkins, Dean, Humanities & Social Sciences, for attending tonight's meeting in Vice President Malmgren's absence.
- He thanked Jill Dolan, Director, Public Affairs, for preparing the Parking Structure Information handout tonight.

- He talked about the future plans for the parking structure. He talked about taking pride as a leader and doing things well, following the right processes and procedures, and being a good communicator. He said it was hard to listen to the public comments when he knows we've done things well with a high level of excellence and distinction. He said that the College has done high levels of mitigation of environmental issues and gone beyond the requirements to do environment work well and, in fact, have won awards for this type of work. He said that we've done everything not just well, but excellently. He said that, from an administrative standpoint, he realizes that politics are a real thing. He mentioned that Jill Dolan has been a good partner in getting the information out, and she's the community liaison and has walked the streets giving information to the residents.
- He congratulated and welcomed the new Executive Dean of Instruction, Joumana McGowan.
- He mentioned that there are three candidates for the Chief of Public Safety, and background checks are being done.
- He talked about being down to only three Measure R Bond construction disputes, at this time, when there were hundreds when he first started at the College. He said that we've done a good job in controlling our risk factors and will come out in the black.
- He said that he's been spending a lot of time on CTE (Career Technical Education) Workforce Training, which is going to be the next big issue. He led a discussion in the Chancellor's Advisory Committee that included business people, laborers, faculty, deans, and vice presidents, who were all very excited about this work that's going before the Board of Governors next week. He said that he was part of the \$50M CTE Enhancement Fund and has been working with the Los Angeles/Orange County Regional Consortium, which is getting \$16M of the \$50M. He chairs that steering committee, and Irene Malmgren is on the committee, as well.
- He said that he missed the Citizens Oversight Committee meeting to attend a meeting with Scott Thomas, the Vice President for Strategy and Academic Planning, for Claremont Graduate University, who oversees the Ph.D. program in the School of Education. They're starting a new 12-unit program, Community College Leadership Certificate, and he and five other chancellors and college presidents from Southern California were there to give advice to help shape the program.
- He said that he's going to attend the 22<sup>nd</sup> Annual Seminar of the Registry for College and University Presidents, where he'll be the only California community college president in attendance with 67 other two- and four-year college presidents. He said that he's excited to sit and talk to other presidents from around the nation.

12. The following Mt. SAC employees presented on and led discussions with the Board on the California Community Colleges' 2014 Student Success Scorecard for Mt. SAC: **Barbara McNeice-Stallard**, Director; and **John Barkman**, Educational Research Assessment Analyst, both from Research and Institutional Effectiveness, as well as **Donna Burns**, Director, Continuing Education.

Ms. McNeice-Stallard noted that the Scorecard was developed to provide stakeholders with clear and concise information on key student progress and success metrics in order to improve performance. Information is publicly available to allow the College's community members to view our progress in improving student success. Information is available by gender, age, and ethnicity. The presenters discussed the overarching metrics and Mt. SAC's progress. They mentioned that the demographic data were used most

extensively as the major data source for the College's newly revised 2014 Student Equity Plan that will be presented to the Board during their December meeting.

Ms. McNeice-Stallard indicated that Mt. SAC was compared to 18 peer colleges including Chaffey, Citrus, Crafton Hills, Mt. San Jacinto, and Riverside. This listing is slightly different than last year because the Chancellor's Office re-ran the statistical analyses and, based on the latest data, these Colleges' outcomes and parameters closely align with our College.

Mt. SAC was scored on, among other things, completion, persistence, career technical education (CTE), and the earning of 30 units within six years. Based on a 2007-08 cohort, Mt. SAC's completion rate (those students who complete a degree, certificate, or transfer) was 47.1%, while the persistence rate (those students who enrolled in one fall semester who also enrolled in the next fall semester) was 77.0%. In the area of CTE, 58.8% of students completed several courses classified as CTE in a single discipline and completed a degree, certificate, or transferred. For those students who attempted any Math or English course in their first three years and earned 30 units within six years, Mt. SAC had a 67.5% rate.

Dr. John Barkman indicated that he would like to create a shorter cohort model that would allow the College to report out on how each cohort group is doing each year as opposed to waiting for the six-year cycle to conclude. This cohort process is what he also advocated to the Student Equity Committee to adopt.

Ms. Burns indicated that Mt. SAC is the fourth largest Noncredit program in the state, in terms of FTES. The College should continue to be proud to be of the leading edge work of the Noncredit program and continued leadership state-wide in many endeavors.

Ms. McNeice-Stallard mentioned that there are numerous interventions already in place at Mt. SAC to improve success and close the achievement gap including Basic Skills research projects, the Title V Grant on "Building Pathways of Persistence and Completion," and Student Equity projects.

The Trustees reviewed the information and asked questions of the presenters as follows:

One question focused on why the cohort years seemed so old (e.g., 2006-07), and Ms. McNeice-Stallard said that was an excellent question and the answer was that the cohorts were given six years to achieve the outcomes (e.g., transfer), which is why Dr. Barkman's shorter cohort model would be most helpful to the College. When asked about the peer colleges, Ms. McNeice-Stallard indicated that Mt. SAC was compared to 18 peer colleges including Chaffey, Citrus, Crafton Hills, Mt. San Jacinto, and Riverside. This listing is slightly different than last year because the Chancellor's Office re-ran the statistical analyses and, based on the latest data, these colleges' outcomes and parameters closely align with our College. Ms. McNeice-Stallard cautioned comparing Mt. SAC to other colleges as each college is unique and has its own culture and student populations. While statistical techniques place us in the same grouping, we all know that differences abound.

The Scorecard is posted on the College website with these minutes.

### 13. **CONSENT CALENDAR**

The following changes were made to the Consent Calendar:

Consent #17, Page 39, Personnel Transactions – for Tina Jenkins, the Range/Step should read "A-126, Step 2." Also, for Danette Perkins, the Position title is misspelled; it should read "**Caseworker.**"

Consent #17, Page 40, Personnel Transactions – for Jennifer Stephenson, the Range/Step should read “A-126, Step 2.”

Consent #17, Page 41, Personnel Transactions – for Deborah Skalkos, the Job FTE should read “**0.80**/12 months.” Also, the Remarks should read “Previously **0.475** Job FTE.”

Consent #17, Page 45, Personnel Transactions – for Huy Ha, the Title should read “**Mechanical** Aid.”

It was moved by Trustee Bader, seconded by Trustee Baca, and passed to approve the following items, as corrected:

### **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 Quarterly Investment Report for period ending September 30, 2014.
4. Approval of the Quarterly Financial Status Report for period ending September 30, 2014.
5. Approval of the re-issuance of stale-dated warrants, as listed.
6. Approval of an agreement with PFM Asset Management LLC (PFMAM) and Stradling Yocca Carlson & Rauth P.C. to provide arbitrage rebate compliance services.
7. Approval of an agreement with General Dynamics Information Technology (GDIT) to provide 1098T forms, data management, and reporting services to meet the Taxpayer Relief Act (TRA) requirements.
8. Approval of the purchase of modular buildings from American Modular Systems, Inc.
9. Approval of the revision to the purchase of Phase I furniture for the Classroom Building Renovation – Formerly Agricultural Sciences Building 12.
10. Approval of the final reconciliation and Notice of Completion using the Lease/Leaseback Construction Delivery Method for the Facilities Plan Room and Emergency Operations Center.
11. Approval of the final reconciliation and Notice of Completion using the Lease/Leaseback Construction Delivery Method for the Agricultural Sciences Complex Corrective Measures project.
12. Approval of agreements to provide professional design and consulting services with Pal id Studio for the Honors Program project, and with Facility Consulting Services for Project Management Policies, Procedures, and Internal Controls.
13. Approval of the following Child Development Center Change Order.
  - Bid No. 2828 Marina Landscape, Inc. (Landscape Contractor) – Change Order No. 3

14. Approval of charter bus services for the following Bid.
  - Bid No. 2992                      Hot Dogger Tours, Inc. dba Gold Coast Tours, Brea, California
15. Approval of the following Contract Amendment.
  - Contract                              Athletics Complex East – HMC Architects - Amendment No. 2.
16. Approval of the following Proposed Gifts and Donations to the College:
  - Sharon Allicotti – Artwork – graphite on 22” X 30” paper titled “Wendy Reclining,” valued by donor at \$600, to be used in the Art Gallery’s permanent collection.

### **HUMAN RESOURCES**

17. Approval of Personnel Transactions.
18. Approval of Retirement Benefits for District Employee No. 6877, formerly employed by Auxiliary Services Corporation.

### **INSTRUCTION**

19. Approval of additions and changes in Continuing Education Division.
20. Approval of an affiliation agreement with Covina Valley USD/Covina Education Center.
21. Approval of program fees for Nursing Students.
22. Approval of advance payment for catering agreement with In-N-Out Burger for the “Dr. Deborah Borocho Discovery Day.”
23. Approval of the acceptance of funds from the California Community Colleges Chancellor’s Office through Rio Hondo College.
24. Approval of program fees for students taking First Aid and CPR courses.
25. Approval of an agreement to facilitate the development of an Educational Master Plan Addendum.
26. Approval of participation of the Turf Team and faculty advisors in the 11<sup>th</sup> Annual Student Challenge in Denver, Colorado.
27. Approval of participation of the Chamber Singers, Singcopation Vocal Jazz Ensemble, and two advisors in a European Competition Tour.
28. Approval of participation of the Intercollegiate Horse Show Team and faculty advisors in Gilbert, Arizona.
29. Approval of the contract renewal with Economic Modeling Specialists, Inc.
30. Approval for the Communication Department to host “Close to the Coast Swing” tournament.

31. Approval to ratify a contract agreement with Pacific Palms Resort and authorization of associated costs.
32. Approval of the 2014 Student Success Scorecard.

#### **PRESIDENT'S OFFICE**

33. Approval of the proposed revised Board of Trustees 2014-15 Regular Meeting Calendar, changing the May 2015 meeting from May 13 to May 27.
34. Approval of an Online Enrollment Marketing Proposal with AdTaxi.

#### **STUDENT SERVICES**

35. Approval of a contract for legal services with Harriett Buhai Center for Family Law.
36. Approval of a contract with Irvine Ranch Outdoor Education Center for the Arise Program Annual Student Leadership Retreat.
37. Approval of a contract with Masanga Marimba for a Musical Performance during International Education Week.

Motion unanimously carried. Student Trustee concurred.

#### **14. ACTION ITEM #1 – PROPOSED REVISIONS TO THE COLLEGE MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES**

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

Trustee Santos said that, regarding the Vision Statement, she thinks that, instead of “Mt. SAC **strives** to be regarded as one of the premier community colleges in the nation,” it should read that “Mt. SAC **is** the premier...” Trustee Chyr said that it can never be presumed that Mt. SAC is the best; that it is always striving to be regarded as one of the premier community colleges in the nation, even though it may be the best.

Motion unanimously carried. Student Trustee concurred.

#### **15. DISCUSSION ITEM #1 – PROPOSED REVISIONS TO BOARD POLICY 2330 – QUORUM AND VOTING**

The Board received for first reading and discussion proposed revisions to Board Policy 2330 – Quorum and Voting.

Dr. Scroggins mentioned that, as a result of legislation, it is now required to record every individual board member's votes.

Trustee Bader asked why “resolution authorizing lease of District property under a lease for the production of gas” specifies “gas,” and Dr. Scroggins answered with, “It's natural gas.” She asked that, if a unanimous vote would be required if oil or other natural resources were discovered, and Dr. Scroggins said, “No.”

The revised Board Policy will be brought back to the Board in December for approval.

**16. DISCUSSION ITEM #2 – PROPOSED REVISIONS TO BOARD POLICY 3430 – PROHIBITION OF HARASSMENT**

The Board received for first reading and discussion proposed revisions to Board Policy 3430 – Prohibition of Harassment.

Dr. Scroggins said that these changes are as a result of new protected categories only.

The revised Board Policy will be brought back to the Board in December for approval.

**17. DISCUSSION ITEM #3 – PROPOSED REVISIONS TO BOARD POLICY 6200 – BUDGET PREPARATION**

The Board received for first reading and discussion proposed revisions to Board Policy 6200 – Budget Preparation.

Dr. Scroggins said that both this Board Policy and Board Policy 6250 - Budget Management are being reviewed and that, the last three bullets on this Board Policy are being moved to Board Policy 6250 – Budget Management. Trustee Chyr suggested that this Policy be returned when Board Policy 6250 – Budget Management is revised, and Dr. Scroggins said that they both would be presented at a later date.

**18. INFORMATION ITEM #1 – ADMINISTRATIVE PROCEDURE 3410 – NON-DISCRIMINATION**

The Board received for information revisions to Administrative Procedure 3410 – Nondiscrimination.

**19. INFORMATION ITEM #2 – ADMINISTRATIVE PROCEDURE 3430 – PROHIBITION OF HARASSMENT**

The Board received for information revisions to Administrative Procedure 3430 – Prohibition of Harassment.

**20. ADJOURNMENT**

The meeting adjourned at 9:51 p.m. in memory of Officer Shawn Diamond, the Pomona Police Officer who was killed in the line of duty, while serving a search warrant in San Gabriel, as part of a swat team.

WTS:dl

## **Student Equity Plan** **Prepared by Dr. Audrey Yamagata-Noji**

### Background

Since 1996, community colleges in California have been tasked with writing a Student Equity Plan and filing it with the State Chancellor's Office [Title 5 51026]. In 2002, the Board of Governors adopted the Recommendations from the Task Force on Equity and Diversity with guidelines for completing the equity plans in June 2003. The last time that colleges were asked to submit a Student Equity Plan was in 2005. Mt. San Antonio College has had an active Student Equity Committee for over 15 years and an updated Student Equity Plan since 2010 to continually focus on problematic and disproportionate areas of student success.

With the passage of SB 1163 (Student Success Task Force) and SB 1456 (Student Success Act of 2012), the focus on Student Success has taken on a broader focus and has reaffirmed the importance of student equity in achieving student success. In April 2014, colleges were provided a template by which to develop their Student Equity Plans. At the time, no funding was available to support the goals and activities of each college's plans. However, in the Budget Trailer Bill of 2014, funding was provided for student equity that specified "As a condition of receiving Student Success and Support Program funding, and in order to ensure equal educational opportunities, and to promote student success for all students regardless of race, gender, age, disability, or economic circumstances, the governing board of each community college shall maintain a student equity plan" [Ed Code 78220].

Mt. Antonio College conducted a comprehensive, research-based, and deliberative process to develop the Student Equity Plan. The College engaged in a campus-wide process to ensure that all faculty, staff, students, and administrators were represented.

The intention of the Student Equity Plan is to conduct research to determine if all student subgroups are achieving success and to develop goals and activities to address any disparities. Colleges are tasked to take a finer-grain look at which students are NOT succeeding and why and to work toward improving the success of ALL students. The purpose of the Student Equity Plan is to promote student success for all students, regardless of race, gender, age, disability, or economic circumstances, specifically American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks, Hispanics, Whites, men, women, and persons with disabilities. The Budget Trailer Bill of 2014 (SB 860) specified that Veterans and Foster Youth should be added to the student groups.

The Student Equity Committee hosted a campus-wide Student Equity Convening meeting in May 2014, with over 70 faculty, staff, students, and administrators in attendance. Key campus leaders and constituency groups were able to provide input on the five success indicators, which then enabled the committee members to begin drafting goals, activities, timelines, and persons responsible as part of the Student Equity Plan. Additionally, three broad-based writing teams (Pathways, Interventions, and Futures) were assembled by the President to study and make recommendations for inclusion into the Student Equity Plan.



## Target Groups

As identified in the Student Equity Plan, the groups that Mt. San Antonio College is targeting, based on our comprehensive research and numerous campus-wide discussions, are:

- Latinos, especially males;
- African Americans, especially males;
- Asian Pacific Islanders, both males and females;
- Native Americans;
- Low-income, especially basic skills;
- English language learners, especially low-income and first-generation;
- EOPS/CARE/CalWORKs, single parents, re-entry;
- Disabled/DSPS;
- Undocumented;
- Former/Foster Youth;
- Veterans;
- Students 25 years and older; and
- Noncredit students.

## Goals and Activities

Mt. San Antonio College proposes to expand support for existing services and programs that have proven successful in addressing the needs of identified student populations. Additionally, the College proposes to initiate and further develop more strategic services and interventions designed to address the needs of under-served students. Collaboration and integration with existing categorical programs (EOPS/CARE, CalWORKs, DSPS, etc.) as well as with the College's Student Success and Support Program is included in the Student Equity Plan.

The Plan consists of two main sections: Campus-based Research and Goals and Activities. The College's Research and Institutional Effectiveness team took the lead role in conducting the research and working with the committee to link the research findings to goals and activities. Of particular concern is the disproportionality of Basic Skills and ESL course completion for both African American and Latino students, degree completion for African Americans, and the transfer of Latinos, disabled, and students over 24 years of age.

The Plan requires each college to address five different goal indicators: Access; Course Success and Completion; ESL and Basic Skills Completion; Degree and Certificate Completion; and Transfer. For each goal indicator, colleges must develop goals, activities, and expected outcomes. The Mt. SAC Plan consists of 26 goals and activities with continuing support for successful interventions like Bridge, Veterans, and Aspire; and new interventions like Foster Youth, STEM, and TERC (CTE) Centers. The Plan provides for a three-year timeframe in order to continue to conduct necessary research and planning to continue to refine approaches toward addressing the unique needs of distinguished populations of students.

The first-year funding allocation is \$1.655 million with the majority of funds going toward hiring of faculty, staff, managers, and student workers to provide the services deemed necessary and important in addressing the College's disparities in equity.

An evaluation plan is included, which will enable the College to track and measure its progress in meeting the established goals and outcomes.

The plan can be updated throughout the three-year period. Additional revenues are anticipated as part of the 2015-16 Budget Act.

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

**DATE:** December 10, 2014 **CONSENT**

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

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

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

Funding Source

**APPROPRIATION TRANSFERS  
For the period 10/16/14 - 11/11/14**

**Unrestricted General Fund - 11 and 13**

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 506
6000 Capital Outlay	1,623
7950 Unassigned Fund Balance	44,461
<b>Total</b>	<b>\$ 46,590</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 33,919
3000 Employee Benefits	10,542
5000 Other Operating Expenses/Services	2,129
<b>Total</b>	<b>\$ 46,590</b>

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

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

**DATE:** December 10, 2014

**Restricted General Fund - 17**

From:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 2,001
2000 Classified/Other Nonacademic Salaries	14,974
3000 Employee Benefits	769
7000 Other Outgo	47
<b>Total</b>	<b>\$ 17,791</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 9,261
5000 Other Operating Expenses/Services	8,379
6000 Capital Outlay	151
<b>Total</b>	<b>\$ 17,791</b>

**Farm Operations Fund - 34**

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 1,500
<b>Total</b>	<b>\$ 1,500</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 1,500
<b>Total</b>	<b>\$ 1,500</b>

**Bond Construction Fund No. 2 - 45**

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 4,478
<b>Total</b>	<b>\$ 4,478</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 4,478
<b>Total</b>	<b>\$ 4,478</b>

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

**DATE:** December 10, 2014

**BUDGET REVISIONS**  
For the period 10/16/14 - 11/11/14

**Unrestricted General Fund - 11 and 13**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
888500 Music - Choral Program	\$ 1,500
889000 1996 PARS Supplementary Retirement Plan Termination Refund	191,946
889000 Custodial - Recycling	<u>2,341</u>
<b>Total</b>	<b>\$ 195,787</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 1,500
6000 Capital Outlay	2,341
7950 Unassigned Fund Balance	<u>191,946</u>
<b>Total</b>	<b>\$ 195,787</b>

**Restricted General Fund - 17**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
812000 AANAPISI, Year 4	\$ 54,994
819000 2014-15 Child Development Training Consortium	10,000
<b>Total</b>	<b>\$ 64,994</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 4,198
2000 Classified/Other Nonacademic Salaries	7,637
3000 Employee Benefits	927
4000 Supplies/Materials	1,650
5000 Other Operating Expenses/Services	37,644
6000 Capital Outlay	4,000
7000 Other Outgo	<u>8,938</u>
<b>Total</b>	<b>\$ 64,994</b>

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the appropriation transfers within the Unrestricted General Fund (\$46,590), Restricted General Fund (\$17,791), Farm Operations

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

**DATE:** December 10, 2014

Fund (\$1,500) and Bond Construction Fund No. 2 (\$4,478) 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 (\$195,787) and Restricted General Fund (\$64,994) pursuant to the California Code of Regulations, Title 5, Section 58308.

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>December 10, 2014</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Independent Contractors</u>	

**BACKGROUND**

Approval of Independent Contractors.

**ANALYSIS AND FISCAL IMPACT**

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

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Boyle, James	Human Resources – Faculty Association	Trainer – Interest-Based Bargaining Management Training	1/13/15– 1/15/15	\$5,000
Cantrell, Jaimie	Administrative Services – Technical Services	Camera Jib Operator – provide and/or operate camera jib for major events on campus, including Cross Country events, Mt. SAC Relays and Commencement Ceremonies.	1/1/15– 6/15/15	\$3,500
Kister, David	Administrative Services – Technical Services	Camera Jib Operator – provide and/or operate camera jib for major events on campus, including Cross Country events, Mt. SAC Relays and Commencement Ceremonies.	1/1/15– 6/15/15	\$1,500
Loza, Guadalupe	Student Services – Student Life/ Associated Students	Actor – Christmas in Mexico	12/4/14	\$71.42
Partin, Larry	Administrative Services – Facilities Planning & Management	Relocate weight machines from Wellness Center Building 27C to Gymnasium Building 3	12/11/14– 2/28/15	\$1,000

Prepared by: Rosa M. Royce Reviewed by: Michael D. Gregoryk  
 Recommended by: Bill Scroggins Agenda Item: Consent #2

**SUBJECT:** Independent Contractors

**DATE:** December 10, 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 the Mt. SAC Relays Youth Days	11/1/14– 6/30/15	\$4,000
Rodriguez, Emanuel	Student Services – Student Life/ Associated Students	Actor – Christmas in Mexico	12/4/14	\$71.42
Rodriguez, Erik	Student Services – Student Life/ Associated Students	Actor – Christmas in Mexico	12/4/14	\$71.42
Rodriguez, Heriberta	Student Services – Student Life/ Associated Students	Actor – Christmas in Mexico	12/4/14	\$71.42
Schlatter, Rosa	Student Services – Student Life/ Associated Students	Actor – Christmas in Mexico	12/4/14	\$71.42
Soto, Edgar	Student Services – Student Life/ Associated Students	Actor – Christmas in Mexico	12/4/14	\$71.42
Torres, Alberto	Student Services – Student Life/ Associated Students	Actor – Christmas in Mexico	12/4/14	\$71.42
Young, Terri	Instruction – Music	Seamstress – Band outfit repair	12/15/14– 1/30/15	\$250

### Funding Sources

Unrestricted General Fund – Administrative Services – Technical Services, Facilities Planning & Management, Human Resources – Faculty Association, Instruction – Music, Student Services – Student Life/Associated Students.

Restricted General Fund – Instruction – LA84 Foundation Grant.

### 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:** December 10, 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>
07084649	10/20/10	Michael R. Montoya	\$32.61
07088780	11/16/10	Clarence D. Banks	36.50
07093097	01/12/11	Serina E. Gutierrez	10.00
07102528	02/24/11	Horia C. Pop	11.00
07121411	05/06/11	Audra E. Lopez	37.68
07126176	06/02/11	Gina L. Cunningham	17.71
07126725	06/13/11	Jamaika L. Fowler	35.81
07131467	07/27/11	Jin Ah Bong	33.00
07146659	10/06/11	Rebecca A. Walker	200.00
07154533	10/18/11	Jamaika L. Fowler	100.35
07156839	11/10/11	Elmer R. Anzora	36.00
07161489	01/05/12	Rebecca A. Walker	150.00
07162650	02/09/12	Rebecca A. Walker	200.00
07163478	03/12/12	Jason J. Chevalier	46.41
07163887	03/21/12	Shoko Shiroma	35.00
H0008273	02/21/12	Matthew D. Safranek	144.00
H0015542	03/19/12	Hyemi Hwang	122.00

**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 #3



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

**DATE:** December 10, 2014

**CONSENT**

**SUBJECT:** Purchase Aircraft for Aeronautics Program

**BACKGROUND**

The Aeronautics program has documented a need to purchase a 2014 Citabria Aurora 7ECA aircraft to complement its existing aircraft inventory. This aircraft will provide learning opportunities in emergency maneuver training.

**ANALYSIS AND FISCAL IMPACT**

Staff performed an extensive evaluation of technical and financial considerations and found that the Citabria Aurora 7ECA aircraft, manufactured by American Champion Aircraft (ACA) of Rochester, Wisconsin, is the single source that currently meets the College's needs.

ACA is unique in building tail wheel-equipped aircraft suitable for stalls and spins in this configuration: high wing, no flaps, steel framed, good fuel economy, and long engine life. There are no competitors that produce new aircraft of this type, purpose, and with these flight characteristics. The Citabria is the industry standard for student flight training because of two important flight safety characteristics:

- 1) docile stall and spin characteristics that are suitable for student flight training; and
- 2) landing characteristics that give a wider range of error for student flight training.

The aircraft will be purchased from 5G Aviation located in Santa Ana, California, which is ACA's only dealer in California.

A comparison of pricing from other manufacturers is not applicable since, on a technical basis, the Citabria Aurora 7ECA aircraft is the single source that meets the College's needs.

The total purchase price of the Citabria Aurora 7ECA is \$202,000 and includes title and taxes as indicated below:

Aircraft Purchase Price - \$185,321.10 + tax  
Annual Insurance Premium- \$10,425

An Initial down payment of \$55,596.33 is due and payable to 5G Aviation on the effective date of the agreement. The remaining balance of \$129,724.77 plus tax is due upon delivery and acceptance by the College.

Prepared by: Teresa Patterson/Sarah Daum

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

Recommended by: Bill Scroggins

Agenda Item: Consent #4

**SUBJECT:** Purchase Aircraft for Aeronautics Program

**DATE:** December 10, 2014

Funding Sources

Categorical Funding (Instructional Equipment).

The aircraft insurance annual premium will be paid out of the Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the single-source purchase of the Citabria Aurora 7ECA Aircraft from 5G Aviation, as presented.

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

**DATE:** December 10, 2014

**CONSENT**

**SUBJECT:** Purchase Furniture for Professional & Organizational Development

**BACKGROUND**

The project to renovate the Professional & Organizational Development suite in the Learning Technology Building, requires the purchase of new freestanding furniture, chairs, storage units, modular office systems, marker boards, task lighting, and ergonomic tools to maximize efficiency and meet current standards for the following spaces:

- Innovation Center Training Room
- Business Center Independent Faculty Workroom
- Learning Lab
- Staff and Administrative Offices
- Lobby Area
- Storage and File Room

Specifications for office furniture, storage files, task lighting, miscellaneous products, and ergonomic tools were based on campus standards established from the Administration Building Request for Proposal. Specifications for chairs and marker boards were based on the campus instructional standards established from the Design Technology Center Request for Proposal.

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bidder</b>	<b>Amount</b>
<b>Allsteel</b> - Modular Systems and Free-Standing Furniture (CMAS)	\$62,772.12
<b>Gunlocke</b> - Manager Guest Chairs (CMAS)	\$3,737.61
<b>KI</b> - Computer Chairs (CMAS)	\$16,671.99
<b>Corporate Business Interiors</b> - Purchase and installation of miscellaneous products, e.g., surge protectors, wire management systems, ergonomic tools, waste receptacles, task lighting (Administration Building and Design Technology Center Renovation RFPs)	\$31,714.67
<b>Egan Visual</b> - Marker Boards (CMAS)	\$12,890.46
<b>Marathon</b> – High-Density Storage Units (deposit of \$8,025.00 is required upon issuance of Purchase Order) (Administration Building Renovation RFP)	\$16,050.28

Prepared by: Teresa Patterson/Gary L. Nellesen Reviewed by: Rosa M. Royce/Michael D. Gregoryk

Recommended by: Bill Scroggins Agenda Item: Consent #5

**SUBJECT:** Purchase Furniture for Professional & Organizational Development

**DATE:** December 10, 2014

<b>Interior Office Solutions</b> - Task Chairs and Lounge Chairs (Administration Building Renovation RFP)	\$10,251.13
<b>Tangram</b> - ADA Tables and Lounge Chairs (Design Technology Center RFP)	\$7,786.97
<b>Total</b>	\$161,875.23

The costs above include all applicable sales tax, freight, labor, and installation charges. The proposals submitted are in line with the College's cost estimates for this project. All of the manufacturers and furniture dealers listed above have successfully provided quality products and services to the College in the past. Contract terms include:

- California Multiple Awards Schedule (CMAS)
- Administration Building Renovation RFP
- Design Technology Center RFP

Funding Source

Measure RR Bond Anticipation Note funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the purchase of furniture for Professional & Organizational Development and awards to the above-listed manufacturers, as presented.

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

**DATE:** December 10, 2014

**CONSENT**

**SUBJECT:** Amendment to Strata Information Group Contract

**BACKGROUND**

Strata Information Group (SIG), San Diego, California, has provided technical and functional support services to the College since July 2006 for the implementation and maintenance of Banner and related software products. The current contract ends December 31, 2014.

Recent major projects SIG assisted with include the upgrade from Oracle 10 to 11G, configuration of production servers for faster response time during registration, and an upgrade of the DegreeWorks system.

**ANALYSIS AND FISCAL IMPACT**

SIG will assist with Banner integration to the new document imaging system, OnBase, which is a campus-wide initiative. The focus of this initiative is to transition existing paper processes into electronic workflows to reduce processing time. SIG will also assist with the implementation of a pilot project to issue purchasing cards to select departments for supply orders. The upcoming release of Banner XE, which is a major system upgrade, will require technical assistance to implement. Consulting hours will also be used on an as-needed basis for critical technical issues and maintenance work.

SIG agreed to extend the contract term to June 30, 2016, and not increase their hourly rate of \$150. IT has been extremely cautious in utilizing SIG services; so, as of November 1, there was 1,056 consulting hours plus \$72,000 for travel expenses remaining on the existing contract. Funding for consulting hours and travel is already encumbered in the IT budget. The amended contract will transition \$37,500 from travel expenses to consulting hours, resulting in a gain of 250 hours. IT is transitioning funds from travel to consulting hours because some technical work can be completed remotely, rather than on-site, by consultants. The College will be invoiced monthly for actual hours and expenses.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: Victor Belinski

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #6

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>December 10, 2014</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Professional Design and Consulting Services</u>	

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

The following contract is presented for approval:

<b>#1</b>	<b>Consultant:</b>	Andreasen Engineering, Inc.	
	<b>Project:</b>	Farm Area Retaining Wall and Drainage	
<b>Item</b>	<b>Description:</b>	<b>Amount</b>	
	Provide professional civil engineering design and surveying services for a retaining wall and drainage system northeast of the Farm tractor barn.	\$5,650.00	
	Contract Amount:		\$5,650.00

**Funding Source**

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

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

Prepared by: Gary L. Nellesen                      Reviewed by: Michael D. Gregoryk  
 Recommended by: Bill Scroggins                      Agenda Item: Consent #7

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

**DATE:** December 10, 2014

**CONSENT**

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

**BACKGROUND**

In order to commence design on construction and renovation projects, and to provide for the ongoing maintenance for college facilities, it is necessary to retain the services of qualified professionals.

**ANALYSIS AND FISCAL IMPACT**

The following contract amendments are presented for approval:

#1	Consultant:	HMC Architects	No.	1
	Project:	South Campus Site Improvements		
Item	Description:	Amount		
	Provide additional professional architectural and engineering services necessary to develop the South Campus and the West Parcel Sites. The additional work will provide for the environmental mitigation measures and connection of reclaimed water within the project site.	\$47,000.00		
	Total	\$47,000.00		
	Original Contract Amount		\$208,500.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$208,500.00	
	Amount of Amendment No. 1		\$47,000.00	
	New Contract Sum		\$255,500.00	
	Total Project Budget		\$6,167,658.00	
	Percentage of Change to the Total Project Budget			0.76%

#2	Consultant:	Tilden-Coil Constructors	No.	1
	Project:	Business and Computer Technology		
Item	Description:	Amount		
	Additional services to identify underground utility locations within the project limits of construction.	\$40,000.00		
	Total	\$40,000.00		
	Original Contract Amount		\$309,029.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$309,029.00	
	Amount of Amendment No. 1		\$40,000.00	
	New Contract Sum		\$349,029.00	
	Total Project Budget		\$56,483,756.00	
	Percentage of Change to the Total Project Budget			0.00%

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #8

**SUBJECT:** Professional Design and Consulting Services (Contract Amendments)**DATE:** December 10, 2014

<b>#3</b>	<b>Consultant:</b>	Tilden-Coil Constructors	<b>No.</b>	1
	<b>Project:</b>	Parking Structure		
<b>Item</b>	<b>Description:</b>	<b>Amount</b>		
	Additional services to identify underground utility locations within the project limits of construction.	\$40,000.00		
	Total	\$40,000.00		
	Original Contract Amount	\$352,836.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$352,836.00		
	Amount of Amendment No. 1	\$40,000.00		
	New Contract Sum	\$392,836.00		
	Total Project Budget	\$57,958,758.00		
	Percentage of Change to the Total Project Budget	0.00%		

<b>#4</b>	<b>Consultant:</b>	PAL id Studio	<b>No.</b>	1
	<b>Project:</b>	Facilities Emergency Operation Center Addition and Plan Room Renovation		
<b>Item</b>	<b>Description:</b>	<b>Amount</b>		
	Additional services including furniture space planning, furniture specifications, and vendor coordination for the additional office and open workstations.	\$2,400.00		
	Total	\$2,400.00		
	Original Contract Amount	\$33,075.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$33,075.00		
	Amount of Amendment No. 1	\$2,400.00		
	New Contract Sum	\$35,475.00		
	Total Project Budget	\$5,825,777.00		
	Percentage of Change to the Total Project Budget	0.04%		

**Funding Source**

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

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



<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>December 10, 2014</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Lease/Leaseback Construction – Major Grading, Site Improvements, and Temporary Parking (Deductive Change Order)</u>	

**BACKGROUND**

A Lease/Leaseback agreement for the Major Grading, Site Improvements, and the Temporary Parking project was approved by the Board of Trustees on April 2, 2014. The project scope included export/import of approximately 400,000 cubic yards of earth from the Athletics Complex East site to the future Fire Technology site, and site improvements and paving for 950 temporary parking spaces. The project budget was developed to provide for the worst-case scenario including overly moist soil, the presence of rock inside the hill, and evening and weekend work. These conditions were not encountered. Also, the pavement work will be completed as part of another project.

**ANALYSIS AND FISCAL IMPACT**

The following deductive change is necessary to disencumber funds from the Major Grading, Site Improvements, and the Temporary Parking project, and to make the funds available for another project.

<b>Contractor</b>	Tilden-Coil Constructors (Contractor)	<b>CO No.</b>	1
<b>Item</b>	<b>Change and Justification:</b>	<b>Amount</b>	<b>Time</b>
	Provide credit to the District for unused soils exportation. <i>Miscellaneous change-price adjustment.</i>	<\$2,730,516.00 >	0 days
	Total	<\$2,730,516.00 >	0 days
	Original Contract Amount		\$5,691,703.00
	Net Change by Previous Change Orders		\$0.00
	Net Sum Prior to This Change Order		\$5,691,703.00
	Amount of Change Order No. 1		<\$2,730,516.00>
	New Contract Sum		\$2,961,187.00
	Percentage of Change to Contract, to Date		-47.97%

**Funding Sources**

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

**RECOMMENDATION**

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

Prepared by: Gary L. Nellesen                      Reviewed by: Michael D. Gregoryk  
 Recommended by: Bill Scroggins                      Agenda Item: Consent #9

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>December 10, 2014</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Design Technology Center Radio Lab and Shop Remodel</u>	
	<u>(Deductive Change Order)</u>	

**BACKGROUND**

Design Technology Center Radio Lab & Shop Remodel (Deductive Change Order).

**ANALYSIS AND FISCAL IMPACT**

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

<b>Bid No.</b>	2973	<b>Contractor:</b>	NB Construction (General Contractor)	<b>CO No.</b>	1
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
	Provide credit for unused project allowances. <i>Miscellaneous change-contract price adjustment.</i>		<\$18,911.09>	0 days	
	Total		<\$18,911.09>	0 days	
	Original Contract Amount			\$278,450.00	
	Net Change by Previous Change Orders			\$0.00	
	Net Sum Prior to This Change Order			\$278,450.00	
	Amount of Change Order No. 1			<\$18,911.09>	
	New Contract Sum			\$259,538.91	
	Percentage of Change to Contract, to Date			-6.79%	

**Funding Source**

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

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

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

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

**DATE:** December 10, 2014

**CONSENT**

**SUBJECT:** Purchase TV Instructional Equipment (Bid No. 2977)

**BACKGROUND**

The Television/Film/Video Program currently uses digital and analog cameras that are no longer manufactured and are becoming increasingly difficult to service due to unavailability of parts. The obsolescence problems presented by the analog cameras make it difficult for students to access equipment and finish their assignments when there are more than two production classes. The College is running three production courses, with a fourth scheduled for next semester. There is a ratio of five students per camera if the students use both the obsolete analog equipment and the current digital equipment. If only digital equipment is used, the ratio is 10:1.

In order to increase student success, hands-on training is required. This training is what often distinguishes Mt. SAC students in the entertainment industry. In order to meet current and future student demand for this growing program, it is necessary to purchase additional video equipment to supplement our current, aged inventory. The purchase of additional video equipment will allow each student to have access to hands-on training for longer periods of time.

**ANALYSIS AND FISCAL IMPACT**

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Bids were requested from nine vendors with four received and publicly opened on November 6, 2014.

Items are awarded based on the lowest cost of each item as specified, or substitute items that are acceptable to the District. In the case of tie bids, award is being made to the local vendor.

<b><u>Company Name and Location</u></b>	<b><u>Award Amount</u></b>
B&H Photo-Video Corp, New York, New York	\$25,117.49
Compview Inc., Beaverton, Oregon	\$7,281.31
Samy's Camera, Inc., Los Angeles, California	\$19,443.42
VTP Inc., Burbank, California	\$124,795.72

Prepared by: Teresa Patterson

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

Recommended by: Bill Scroggins

Agenda Item: Consent #11

**SUBJECT:** Purchase TV Instructional Equipment (Bid No. 2977)**DATE:** December 10, 2014Funding Source

Restricted General Fund - Instructional Equipment Grant.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Purchase of TV Instructional Equipment – Bid No. 2977 from the following vendors: B&H Photo-Video Corp, New York, New York; Compview, Inc., Beaverton, Oregon; Samy's Camera Inc., Los Angeles, California; and VTP Inc., Burbank, California.

**Purchase TV Instructional Equipment - Bid No. 2977 Summary**

Qty	Model No	Mfgr/Description	Unit	B&H Photo	Compview	Samys Camera	VTP Inc
15	AG-HPX370PJ	Panasonic - P2HD 3CMOS Camcorder w/17x Fuji Lens, HD Multiple Format Capability	ea	\$6,525.00	\$6,779.14	\$6,575.00	\$6,225.00
15	COABM	Porta Brace - Camera Bag	ea	\$231.95	\$277.06	\$225.00	\$254.00
30	DIONIC HC	Anton Bauer - Battery	ea	\$299.00	\$349.04	\$292.00	\$299.00
15	TWIN	Anton Bauer - Battery Charger	ea	\$542.95	\$641.57	\$550.00	\$584.00
15	AJP3E032FG	Panasonic - 32GB P2 Card	ea	\$408.00	\$444.01	\$374.00	\$449.00
15	SHAN-TM700	Panasonic - Tripod Adapter	ea	\$395.00	\$392.37	*\$260.00	\$395.00
15	LX7M	Libec - Tripod (including fluid, P/T head, sliding plate, spreader, tripod case)	ea	\$372.95	\$529.81	*\$308.00	\$495.00
15	CUSTOM KIT	IKAN - 3 LIGHT LED Kit (including 2 LED flood lights, 1 LED Spot light, light stands, barn doors, filters, bag adapters, batteries and chargers)	ea	\$2,000.94	no bid	\$2,435.00	\$995.00
3	702	Sound Device - Audio Recorder	ea	\$2,049.00	\$2,178.59	\$2,049.00	\$2,049.00
3	CS-MAN	Sound Device - Bag for 702 Audio Recorder	ea	\$14.83	\$21.01	\$15.00	\$14.83
3	DDF700-16GB	Delkin - 16GB Compact Flash Card	ea	\$33.95	no bid	\$31.00	\$49.00
3	MDR7506	Sony - Professional Headset	ea	\$79.99	\$108.42	\$84.00	\$105.00
15	TecNec	Tec Nec - Eng Pro Audio Kit (including AT8035 AudioTechnica Shotgun Mic, M8410 Audio Technica Shock Mount, MUFF-1U Fur High Wind Cover, KE-89CC K-Tek Pro Boom Pole w/ cable, MH-3 Portabrace Mic Holster 15' length SC15XXJA Pro Mic Cable w/right angle XLR, 10032BTLB Boomtube boompole case for 16-32' boom poles)	ea	\$604.34	\$651.59	*\$526.00	\$620.00
15	SLT13	Tec Nec - Clapboard Slate b/w	ea	*\$24.95	\$52.97	*\$23.00	\$65.00

Note: Highlighted items to be awarded.

\* Did not bid as specified or offered a substitute product that is not acceptable to the District.

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

**DATE:** December 10, 2014

**CONSENT**

**SUBJECT:** Water Treatment Service (Bid No. 2993)

**BACKGROUND**

The College is in need of contracting with a company who specializes in water treatment services for the cooling, thermal energy storage, and closed heating loops on campus. For long-term maintenance of all mechanical equipment, and to guard against premature failure, it is imperative that the College implements an elevated program of care that will give immediate and consistent feedback on the condition of the water serving the equipment through current automated technologies. The water treatment program will:

- minimize or eliminate chemical handling and safety hazards to plant personnel;
- provide real-time automated monitoring of the program's results and communicate results via wireless network;
- reduce the overall water and energy consumption through improved heat transfer efficiency and maximized cooling tower cycles; and
- minimize the repair and maintenance costs associated with replacement and cleaning of equipment due to scale, corrosion, fouling, or microbiological activity.

**ANALYSIS AND FISCAL IMPACT**

Staff developed Request for Proposal No. 2993 – Water Treatment Service and a selection process that allowed for maximum participation of qualified firms. The committee that participated in the review and evaluation of proposal responses included the Assistant Director, Facilities Planning & Management; Energy Services Manager, Facilities Planning & Management; and the Lead HVAC Technician, Facilities Planning & Management.

Representatives from five water treatment companies attended an informational meeting on October 7, 2014. Three responses were received prior to the established deadline and were deemed responsive by the Purchasing Department, in accordance with instructions in the RFP.

Prepared by: Teresa Patterson

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

Recommended by: Bill Scroggins

Agenda Item: Consent #12

**SUBJECT:** Water Treatment Service (Bid No. 2993)

**DATE:** December 10, 2014

List of Firms that Submitted Proposals:

<b>Firm</b>	<b>Location</b>	<b>Total Five-Year Cost</b>
U.S. Water Services	Phelan, CA	\$245,101
Water Chemists Inc.	Downey, CA	\$255,564
Aqua Serv	Fontana, CA	\$277,960

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 U.S. Water Services. U.S. Water has over 35 years of experience providing water treatment chemicals, equipment, and services.

The term of the contract will be for three years commencing January 1, 2015, through December 31, 2017, with the option to renew for two additional one-year periods, not to exceed five years. The contract may be terminated by the College for convenience or for cause.

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves RFP No. 2993 - Water Treatment Service and awards the contract to U.S. Water Services, as presented.

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

**DATE:** December 10, 2014

**CONSENT**

**SUBJECT:** Re-Roofing Project: Athletics Division and Facilities Planning &  
Management Buildings (Bid No. 2994)

**BACKGROUND**

The Athletics Division Building was built in the year 2000 and the Facilities Planning & Management Building was built in the year 1968. Both buildings require re-roofing as they have metal deck roofs, which have exceeded their useful life, have developed leaks, and are no longer under warranty. The proposed roofing system will cover the existing metal decking with single-ply thermoplastic-membrane roofing material. The bid also included alternate pricing for labor and materials to install 3" sheet metal to the existing rain gutter as an overflow shield. The new roofing will provide better insulation and a 20-year warranty.

**ANALYSIS AND FISCAL IMPACT**

Bids were advertised in the Inland Valley Daily Bulletin in accordance with Education Code 81641. Nine contractors were invited to participate in the bid process with six contractors attending the job walk. Five bids were received and publicly opened on November 6, 2014. The lowest responsible, responsive bidder is Best Contracting Services, Inc. A summary of bids is as follows:

<b>Company/Location</b>	<b>Base Bid Amount</b>	<b>Additive Alternate 1</b>
Best Contracting Services, Inc., Gardena, California	\$239,995	\$9,100
A Good Roofer, Inc., Lakeside, California	\$288,648	\$3,460
Danny Letner Inc. dba Letner Roofing Co., Orange, California	\$298,733	\$8,633
Bligh Pacific, Santa Fe Springs, California	\$304,517	\$12,250
Adco Roofing, Inc. dba Adco Roofing and Waterproofing, North Hollywood, California	\$484,576	\$5,750

Prepared by: Teresa Patterson

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

Recommended by: Bill Scroggins

Agenda Item: Consent #13

**SUBJECT:** Re-Roofing Project: Athletics Division and Facilities Planning & Management Buildings (Bid No. 2994)

**DATE:** December 10, 2014

Funding Source

Capital Outlay Project Fund - 2014-15 State Scheduled Maintenance.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves Bid No. 2994 – Re-Roofing Project: Athletics Division and Facilities Planning & Management Buildings and awards the project to Best Contracting Services, Inc., for the amount of \$249,095, which represents the base bid plus Additive Alternate No. 1.



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

**DATE:** December 10, 2014

**CONSENT**

**SUBJECT** Personnel Transactions

**CLASSIFIED EMPLOYMENT**

**Permanent New Hires**

Name: Bailey, Anita  
 Position: Student Services Outreach Specialist  
 Department: High School Outreach  
 Range/Step: A-59, Step 2  
 Job FTE: 1.00/12 months  
 Effective: TBD  
 New: Yes  
 Salary: \$3,300.07/month

Name: Barragan, Cesar  
 Position: Library Page  
 Department: Library and Learning Resources  
 Range/Step: A-1, Step 1  
 Job FTE: 0.475/12 months  
 Effective: TBD  
 New: No  
 Salary: \$838.26/month

Name: Cabrera, Rebecca  
 Position: Secretary  
 Department: Arts Division  
 Range/Step: A-81, Step 3  
 Job FTE: 1.00/12 months  
 Effective: TBD  
 New: No  
 Salary: \$4,313.07/month

Name: Chang, Joan  
 Position: Admissions and Registration Clerk  
 Department: English as a Second Language  
 Range/Step: A-45, Step 1  
 Job FTE: 0.475/12 months  
 Effective: 12/11/14  
 New: No  
 Salary: \$1,298.75/month

Name: Diaz-Rodriguez, Diana  
 Position: Receptionist/Clerical Assistant  
 Department: Disabled Students Programs and Services  
 Range/Step: A-59, Step 1  
 Job FTE: 1.00/12 months  
 Effective: 12/11/14  
 New: Yes  
 Salary: \$3,142.92/month

Prepared by: Human Resources Staff

Reviewed by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #14

**SUBJECT:** Personnel Transactions

**DATE:** December 10, 2014

**Permanent New Hires** (continued)

Name: Hajrasooliha, Sassan  
Position: Network Administrator New: No  
Department: Information Technology  
Range/Step: A-124, Step 1 Salary: \$6,001.03/month  
Job FTE: 1.00/12 months  
Effective: TBD

Name: Jones, Lee  
Position: Lead Technician, Data Communication New: No  
Department: Information Technology  
Range/Step: A-124, Step 2 Salary: \$6,301.09/month  
Job FTE: 1.00/12 months  
Effective: 12/15/14

Name: Kawaguchi, Ken  
Position: Computer Facilities Assistant New: No  
Department: Information Technology  
Range/Step: A-79, Step 1 Salary: \$1,821.62/month  
Job FTE: 0.475/10 months  
Effective: TBD

**Promotion**

Name: Lamoree, Daniel  
Position: Senior Systems Analyst/Programmer New: No  
Department: Information Technology  
Range/Step: A-124, Step 4 Salary: \$6,946.94/month  
Job FTE: 1.00/12 months  
Effective: 12/11/14

**Changes of Assignment**

Name: Ordaz, Vanessa  
Position: Lead Interpreter  
Department: Disabled Student Programs and Services  
Range/Step: A-126, Step 2 Salary: \$6,427.74/month  
Job FTE: 1.00/11 months  
Effective: 11/13/14  
Remarks: Previously Senior Interpreter, Range A-88

**SUBJECT:** Personnel Transactions

**DATE:** December 10, 2014

**Changes of Assignment** (continued)

Name: Perkins, Danette  
 Position: Caseworker  
 Department: CalWORKs  
 Range/Step: A-71, Step 1 Salary: \$3,541.54/month  
 Job FTE: 1.00/12 months  
 Effective: 12/11/14  
 Remarks: Previously 0.475 Job FTE

**Temporary Change of Assignment Extension**

Name: Skalkos, Deborah  
 Position: Coordinator, Special Projects Technology and Health  
 Department: Technology and Health  
 Range/Step: A-118, Step 4 Salary: \$5,235.48/month  
 Job FTE: 0.80/12 months  
 Effective: 1/1/15  
 End Date: 2/28/15  
 Remarks: Previously 0.475 Job FTE

**Temporary Out-of-Class Assignment Extensions**

Name: Dawood, Matthew  
 From: Disabled Student Programs and Services Computer Technician  
 To: Project/Program Coordinator  
 Department: Disabled Student Programs and Services  
 Range/Step: A-95, Step 3 Salary: \$5,205.66/month  
 Effective: 1/1/15  
 End Date: 6/30/15

Name: Demitria, Laura  
 From: Clerical Specialist  
 To: Facilities Specialist  
 Department: Facilities, Planning and Management  
 Range/Step: A-81, Step 6 Salary: \$4,992.14/month  
 Effective: 1/1/15  
 End Date: 6/30/15

**SUBJECT:** Personnel Transactions

**DATE:** December 10, 2014

**Temporary Out-of-Class Assignment Extensions** (continued)

Name: Fenton, Sally  
From: Secretary  
To: Administrative Secretary  
Department: Instruction  
Range/Step: A-88, Step 6 Salary: \$5,353.09/month  
Effective: 1/1/15  
End Date: 6/30/15

Name: Haro, Melissa  
From: Account Clerk I  
To: Facilities Specialist  
Department: Facilities, Planning and Management  
Range/Step: A-81, Step 3 Salary: \$4,313.07/month  
Effective: 1/1/15  
End Date: 6/30/15

Name: Heflin, Brian  
From: Alternate Media Technician  
To: Senior Systems Analyst/Programmer  
Department: Disabled Student Programs and Services  
Range/Step: A-124, Step 1 Salary: \$6,000.11/month  
Effective: 1/1/15  
End Date: 6/30/15

Name: Hilario-Alvarado, Catherine  
From: Secretary  
To: Administrative Secretary  
Department: Counseling  
Range/Step: A-88, Step 6 Salary: \$5,352.27/month  
Effective: 1/1/15  
End Date: 6/30/15

Name: Killiany, Kathy  
From: Coordinator, HCRC  
To: Coordinator, Special Projects Technology and Health  
Department: Technology and Health  
Range/Step: A-188, Step 6 Salary: \$7,214.04/month  
Effective: 1/1/15  
End Date: 6/30/15

**SUBJECT:** Personnel Transactions

**DATE:** December 10, 2014

**Temporary Out-of-Class Assignment Extensions** (continued)

Name: Lundgren, Linda  
 From: Graphics Technician  
 To: Graphics Designer  
 Department: Marketing, Communication, and Public Affairs  
 Range/Step: A-98, Step 4 + L10 Salary: \$5,551.11/month  
 Effective: 1/1/15  
 End Date: 6/30/15

Name: MacDonald, Gregory  
 From: Graphics Technician  
 To: Graphics Designer  
 Department: Marketing, Communication, and Public Affairs  
 Range/Step: A-98, Step 4 Salary: \$5,363.39/month  
 Effective: 1/1/15  
 End Date: 6/30/15

Name: Magdaleno, Jose Raul  
 From: Senior Help Desk/Network Support Technician  
 To: Data Communications Technician  
 Department: Information Technology  
 Range/Step: A-107, Step 5 + L10 Salary: \$6,374.72/month  
 Effective: 1/1/15  
 End Date: 6/30/15

Name: Monteilh, Linda  
 From: Clerical Specialist  
 To: Secretary  
 Department: Business Division  
 Range/Step: A-81, Step 6 + L10 Salary: \$5,167.65/month  
 Effective: 1/1/15  
 End Date: 6/30/15

Name: Rodriguez, Alvaro  
 From: Technician, Performing Arts Operations  
 To: Lead Technician Broadcast and Audio  
 Department: Technical Services  
 Range/Step: A-114, Step 6 Salary: \$6,933.61/month  
 Effective: 1/1/15  
 End Date: 2/20/15

**SUBJECT:** Personnel Transactions

**DATE:** December 10, 2014

**Temporary Out-of-Class Assignment Extensions** (continued)

Name: Rodriguez, Caitlin  
From: Secretary  
To: Administrative Secretary  
Department: Facilities, Planning and Management  
Range/Step: A-88, Step 6 Salary: \$5,353.09/month  
Effective: 1/1/15  
End Date: 6/30/15

Name: Stevens, Carole  
From: Secretary  
To: Administrative Secretary  
Department: Disabled Students Programs and Services  
Range/Step: A-88, Step 6 + L10 Salary: \$5,539.60/month  
Effective: 1/1/15  
End Date: 6/30/15

Name: Villalobos, Julia  
From: Clerical Assistant  
To: Secretary  
Department: Adult Basic Education  
Range/Step: A-81, Step 1 Salary: \$1,858.23/month  
Effective: 11/1/14  
End Date: 2/28/15  
Remarks: Job FTE 0.475

**Initial Out-of-Class Assignment**

Name: Shen, Wendy  
From: Account Clerk II  
To: Administrative Secretary  
Department: Library and Learning Resources  
Range/Step: A-88, Step 6 Salary: \$5,353.09/month  
Effective: 10/27/14  
End Date: 1/30/15

**Retirement**

Carol Ann Webster, Teaching/Learning Technology Specialist (Library and Learning Resources), effective 1/1/15

**SUBJECT:** Personnel Transactions

**DATE:** December 10, 2014

**CONFIDENTIAL EMPLOYMENT**

**Temporary Out-of-Class Assignment Extension**

Name: Nelson, Carol  
 From: Secretary  
 To: Executive Assistant  
 Department: President's Office  
 Range/Step: C-73, Step 3 + L10 Salary: \$5,596.25/month  
 Effective: 1/1/15  
 End Date: 6/30/15

**SUPERVISORY EMPLOYMENT**

**Temporary Out-of-Class Assignment Extensions**

Name: Blean, Nicole  
 From: Tutorial Services Specialist  
 To: Supervisor, Tutorial Services  
 Department: Humanities  
 Range/Step: S-5, Step 2 Salary: \$5,785.00/month  
 Effective: 1/1/15  
 End Date: 6/30/15

Name: Sweeten, Christopher  
 From: Project/Program Coordinator  
 To: Supervisor, Student Services  
 Department: Upward Bound  
 Range/Step: S-8, Step 1 Salary: \$6,784.00/month  
 Effective: 1/1/15  
 End Date: 2/28/15

**ACADEMIC EMPLOYMENT**

**Initial Salary Placement Adjustment**

Name: Martinez, Regina  
 Position: Professor, Business Management New: No  
 Department: Business Administration  
 Column/Step: III-8 Salary: \$87,551.00/annual  
 Job FTE: 1.00  
 Effective: 8/25/14  
 Remarks: Initially placed on Column III, Step 1

**SUBJECT:** Personnel Transactions

**DATE:** December 10, 2014

**Retirements**

Elaine Emanuel, Professor, Computer Information Systems, effective 12/16/14

Shui-lien Huang, Professor, Computer Information Systems, effective 12/16/14

Maxine Sparks-Mackey, Professor, Political Science, effective 12/31/14

**Student Interns**

Tanya Le, Disabled Students Programs & Services, University of Redlands, effective 9/12/14–12/5/14

**Winter 2015**

**Credit Hourly Instructors/Substitutes**

**NAME**

Abuzalaf, Laura Rose  
Allende, Victor  
Alvarado, Noel M  
Anderson, Lida L  
Ashbran, Richard Eugene  
Banuelos, Marissa C  
Bark, Andrew J  
Barron, Sergio  
Barsamian, Aram V  
Bartz, Virginia Jo Ann  
Basile, Tammy Louise  
Bayle, M Dolores  
Benner Davis, Cherie A  
Berbiar, Edward M  
Berenji, Nima Saljooghi  
Berry, Theresa M  
Blean, Nicole M  
Bowman, Deanna Dawn  
Bradshaw, Stacy Leigh  
Brandler, Marcielle Y  
Brooks, Alan  
Brown, Yuka Goto  
Buzby, Linda M  
Byce, Joann M  
Cahow, Matthew J  
Cammayo, Christina Gloria  
Campbell, Faye Daines  
Cardenas, Yecenia Baltazar  
Cascella, Henry H

**NAME**

Case, Marissa  
Ceniceroz, Jonathan R  
Chan, Fanny Wai  
Chance, Patricia B  
Chandler, Gregory A  
Chang, Chiu Chin  
Chen, Daniel L  
Cofer, Danielle L  
Coronel, Jessica E  
Couch, Anna J  
Coughlin, Kristina Nouvelle  
Crane, Barbara N  
Cretney, Carly Anne  
Crocker, Christine Elizabeth  
Crossman, Elizabeth Erin  
Curran, Karen O'Brien  
Cushing, William P  
Daigre, Victorine Elizabeth  
Damansouz, Firouzeh  
Day, Kimberly Ann  
Domingues, Cameron Brooke  
Dominick, Samuel A  
Dorgan, Catherine Marie  
Doshi, Dhaval Praful Chandra  
Dubiel, John Alexander  
Durfield, Timothy Richard  
Ellis, Richard Harold  
Engstrom, Rebecca Zoe Bryan  
Erbe, Cynthia Ann

**NAME**

Eremiyski, Rumen R  
Erickson, Eric Luther  
Espy, Sheila Y  
Fanego, Cristofer  
Fantazia, Julianne Renee  
Farber, Margaret Mary  
Farnum, Martin F  
Farris, Bob L  
Felten, Angelique M  
Flores, Cynthia Alicia  
Francev, Peter K  
Fuentes, Antonio  
Fuller, Maria Luisa  
Garcia, John Glenn  
George, Kimberly Marie  
Giles, Naomi Ruth  
Gomez-Lecaro, Maria Elena  
Gonzalez, Enrique Christian  
Gorcik, Robert H  
Griendling, Kevin A  
Guild, Tracy Rachael  
Habayeb, Olga N  
Haines, Michael S  
Hallsted, Christopher Anthony  
Hamby, Bobbi Page  
Han, Alyson Kim  
Han, Steven  
Hancock, Joy Elizabeth  
Haney, Randy G



**SUBJECT:** Personnel Transactions

**DATE:** December 10, 2014

**Winter 2015** (continued)

**Credit Hourly Instructors/Substitutes**

**NAME**

Heinicke, David Ross  
 Hendrix, Jeffrey Glenn  
 Henry, Heather Kathaleen  
 Hernandez, Lisa Steele  
 Hight, Deana Marie  
 Hight, Jeremy J  
 Hight, Lisa Ann Midori  
 Hoekstra, Thomas Richard  
 Holland, Daniel Patrick  
 Howey, Dawn Marie  
 Hsieh, Mei-Ling  
 Huang, Lily Liwen  
 Hunt, Ryan R  
 Hunter-Buffington, Carri  
 Ildefonso, Nelson J  
 Impert, Walter William  
 Irvine, Cynthia D  
 Iskander, Christine Adel  
 Jaimes, Franciella Marie  
 Jenkins, Tina S  
 Johnpeer, Gary D  
 Johnson, Lawrence Xavier  
 Joneja, Kamal Preet  
 Jones, Jeffery  
 Joshua, Stacey Jae  
 Kang, Eun Suk  
 Kennelley, Erika F  
 Ketenchian, Grigor Sahak  
 Key Ketter, Leah Marie  
 Khan, James Ibrahim  
 Kraybill, Jeanine Elizabeth  
 Kuroki, Hirohito  
 Lahey, Michael John  
 Lahr-Dolgovin, Roberta Ellen  
 Lai, Irving W  
 Lam, Hoa Quoc  
 Lam, Wood C  
 Lane, John Stanton  
 Lape, Eric Scott  
 Lastrapes, Martin L

**NAME**

Laub, Kathleen Ann  
 Lawton, Judith M  
 Lazar, Edward R  
 Lazar, Ryan E  
 Lee, Bianca Aquilla  
 Leyva, Enriqueta  
 Likens, John D  
 Little, David A  
 Lloyd, Anthony Frazier  
 Lukenbill, Casey Maureen  
 Luther, Mihoko Terada  
 Ly-Hoang, Kheng  
 Mahlke, Jennifer Lynn  
 Martin Jr, George T  
 Martin, Margot  
 Mason, Clair S  
 Mateo, Sheila Marie  
 Mattoon, Mark D  
 Mayfield, Ronald William  
 Mc Kennon, Anna L  
 McKeen, Wendy Michelle  
 Merward III, Charles Joseph  
 Moden, Lisa Marie  
 Montero, Sasha  
 Moore, Barbara J  
 Moorehead I, Antonio J  
 Morales Beasley, Stacey A  
 Moss, Jessica Spence  
 Muleta, Tilahun Dr  
 Mullane, Douglas M  
 Muniz, Edgar  
 Murashige, Stanley James  
 Musallet, Omar A  
 Mushik, Martin P  
 Myers-Mc Kenzie, Laurel  
 Nafzgar, Sara Ann  
 Nahabedian, Steven Anthony  
 Nemeth, Stanley Harvey  
 Nguyen, John Van  
 Nguyen, Tracy

**NAME**

Nichol, Michael L  
 Nolan Marion, Meagan Amilla  
 Null, Nicholas E  
 Ong, Hai Tuan  
 Panosian, Alis  
 Pappas SR, Gus T  
 Park, Jinsun  
 Parker, Steven William  
 Parks, Yumi Catalina  
 Paz, Ross Louie Coria  
 Pedroja, Joy  
 Perez Gonzalez, Jose  
 Petrilla, Ginny L  
 Petry, Petra  
 Pewthers, Van C  
 Phelps, Scott Miller  
 Powell, Chara N  
 Pringle, Lisa M  
 Provencher, Henry William  
 Ramal, Randy  
 Ramirez, Benito Delgado  
 Ramos Bernal, Natasha Marie  
 Ramos, Christopher Michael  
 Rasmussen, Keith  
 Rawling, Jana Diette  
 Rhee, Joseph Hakjin  
 Rice, Janice M  
 Roberts III, Charles Lewis  
 Robles, Donice Kaye  
 Rodriguez, Carmen B  
 Rubio, Cesar  
 Rubio, Jesus  
 Sabet, Sarah  
 Sanchez, Cynthia  
 Sanford, Scott Clark  
 Schenck, Steven L  
 Scholz, Suzanne M  
 Schroeder, Jennifer Renee  
 Selnick, Sharon M  
 Shear, Michelle J

**SUBJECT:** Personnel Transactions

**DATE:** December 10, 2014

**Winter 2015** (continued)

**Credit Hourly Instructors/Substitutes**

**NAME**

Smith, Elizabeth R  
Solorzano, Diana Barajas  
St John, Tamara Lynn  
Staley, Garrett H  
Staylor, Daniel Sean  
Stefan, John Andrew  
Stevens, Kathleen A  
Stier, Gregory Wade  
Stowell, Adam T  
Stubbs, Thomas Edward  
Sweetman, Susan E  
Tan, Daisy Carmen

**NAME**

Tapia, Raul  
Tarman, Shana Levet  
Tassone, Richard F  
Taylor, Star Tennille  
Thompson, Keith Andrew  
Todd, Janet L  
Tram, Vui K  
Trokkos, Mireille Touma  
Tsai, Jennifer  
Tull, Amy Elizabeth  
VanderVis, Melinda K  
Vargas, Albert Thomas

**NAME**

Vartapetian, Irina  
Villalobos, Jacob Israel  
Vogel, Esther  
Voss, Marc Thomas  
Watkins, Priscilla Gayle  
Wilson Gonzalez, Jennifer Lynn  
Wood, Steven A.  
Wright, Sheila L  
Xu, Angela  
Zawahri, Louis  
Zeidel, Scott Wayne  
Zelt, Steve M

**Winter 2015**

**Non-Credit Hourly Instructors/Substitutes**

**NAME**

Baker, Nathalie Willemze  
Beightol, Donna Marie  
Beizai, Robin F  
Chiu, Jennifer Shih-Yen  
Conte, Kelly Okura  
Cridland, Patricia Lea  
Dapello Jr, Alfred  
Devi, Maya P  
Dominguez, Caroline  
Ewing, Lynn A  
Friedman, Karena  
Gilbertson, Cathy Sue  
Henry, Pamela L  
Hunnicut, Leslie Mae  
James, Darrell

**NAME**

Klein, Gabriella Lobasov  
Kretschmar, Judith Lyn  
Ledezma, Erica Yolanda  
Mc Farlin-Stagg, Zina  
Middleton, Michael Joseph  
Ortiz, Calixto  
Paphatsarang, Bounyou  
Ponce, Heather R  
Purper, Kristen Nicole  
Rafter, John Michael  
Reynolds, Martha Esta  
Rodriguez, Guillermina  
Rohrenbacher, Jennifer J  
Ryan, Rebecca A  
Rzonca, Shelly Kristin

**NAME**

Smith, Heather J  
Stringfellow, Susan Joy  
Tamburro, Melody Lynn  
Tom, Aaron Patrick  
Torres, Marcel C  
Trimble, Jill Ann  
Tucker, Raymond Michael  
Velarde, Margaret G  
Walden, Carl Eugene  
Wallis, Patrick James  
Walter, Kenneth  
White, Shelby Lynn  
Williams, Stephen Odeal  
Willis, Geneie Louise  
Yates, Sheryl Ann

**SUBJECT:** Personnel Transactions

**DATE:** December 10, 2014

### **MANAGEMENT EMPLOYMENT**

#### **Permanent New Hire**

Name: Wilson, William  
 Position: Chief, Public Safety New: No  
 Department: Public Safety  
 Range/Step: M-17, Step 2 Salary: \$126,900.00/annual  
 Job FTE: 1.00/12 months  
 Effective: TBD

#### **Interim Assignment**

Name: TBD  
 Position: Interim Dean of Technology and Health New: No  
 Department: Technology and Health  
 Range/Step: M-21, Step 1 Salary: \$143,580.00/annual  
 Effective: 1/1/15  
 End Date: 6/30/15  
 Remarks: This interim out-of-class assignment is the result of an internal recruitment.

#### **Interim Assignment Extensions**

Name: Bean, Ronald New: No  
 From: Midrange Systems Programmer  
 To: Interim Assistant Director, Academic Technology and Infrastructure  
 Department: Information Technology  
 Range/Step: M-12, Step 4 + L15 Salary: \$115,560.36/annual  
 Effective: 1/1/15  
 End Date: 6/30/15  
 Remarks: This interim out-of-class assignment is the result of an internal recruitment;  
 previous effective dates 9/11/14–12/31/14.

Name: Romero, Edwin  
 From: Student Activities Coordinator New: No  
 To: Interim Director, Student Life  
 Department: Student Life Salary: \$114,816.00/annual  
 Range/Step: M-15, Step 1  
 Effective: 1/1/15  
 End Date: 6/30/15  
 Remarks: This interim out-of-class assignment is the result of an internal recruitment;  
 previous effective dates 10/9/14–12/31/14.

**SUBJECT:** Personnel Transactions**DATE:** December 10, 2014**Temporary Change in Salary**

Name: Vickers, Dale  
 Position: Director, Academic Technology & Infrastructure New: No  
 Department: Information Technology  
 Range/Step: M-20, Step 5 + L15 Salary: \$161,260.00/annual  
 Job FTE: 1.00/12 months  
 Effective: 1/1/15  
 End Date: 6/30/15  
 Remarks: Change from M-19 to M-20

**Temporary Out-of-Class Assignment**

Name: Sneed, Roger  
 Position: Construction Project Manager New: No  
 Department: Facilities Planning & Management  
 Range/Step: M-14, Step 1 + L15 Salary: \$119,536.56/annual  
 Job FTE: 1.00/12 months  
 Effective: 12/11/14  
 End Date: 6/30/15  
 Remarks: Change from M-8 to M-14

**Retirement**

Daum, Sarah, Dean, Technology and Health, effective 2/28/15

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

<u>Name</u>	<u>Title</u>	<u>Rationale</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Biller, Valerie	Secretary	Vacancy	Technical Services	22.57	11/13/14-11/26/14
Guerrero, Michael	Custodian	Pool	Custodial Services	17.42	10/23/14-06/30/15
Marin, Annmarie	Clerical Specialist	Vacancy	Human Resources	20.03	01/01/15-02/28/15
Perkins, Danette	Caseworker	Vacancy	CalWORKs	20.43	10/01/14-11/10/14
Rebolledo, Stephen	Custodian	Pool	Custodial Services	17.42	10/14/14-06/30/15
Valdez, Maria	Secretary	Vacancy	Instruction	22.57	11/17/14-02/25/15

**Hourly Non-Academic Employees**

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>PAY RATE</u>	<u>HIRE DATE</u>
Hamlin, Andrew	Study Skills Assistant II	The Writing Center	11.32	12/10/14-02/12/15
Lopez, Brian	Instructional Aide	Child Development Ctr.	9.00	12/20/14-06/30/15

**SUBJECT:** Personnel Transactions**DATE:** December 10, 2014**Professional Expert Employees – Extended Assignments**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Billar, Valerie	Theatrical Rigger II	Technical Services	16.50	10/21/14-06/30/15
Crear, Mark	Technical Expert I	Kinesiology, Ath. & Dance	35.00	10/01/14-06/30/15
Frater, Amy Jane	Project Coordinator	Facilities, Planning & Mgmt.	35.00	11/19/14-06/30/15
Fusari, Jacqueline A.	Interpreter IV	DSP&S	41.00	10/10/14-06/30/15
Haroutunian, Todd	Lecturer	Fire Technology	37.26	11/03/14-06/30/15
Hawkins, Jimmy	Interpreter V	Human Resources	48.00	09/25/14-09/26/14
Hsueh, Rodney	Technical Expert I	Special Events	35.00	10/01/14-06/30/15
Laveaga, Victor	Lecturer	Fire Technology	37.26	11/20/14-06/30/15
McKinley, Jonathan	Lecturer	Fire Technology	37.26	11/12/14-06/30/15
Mikha, Kory	EMT Specialist	Medical Services	21.00	11/14/14-06/30/15
Miovac, Christopher	Head Prod. Audio Engineer	Technical Services	50.00	10/15/14-06/30/15
Musselman, Robert	EMS Licensing Examiner III	Medical Services	25.00	11/10/14-06/30/15
Musselman, Robert	Paramedic Specialist	Medical Services	27.00	11/10/14-06/30/15
Nichols, Mike	Head Video Utility	Technical Services	50.00	11/13/14-06/30/15
Perez, Alan	Technical Expert I	Special Events	35.00	10/01/14-06/30/15
Pula, Edmund	Technical Expert I	Special Events	35.00	10/01/14-06/30/15
Rieben, Muchael	Game Day Personnel	Kinesiology, Ath. & Dance	10.00	10/01/14-06/30/15
Ruh, Donald	Technical Expert I	Special Events	35.00	10/01/14-06/30/15
Ruh, Lani	Game Day Personnel	Kinesiology, Ath. & Dance	10.00	09/01/14-06/30/15
Scott, Juliana	Technical Expert III	Fire Technology	55.00	11/03/14-06/30/15
Stuard, Elizabeth	Interpreter III	Human Resources	35.00	09/25/14-09/26/14
Wallace, Tyler	Event Supervisor II	Kinesiology, Ath. & Dance	13.75	10/01/14-06/30/15

**Student Employees**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Alegria, Samantha	Student Assistant I	DSP&S	9.00	11/10/14-12/12/14
Carrillo, Joseph	Student Assistant II	Technical Services	9.75	10/22/14-02/15/15
Cetina, Joshua	Student Assistant II	Human Resources	9.75	01/01/15-02/22/15
Clancy, Aaron	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/14-12/15/14
Clancy, Kyle	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/14-02/22/15
Coulter, Brody	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/14-02/22/15
Dominguez, Nicholas	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/14-02/22/15
Dominico, Shane	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/14-02/22/15
Gruber, Woodrow	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/14-02/22/15
Hernandez, Justin	Student Assistant I	The Writing Center	9.00	10/22/14-02/12/15
Hickman, Travon	Student Assistant I	Kinesiology, Ath. & Dance	9.00	11/01/14-02/22/15
Lossio, Franco	Student Assistant III	Culinary Arts	10.50	11/10/14-02/13/15
Lucero, Daniela	Student Assistant III	Culinary Arts	10.50	11/10/14-02/13/15
Mancilla, Cassie	Student Assistant I	Child Development Ctr.	9.00	11/03/14-02/20/15
Martinez, Brianna	Student Assistant I	Child Development Ctr.	9.00	10/13/14-02/20/15
Martinez, Sylvia	Student Assistant I	Child Development Ctr.	9.00	10/13/14-02/20/15
McLean, Chris	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/14-02/22/15
Millard, Kimberly	Student Assistant IV	Learning Assistance Ctr.	11.25	08/25/14-12/19/14
Monges, Vincent	Student Assistant I	Humanities & Social Sci.	9.00	10/01/14-02/20/15

**SUBJECT:** Personnel Transactions**DATE:** December 10, 2014**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Nelson, Gage	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/14-12/15/14
Nuno, Ines	Student Assistant I	DSP&S	9.00	07/01/14-07/02/14
Orlik, David	Student Assistant V	Medical Services	12.50	11/03/14-12/14/14
Otico, Divine	Student Assistant III	Student Services	10.50	11/24/14-02/20/15
Postovoit, Bradley	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/14-02/22/15
Rose, Lashawn	Student Assistant II	Child Development Ctr.	9.75	11/05/14-02/13/15
Schneider, Eric	Student Assistant IV	Learning Assistance Ctr.	11.25	08/25/14-12/19/14
Shen, Dylan	Student Assistant III	Learning Assistance Ctr.	10.50	08/25/14-12/19/14
Wang, Qian	Student Assistant III	Learning Assistance Ctr.	10.50	08/25/14-12/19/14
Yuan, Bennett	Student Assistant I	Kinesiology, Ath. & Dance	9.00	10/01/14-12/15/14
Zhu, Yongjia	Student Assistant I	DSP&S	9.00	10/06/14-12/12/14

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

**DATE:** December 10, 2014

**CONSENT**

**SUBJECT:** Renewal of Management Contracts

**BACKGROUND**

Formal action by the Board of Trustees is required to offer managers, recommended in the list below, new employment contracts, effective July 1, 2015.

**ANALYSIS AND FISCAL IMPACT**

Following the initial employment period, the majority of management contracts are for a two-year term. Approximately one-half of management two-year contracts will expire on June 30, 2015, and, therefore, are due to be renewed at this time. Certain managers receive one-year contracts based on extenuating circumstances or the unpredictable nature of the funding sources for their positions. With the exception of those managers employed from special funding sources, all managers with contracts due to expire on June 30, 2015, are being recommended for a two-year contract for the period of July 1, 2015, through June 30, 2017.

**Funding Sources**

Unrestricted/Restricted General Funds and Measure RR Series A and B funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the renewal of new management contracts for the duration, listed as follows:

Prepared by: Human Resources Staff

Reviewed by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Consent #15

**SUBJECT:** Renewal of Management Contracts**DATE:** December 10, 2014

<b>Manager</b>	<b>Contract Renewal Period (Two Years)</b>	<b>Contract Renewal Period (One Year)</b>
Addison, Tamika	07/01/15–06/30/17	
Asher, William	07/01/15–06/30/17	
Becker, Liza	07/01/15–06/30/17	
Belinski, Victor	07/01/15–06/30/17	
Cadena, Arturo	07/01/15–06/30/17	
Cerda, Manuel	07/01/15–06/30/17	
Chen, Meghan	07/01/15–06/30/17	
Cowin, Caryn		07/01/15–06/30/16
Cuenza-Uvas, Aida	07/01/15–06/30/17	
Dao, Chau	07/01/15–06/30/17	
Dolan, Jill	07/01/15–06/30/17	
Galbraith, Jennifer	07/01/15–06/30/17	
Gidcumb, Gary		07/01/15–06/30/16
Gutierrez, Stacey	07/01/15–06/30/17	
Hoover, Cynthia	07/01/15–06/30/17	
Hughes, Robert	07/01/15–06/30/17	
Jennum, Joseph	07/01/15–06/30/17	
Jones, Lorraine Y.	07/01/15–06/30/17	
Judd, Matthew	07/01/15–06/30/17	
Keys, S. Carolyn	07/01/15–06/30/17	
Lambert, William	07/01/15–06/30/17	
Mauch, Thomas	07/01/15–06/30/17	
Montoya, M. Patricia	07/01/15–06/30/17	
Patterson, Teresa	07/01/15–06/30/17	
Phillips Alonge, Olusegun		07/01/15–06/30/16
Potter, Donald	07/01/15–06/30/17	
Pulcifer, Stephanie		07/01/15–06/30/16
Rodriguez, Lisa		07/01/15–06/30/16
Royce, Rosa	07/01/15 06/30/17	
Sloan, Sayedeh Omideh		07/01/15–06/30/16
Smith, Bailey	07/01/15–06/30/17	
Teske, Margaret		07/01/15–06/30/16
Vickers, Dale	07/01/15–06/30/17	



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

**DATE:** December 10, 2014

**CONSENT**

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

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

1. Community Services: Additional Offerings

<b>Course Title/Program</b>	<b>Presenter</b>	<b>Payment</b>	<b>Fee</b>
How to Make a Living as an Artist	Shepard, Elizabeth Jane (Eza Studios, Inc.)	40%	\$39 - 3 hours \$49 - 4 hours Materials Fee: \$15
Turbulence and Wind Shear Flight Seminar	Randazzo, John	40%	\$50 Materials Fee: \$2
Alaska by Air Seminar	Randazzo, John	40%	\$50 Materials Fee: \$2
Accomplish More by Doing Less!	Reille, Audrey	40%	\$85
Shifting from Stress and Overwhelm to Happiness and Inner Peace!	Reille, Audrey	40%	\$85
Mammography Initial Training Course	TBA	40%	\$952

2. Community Services - Program Changes

<b>Course Title/Program</b>	<b>From</b>	<b>To</b>
Makeup Artistry Certification	\$347	\$352
Legal Issues and Risk Management	Additional Instructor	Supan, Antonio Manuel – 40%
Medical Terminology	Additional Instructor	Supan, Antonio Manuel

Prepared by: Donna Burns

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #16

**SUBJECT:** Continuing Education Additions and Changes**DATE:** December 10, 2014

<b>Course Title/Program</b>	<b>From</b>	<b>To</b>
Court Interpreting Program:		
• Consecutive Interpreting	\$277	\$279
• Simultaneous Interpreting	\$277	\$279
• Capstone Course	\$277	\$279

3. New Contracts

<b>Agency (Description of Services)</b>	<b>Expenses</b>	<b>Fee</b>
<u>Contract #1415-003</u> Montclair Fire Department 8901 Monte Vista Montclair, California 91763  Fitness Evaluation and Exercise Training/Lecture Program January 2, 2015–June 30, 2015	<u>Details:</u> Hourly Staff - \$750 Mileage - \$150 Supplies - \$100	\$1,988
<u>Contract #1415-004</u> Perceiver Education, Incorporated 1858 Scenic View Circle West Covina, California 91791  English and American Culture Camps January 12, 2015–February 20, 2015  <b>Target Audience:</b> Children, Grades 5-9 from China  <b>Content:</b> ESL and American culture instruction, campus tours, and outdoor group activities  <b>Outcomes:</b> Practice and improvement in English language and a better understanding of American culture	<u>Instructors @ \$50/hour:</u> Hayes, Mihaela Mercado, Diane Pena, Kathleen Perez, Nelida Rivera, Edith Janet Romero, Vienessa Sunnaa, Andrea Vanegas, Yazmin  <u>Supplies - \$50/class</u>	\$800/day
Kaplan Test Prep (Kaplan, Incorporated) 395 Hudson Street, 3 <sup>rd</sup> Floor, New York, New York 10014 January 1, 2015-December 31, 2015	No cost to the District	10% of all tuition for 10 or more enrollees 13% of all tuition for nine or fewer enrollees

**SUBJECT:** Continuing Education Additions and Changes

**DATE:** December 10, 2014

4. Contract Changes

<b>Course Title/Program</b>	<b>From</b>	<b>To</b>
Contract #ET-14-0324 ETP101, Incorporated Board Approved: May 14, 2014	Additional Instructors	Quintana, Yolanda - \$60/hour not to exceed 30 hours

5. Contract Renewals

<b>Contract</b>	<b>Amount</b>
<b>Motorcycle Safety Program</b> Worker's Comp and Employers' Liability Insurance Effective December 15, 2014–June 30, 2015  <u>Providing Agency:</u> BB & T Insurance Services of Orange County, License #0619252 19100 Von Karman Avenue, Suite 900, Irvine, California 92612  <u>Insured:</u> Motorcycle Safety Foundation 2 Jenner Street, Suite 150, Irvine, California 92618  Specific coverage as per Contract – <i>RiderCourse</i> Insurance Plan, Agreement for California Site Administrators	Monthly premium based on the number of registered students per month
Institute of Reading Development (IRD) 5 Commercial Boulevard, Novato, California 94949 Contract: February 1, 2015-December 31, 2015 IRD will pay Mt. SAC 10% of all tuition collected.	No cost to the District

Funding Sources

Community Services - Student Registration Fees.  
 New Contracts - Contracting Agency.  
 Contract Changes – Contracting Agency.  
 Contract Renewals - Student Registration Fees.  
 Contract Extensions - Restricted Funds.

**RECOMMENDATION**

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

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>December 10, 2014</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Hospitality Management Club Students to Attend National Restaurant Association Tradeshow in Chicago, Illinois</u>	

**BACKGROUND**

The Hospitality Management Program requests authorization to attend the National Restaurant Association Tradeshow. This event will expose hospitality management students to a professional industry event directly related to their major and provide them with the opportunity to attend education workshops and sessions on hospitality-related topics, learn about the latest trends, technologies, products, and processes utilized in the industry today, learn about niche solutions to common industry-related problems, opportunity to network and meet with over 1,800 companies, employers, and industry leaders, and network with industry leaders from 100 countries and across the United States. The Tradeshow will be held May 15-20, 2015, in Chicago, Illinois. Faculty member Dr. Fawaz Al-Malood will accompany students at this event.

**ANALYSIS AND FISCAL IMPACT**

The estimated cost of the trip is \$8,000.

**Funding Sources**

- Associated Students (\$3,605).
- Hospitality Club (\$850).
- Fund-raising and Student’s Personal Funds (\$1,500).
- Perkins (\$1,845).
- Unrestricted General Fund (\$200).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves travel for the Hospitality Management Club students and faculty advisor to Chicago, Illinois, as presented.

Prepared by: Fawaz Al-Malood/Joumana McGowan Reviewed by: Irene M. Malmgren  
Recommended by: Bill Scroggins Agenda Item: Consent #17

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

**DATE:** December 10, 2014

**CONSENT**

**SUBJECT:** New and Modified Courses and New and Modified Certificates and  
Degrees Effective With the 2015-16 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.

<u>New Courses</u>	<u>Course Title</u>
CISB 10	Office Skills
CISW 17	HTML, CSS & JavaScript Programming
FIRE 100	Fire Prevention 1: Fire and Life Safety Inspections for the Company Officer
FIRE 101	Command 1A: Structure Fire Command Operations for the Company Officer
FIRE 102	Fire Command 1B: Incident Management for Company Officers
FIRE 103	Command 1C: Wildland Urban Interface (WUI) Command Operations for the Company Officer
FIRE 104	Training Instructor 1A: Cognitive Lesson Delivery
FIRE 105	Training Instructor 1B: Psychomotor Lesson Delivery
FIRE 106	Fire Investigation 1A: Fire Origin and Cause
FIRE 107	Fire Management 1: Management/Supervisor for Company Officers
FIRE 108	ICS 300: Advanced Incident Command
PHOT 26	Video for Photographers

<u>Modified Courses</u>	<u>Course Title</u>
CISP 21	Programming in Java
CISW 41	XML Secure Programming
EMS 80	Paramedic Field Externship
MENT 73L*	Psychiatric Nursing for Psychiatric Technicians Clinical
PHIL 12	Introduction to Ethics
PHIL 12H	Introduction to Ethics – Honors
PHOT 30	Advertising Photography
R-TV 06*	Broadcast Traffic Report
R-TV 11A*	Beginning Radio Production

Prepared by: Joumana McGowan

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #18

**SUBJECT:** New and Modified Courses and New and Modified Certificates and Degrees  
Effective With the 2015-16 Academic Year

**DATE:** December 10, 2014

New Certificates

Game Programming Development  
Fire Officer Certification

Modified Certificates

Administrative Assistant – Level I  
Administrative Assistant – Level II  
Administrative Assistant – Level III  
CIS Professional Certificate in Web Programming  
Hospitality: Event Planning and Catering  
Photography – Level I  
Photography – Level II  
Photography Digital Technician

New Degrees

Philosophy AA-T  
Sociology AA-T

Modified Degrees

Photography AS  
Administrative Assistant AS

**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.

\*A mistake made when the course was originally submitted to the Chancellor's Office is being corrected.

Funding Source

Not Applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the above curriculum additions and changes, effective with the 2015-16 academic year, as presented.

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

**DATE:** December 10, 2014

**CONSENT**

**SUBJECT:** LA84 Foundation/Mt. SAC Relays Youth Days Grant: Acceptance of  
Funds and Approval of Purchases and Activities

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

Funding for the grant is \$105,000. The period of performance is October 30, 2014, through October 29, 2015.

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

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

**Funding Source**

LA84 Foundation.

**RECOMMENDATION**

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

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #19

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>February 19, 2014</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Catering for 17<sup>th</sup> Annual Wassail Dinner and Concert</u>	

**BACKGROUND**

Mt. San Antonio College's Annual Wassail Dinner and Concert has been embraced by the College and our surrounding communities as a staple holiday tradition for the past 17 years. The College's elite vocal ensembles participate in all aspects of the evening as servers and performers. Sodexo American, LLC Food Services has been contracted to cater this unique event.

Due to a staffing change in Sodexo, there was a delay in obtaining the necessary quotes which delayed the preparation of a Board Agenda item.

**ANALYSIS AND FISCAL IMPACT**

The total cost of the dinner services is \$17,500.

**Funding Source**

Unrestricted General Fund – Revenue-Generating (ticket sales) – Music-Choral.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratifies the contract with Sodexo America, LLC Food Services for catering services rendered December 6-8, 2014, as presented.

Prepared by: Sue Long Reviewed by: Irene M. Malmgren  
Recommended by: Bill Scroggins Agenda Item: Consent #20



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

**DATE:** December 10, 2014

**CONSENT**

**SUBJECT:** Contract to Provide Temporary Staffing Services – P & R Business  
Services

**BACKGROUND**

The College seeks to contract with P & R Business Services, a local accounting firm that can provide temporary services on an as-needed basis as Mt. SAC Foundation accounting transitions to the Fiscal Services Department.

**ANALYSIS AND FISCAL IMPACT**

California Education Code §88003 (b)(7) "...allows for personal services contracting when the services needed are of such urgent, temporary, or occasional nature that the delay incumbent in their implementation under community college district's regular or ordinary hiring process would frustrate their very purpose." Current employees do not possess the needed accounting expertise to manage Foundation bookkeeping; therefore, outside services were sought beginning in October 2013. P & R Business Services is a firm with expertise in both non-profit accounting and Quickbooks, the accounting software used by the Foundation. The firm's services will continue to be utilized to assist both by helping to prepare the Foundation's financial reports to bring them in line with standard accounting practices as well as to help reconcile accounts on a monthly and quarterly basis. This includes preparing financial reports to be shared with the Foundation Board of Directors.

The original contract was approved by the Board of Trustees at its February 19, 2014, meeting. The term of this contract shall expire twelve months after the date of approval of this Agreement and authorizes payment of up to 32 hours per month through December 31, 2014, and five hours per month through June 30, 2015. This agreement authorizes an additional four hours for the month immediately following the end of each fiscal year quarter. This term for this Agreement may be renewed annually at the sole option and discretion of the District. The District shall have the right to renew the term for four consecutive one-year periods following the initial term. If the District elects to renew the term for any renewal period, the terms and conditions set forth herein shall be applicable and govern during the renewal period. There are three additional one-year terms, as allowed under Education Code §17596. The hourly billing rate for the position is \$50. This is a reasonable rate, within current market conditions, and comparable to in-house salary schedules.

**Funding Source**

Unrestricted General Fund.

Prepared by: William R. Lambert

Recommended by: Bill Scroggins

Agenda Item: Consent #21

**SUBJECT:** Contract to Provide Temporary Staffing Services – P & R Business Services

**DATE:** December 10, 2014

**RECOMMENDATION**

It is recommended that the Board of Trustees ratifies the award of a contract to P & R Business Services, effective October 1, 2013, to provide temporary accounting expertise on an as-needed basis as Mt. SAC Foundation Accounting transitions to the Department of Fiscal Services.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>December 10, 2014</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Independent Contractors: Disabled Student Programs and Services</u>	
	<u>Note Takers</u>	

**BACKGROUND**

In order to provide required accommodations to students with specific disabilities, class note takers are legally required. A note taker for a student registered with Disabled Student Programs & Services (DSPS) is a classmate of the DSPS student who agrees to provide the DSPS student with a copy of his/her notes in exchange for financial compensation. Note takers must have a minimum 2.50 GPA and be enrolled in the same class as the student requiring the note taking accommodation. DSPS has been paying classroom note takers a stipend (\$24.00 per unit, per term) to provide classroom notes to a student with a verified disability as an approved classroom accommodation under federal and state laws. After seeking a legal opinion, it was determined that the College could pay for the note takers as independent contractors or we would be required to pay an hourly minimum wage rather than a stipend as we currently do.

After careful review, it is more appropriate to hire the note takers as independent contractors. Regular hiring approval processes do not work to hire note takers as hourly employees. Note takers must be enrolled in the same class as the DSPS student, but the note taker can't be preselected and Board approved until after the class has started. Board approval is thereby requested for DSPS to hire note takers as independent contractors and have them begin their assignment providing note taking services for eligible DSPS students prior to being Board approved. After the term begins, and note takers are identified, DSPS will provide the Board the names of the independent contractor/note takers as they are contracted with DSPS.

If approved, this new designation will begin with the 2015 Winter Intersession.

**ANALYSIS AND FISCAL IMPACT**

In 2013-14, DSPS spent \$18,646 from DSPS categorical funds to provide note taking services as an approved classroom accommodation for qualified DSPS students. There will be no monetary impact in converting note takers from stipend paid to independent contractors because the amount of the contract will parallel the amount previously paid through stipends.

Prepared by: <u>Grace Hanson</u>	Reviewed by: <u>Audrey Yamagata-Noji</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #22</u>

**SUBJECT:** Independent Contractors: Disabled Student Programs and Services  
Note Takers

**DATE:** December 10, 2014

Approving this item allows DSPS to provide note takers to qualified students in a timely manner as required by law, i.e., at the beginning of each term without waiting for each independent contractor to be Board approved prior to beginning their assignment. It also clarifies that note takers are not employees of the College and not subject to hourly minimum wage or benefits.

Funding Source

DSPS Categorical Funding budgeted at \$25,000.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the hiring of note takers as independent contractors as described above, beginning with the 2015 Winter Intersession, and beyond.

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

**DATE:** December 10, 2014

**ACTION**

**SUBJECT:** Re-appointment of a Member to the Citizens Oversight Committee

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

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

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

Wen Pei, a Business/Community representative, has resigned; therefore, a replacement is being sought for his position. Mike Shay's first term is ending on December 31, 2014, and he has indicated his willingness to serve another two-year term. Mr. Shay currently serves as the College Foundation representative.

**SUBJECT:** Re-appointment of a Member to the Citizens Oversight Committee

**DATE:** December 10, 2014

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

- Business/Community Members:
  - Joshua Acevedo (Bassett)
  - Paul Breit (San Dimas)
  - Theodore (Ted) Ebenkamp (Rowland Heights)
  - Andrew L. Jared (Glendora)
  - Marilyn A. Peters (Diamond Bar)
  - Chester Sasaki (San Dimas)
  - Edward F. Walsh (Pomona)
  - Michael J. Zhang (Rowland Heights)
- Senior Citizen's Group Member:
  - Suzanne Gomez (San Dimas)
- Taxpayer Association Group Member:
  - Paul H. Maselbas (West Covina)
- Student Organization Group Member:
  - Jonnatthan Ortez (La Puente)
- College Advisory Council or Foundation Group Member:
  - Mike Shay (Walnut)

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees re-appoints Mike Shay to the Citizens Oversight Committee, effective January 1, 2015, through December 31, 2016.

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

**DATE:** December 10, 2014

**ACTION**

**SUBJECT:** Proposal to Initiate CSEA, Chapter 262 Negotiations for First-Year  
Re-opener Agreement, Dated July 1, 2014, through June 30, 2017

**BACKGROUND**

Chapter 10.7, Sections 3440-3549 of the California Government Code require that items to reopen negotiations for 2014-17 must first be identified by both parties and be presented in advance to the Board prior to the start of negotiations. Public comment on these items will be permitted during a Public Hearing at the December 10, 2014, Board of Trustees meeting.

**ANALYSIS AND FISCAL IMPACT**

The District and CSEA, Chapter 262 have agreed to begin negotiations for the first-year reopener agreement during the Winter Intersession of 2015. Negotiations for the reopener agreement will begin no later than January 16, 2015.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the initial proposals submitted by the District and CSEA, Chapter 262.

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Action #3

**SUBJECT:** Proposal to Initiate CSEA, Chapter 262 Negotiations for First-Year Re-opener Agreement, Dated July 1, 2014, through June 30, 2017

**DATE:** December 10, 2014

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

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

The Mt. San Antonio Community College District submits the following topical proposals to CSEA, Chapter 262 for the purpose of opening negotiations on first-year reopener agreement for July 1, 2014, through June 30, 2017:

Article 8: Salaries  
Article 9: Health and Welfare Benefits  
Article 10: Hours of Work and Related Matters  
Article 14: Transfers and Related Matters

#### **From CSEA, Chapter 262:**

CSEA, Chapter 262 submits the following conceptual proposals to the Mt. San Antonio Community College District for the purpose of opening negotiations on first-year reopener agreement for July 1, 2014, through June 30, 2017:

Article 4: Organizational Rights  
Article 8: Salaries  
Article 9: Health and Welfare Benefits  
Article 11: Holidays  
Article 12: Vacations  
Article 13: Leaves of Absence and Related Matters  
Article 16: Evaluations

The District and CSEA, Chapter 262 reserve the right to add, modify, or remove proposals for any/all Articles during the course of negotiations, in accordance with applicable laws.



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

**DATE:** December 10, 2014

**ACTION**

**SUBJECT:** Proposal to Initiate CSEA, Chapter 651 Negotiations for First-Year  
Re-opener Agreement, Dated July 1, 2014, through June 30, 2017

**BACKGROUND**

Chapter 10.7, Sections 3440-3549 of the California Government Code require that items to reopen negotiations for 2014-17 must first be identified by both parties and be presented in advance to the Board prior to the start of negotiations. Public comment on these items will be permitted during a Public Hearing at the December 10, 2014, Board of Trustees meeting.

**ANALYSIS AND FISCAL IMPACT**

The District and CSEA, Chapter 651 have agreed to begin negotiations for the first-year reopener agreement during the Winter Intersession of 2015. Negotiations for the reopener agreement will begin no later than January 16, 2015.

**Funding Source**

Not applicable.

**RECOMMENDATION**

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

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Action #4

**SUBJECT:** Proposal to Initiate CSEA, Chapter 651 Negotiations for First-Year  
Re-opener Agreement, Dated July 1, 2014, through June 30, 2017

**DATE:** December 10, 2014

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

**From the District:**

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

Article VII: Salaries  
Article VIII: Health and Welfare Benefits

**From CSEA, Chapter 651:**

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

Article VII: Salaries  
Article VIII: Health and Welfare Benefits  
Article IX: Hours of Work and Related Matters  
Article X: Leaves of Absence and Related Matters  
Article XVI: Personal/Professional Growth

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

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

**DATE:** December 10, 2014

**ACTION**

**SUBJECT:** Student Transportation Fee

**BACKGROUND**

On June 4, 2013, the College entered a Memorandum of Understanding (MOU) with Foothill Transit to establish a pilot program, the Class Pass, in which Mt. San Antonio College students were able to ride Foothill Transit buses free of charge for three semesters (Fall 2013, Spring 2014, and Fall 2014). During these three semesters, there were 808,947 Class Pass boardings. The MOU included a provision that, during the third semester of the pilot (Fall 2014), the Associated Students would have an election to determine whether to continue the program by requesting that the Board of Trustees approves charging students a transportation fee. California Educational Code Section 76361 authorizes the governing board to require students to “pay a fee for the purposes of partially or fully recovering transportation costs incurred by the district...” The transportation fee will pay for the continuation of the Class Pass program.

Based on an analysis of the boardings per semester, Foothill Transit has estimated the cost of continuing the Class Pass program to be \$503,355 per year. In order to reach the threshold calculated by Foothill Transit, the student transportation fee election proposal was set at an \$8 fee for part-time credit students and a \$9 fee for full-time credit students, to be charged in the Fall and Spring semesters. Students enrolled in the primary term will be able to extend their ridership through the subsequent intersession (fall enrollment through winter; spring enrollment through summer).

The Associated Students of Mt. SAC hosted an election open to all Mt. SAC students currently registered in credit courses from November 17-20, 2014, wherein a total 3,461 students voted. The students approved the transportation fee by a margin of 81%, 2,798 in favor and 663 against the fee.

**ANALYSIS AND FISCAL IMPACT**

A contract with Foothill Transit will be developed to detail the ongoing calculation of bus ridership in the Class Pass program, the collection of fees, and the forwarding of payment.

**Funding Source**

Student Transportation Fee.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the student transportation fee.

Prepared by: Edwin Romero

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Action #5

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>December 10, 2014</u>	<b>ACTION</b>
<b>SUBJECT:</b>	<u>Student Equity Plan</u>	

**BACKGROUND**

In accordance with Title 5, Section 54220 and the requirements of AB 860, all California community colleges are required to develop and submit a Student Equity Plan to the California Community Colleges Chancellor’s Office by January 1, 2015. The Plan must be approved and adopted by the Board of Trustees. Mt. SAC has had a Student Equity Plan in place since 1996. The State Chancellor’s Office required plans to be submitted from 2003 to 2005. Mt. SAC maintained an updated Plan through 2009, even though it wasn’t required to do so. The development of the current Student Equity Plan was comprehensive, deliberative, and research-based. The College engaged in a campus-wide process to ensure that all faculty, staff, students, and administrators were able to provide input into the Plan. The Plan has been approved through the College’s shared governance process, which includes the Student Equity Committee, Student Preparation and Success Council, and the Academic Senate.

The focus of the Student Equity Plan is to provide activities and goals that improve outcomes for students who are disproportionately impacted in the areas of access, course completion, ESL and Basic Skills completion, degree and certificate completion, and transfer. The Plan targets foster youth, veterans, disabled, low-income, English learners, and other identified student groups. Required coordination with SSSP (Student Success and Support Program), DSPS, EOPS, CalWORKs, and Basic Skills is identified in the Plan.

Mt. San Antonio College received a first-year allocation of \$1,655,272 to be expended on implementing the goals and activities identified in the Plan. These new funds, along with existing budgets, will enable the College to implement the various components of the Plan.

**ANALYSIS AND FISCAL IMPACT**

The Student Equity Plan meets the requirements set forth in regulation by the State Chancellor’s Office by covering all of the elements in the Plan template.

**Funding Sources**

Student Equity allocation.  
Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Student Equity Plan.

Prepared by: <u>Carolyn Keys/Alina Hernandez</u>	Reviewed by: <u>Audrey Yamagata-Noji</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Action #6</u>

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

**DATE:** December 10, 2014

**ACTION**

**SUBJECT:** Proposed Revisions to Board Policy 2330 – Quorum and Voting

**BACKGROUND**

Board Policy 2330 – Quorum and Voting. Modifications have been proposed to take into account the two additional Board members that were voted in at the November 2013 general election.

**ANALYSIS AND FISCAL IMPACT**

After careful review and deliberation and utilizing the College's shared governance process, revisions to Board Policy 2330 – Quorum and Voting have been suggested. This Board Policy has been recommended by President's Advisory Council and President's Cabinet.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves proposed revisions to Board Policy 2330 – Quorum and Voting.

**SUBJECT:** Proposed Revisions to Board Policy 2330 – Quorum and Voting

**DATE:** December 10, 2014

## Chapter 2 – Board of Trustees

### BP 2330 Quorum and Voting

**References:**

Education Code Section 72000(d)(3); 81310 et seq., 81365, 81511, 81432;  
Government Code Section 53094; Code of Civil Procedure Section 1245.240

A quorum of the Board shall consist of ~~three~~**four** members.

The Board shall act by majority vote of all of the membership of the Board, except as noted below.

No action shall be taken by secret ballot. **The Board will publicly report any action taken in open session and vote or abstention of each individual member present.**

The following actions require a two-thirds majority of all members of the Board:

- resolution of intention to sell or lease real property (except where a unanimous vote is required);
- resolution of intention to dedicate or convey an easement;
- resolution authorizing and directing the execution and delivery of a deed;
- action to declare the College exempt from the approval requirements of a planning commission or other local land use body;
- appropriation of funds from an undistributed reserve; and
- resolution to condemn real property.

The following actions require a unanimous vote of all members of the Board:

- resolution authorizing a sale or lease of District real property to the State, any county, city, or to any other school or community college district; and
- resolution authorizing lease of District property under a lease for the production of gas.

Adopted: March 24, 2004

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>December 10, 2014</u>	<b>ACTION</b>
<b>SUBJECT:</b>	<u>Proposed Revisions to Board Policy 3430 – Prohibition of Harassment</u>	

**BACKGROUND**

Mt. San Antonio College (Mt. SAC) is continuing the process of updating and aligning the College’s Board Policies 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 President’s Cabinet as well as shared with President’s Advisory Council.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves proposed revisions to Board Policy 3430 – Prohibition of Harassment.

Prepared by: James Czaja

Recommended by: Bill Scroggins

Agenda Item: Action #8

**SUBJECT:** Proposed Revisions to Board Policy 3430 – Prohibition of Harassment

**DATE:** December 10, 2014

## Chapter 3 – General Institution

### BP 3430 Prohibition of Harassment

#### References:

Education Code Sections 212.5; 44100, 66252; 66281.5; Government Code Section 12950.1; Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. § 2000e.

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by State and federal law, as well as this policy, and will not be tolerated. The College is committed to providing an academic and work environment that respects the dignity of individuals and groups. The College shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, mental condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, ~~or~~ sexual orientation, **military status, or veteran status** of any person, or because he or she is perceived to have one or more of the foregoing characteristics.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures delineated in the Administrative ~~Regulations and~~ Procedures. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

The College seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the College also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the College determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

This policy applies to all aspects of the academic environment including, but not limited to, classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.



**SUBJECT:** Proposed Revisions to Board Policy 3430 – Prohibition of Harassment

**DATE:** December 10, 2014

To this end, the College President/CEO shall ensure that the institution undertakes education activities and training to counter discrimination and to prevent, minimize, and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The College President/CEO shall establish procedures that define harassment on campus. The College President/CEO shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the College, its employees, students, and agents.

This policy and related written procedures including the procedure for making complaints shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

Approved: April 28, 2004

Revised: April 20, 2005

Revised: February 27, 2013