



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 18, 2015

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 – Existing Litigation pursuant to Section 54956.9(d)**
(Case No. BC 576587)

The Board reserves the right to modify the order of business in the manner it deems appropriate. Closed session shall not extend past the designated time; but, should the business considered in closed session require additional time, the Board shall reserve time after the public meeting to continue discussion.

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

REPORTING OF ACTION TAKEN IN CLOSED SESSION

INTRODUCTIONS AND RECOGNITION

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

Classified Employees (Newly Appointed)

- **Matthew Bidart**, Web Designer (Information Technology)
- **Tai Ying Chou**, Mental Health Clinician (Disabled Students Programs and Services)
- **Ashley Gallegos**, Construction Projects Specialist (Facilities, Planning & Management)
- **Amanda Gonzalez**, Student Services Program Specialist II (Student Services)
- **David Gordon**, Computer Facilities Assistant (Information Technology)
- **Ken Kawaguchi**, Computer Facilities Assistant (Information Technology)
- **Melanie Lazo**, Budget & Accounting Technician (Fiscal Services)
- **Stephanie Lopez**, Student Program Specialist II (Student Health Services)
- **Sean Truong**, Coordinator, Computer Facilities (Information Technology)

Management Employee (Newly Appointed)

- **Gloria Arevalo**, Director, Course Identification (C-ID) Grant Operations (Instruction)

Classified Employees (Newly Promoted)

- **Evelyn Ojeda**, Training & Applications Specialist (Information Technology)
- **Brittany Rusich**, Specialist, ESL Instructional Support (ESL)

Management Employees (Newly Promoted)

- **Ronald Bean**, Assistant Director, Academic Technology & Infrastructure (Information Technology)
- **Sarah Plesetz**, Associate Dean, Technology and Health (Technology and Health)

- **Recognition:**

Mt San Antonio College's Interior Design Program was recognized as the 2014 College of the Year by the National Kitchen and Bath Association (NKBA) as the top college to receive an NKBA Excellence in Education Award for 2014. As part of an annual requirement for accreditation, each school submitted two student-designed bath projects that followed the requirements of the NKBA Student Design Competition for the year. Student work samples included a floor plan, elevation, construction plan, and mechanical plan. The bath work samples were assessed by an NKBA Certified Kitchen Designer, Certified Bath Designer (CKD, CBD) for compliance with the NKBA Planning Guidelines and adherence to NKBA Graphic and Presentation Standards. The project submissions met the NKBA's challenging goal of earning average scores of at least 90 out of a possible 100 on the projects designed by the students. Under the leadership of Professors Niki Tran and Lis Eatman, Mt SAC students Amie Gonzalez and Lisa Melling received a combined score of 98.13 to be the best of the 30 colleges competing nationwide.

APPROVAL OF MINUTES

Approval of minutes of the regular meeting of October 21, 2015. (See backup packet Pages 1 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
 - Board Study Session Agenda Items
 - AACC Pathways Grant
10. Informational Report – 2015 Student Success Scorecard, prepared by Barbara McNeice-Stallard, Director, Research and Institutional Effectiveness.
11. Informational Report – Student Success and Support Program Plan, prepared by Audrey Yamagata-Noji, Vice President, Student Services; and Irene Malmgren, Vice President, Instruction.
12. Informational Report – Mt. SAC STEM Teacher Preparation Program, prepared by Drs. Iraj Nehad and Charles Newman. (See backup packet Page 14.)

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 15 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 Quarterly Financial Status Report ending September 30, 2015. (See backup packet Pages 23 through 25.)
5. Consideration of approval of the Quarterly Investment Report ending September 30, 2015. (See backup packet Page 26.)
6. Consideration of approval of an agreement with General Dynamics Information Technology (GDIT) for 1098T forms. (See backup packet Page 27.)
7. Consideration of approval of the purchase of Phase II furniture and the amendment to Phase I furniture for the Student Success Center. (See backup packet Pages 28 and 29.)

8. Consideration of approval of an agreement with Margolis Healy & Associates, LLC to provide a comprehensive Clery Act Compliance Assessment of Mt. SAC's programs, policies, and procedures related to its Clery Act compliance program. (See backup packet Pages 30 and 31.)
9. Consideration of approval of an agreement with Ellucian to provide on-site training on the Luminis System. (See backup packet Page 32.)
10. Consideration of approval of the renewal of a three-year software maintenance contract and pre-payment discount with Runner Technologies, Inc. (See backup packet Page 33.)
11. Consideration of approval of an amendment to the agreement with SchoolDude for Facilities Maintenance Management Software. (See backup packet Page 34.)
12. Consideration of approval of agreements to provide professional design and consulting services with ALTA Environmental for the Annual Emissions Report; and ASM Affiliates; Greve & Associates, LLC; Helix Environmental Planning; Iteris; Sid Lindmark; and AICP for the Physical Education Project Environmental Impact Report; Ridge Landscape Architects for The Equity Center (new modular unit); Hill Partnership, Inc. for the Central Campus Precinct Planning Study and Temporary Classroom Building Systems Upgrade; Helix Environmental Planning for the West Parcel Solar Project; and WW Design & Consulting, Inc. for the West Parcel Solar Project Line of Site Study. (See backup packet Pages 35 through 38.)
13. Consideration of approval of the following Contract Amendments: (See backup packet Pages 39 and 40.)
 - Contract Business and Computer Technology Center – Hill Partnership, Inc. - Amendment No. 2.
 - Contract The Equity Center – P2S Engineering, Inc. – Amendment No. 2.
 - Contract Solar Photovoltaic System Support – Newcomb Anderson McCormick – Amendment No. 2.
14. Consideration of approval of the following lease/leaseback construction Change Order for the Food Services Building. (See backup packet Pages 41 and 42.)
 - Contract Tilden-Coil Constructors (Contractor) – Change Order No. 1.
15. Consideration of approval of the following lease/leaseback construction Change Order for the Student Success Center. (See backup packet Page 43.)
 - Contract Tilden-Coil Constructors (Contractor) – Change Order No. 1.

HUMAN RESOURCES

16. Consideration of approval of Personnel Transactions. (See backup packet Pages 44 through 51.)

INSTRUCTION

17. Consideration of approval of the acceptance of funds and approval of purchases for the Adult Education Block Grant. (See backup packet Pages 52 and 53.)
18. Consideration of approval of Continuing Education Division additions and changes. (See backup packet Pages 54 through 57.)
19. Consideration of ratification of a Regional Adult Education Fall Summit Addendum. (See backup packet Page 58.)
20. Consideration of approval of the acceptance of funds and approval of activities for the Workforce Innovation and Opportunity Act Title II Grant. (See backup packet Page 59.)
21. Consideration of ratification of an entrustment agreement with Haas Automation, Inc. (See backup packet Page 60.)
22. Consideration of approval of the acceptance of funds and approval of activities for the California State Preschool Program Quality Rating and Improvement System Block Grant. (See backup packet Page 61.)
23. Consideration of approval of a Spanish Language Placement Exam Pilot and contract approval with Avant Assessment, LLC. (See backup packet Page 62.)
24. Consideration of approval of advance payment for State Championship ring purchase and advance payment to Signature Style Jewelry. (See backup packet Page 63.)
25. Consideration of approval of new and modified courses and new and modified degrees and certificates effective with the 2016-17 academic year. (See backup packet Pages 64 and 65.)
26. Consideration of approval of the Mt. San Antonio College 2015 Scorecard. (See backup packet Pages 66 through 68.)
27. Consideration of approval of the acceptance of funds and approval of activities for the Science, Technology, Engineering, and Mathematics Teaching Preparation Program (STEM TP²) Grant. (See backup packet Pages 69 and 70.)

PRESIDENT'S OFFICE

28. Consideration of approval of the Resolution No. 15-05 – Approval to Compensate Trustee Judy Chen Haggerty for Her Absence from the Regular Meeting of the Board of Trustees on November 18, 2015. (See backup packet Pages 71 and 72.)
29. Consideration of approval of the proposed revised Board of Trustees 2015-16 Regular Meeting Calendar, changing the February 2016 meeting date from February 10 to February 17, and adding the February 27 Board Study Session. (See backup packet Page 73.)

ACTION ITEMS

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

1. Consideration of approval of Resolution No. 15-06 – New Assessment, Design, Installation, Operation, and Maintenance of a Photovoltaic Solar System. (See backup packet Pages 74 through 76.)
2. Consideration of approval of a Proposal to Initiate CSEA, Chapter 262 Negotiations for Second-Year Reopener Agreement for July 1, 2014, through June 30, 2017. (See backup packet Pages 77 and 78.)
3. Consideration of approval of a Proposal to Initiate CSEA, Chapter 651 Negotiations for Second-Year Reopener Agreement for July 1, 2014, through June 30, 2017. (See backup packet Pages 79 and 80.)
4. Consideration of approval of the Student Success and Support Program Plan. (See backup packet Page 81.)
5. Consideration of approval of proposed revisions to Board Policy 3550 – Drug-Free Environment and Drug Prevention Program. (See backup packet Pages 82 through 84.)
6. Consideration of approval of proposed revisions to Board Policy 7340 – Leaves. (See backup packet Pages 85 through 87.)
7. Consideration of approval of South Campus Site Improvements – Bid Nos. 3055-3059 [PLACEHOLDER]. (See backup packet Pages 88 and 89.)
8. Consideration of approval of the Business and Computer Technology Center (New Construction) and Learning Language Center Building Expansion – Bid Nos. 3043 and 3046 [PLACEHOLDER]. (See backup packet Page 90.)

CLOSED SESSION

1. Appeal of Administrative Review, per Administrative Procedure 3435 – Discrimination and Harassment Investigations (regarding Employee No. ...6493).
2. Public Employee Discipline/Dismissal/Release, per Government Code Section 54957 (regarding Employee No. ...3489).

REPORTING OF ACTION TAKEN IN CLOSED SESSION

ADJOURNMENT

Future Board Meetings

December 9, 2015

January 13, 2016

February 17, 2016 (if approved)

Upcoming Events

- November 13 **Fall Chamber Winds Concert**, 7:30 p.m., Feddersen Recital Hall
- November 14 **Family Science Festival**, 10:00 a.m.-2:00 p.m., Buildings 7, 60, and 61
Jazz Band Fall Concert, 7:30 p.m., Clarke Theater
- November 16-20 **International Education Week**
- November 17 **Evening with Forensics**, 7:00 p.m., Design Technology Center Auditorium
- November 18 **Mt. SAC's Got Talent!**, 3:00-6:00 p.m., Student Life Center Patio
Board of Trustees Meeting, 6:30 p.m., Founders Hall
Fall Percussion Concert, 7:30 p.m., Feddersen Recital Hall
- November 19 **Volunteer Fair**, 10:00 a.m.-1:00 p.m., Student Life Center Patio
- November 20 **One World, One Sky: Big Bird's Adventure**, 4:30 p.m., Planetarium
Outer Limits: New Horizons' Voyage to Pluto, 6:00 and 7:30 p.m., Planetarium
- November 21 **Secret of the Cardboard Rocket**, 4:30 p.m., Planetarium
Tales of the Maya Skies, 6:00 and 7:30 p.m., Planetarium
Vocal Jazz Fall Concert, 7:30 p.m., Clarke Theater
- November 26-29 **Thanksgiving Recess – Campus Closed**
- December 1 **Associated Students Holiday Celebration**, 12:00-2:00 p.m., Student Life Center Stage
- December 2-3 **Blood Drive**, 9:00 a.m.-2:00 p.m., Student Life Center Stage
- December 3 **Administration Holiday Tea**, 1:00-3:00 p.m., Founders Hall
- December 3-5 **18th Annual Wassail Dinner and Concert**, 6:00 p.m., Dance Studio/Feddersen Recital Hall
- December 3-6 **Crazy Eights: The Eighth Annual Student Show**, December 3-5, 8:00 p.m.; and December 6, 2:00 p.m., Studio Theater

Upcoming Events (continued)

- December 4 **Last Day to Petition for 2016 Winter Intersession Graduation**
Secret of the Cardboard Rocket, 4:30-5:00 p.m., Planetarium
Star Tales, 6:00 and 7:30 p.m., Planetarium
Telescope Night, 9:00 p.m., Science Building Dome
- December 5 **One World, One Sky: Big Bird's Adventure**, 4:30 p.m.,
Planetarium
Season of Light, 6:00 and 7:30 p.m., Planetarium
- December 7-12 **Finals Week**

Upcoming Sports Events

- November 12-14 **Water Polo - Southern California Championships**, 1:15 p.m., Pool
- November 13 **Volleyball vs. Long Beach City College**, 6:00 p.m., Gymnasium
- November 22 **Wrestling Dual Team Championships**, 4:00 p.m., Gymnasium
- November 24 **Men's Basketball vs. Chaffey College**, 7:00 p.m., Gymnasium
- December 4-6 **Men's Basketball Mountie Classic**, Time TBA, Gymnasium
- December 5 **Wrestling Southern California Championships**, Time TBA,
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**

November 18, 2015





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 21, 2015

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Hall at 6:36 p.m. on Wednesday, October 21, 2015. Trustees, Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos, and Student Trustee Santos were present.

STAFF PRESENT

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

1. PUBLIC SESSION

The public meeting convened at 6:30 p.m., and the Pledge of Allegiance was led by Trustee Fred Chyr.

2. MOMENT OF SILENCE

A moment of silence was observed for high school sweethearts George Steward II (Mt. SAC Student and Football Player) and Sabrina Castillo (Citrus College Student), who tragically died in an automobile accident on Sunday evening.

3. INTRODUCTIONS

The following newly appointed and promoted employees were introduced:

Classified (newly appointed)

- **Jade Pearce**, Educational Research Assessment Analyst (Research and Institutional Effectiveness) (present)

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.

Classified (newly promoted)

- **Brian Heflin**, Systems Analyst/Programmer (Disabled Students Programs and Services) (absent)
- **Jenny Hua**, Admissions and Records Specialist II (Admissions and Records) (absent)

Management (newly appointed)

- **Carol Minning**, Manager, Construction Projects (Facilities, Planning, and Management) (present)

Management (newly promoted)

- **Fawaz Al-Malood**, Associate Dean, Business (Business) (present)
- **Madelyn Arballo**, Dean, School of Continuing Education (School of Continuing Education) (present)
- **Sarah Plesetz**, Associate Dean, Technology and Health (Technology and Health) (absent)

The entire dialogue may be found on the College website with these minutes (meeting audio file entitled 'Introductions and Recognition – 10.21.15').

4. RECOGNITIONS

- **Dr. Tamra Horton**, professor in the English, Literature, and Journalism Department was recognized for being selected as a 2014-15 Fulbright Fellow. She spent a year teaching at the Collegium Civitas in Warsaw, Poland. The Fulbright Program is the flagship international educational exchange program sponsored by the U.S. Government. It is designed to “increase mutual understanding between the people of the United States and the people of other countries.” Since its inception, the Fulbright Program has provided almost 300,000 participants – chosen for their academic merit and leadership potential – with the opportunity to study, teach, and conduct research, exchange ideas, and contribute to finding solutions to shared international concerns. The Core Fulbright Scholar Program is one of the most prestigious awards bestowed upon faculty in the United States. Congratulations to Dr. Tamra Horton for being the first faculty member in the College's records to receive this prestigious and honorable distinction.
- Mt. SAC Men's Cross Country and Men's Track Coach, **Ron Kamaka**, was recognized for recently receiving the 2015 South Coast Conference (SCC) Men's Sports Coach of the Year. The honor was bestowed upon him by the SCC Athletic Directors at their September meeting. Kamaka beat out all of the other SCC Men's Sports Coaches of the Year honorees for the award. Mt. SAC Men's Cross Country Team finished first in conference and fourth at the State Championship, and Coach Kamaka guided the Men's Track team to the conference, regional, and state championships! Kamaka was also named SCC Men's Cross Country, SCC Men's Track & Field, and the California Community College Cross Country and Track Coaches Association Coach of the Year by his peers. Congratulations Ron!

The entire dialogue may be found on the College website with these minutes (meeting audio file entitled 'Introductions and Recognition – 10.21.15').

5. APPROVAL OF MINUTES

- It was moved by Trustee Baca and seconded by Trustee Bader to approve the minutes of the regular meeting of September 9, 2015.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

- It was moved by Trustee Chen Haggerty and seconded by Trustee Chyr to approve the minutes of the special meeting of September 16, 2015.

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

Noes: None

Abstained: Bader

Absent: None

Student Trustee concurred.

The entire dialogue may be found on the College website with these minutes (meeting audio file entitled 'Approval of Minutes – 10.21.15').

6. PUBLIC COMMUNICATION

- Resident Dr. Hassan Sassi, PE, SECB, spoke in opposition to tonight's Action Item No. 2 (Resolution No. 15-02 – Thermal Energy System and Chiller Cooling Tower Projects; Adopt Final Mitigated Negative Declaration for Projects and Approve Mitigation Monitoring and Reporting Program; Make Findings Under Government Code Sections 2417.10 et seq., and Award Projects to Tilden-Coil Constructors, Inc.

Dr. Sassi distributed a handout, which may be found on the College website with these minutes.

The entire dialogue may be found on the College website with these minutes (meeting audio file entitled 'Public Communication – 10.21.15').

7. REPORTS

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

- **Rene Jimenez**, President, Associated Students
- **Dan Smith**, President, Academic Senate
- **John Lewallen**, President, Classified Senate
- **Eric Kaljumagi**, President, Faculty Association
- **Bill Rawlings**, President, CSEA 262 (no written report)
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

The entire dialogue may be found on the College website with these minutes (meeting audio file entitled 'Reports - 10.21.15').

8. BOARD COMMUNICATION

- A. Trustee Hall 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 and promoted employees Fawaz Al-Malood, Madelyn Arballo, Brian Heflin, Jenny Hua, Carol Minning, Jade Pearce, and Sarah Plesetz.
 - They congratulated Dr. Tamra Horton for receiving the 2014-15 Fulbright Fellow award.
 - They congratulated Coach Ron Kamaka for being named the 2015 South Coast Conference Men's Sports Coach of the Year.
 - They congratulated Trustee Chen Haggerty on being elected on the ACCT Diversity Committee.
- C. Trustee Chyr reported the following:
- He attended the Meals on Wheels event in the City of Industry, and he was glad to see that Mt. SAC supports a population that is in such need.
- D. Trustee Baca reported the following:
- He's looking forward to Alumni Day.
 - He attended the ACCT Conference.
 - He plans to attend the Fall Plenary.
- E. Trustee Bader reported the following:
- She rode in the San Dimas and Walnut parades.
 - She attended the Student Leadership Conference in Lake Arrowhead.
 - She attended the Taste of Pomona Valley at Mountain Meadows.
 - She's been doing a lot of campaigning, and she said that it's so important to focus on the issues that are pertinent to Mt. SAC.
- F. Trustee Chen Haggerty reported the following:
- She attended the Rowland Heights Buckboard Days Parade.
 - She presented a monthly report to the Rowland Heights Community Coordinating Council.
 - She attended the International Students Reception.
 - She attended the Rowland Heights Chinese Association fund-raiser.
 - She attended the ACCT Leadership Conference, and she thanked Trustees Baca and Santos for casting their votes for her to serve on the Diversity Committee, and she thanked Student Trustee Santos for being there and campaigning for her, as well. She also thanked Jill Dolan and Carol Nelson, in the President's Office, for providing her with all her campaign materials. She said she won by a landslide because of the support of everyone involved.

G. Trustee Hidalgo reported the following:

- He attended the Taste of Pomona Valley.
- He thanked the students for their leadership and was sorry he couldn't attend their Leadership Conference in Lake Arrowhead.
- He will be attending the Business and Computer Technology Complex ground-breaking event.

H. Trustee Santos reported the following:

- She attended the grand opening of the Baldwin Park USD Adult School Job Center.
- She attended the Installation of the Baldwin Park Board of Directors.
- She attended the Baldwin Park College Fair.
- She attended the Irwindale Sister City Breakfast.
- She attended the Irwindale Lions Club fund-raiser.
- She attended the Pomona founding meeting neighborhood council.
- She attended the Gold Line dedication.
- She attended the LACSTA meeting.
- She attended the CTA Meet and Greet.
- She attended the COG/L. A. County Business Development Corporate meeting to get input on the L. A. County proposed Economic Development Strategic Plan.
- She attended Hilda Solis's press conference and unveiling of L. A. County plan for Hwy. 19, now that CalTrans has turned it over to the County.
- She participated in quite a few biking events.
- She attended the ACCT Conference and attended several pertinent workshops.

I. Student Trustee Santos reported the following:

- She attended the International Student Reception.
- She attended the Rowland Heights Chinese Banquet.
- She rode in the San Dimas Parade.
- She attended the Associated Students' Leadership Conference in Lake Arrowhead.
- She attended the Taste of Pomona Valley.
- She attended the ACCT Conference and congratulated Trustee Chen Haggerty for being elected to sit on the Diversity Committee.
- She attended the Meal on Wheels event.
- She rode in the Rowland Heights Parade.

J. Trustee Hall reported the following:

- He attended the Associated Students' Leadership Conference in Lake Arrowhead.
- He rode in the San Dimas, Walnut, and Rowland Heights Parades and congratulated Student Trustee Santos for attending two of the three parades. He also thanked their driver, Salvador.
- He attended the Kiwanis Club fund-raising event in Hacienda Heights.
- He attended the Rowland Heights Chinese Association event.
- He attended the Meals on Wheels event.
- He attended prior Mt. SAC alumnus Patrick Martinez's wedding.
- He attended the Calwatchdog.com event with prior Mt. SAC alumnus Brian Calle.
- He will be having lunch with prior Mt. SAC alumna Wen Wen.
- He will be attending the Business and Computer Technology Complex ground-breaking event.
- He will be attending the football game against Riverside City College.
- He wished his colleagues well in the upcoming election on November 3.

The entire dialogue may be found on the College website with these minutes (meeting audio file entitled 'Board Communication - 10.21.15').

9. PRESIDENT'S SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed and congratulated newly appointed and promoted employees Fawaz Al-Malood, Madelyn Arballo, Brian Heflin, Jenny Hua, Carol Minning, Jade Pearce, and Sarah Plesetz.
- He congratulated Dr. Tamra Horton for receiving the 2014-15 Fulbright Fellow award.
- He congratulated Coach Ron Kamaka for being named the 2015 South Coast Conference Men's Sports Coach of the Year.
- He gave a preliminary review of the Board Study Session that is on the Consent Calendar this evening to be approved for February 27, 2016.
- He gave an update on the following state-level committees on which he serves:
 - He chairs the Advisory Committee on Telecommunications and Technology.
 - He serves on the Chancellor's Office Workforce and Economic Development Committee.
 - He serves on the Chancellor's Office Advisory Committee for Institutional Effectiveness Partnership Initiative. He said that he will be leading a technical assistance team to San Diego Mesa College next month.
 - He serves on the CEO Board for the California Community College League (CCLC), representing Area 8.
 - He serves on the CCLC's Legislative Advisory Committee on Career Technical Education.

- He talked about Vice President Irene Malmgren, who is the head for the state organization for chief instructional officers.
- He informed the Board that Mt. SAC won the Board of Governor's Best Energy Project Award for the Performing Arts Center Cooling Tower Upgrade.
- He will be attending the ACCT National Legislative Summit in February 2016 in Washington, DC.
- He talked about agenda items to be considered at the annual Board Study Session on February 27, 2016:
 - Emergency Preparedness and Campus Safety and Security
 - Sexual Violence Prevention (including Clery Act, Title IX, and the Violence Against Women Act)
 - Preliminary Summary of the Accreditation Self-Evaluation Study
 - Concepts for the 2017 Facilities Master Plan and 2018 General Obligation Bond Measure
 - Long-Term Fiscal Planning
 - Annual Board Evaluation and Priorities

The entire dialogue may be found on the College website with these minutes (meeting audio file entitled 'President's Report - 10.21.15').

10. BOARD INFORMATIONAL REPORT

Board members were provided with a written summary and presentation on Grants Update, presented by **Adrienne Price**, Director, Grants.

The entire dialogue may be found on the College website with these minutes (meeting audio file entitled 'Informational Report - 10.21.15').

11. CONSENT CALENDAR

The following corrections were made to the Consent Calendar:

- On Page 53, Consent #16, Personnel Transactions - under "Professional Growth Increments, 2015-16," it should read, "**\$342/month....**"
- On Page 54, Consent #16, Personnel Transactions – under "Salary Advancements for Part-time Faculty Column Crossover, 2015-16," for Zina McFarlin-Stagg, her Department should read, "**Education for Older Adults**," and her Salary should read, "**\$57.72/hour.**"

It was moved by Trustee Chyr and seconded by Trustee Bader 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 re-issuance of stale-dated warrants, as listed.

4. Approval of a contract with PFM Asset Management LLC to provide arbitrage rebate compliance services.
5. Approval of a contract with American Fidelity for Affordable Care Act (ACA) employer reporting services.
6. Approval of the renewal of a contract with Turbo Data Systems Inc. for processing citations.
7. Approval of an agreement with Ai Squared for Sitecues for a cloud-based web accessibility feature.
8. Approval of a contract with OmniUpdate, Inc. for technical web development services to create an online directory, not to exceed \$12,000.
9. Approval to purchase Hewlett-Packard and Aruba Network equipment using the current competitive bid or government contract which results in the lowest price for the College.
10. Approval of an agreement with T-Mobile Wireless and Verizon Wireless for advance payment of Division of State Architect inspection fees.
11. Approval of the purchase of modular furniture, seating, and ergonomic accessories for the Student Success Center – Phase I.
12. This item was pulled and acted upon separately (see paragraph 12).
13. Approval of the purchase of computer infrastructure equipment for the following Bid.
 - Bid No. 3052 Purchase of Computer Infrastructure Equipment – Sirius Computer Solutions, Inc. of San Antonio, TX.
14. This item was pulled and acted upon separately (see paragraph 13).
15. Approval of the following Proposed Gifts and Donations to the College:
 - James Randall – Wood office desk, eight wood-trim chairs, one wood round conference table, two wood bar stools, one wood bar, one wood credenza with glass cabinet, one wood return table, and one wood sofa table, valued by donor at \$29,700, to be used in the future newly built Heritage Hall.
 - City of Rancho Cucamonga – 1992 KME Renegade Pumper, VIN #IK9AF4283NN058666, License #E33801, Mileage 145,311, valued by donor at \$5,000, to be used in Fire Technology/Fire Academy.

HUMAN RESOURCES

16. Approval of Personnel Transactions.

INSTRUCTION

17. Approval of the appointment of an official designee and an alternate to the Mt. SAC Adult Education Regional Consortium.
18. Approval of Continuing Education Division additions.

19. Approval of contracts with Pacific Palms Hotel & Conference Center and Viliami Tuivai for the Regional Adult Education Fall Summit.
20. Approval of acceptance of funds and approval of purchases for the Technical Assistance Provider for Contract Education Grant renewal.
21. Approval of an affiliation agreement with River Community Covina and River Community Wellness Center.
22. Approval of a contract with Economic Modeling Specialists, Inc.
23. Approval of a contract with Thieme Medical Publishers, Inc.
24. Approval of travel for the Chamber Singers performance tour in Canada.
25. Approval of a modified course effective with the 2016-17 academic year.
26. Approval of acceptance of funds and approval of purchases from the Asian American and Native American Pacific Islander-Serving Institutions Grant.
27. Approval of acceptance of funds for the Child Development Training Consortium Grant.
28. Approval of a contract amendment with the Academic Senate for California Community Colleges for the Course Identification Grant.
29. Approval of acceptance of funds and approval of purchases from the National Science Foundation for the IUSE: Pathways to Geoscience Grant.
30. Approval of acceptance of funds and approval of purchases for the Upward Bound Grant.
31. Approval of expenditures for the Honors Program in the 2015-16 academic year.

PRESIDENT'S OFFICE

32. Approval of Resolution No. 15-04 – Approval to Compensate Trustee Rosanne Bader for Her Absence from the Special Meeting of the Board of Trustees on September 16, 2015.

STUDENT SERVICES

33. Approval of fund-raisers to raise funds for scholarships for the Honors Ambassadors Club.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

12. **CONSENT ITEM #12 - AGREEMENTS TO PROVIDE PROFESSIONAL DESIGN AND CONSULTING SERVICES WITH P2S ENGINEERING, INC. FOR THE SCHOOL OF CONTINUING EDUCATION TEMPORARY SPACE BUILDING REMODEL, THE LIBRARY BUILDING FIRE ALARM REPLACEMENT, AND THE TEMPORARY SPACE BUILDING (40) INFRASTRUCTURE AND CENTRAL PLANT CONNECTION; WITH RIDGE LANDSCAPE ARCHITECTS FOR THE EQUITY CENTER SITE LANDSCAPE DESIGN**

AND THE EQUITY CENTER ACCESSIBLE ENTRANCE DESIGN; WITH WOODWARD DIKE ASSOCIATES FOR THE EQUITY CENTER LANDSCAPE DESIGN; WITH PSOMAS FOR THE TEMPLE AVENUE PEDESTRIAN CROSSING STUDY AND THE TEMPLE AVENUE/BONITA DRIVE WESTBOUND RIGHT-TURN LANE IMPROVEMENTS; WITH ESTRADA CONSULTING & ASSOCIATES FOR ENERGY EFFICIENCY SUSTAINABILITY PRACTICES AND INCENTIVE OPTIMIZATION; AND WITH HILL PARTNERSHIP, INC. FOR THE SOUTH CAMPUS PLANNING STUDY.

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

Discussion: Trustee Hall had a question on the School of Continuing Education Temporary Space Building Remodel, the Library Building Fire Alarm Replacement, and the Temporary Space Building (40) Infrastructure and Central Plant Connection.

The entire dialogue may be found on the College website with these minutes (meeting audio file entitled 'Consent Calendar - 10.21.15').

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

13. CONSENT ITEM #14 – CONTRACT AMENDMENTS

- **CONTRACT FARM RETAINING WALL – ANDREASEN ENGINEERING, INC. - AMENDMENT NO. 1.**
- **CONTRACT FACILITIES MASTER PLANNING SUPPORT – HMC ARCHITECTS – AMENDMENT NO. 1.**
- **CONTRACT ATHLETICS COMPLEX EAST – HMC ARCHITECTS – AMENDMENT NO. 2.**
- **CONTRACT THE EQUITY CENTER – P2S ENGINEERING, INC. – AMENDMENT NO. 1.**
- **CONTRACT MODULAR BUILDINGS SITE INSTALLATION – STEVEN FADER ARCHITECTS – AMENDMENT NO. 3.**

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

Discussion: Trustee Hall had questions regarding this item. The entire dialogue may be found on the College website with these minutes (meeting audio file entitled 'Consent Calendar - 10.21.15').

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

14. ACTION ITEM #1 – PUBLIC HEARING ON THERMAL ENERGY SYSTEM AND CHILLER COOLING TOWER PROJECTS

A public hearing was opened at 8:50 p.m. regarding the Thermal Energy System and Chiller Cooling Tower Projects. With no public input, the public hearing was closed at 8:51 p.m.

- 15. ACTION ITEM #2 – RESOLUTION NO. 15-02 – THERMAL ENERGY SYSTEM AND CHILLER COOLING TOWER PROJECTS; ADOPT FINAL MITIGATED NEGATIVE DECLARATION FOR PROJECTS AND APPROVE MITIGATION MONITORING AND REPORTING PROGRAM; MAKE FINDINGS UNDER GOVERNMENT CODE SECTIONS 4217.10 ET SEQ., AND AWARD PROJECTS TO TILDEN-COIL CONSTRUCTORS, INC.**

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

Discussion: The entire dialogue may be found on the College website with these minutes (meeting audio file entitled 'Action Items - 10.21.15').

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

- 16. ACTION ITEM #3 – YEAR TWO OF A THREE-YEAR NEGOTIATION AGREEMENT BETWEEN CSEA, CHAPTER 651 AND THE DISTRICT FOR 2014-17**

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

Discussion: None.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

- 17. ACTION ITEM #4 – PROPOSED REVISIONS TO BOARD POLICY 2730 – HEALTH BENEFITS**

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

Discussion: None.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

- 18. ACTION ITEM #5 – HABITAT RESTRICTURE COVENANT FOR THE WEST PARCEL SOLAR PROJECT**

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

Discussion: The entire dialogue may be found on the College website with these minutes (meeting audio file entitled 'Action Items - 10.21.15').

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

19. ACTION ITEM #6 – BUSINESS AND COMPUTER TECHNOLOGY CENTER (NEW CONSTRUCTION) AND LEARNING LANGUAGE CENTER BUILDING EXPANSION (BID NOS. 3030-3050)

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

Discussion: None.

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

20. DISCUSSION ITEM #1 – PROPOSED REVISIONS TO BOARD POLICY 3550 – DRUG-FREE ENVIRONMENT AND DRUG PREVENTION PROGRAM

The Board received for first reading and discussion proposed revisions to Board Policy 3550 – Drug-Free Environment and Drug Prevention Program.

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

21. DISCUSSION ITEM #2 – PROPOSED REVISIONS TO BOARD POLICY 7340 – LEAVES

The Board received for first reading and discussion proposed revisions to Board Policy 7340 – Leaves.

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

22. INFORMATION ITEM #1 – REVISIONS TO ADMINISTRATIVE PROCEDURE 3510 – WORKPLACE VIOLENCE PREVENTION

Correction to Board Agenda: The name of this administrative procedure should read, “Workplace Violence **Prevention**.”

The Board received for information revisions to Administrative Procedure 3510 – Workplace Violence Prevention.

23. INFORMATION ITEM #2 – ADMINISTRATIVE PROCEDURE 7351 – SICK LEAVE FOR TEMPORARY EMPLOYEES NOT REPRESENTED BY A COLLECTIVE BARGAINING UNIT (NEW)

The Board received for information new Administrative Procedure 7351 – Sick Leave for Temporary Employees Not Represented by a Collective Bargaining Unit.

24. ADJOURNMENT

The meeting adjourned at 9:09 p.m.

WTS:dl

Mt. SAC STEM Teacher Preparation Program
Dr. Iraj Nehad and Charles Newman
November 18, 2015

In Fall 2014, Mt San Antonio College was awarded a three-year, \$624,000 grant from the Advanced Technological Education (ATE) program of the National Science Foundation (NSF) to train two cohorts (15 students per each cohort) of future Middle and High School Science, Technology, Engineering, and Math (STEM) teachers. Drs. Iraj Nejad and Charles Newman are the Principal Investigators (PIs) of the award.

In April 2015, the first student cohort was selected. The cohort's first requirement was to work the College's summer camp titled 'The Summer Science Exploration Experience (S²E²),' designed expressly for promising middle school students who demonstrate an interest in STEM. S²E² was a three-week, three-day-a-week program and included numerous hands-on math and science activities.

The S²E² program served two purposes. First, it offered the community continued science and math education tailored for 7th-9th grades; and, second, it provided a mechanism for our cohort students to gain first-hand experience designing and presenting science and math activities to middle school students. The S²E² program included three fieldtrips and also utilized many of the resources and facilities at the College. These included the Randall Planetarium, the Animal Hospital's Surgery Center, the Histotechnology Laboratory, the Meek Center, the Astronomy Dome, and several other activities performed in Biology, Chemistry, Geology, and Anthropology laboratories. All activities were presented by Mt. SAC staff and faculty, outside professional educators/instructors, and by the cohort members themselves. Comments from the middle school participants were exceedingly positive. Cohort students stated that the S²E² experience was invaluable, and the parents of the middle school students were exceedingly complementary and wish to see the program continue.

A poster on the program was constructed and presented at this year's ATE PI Conference, organized by the American Association of Community Colleges (AACC) in Washington DC, in October 2015. Three cohort students were selected to travel to the conference with the PIs. Through an application process, two of the students were awarded scholarships that covered most of their travel expenses by the AACC, and the third student was funded through grant funds. The students participated in a showcase session and actively presented the program to the conference attendees and answered their questions.

The success of their presentation and our program was evident through the interest shown by representatives from other two-year institutions. We fielded many questions on planning and implementation, and several schools were interested in creating programs based on the Mt. San Antonio College model.

Prepared by: Iraj Nehad and Charles Newman

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Informational Report

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

DATE: November 18, 2015

CONSENT

SUBJECT: Appropriation Transfers and Budget Revisions Summary

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

**APPROPRIATION TRANSFERS
For the period 9/29/15 - 10/21/15**

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>			<u>Amount</u>
5000	Other Operating Expenses/Services	\$	501,397
7950	Unassigned Fund Balance		184,238
Total		\$	685,635

To:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	94,520
2000	Classified/Other Nonacademic Salaries		197,005
3000	Employee Benefits		119,878
4000	Supplies/Materials		50,834

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: November 18, 2015

6000	Capital Outlay	\$	218,398
7000	Other Outgo		5,000
Total		\$	685,635

Restricted General Fund - 17

From:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	14,080
5000	Other Operating Expenses/Services		4,261
Total		\$	18,341

To:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	291
2000	Classified/Other Nonacademic Salaries		12,765
3000	Employee Benefits		690
6000	Capital Outlay		4,595
Total		\$	18,341

Child Development Fund - 33

From:

<u>Budget Classification</u>			<u>Amount</u>
3000	Employee Benefits	\$	16,210
4000	Supplies/Materials		221
5000	Other Operating Expenses/Services		3,507
Total		\$	19,938

To:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	17,108
6000	Capital Outlay		2,830
Total		\$	19,938

Health Services Fund - 39

From:

<u>Budget Classification</u>			<u>Amount</u>
4000	Supplies/Materials	\$	400
Total		\$	400

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: November 18, 2015

To:			
	<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$	400
Total		\$	400

Capital Outlay Projects Fund - 41

From:			
	<u>Budget Classification</u>		<u>Amount</u>
6000	Capital Outlay	\$	76,646
Total		\$	76,646

To:			
	<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	70,157
3000	Employee Benefits		6,489
Total		\$	76,646

BAN Construction Fund - 44

From:			
	<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$	222
6000	Capital Outlay		7,307
Total		\$	7,529

To:			
	<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$	7,529
Total		\$	7,529

Bond Construction Fund No. 2 - 45

From:			
	<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$	5,297
6000	Capital Outlay		494,703
Total		\$	500,000

To:			
	<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$	500,000
Total		\$	500,000

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: November 18, 2015

Associated Students Trust Fund - 71

From:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 73
Total	\$ 73

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 73
Total	\$ 73

BUDGET REVISIONS
For the period 9/29/15 - 10/21/15

Unrestricted General Fund - 11

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
868502 2014-15 Lottery - Prior Year	\$ 130,860
889000 Self-Insured Retention Trust	15,393
Total	\$ 146,253

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 137,183
7950 Unassigned Fund Balance	9,070
Total	\$ 146,253

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
868502 2014-15 Lottery - Prior Year	\$ 164,746
Total	\$ 164,746

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 164,746
Total	\$ 164,746

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: November 18, 2015

Capital Outlay Projects Fund - 41

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
889000 Remodel Food Services, Building 16A	\$ 3,500
Total	\$ 3,500

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 3,500
Total	\$ 3,500

RECOMMENDATION

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$685,635), Restricted General Fund (\$18,341), Child Development Fund (\$19,938), Health Services Fund (\$400), Capital Outlay Projects Fund (\$76,646), BAN Construction Fund (\$7,529), Bond Construction Fund No. 2 (\$500,000) and Associated Students Trust Fund (\$73) 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 (\$146,253), Restricted General Fund (\$164,746) and Capital Outlay Projects Fund (\$3,500), pursuant to the California Code of Regulations, Title 5, Section 58308.

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

DATE: November 18, 2015

CONSENT

SUBJECT: Independent Contractors

BACKGROUND

Approval of Independent Contractors.

ANALYSIS AND FISCAL IMPACT

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

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Blanchard, Vena	Instruction – Biology	Speaker – Substance Abuse	11/3/15– 11/5/15	\$75
Broyles, Rebecca	Student Services - Student Life/Associated Students	Musician - Holiday Celebration Performance	12/1/15	\$200
Cross, Travis	Instruction – Music	Guest Composer – Wind Ensemble	11/9/15	\$300
Fink, Chris	Student Services - Student Life/Associated Students	Musician - Holiday Celebration Performance	12/1/15	\$300
LeVay, Simon	Instruction – Biology	Speaker – Sex Therapy	11/19/15	\$25
Smith, Sean	Instruction – Biology	Speaker – Substance Abuse	11/10/15– 11/11/15	\$50
Smythe, Sylvia	Instruction – Professional & Organizational Development	Facilitator – Faculty Inquiry Group	11/5/15– 6/30/15	\$2,100
Solano, Al	Instruction – Title V	External Evaluator	11/1/15– 6/30/16	\$4,000
Yetter, Melanie	Student Services - Student Life/Associated Students	Speaker – Finals Frenzy Relation	12/7/5– 12/9/15	\$300

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

SUBJECT: Independent Contractors

DATE: November 18, 2015

Funding Sources

Unrestricted General Fund – Instruction – Biology, Music, Professional & Organizational Development, Student Services – Student Life/Associated Students.

Restricted Fund – Instruction – Title V.

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: <u>November 18, 2015</u>	CONSENT
SUBJECT: <u>Re-issuance of Stale-Dated Warrants</u>	

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 payee has requested the re-issuance of her respective warrant:

Warrant No.	Original Issue Date	Payee	Amount
H0010853	03/05/12	Perla Hernandez	\$4.50

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

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

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

DATE: November 18, 2015

CONSENT

SUBJECT: Quarterly Financial Status Report

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following report for the period ending September 30, 2015, should be reviewed and approved by the Board of Trustees. Once this report has been approved, it will be forwarded to the Chancellor's Office. This report includes revenues, expenditures, and fund balance for the Unrestricted General Fund only and gives the Board a condensed overview of the fiscal status of the College.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees reviews and approves the Quarterly Financial Status Report for the period ending September 30, 2015, as presented.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #4

VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2015-2016

District: (850) MT. SAN ANTONIO

Quarter Ended: (Q1)

September 30, 2015

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2012-13	Actual 2013-14	Actual 2014-15	Projected 2015-16
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	136,222,740	148,416,716	156,676,952	184,206,192
A.2	Other Financing Sources (Object 8900)	272,054	574,076	1,182,661	1,720,927
A.3	Total Unrestricted Revenue (A.1 + A.2)	136,494,794	148,990,792	157,859,613	185,927,119
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	138,565,735	145,965,823	152,168,354	191,893,795
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	532,735	518,742	1,420,594	4,926,572
B.3	Total Unrestricted Expenditures (B.1 + B.2)	139,098,470	146,484,565	153,588,948	196,820,367
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-2,603,676	2,506,227	4,270,665	-10,893,248
D.	Fund Balance, Beginning	30,333,634	27,729,958	30,236,185	34,506,850
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	30,333,634	27,729,958	30,236,185	34,506,850
E.	Fund Balance, Ending (C. + D.2)	27,729,958	30,236,185	34,506,850	23,613,602
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	19.9%	20.6%	22.5%	12%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	28,650	29,682	30,654	30,654
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

		As of the specified quarter ended for each fiscal year			
		2012-13	2013-14	2014-15	2015-16
H.1	Cash, excluding borrowed funds		48,642,329	45,368,798	57,047,549
H.2	Cash, borrowed funds only		20,000,000	0	0
H.3	Total Cash (H.1+ H.2)	26,062,103	68,642,329	45,368,798	57,047,549

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	184,116,592	184,206,192	48,895,458	26.5%
I.2	Other Financing Sources (Object 8900)	1,720,927	1,720,927	1,708,427	99.3%
I.3	Total Unrestricted Revenue (I.1 + I.2)	185,837,519	185,927,119	50,603,885	27.2%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	191,837,728	191,893,795	33,392,495	17.4%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	4,802,572	4,926,572	1,786,427	36.3%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	196,640,300	196,820,367	35,178,922	17.9%

K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-10,802,781	-10,893,248	15,424,963	
L.	Adjusted Fund Balance, Beginning	34,506,850	34,506,850	34,506,850	
L.1	Fund Balance, Ending (C. + L.2)	23,704,069	23,613,602	49,931,813	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	12.1%	12%		

V. **Has the district settled any employee contracts during this quarter?** YES

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

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	%*	Permanent		Temporary		Total Cost Increase	%
			Total Cost Increase	%*	Total Cost Increase	%*		
a. SALARIES:								
Year 1:								
Year 2 - 2015-16:	700,120	5.02%	3,713,756	5.02%	1,759,578	5.02%	1,802,600	5.02%
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2 - 2015-16:	36,624		175,268				162,254	
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

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

The Board of Trustees approved a 5.02% ongoing salary increase and ongoing annual health and welfare increases for Faculty, CSEA 262, Management, Confidential and Supervisory employees effective July 1, 2015. These increases have been funded from 2015-16 ongoing apportionment revenues.

VI. **Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? YES**
If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

The District issued \$19.4 million Current Interest Refunding Bonds for Measure R and \$20 million General Obligation Bonds for Measure RR on September 11, 2015.

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

Next year? YES

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

Estimated expenditures are \$10.8 million over estimated revenues as a result of \$734,000 ongoing budgeted deficit and funding one-time expenditures for \$10.1 million. These estimated one-time expenditures are comprised of 2014-15 Carryovers and New Resources Allocation Phase 1 and 2, which have been funded from the Fund Balance (Reserves) as of June 30, 2015.

The economic position of the College is closely tied to the State of California a couple of factors that will affect the College in future years is the expiration of Proposition 30 tax increases that begins in 2016 and the significant increases in STRS and PERS employer contributions. The STRS employer rate will increase from 10.73% in 2015-16 to 19.1% in 2020-21, and the PERS employer rate will increase from 11.85% in 2015-16 to 20.4% in 2020-21.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 18, 2015</u>	CONSENT
SUBJECT:	<u>Quarterly Investment Report</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio Community College District was approved for fiscal independence status effective July 1, 2012. As a result, cash and checks are deposited on a daily basis with the Los Angeles County Treasurer’s Office. The College maintains the Citizens Business Bank accounts for the collection of enrollment and student fees, a clearing account to receive wire transfers for financial aid and other grants, and a revolving fund for emergencies. These funds are transferred on a daily or as-needed basis to the Los Angeles County Treasurer’s Office. In addition, the cash from the Revenue Lease Bonds (COPS) is held with a trustee. The cash investments are summarized as follows for the quarter ending September 30, 2015:

County of Los Angeles, Cash in County Treasury	\$195,416,745	.71%
Citizens Business Bank, District Clearing Account	33,084	.10%
Citizens Business Bank, Revolving Fund	75,060	.10%
Citizens Business Bank, Community Education Clearing Account	9,200	.00%*
Citizens Business Bank, Web Registration Credit Cards	57,781	.10%
Citizens Business Bank, Parking Services Credit Cards	1,184	.10%
Citizens Business Bank, Performing Arts Center	850	.00%
City National Bank, Federal Perkins Loans	27,694	.00%
Cash with Trustee, Revenue Lease Bonds (COPS)	221,770	.02%

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

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the September 30, 2015, Quarterly Investment Report, as presented.

Prepared by: <u>Rosa M. Royce</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #5</u>

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 18, 2015</u>	CONSENT
SUBJECT:	<u>Agreement with General Dynamics Information Technology for</u> <u>1098T Forms</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

General Dynamics Information Technology (GDIT) provides data management and reporting services to assist higher education institutions in meeting TRA requirements. GDIT will use a data file from Banner to produce a 1098T form for each student. They will print the forms and mail them to the students. They will use the data file to produce the required electronic file that must be sent to the Internal Revenue Service. GDIT also provides the College with an archive in case the College needs to re-print the form for a student. The total fees for the 2014 tax year were \$9,677. The number of 1098T forms fluctuates based on the number of students eligible every fiscal year. Student enrollment has increased in fiscal years 2013-14 and 2014-15. Therefore, based on the higher number of students, there will be an increase in cost for these services, not to exceed \$11,500.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with General Dynamics Information Technology, as presented.

Prepared by: _____	Rosa M. Royce	Reviewed by: _____	Michael D. Gregoryk
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #6

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 18, 2015</u>	CONSENT
SUBJECT:	<u>Purchase Phase II Furniture and Amend Phase I Furniture for the Student Success Center</u>	

BACKGROUND

The purchase of Phase II furniture will provide new tables and seating for the non-office areas of the Student Success Center. Approval is also being sought to amend the purchase of Phase I furniture, which was previously Board approved, to provide additional modular furniture, seating, tables, technology integrations, and ergonomic accessories.

A portion of the furniture was selected following campus standards that were developed during the Administrative Services and Design Technology Center request for proposal process. Those processes established standards for office, workstation, hospitality and workroom spaces, meeting rooms, computer labs, and certain teaching spaces. The remaining furniture was selected through mock-up presentations conducted from July to September 2015, in which over 100 individuals attended including students. During these presentations, evaluation forms were completed for the various furniture options to form the basis for future furniture standards for student collaboration and open resource areas.

ANALYSIS AND FISCAL IMPACT

Amendment to Phase I Furniture

The requirements of furniture for the Student Success Center were modified due to changes to the building occupants, which necessitated the need for spatial programming adjustments to accommodate the additional faculty and staff.

The price adjustments for Phase I furniture are listed below:

Bidder	Original Amount	Additional Amount	Reason
Allsteel - Modular Systems Office Furniture (CMAS)	\$207,829.37	\$9,108.16	Faculty/Staff growth
Gunlocke - Office Guest Chairs (CMAS)	\$20,048.19	\$1,692.72	Faculty/Staff growth
Pivot Interiors – Tables and Lounge Chairs (U.S. Communities)	\$18,046.09	\$10,606.41	Spatial adjustments

Prepared by: Teresa Patterson/Gary L. Nellesen Reviewed by: Rosa M. Royce/Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #7

SUBJECT: Purchase Phase II Furniture and Amend Phase I Furniture for the Student Success Center

DATE: November 18, 2015

Bidder	Original Amount	Additional Amount	Reason
Tangram Interiors – ADA-compliant Tables, Lounge Chairs, Media Cabinet, Labor, and Installation (Design Technology Center RFP)	\$110,810.26	\$8,729.89	Spatial adjustments

Purchase of Phase II Furniture

Bidder	Amount
Allsteel – Modular Systems, Computer and Non-Computer Tables, and Seating (CMAS)	\$139,678.23
Interior Office Solutions – Lounges, Task Chairs, Labor, and Installation (U.S. Communities)	\$104,482.12
Corporate Business Interiors – Upholstery, Labor, and Installation	\$ 89,680.39
Krueger Interiors – Technology Tables and Chairs (CMAS)	\$ 16,304.22
Associates Purchasing – Lounge and Collaboration Furniture (U.S. Communities)	\$ 12,287.57
Pivot Interiors – Labor/Assembly of Tables and Lounge Chairs	\$ 1,482.40
Exemplis – Computer Chairs (CMAS)	\$ 1,466.80
National Office Furniture – Seating/Stools (CMAS)	\$ 1,100.46
Total	\$366,482.19

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the purchase of Phase II furniture and the amendment to Phase I furniture for the Student Success Center, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 18, 2015</u>	CONSENT
SUBJECT:	<u>Agreement with Margolis Healy & Associates, LLC</u>	

BACKGROUND

Margolis Healy & Associates, LLC proposes a comprehensive Clery Act Compliance Assessment of Mt. San Antonio College’s programs, policies, and procedures related to its Clery Act compliance program. Margolis Healy has taught well over 40 Clery Act Training programs as part of the faculty of Security On Campus, Inc. (now the Clery Center for Security on Campus) and has assisted several institutions nationwide with the development of their Clery Act-required Annual Security Reports (ASR).

Margolis Healy has significant experience conducting public safety management studies; safety and security program assessments; Clery Act and Title IX program reviews; independent investigations; and safety and security strategic planning processes, amongst a range of other related services.

The Clery Act Compliance Assessment includes an in-depth review of the applicable programs, policies, procedures, and processes in several Mt. San Antonio College departments including, but not limited to, the Mt. San Antonio College Police Department, Student Life, Title IX office, Health Services, Office of Human Resources, Legal Services, Athletics, etc. Both on- and off-site reviews will be conducted of the compliance program including an in-depth evaluation of the College’s ASR. The goal of the assessment is to identify gaps and challenges with the College’s compliance efforts. Where challenges are identified, recommended approaches will be made to correct deficiencies and enhance compliance.

ANALYSIS AND FISCAL IMPACT

Margolis Healy requests 30% of the total agreement amount prior to the site visit in order to secure transportation, lodging, and other travel expenses. The College will pay 50% upon completion of the site visit. The final 20% will be paid upon submission of the final draft report, which will be approximately 60 days after the site visit. Margolis Healy will credit a \$3,000 pre-payment from the Executive Orientation site visit that occurred in June 2015.

The Compliance Assessment cost is \$42,500 plus expenses estimated at approximately 18% (\$7,650) of the total agreement.

Prepared by:	<u>W. David Wilson</u>	Reviewed by:	<u>Michael D. Gregoryk</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #8</u>

SUBJECT: Agreement with Margolis Healy & Associates, LLC

DATE: November 18, 2015

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Margolis Healy & Associates, LLC, as presented.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>November 18, 2015</u>	CONSENT
SUBJECT: <u>On-Site Training Agreement with Ellucian</u>	

BACKGROUND

The College implemented Ellucian’s Luminis IV portal in 2009. The portal is the one-stop web service site where students register for classes, pay their fees, view transcripts, view their financial aid status, and access a variety of services. It is also where employees view their paystubs and vacation and sick leave balances. The portal is undergoing a major technical upgrade to Luminis 5, and Information Technology is requesting approval for on-site training on the new Luminis system.

ANALYSIS AND FISCAL IMPACT

Ellucian provides training on Luminis System Administration to ensure optimal setup and usage of the system. The training is offered in Salt Lake City, UT for \$2,400 per attendee. A more cost-effective approach to training multiple staff members is to schedule the training on the Mt. SAC campus. The on-site training agreement includes 28 hours of technical training for four Information Technology staff members. The agreement is for a fixed fee of \$7,500. If travel expenses are necessary, they will not exceed \$2,500.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: Victor A. Belinski Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #9

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

DATE: November 18, 2015

CONSENT

SUBJECT: Renew Software Maintenance Contract with Runner Technologies, Inc.

BACKGROUND

The College implemented Runner Technologies, Inc.'s CLEAN_Address software in 2007. This software specializes in the integration of address verification solutions for enterprise application systems. It corrects and standardizes postal addresses in the College's Banner system, ensuring data integrity and reducing return mail. The software verifies and automatically adjusts employee and student mailing addresses as they are entered in Banner or online via the portal to ensure the addresses conform to the United States Postal Service data standards.

ANALYSIS AND FISCAL IMPACT

The three-year software maintenance contract includes CLEAN_Address enterprise suite, real-time integration with Banner, bi-monthly update of United States Postal Service data, and unlimited technical support. The list price of the three-year renewal is \$32,700, and for 2012-15, the price was \$27,795. Runner Technologies, Inc. is offering a pre-payment discount of \$4,905, reducing the three-year renewal cost to \$27,795.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the three-year contract renewal and pre-payment discount with Runner Technologies, Inc., as presented.

Prepared by: Victor A. Belinski

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #10

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 18, 2015</u>	CONSENT
SUBJECT:	<u>Contract with SchoolDude for Facilities Maintenance Management Software</u>	

BACKGROUND

In July 2012, the Board of Trustees approved an agreement with SchoolDude to supply a Facilities Maintenance Management Software system to improve the tracking, maintenance scheduling, and reporting systems for the maintenance of the College's facilities. At this time, a revised agreement with an increase to the annual support costs is required to provide for a software upgrade.

ANALYSIS AND FISCAL IMPACT

As with any software company, SchoolDude regularly updates their applications to better serve their clients. Recently, they completed a major upgrade to combine the MaintenanceDirect (regular maintenance and repair services) and PMDirect (preventative maintenance services) modules. This software upgrade is necessary for Facilities Planning and Management to expand the preventative maintenance program. The additional cost for the expanded software suite is \$6,822.00, for a total annual cost of \$26,608.95. The agreement also includes an annual cost increase of up to 5% for future years.

The agreement renews annually, but may be canceled by the College with 30 days' notification from the renewal date.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

Prepared by: <u>Gary L. Nellesen</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #11</u>

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

DATE: November 18, 2015

CONSENT

SUBJECT: Professional Design and Consulting Services

BACKGROUND

In order to complete the required facilities planning activities and to commence the design phase for construction and renovation projects, it is necessary to retain the services of qualified professionals.

ANALYSIS AND FISCAL IMPACT

The following contracts are presented for approval:

#1	Consultant:	ALTA Environmental	
	Project:	Annual Emissions Report	
Item	Description:	Amount	
	Professional consulting services to prepare the Annual Emissions Report for 2015, as required by the Southern California Air Quality Management District. Services are provided for a fixed fee.	\$3,750.00	
	Contract Amount:	\$3,750.00	

#2	Consultant:	ASM Affiliates	
	Project:	Physical Education Project Environmental Impact Report	
Item	Description:	Amount	
	Provide professional historical and cultural resources planning and analysis to support ongoing and future Physical Education projects.	\$16,320.40	
	Contract Amount, not to exceed:	\$16,320.40	

#3	Consultant:	Greve & Associates, LLC	
	Project:	Physical Education Project Environmental Impact Report	
Item	Description:	Amount	
	Professional consulting services to provide air quality, noise, and greenhouse gas assessments for the Physical Education Project Environmental Impact Report.	\$29,400.00	
	Contract Amount, not to exceed:	\$29,400.00	

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #12

SUBJECT: Professional Design and Consulting Services**DATE:** November 18, 2015

#4	Consultant:	Helix Environmental Planning	
	Project:	Physical Education Project Environmental Impact Report	
Item	Description:	Amount	
	Professional biological consulting services for the Physical Education Project Environmental Impact Report.	\$14,915.00	
	Contract Amount, not to exceed:	\$14,915.00	

#5	Consultant:	Iteris	
	Project:	Physical Education Project Environmental Impact Report	
Item	Description:	Amount	
	Professional transportation planning and analysis for the Physical Education Project Environmental Impact Report.	\$36,832.00	
	Contract Amount, not to exceed:	\$36,832.00	

#6	Consultant:	Sid Lindmark, AICP	
	Project:	Physical Education Project Environmental Impact Report	
Item	Description:	Amount	
	Professional environmental consulting services for the 2015 Traffic Study and the Physical Education Project Environmental Impact Report. Scope of work includes project management, CEQA analysis, CEQA processing, and other support, as needed.	\$242,000.00	
	Contract Amount, not to exceed:	\$242,000.00	

#7	Consultant:	Ridge Landscape Architects	
	Project:	The Equity Center (new modular unit)	
Item	Description:	Amount	
	Provide professional landscape architectural services to develop full design, construction documents, bid support, and construction administration for the site landscape, hardscape, and access ramp for the Equity Center (Building 16E).	\$47,000.00	
	Reimbursable expenses:	\$3,000.00	
	Contract Amount:	\$50,000.00	

SUBJECT: Professional Design and Consulting Services

DATE: November 18, 2015

#8	Consultant:	Hill Partnership, Inc.	
	Project:	Central Campus Precinct Planning Study	
Item	Description:	Amount	
	Professional architectural and engineering consulting services to provide a comprehensive planning study to guide future development and improvements in the central campus area from the 'Miracle Mile' walkway south to Temple Avenue. The study will address utility infrastructure, building sites, vehicle traffic, available parking, and circulation for emergency vehicles and pedestrians.	\$200,550.00	
	Reimbursable expenses:	\$5,500.00	
	Contract Amount, Fixed Fee:	\$206,050.00	

#9	Consultant:	Hill Partnership, Inc.	
	Project:	Temporary Classroom Building Systems Upgrade	
Item	Description:	Amount	
	Professional architectural and engineering consulting services to provide plans and specifications for the building systems upgrade and renovation of the existing classroom spaces in Building 40.	\$50,000.00	
	Contract Amount, Fixed Fee:	\$50,000.00	

#10	Consultant:	Helix Environmental Planning	
	Project:	West Parcel Solar Project	
Item	Description:	Amount	
	Professional biological consulting services related to the environmental permitting and development for the West Parcel Solar Project, required by resource agencies.	\$36,815.00	
	Contract Amount, not to exceed:	\$36,815.00	

#11	Consultant:	WW Design & Consulting, Inc.	
	Project:	West Parcel Solar Project Line of Site Study	
Item	Description:	Amount	
	Professional consulting services to prepare visual simulations and three-dimensional models of the proposed solar facility on the West Parcel.	\$4,750.00	
	Contract Amount, not to exceed:	\$4,750.00	

SUBJECT: Professional Design and Consulting Services

DATE: November 18, 2015

Funding Source

Nos. 1-9 - Measure RR Bond (Series A and Series C) funds.

Nos. 10 and 11 – Unrestricted General Fund.

RECOMMENDATION

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

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

DATE: November 18, 2015 **CONSENT**

SUBJECT: Professional Design and Consulting Services (Contract Amendments)

BACKGROUND

In order to complete the required facilities planning activities and to commence the design phase for construction and renovation projects, it is necessary to retain the services of qualified professionals.

ANALYSIS AND FISCAL IMPACT

The following contract amendments are presented for approval:

#1	Consultant:	Hill Partnership, Inc.	No.	2
	Project:	Business and Computer Technology Center		
Item	Description:	Amount		
1	Provide additional architectural and engineering design services as required to rebid the Business and Computer Technology Center (BCT) project using the construction management-multiple prime construction delivery method.	\$40,655.00		
2	Provide revised design drawings and specifications as required to implement College-requested changes for the audiovisual systems equipment including construction coordination and DSA approval, as required. Fixed fee:	39,180.00		
	Total	\$79,835.00		
	Original Contract Amount	\$3,233,989.00		
	Net Change by Previous Amendments	\$194,361.00		
	Net Sum Prior to This Amendment	\$3,428,350.00		
	Amount of Amendment No. 2	\$79,835.00		
	New Contract Sum	\$3,508,185.00		
	Percentage of this Change to the Total Project Budget	0.13%		

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

Recommended by: Bill Scroggins Agenda Item: Consent #13

SUBJECT: Professional Design and Consulting Services (Contract Amendments)

DATE: November 18, 2015

#2	Consultant:	P2S Engineering, Inc.	No.	2
	Project:	The Equity Center		
Item	Change and Justification:		Amount	
	Provide additional professional plumbing engineering design for the gas utilities service in the modular building.		\$3,000.00	
	Total		\$3,000.00	
	Original Contract Amount		\$3,000.00	
	Net Change by Previous Amendments		\$3,000.00	
	Net Sum Prior to This Amendment		\$6,000.00	
	Amount of Amendment No. 1		\$3,000.00	
	New Contract Sum		\$9,000.00	
	Percentage of this Change to the Total Project Budget		0.19%	

#3	Consultant:	Newcomb Anderson McCormick	No.	2
	Project:	Solar Photovoltaic System Support		
Item	Change and Justification:		Amount	
	Provide additional professional engineering services for the project throughout the construction, commissioning, and performance testing phases.		\$180,620.00	
	Total		\$180,620.00	
	Original Contract Amount		\$319,940.00	
	Net Change by Previous Amendments		\$1,150.00	
	Net Sum Prior to This Amendment		\$321,090.00	
	Amount of Amendment No. 2		\$180,620.00	
	New Contract Sum		\$501,710.00	
	Percentage of this Change to the Total Project Budget		2.06%	

Funding Sources

Nos. 1 and 2 – Measure RR Bond (Series A) funds.

No. 3 – Capital Outlay funds.

RECOMMENDATION

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

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

DATE: November 18, 2015

CONSENT

SUBJECT: Food Services Building (Change Order)

BACKGROUND

On June 24, 2014, an agreement for the new Food Services Building was approved by the Board of Trustees. The project site work was limited to the zone just south of a new student seating area that was planned as part of the parking structure project. This seating area was to be located on the site currently occupied by the old food services building. Since the parking structure project is on hold, provisions must be made to demolish the old food services building, prepare the site for student and staff occupancy, and extend the landscaping to provide a complete project. The most time-efficient and cost-effective means of contracting for this added scope of work is to increase the Guaranteed Maximum Price of the agreement by way of a change order. At this time, pricing is available for the additional demolition work, general conditions and general project requirements, bonds, insurance, and fees. Additional work to revise the kitchen retail area to meet current food services standards is also included in this change order. A second change order will be presented to the Board of Trustees in January 2016, after bids are received for the landscape and site work.

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:

Contractor	Tilden-Coil Constructors (Contractor)	CO No.	1
Item	Change and Justification:	Amount	Time
1	Revise the kitchen retail design including audiovisual, data distribution, menu boards, technology, and equipment to align with the current retail brands offered by Sodexo.	\$254,092.00	0 days
2	Increase the scope of asbestos and lead paint abatement and building demolition work necessary to remove the old food services building and prepare the site to be used as a student seating area.	\$420,000.00	0 days

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #14

SUBJECT: Food Services Building (Change Order)

DATE: November 18, 2015

Contractor	Tilden-Coil Constructors (Contractor)	CO No.	1
Item	Change and Justification:	Amount	Time
3	Extend the project schedule from November 2015 through June 2016 including contract general conditions, general project requirements, bonds, insurance, and fee.	\$402,770.00	211 days
	Total	\$1,076,862	211 days
	Original Guaranteed Maximum Price	\$12,729,468.36	
	Net Change by Previous Change Orders	\$0.00	
	Net Sum Prior to This Change Order	\$12,729,468.36	
	Amount of Change Order No. 1	\$1,076,862.00	
	New Guaranteed Maximum Price	\$13,806,330.36	
Percentage of Change to Contract, to Date			8.46%

Funding Source

Measure RR Bond (Series A) funds.

RECOMMENDATION

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

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

DATE: November 18, 2015

CONSENT

SUBJECT: Student Success Center (Change Order)

BACKGROUND

On August 13, 2014, an agreement for the new Student Success Center was approved by the Board of Trustees. The project scope of work intentionally did not include the audio-visual system equipment, installation, and programming. By delaying the procurement of these items, the most current campus technology standards can be applied to the project. Additional work to extend the chilled water piping system beyond the project limits is also included in this Change Order. The chilled water piping extension will provide a point of connection for the planned mechanical system upgrade of the Bookstore building.

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:

Contractor	Tilden-Coil Constructors (Contractor)	CO No.	1
Item	Change and Justification:	Amount	Time
1	Supply and install audiovisual equipment throughout the building including programming, testing, training, and startup.	\$320,052.00	0 days
2	Extend the chilled water system piping beyond the project limits to provide a point of connection for future projects.	\$44,541.00	0 days
	Total	\$364,593.00	0 days
	Original Contract Amount	\$13,628,082.00	
	Net Change by Previous Change Orders	\$0.00	
	Net Sum Prior to This Change Order	\$13,628,082.00	
	Amount of Change Order No. 1	\$364,593.00	
	New Contract Sum	\$13,992,675	
	Percentage of Change to Contract, to Date	2.68%	

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 #15

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

DATE: November 18, 2015

CONSENT

SUBJECT Personnel Transactions

CLASSIFIED EMPLOYMENT

New Hire

Name: Catingub, Nolan
Position: Technician, Performing Arts Operations (Master Electrician)
Department: Technical Services New: No
Range/Step: A-108, Step 1
Job FTE: 1.00/12 months Salary: \$5,374.00/month
Effective: 11/19/15

Promotion

Name: Tan, Wilton
Position: Senior Systems Analyst/Programmer New: No
Department: Information Technology
Range/Step: A-126, Step 1 + L10 Salary: \$6,653.98/month
Job FTE: 1.00/12 months
Effective: 11/30/15
Remarks: Previously Help Desk Support Technician

Permanent Changes in Salary

Name: Anderson, Julie
Position: Senior Systems Programmer
Department: Information Technology
Range/Step: A-128, Step 6 Salary: \$8,370.09/month
Job FTE: 1.00/12 months
Effective: 10/22/15
Remarks: Previously Salary Range A-126, Step 6

Name: Baas, Lisa
Position: Senior Systems Programmer
Department: Information Technology
Range/Step: A-128, Step 6 + L25 Salary: \$9,744.07/month
Job FTE: 1.00/12 months
Effective: 10/22/15
Remarks: Previously Salary Range A-126, Step 6 + L25

Prepared by: Human Resources Staff Reviewed by: James P. Czaja

Recommended by: Bill Scroggins Agenda Item: Consent #16

SUBJECT: Personnel Transactions**DATE:** November 18, 2015**Banking Leaves of Absences with Pay**

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Esslinger, Sandra	History and Art History	3	Spring 2016
Hernandez, Cristina	History and Art History	3	Spring 2016
Kojima, Tetsuro	Mathematics, Computer Science	15	Spring 2016
Parra, Heidi	Mathematics, Computer Science	15	Fall 2016
Parra, Heidi	Mathematics, Computer Science	15	Spring 2017
Williams Tyler, Jody	Chemistry	3	Spring 2016

Professional Growth Increments, 2015-16

\$342/month for completing six semester units of course work

<u>Name</u>	<u>Department</u>	<u>Effective</u>
Farve, Debra	English, Literature, and Journalism	8/24/15
Knapp, Joshua	Psychology	8/24/15
McGowan, Richard	Accounting and Management	8/24/15

Retirement

Thomas Visosky, Professor, Horticultural Sciences (Natural Sciences) effective 6/11/16

Student Interns

Harp, Summer, Disabled Students Programs & Services, University of Redlands, effective 10/2/15–12/11/15

Katrack, Raemin, Disabled Students Programs & Services, University of Redlands, effective 10/2/15–12/11/15

Additional Assignments

<u>Provider</u>	<u>Area/Department</u>	<u>Service/Agreement</u>	<u>Dates</u>	<u>Amount</u>
Curle, Timothy	Instruction/Music	Coach for Chamber Ensembles	8/24/15-12/30/15	\$44.28/hr. Not to exceed \$300
Fabiero, Karin	Instruction/Music	Coach for Chamber Ensembles	8/24/15-12/30/15	\$45.81/hr. Not to exceed \$300
Laronga, Barbara	Instruction/Music	Coach for Chamber Ensembles	8/24/15-12/30/15	\$47.42/hr. Not to exceed \$300
Mahpar, Steven	Instruction/Music	Coach for Chamber Ensembles	8/24/15-12/30/15	\$45.81/hr. Not to exceed \$300

SUBJECT: Personnel Transactions

DATE: November 18, 2015

Additional Assignments (continued)

<u>Provider</u>	<u>Area/Department</u>	<u>Service/Agreement</u>	<u>Dates</u>	<u>Amount</u>
Ogden, Bequette	Instruction/Music	Maintenance of the Theater Costume Shop	8/24/15- 12/30/15	\$50.79/hr. Not to exceed \$600
Stuntz, Lori	Instruction/Music	Clinician & Coach for Chamber Ensembles	8/24/15- 12/30/15	\$49.08/hr. Not to exceed \$500
Worsley, Margaret	Instruction/Music	Clinician & Coach for Chamber Ensembles	8/24/15- 12/30/15	\$47.42/hr. Not to exceed \$500
Zuniga, Luis	Instruction/Music	Clinician & Coach for Chamber Ensembles	8/24/15- 12/30/15	\$44.28/hr. Not to exceed \$500

MANAGEMENT EMPLOYMENT

Permanent New Hire

Name: Pena, Mauro Ivan
 Position: Director, Career and Transfer Services New: No
 Department: Career and Transfer Services
 Range/Step: M-13, Step 1 Salary: \$110,592.98/annual
 Job FTE: 1.00/12 months
 Effective: 11/23/15

Doctoral Stipend Increase

Per a Memorandum of Understanding between the Mt San Antonio Community College District and Management Employees, the District will increase the amount of the Doctoral Stipend that is paid annually to management employees who have a Doctoral Degree from an accredited institution, from \$2,000 to \$3,260, effective July 1, 2016.

<u>Name</u>	<u>Name</u>
Al-Malood, Fawaz	Long, Susan
Arballo, Madelyn	Malmgren, Irene
Becker, Liza	Mc Gowan, Joumana
Bradshaw, George	Miri, Omideh
Brown, Stephen	Rodriguez, Lisa
Charbonneau, David	Scroggins, William
Dorame, Francisco	Tolano-Leveque, Maryann
Fisher, Zolita	Velickovic, Jeanne Marie
Lambert, William	Yamagata-Noji, Audrey

SUBJECT: Personnel Transactions**DATE:** November 18, 2015**Resignation**

Manuel Cerda, Assistant Director, Financial Aid (Student Services) effective 11/13/15

TEMPORARY EMPLOYMENT**Substitute Employees**

<u>Name</u>	<u>Title</u>	<u>Rationale</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Corado, Fergie	Administrative Specialist II	Vacancy	EOPS	21.03	10/01/15-12/22/15
Granados, Cristal	Human Resources Tech.	Vacancy	Human Resources	25.85	10/20/15-12/21/15
Olalia, Allison	Laboratory Tech. - Arts	Absence	Fine Arts	23.24	10/01/15-12/23/15
Perez, David	Administrative Specialist III	Absence	Arts	23.70	09/01/15-12/31/15
Ruvalcaba, Janeth	Upward Bound Acad. Spec.	Absence	Upward Bound	25.92	09/22/15-02/19/16
Torres, Doris	Accounts Clerk III	Absence	Fiscal Services	25.41	11/09/15-06/30/16

Hourly Non-Academic Employees

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Antonios, Michael	Study Skills Assistant I	Tutorial Services	10.27	07/01/15-06/30/16
Bertadillo Rodriguez, Luz	Student Intern	Counseling	15.00	10/22/15-12/22/15
Blount, Shanyn	Learning Assistant	Learning Assistance Ctr.	13.00	12/01/15-12/10/15
Contreras, Teresa	Student Intern	Counseling	15.00	10/22/15-12/22/15
Freeman, Deloyce	Learning Assistant	Learning Assistance Ctr.	13.00	12/01/15-12/10/15
Lee, Janella	Tutor III	The Writing Center	10.50	08/24/15-02/21/15
Linarez, Marie	Study Skills Assistant II	Adult Basic Education	11.32	08/31/15-06/30/16
Vidauri, Perla	Study Skills Assistant I	Tutorial Services	10.27	08/17/15-06/30/16
Wailase, Priscilla	General Clerical Worker	Student Services	9.00	10/22/15-12/22/15

Professional Expert Employees – Extended Assignments

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Avila, Minerva	Technical Expert I	Nursing	35.00	08/03/15-06/30/16
Baeza, Veronica	Project Expert/Spec.	Teacher Prep. Institute	25.00	10/23/15-06/30/16
Blotzer, Kerry	Technical Expert II	Nursing	45.00	10/01/15-06/30/16
Bolton, John	Technical Expert I	Kinesiology, Ath. & Dance	35.00	09/15/15-06/30/16
Bulmer, Euan	Lecturer/ Fire Tech	Public Safety	37.26	10/22/15-06/30/16
Corbeil, Regina	Technical Expert I	Medical Services	35.00	10/06/15-06/30/16
Cortez, David	Tutorial Specialist I	Learning Assistance Ctr.	17.00	10/19/15-06/30/16
Davison, Lindsey	Technical Expert I	Nursing	35.00	10/05/15-06/30/16
Ewing, Lynn	Technical Expert II	Nursing	45.00	10/05/15-06/30/16
Fallon, Madison	Tutorial Specialist I	Learning Assistance Ctr.	17.00	10/19/15-06/30/16
Fong, Maychin	Technical Expert II	Medical Services	45.00	10/12/15-06/30/16
Frias, Erick	Theatrical Rigger I	Technical Services	12.50	10/13/15-06/30/16
Galvan, Felix	Choreographer	Kinesiology, Ath. & Dance	20.00	09/01/15-06/30/16
Gilbreath, Fern	Interpreter IV	Continuing Education	41.00	09/08/15-06/30/16
Gonzales, Jordan	Aquatic Assistant III	Kinesiology, Ath. & Dance	12.00	08/24/15-06/30/16

SUBJECT: Personnel Transactions

DATE: November 18, 2015

Professional Expert Employees – Extended Assignments (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Green, Kristyn	CDC Teacher II	Child Development Ctr.	10.25	09/21/15-06/30/16
Green, Kristyn	CDC Teacher II	Child Development Ctr.	10.25	10/01/15-06/30/16
Harris, Ashley	CDC Teacher II	Child Development Ctr.	10.25	10/01/15-06/30/16
Haston, Maureen	Technical Expert II	Nursing	45.00	10/05/15-06/30/16
Hilario, Debbie	CDC Teacher II	Child Development Ctr.	10.25	10/12/15-06/30/16
Holt, Ryan	Lecturer/ Fire Tech	Public Safety	37.26	10/22/15-06/30/16
Huber, Peggy	Interpreter V	DSP&S	48.00	08/20/15-06/30/16
Juarez, Kevin	Program Aide	Natural Sciences	19.76	10/15/15-12/31/15
Kirkland, Robert	Athletic Injury Spec. II	Kinesiology, Ath. & Dance	26.00	10/21/15-06/30/16
Lennear, Claudia	Tutorial Specialist I	Learning Assistance Ctr.	17.00	10/19/15-06/30/16
Li, Jinbai	Tutorial Specialist IV	Learning Assistance Ctr.	23.22	07/01/15-06/30/16
Lopez, German	Game Day Personal I	Kinesiology, Ath. & Dance	10.00	09/01/15-06/30/16
Lopez, Steven	House Manager II	Technical Services	12.75	09/23/15-06/30/16
Mclvor, Maliwan	Proj. Expert/Specialist	Respiratory Therapy	25.00	10/05/15-06/30/16
Miller, Anthony	Lecturer/ Fire Tech	Public Safety	37.26	10/19/15-06/30/16
Mitchell, Jiselle	Technical Expert I	Nursing	35.00	09/28/15-06/30/16
Prince, Natosha	CDC Teacher II	Child Development Ctr.	10.25	10/01/15-06/30/16
Purper, Kristen	Game Day Personal I	Kinesiology, Ath. & Dance	10.00	10/01/15-06/30/16
Riley, Janet	Technical Expert II	Nursing	45.00	09/28/15-06/30/16
Robles, Mitchell	Theatrical Rigger I	Technical Services	12.50	10/13/15-06/30/16
Ryan, Maureen	Proj. Expert/Specialist	Human Resources	25.00	10/19/15-12/21/15
Segura, Cendy	CDC Teacher II	Child Development Ctr.	10.25	10/01/15-06/30/16
Shih, Tien Hua	Tutorial Specialist IV	Learning Assistance Ctr.	23.22	07/01/15-06/30/16
Taylor, Carsandra	Athletic Injury Spec. II	Kinesiology, Ath. & Dance	26.00	10/01/15-06/30/16
Taylor, Tubotein	Game Day Personal I	Kinesiology, Ath. & Dance	10.00	09/01/15-06/30/16
Wimp, Kristin	Athletic Injury Spec. II	Kinesiology, Ath. & Dance	26.00	09/25/15-06/30/16
Yates, Sheryl	Technical Expert I	Nursing	35.00	09/28/15-06/30/16

Student Employees

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Acuna, Sean	Student Assistant IV	Student Health Center	11.25	10/27/15-12/22/15
Aquino, Ardelle	Student Assistant IV	Kinesiology, Ath. & Dance	11.25	09/01/15-02/21/16
Armstead, Deanna	Student Assistant II	Foundation Office	9.75	10/14/15-12/22/15
Baedor, Melannie	Student Assistant V	Technology & Health	12.50	10/06/15-12/13/15
Bodie, Shonnardo	Student Assistant II	Continuing Education	9.75	10/07/15-12/22/15
Calderon, Nathalie	Student Assistant II	DSP&S	9.75	08/24/15-12/12/15
Cardiel-Sierra, Angelique	Student Assistant I	Child Development Ctr.	9.00	08/24/15-02/19/16
Cardona, Leonard	Student Assistant V	Information Technology	12.50	08/10/15-12/31/15
Carillo, Joseph	Student Assistant III	Technical Services	10.50	10/22/15-12/30/15
Chawla, Rajni	Student Assistant IV	Child Development Ctr.	11.25	10/20/15-02/19/16
Correa, Neftali	Student Assistant V	Information Technology	12.50	08/24/15-12/31/15
Cosme Lopez, David	Student Assistant IV	Student Services	11.25	10/26/15-12/22/15
Crest, Justin	Student Assistant IV	Computer Info. Sys.	11.25	11/01/15-02/19/16
Cross, Lee	Student Assistant V	Technical Prep. Institute	12.50	10/12/15-02/19/16

SUBJECT: Personnel Transactions**DATE:** November 18, 2015**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Cwiak, Daniel	Student Assistant II	Technical Services	9.75	09/01/15-12/31/15
Dashiell, Raymone	Student Assistant V	Technology & Health	12.50	10/06/15-12/13/15
Devine III, Kenneth	Student Assistant IV	Student Services	11.25	10/20/15-12/22/15
Diaz, Jessica	Student Assistant V	Child Development Ctr.	12.50	10/20/15-02/19/16
Espiritu, Torralba Anahi	Student Assistant II	DSP&S	9.75	08/24/15-12/12/15
Faamafoe, Manumalotaumafili	Student Assistant II	Foundation	9.75	10/16/15-12/22/15
Fisher, Ian	Student Assistant IV	Music	11.25	08/26/15-12/18/15
Flores, Anthony	Student Assistant III	Technical Services	10.50	10/13/15-12/31/15
Franco, Andrew	Student Assistant V	Transportation	12.50	08/24/15-02/21/16
Galatiano, Lorraine	Student Assistant III	Information Technology	10.50	08/25/15-12/31/15
Galbraith, Griffin	Student Assistant III	Instruction	10.50	10/05/15-02/19/16
Gillet, Brandon	Student Assistant IV	Computer Info. Sys.	11.25	09/01/15-02/19/16
Gonzales, Ernest	Student Assistant III	Marketing & Comm.	10.50	09/28/15-02/21/16
Gonzales, Perla	Student Assistant IV	Student Services	11.25	10/12/15-12/22/15
Gonzales, Vincent	Student Assistant II	DSP&S	9.75	10/12/15-02/19/16
Gosland, Samuel	Student Assistant I	Technical Services	9.00	09/24/15-12/31/15
Guerra, Eduardo	Student Assistant II	Tutorial Services	9.75	08/24/15-02/11/16
Hayes, Travis	Student Assistant I	Information Technology	9.00	12/14/15-02/19/16
Jackson, Eddie	Student Assistant I	Music	9.00	08/24/15-12/18/15
Jaudon, Mercedes	Student Assistant I	Information Technology	9.00	12/14/15-02/19/16
Jimenez, Itsel	Student Assistant IV	Child Development Ctr.	11.25	10/01/15-02/19/16
Keane, Elizabeth	Student Assistant IV	Kinesiology, Ath. & Dance	11.25	09/01/15-02/21/16
Kim, Joseph	Student Assistant III	Adult Basic Education	10.50	08/24/15-02/19/16
Klinghoffer, Koby	Student Assistant III	Technical Services	10.50	10/13/15-12/31/15
Kowey, Jenna	Student Assistant V	Technology & Health	12.50	10/07/15-12/13/15
Krishnan, Srividya	Student Assistant III	Continuing Education	10.50	09/28/15-02/21/16
Lizama, Breanne	Student Assistant III	High School Outreach	10.50	10/15/15-12/31/15
Lopez, Mak	Student Assistant III	DSP&S	10.50	08/24/15-12/12/15
Margulis, Eugene	Student Assistant V	Technology & Health	12.50	10/14/15-12/13/15
Marquez, Alexander	Student Assistant V	Technology & Health	12.50	10/07/15-12/13/15
Medina Espinoza, Evann	Student Assistant I	Earth Sci. & Astron.	9.00	10/01/15-02/21/16
Mendez, Ronald	Student Assistant III	Technical Services	10.50	10/13/15-12/31/15
Meza, Michael	Student Assistant IV	Kinesiology, Ath. & Dance	11.25	09/01/15-02/21/16
Moala, Mosese	Student Assistant III	Learning Assistance Ctr.	10.50	10/21/15-12/22/15
Montano, Santos	Student Assistant III	Agricultural Sciences	10.50	10/12/15-02/19/16
Montecino, Daniel	Student Assistant III	Drafting	10.50	10/09/15-02/19/16
Montecino, Daniel	Student Assistant V	Technology & Health	12.50	10/17/15-12/13/15
Moreno, Hannah	Student Assistant V	Technology & Health	12.50	10/06/15-12/13/15
Muteti, Allan	Student Assistant V	Business	12.50	09/08/15-02/21/15
Nguyen, Kim-Thy	Student Assistant III	DSP&S	10.50	10/12/15-02/19/16
Nunez, Destiny	Student Assistant IV	EOPS	11.25	10/05/15-12/22/15
Ochoa, Orlando	Student Assistant III	Agricultural Sciences	10.50	10/12/15-02/19/16
Osimowicz, Emma	Student Assistant II	Tutorial Services	9.75	08/24/15-02/11/16
Perez, Jonathan	Student Assistant V	Technology & Health	12.50	10/13/15-12/13/15
Pham, Charlene	Student Assistant II	Tutorial Services	9.75	09/15/15-02/11/16

SUBJECT: Personnel Transactions

DATE: November 18, 2015

Student Employees (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Pina, Melissa	Student Assistant I	Agricultural Sciences	9.00	10/01/15-02/20/16
Puente-Martinez, Julio	Student Assistant I	Technical Services	9.00	08/24/15-12/31/15
Quiroz, Gabrielle	Student Assistant II	Music	9.75	10/01/15-12/18/15
Repreza, Christopher	Student Assistant III	Natural Sciences	10.50	10/06/15-02/19/16
Riveros, Karen	Student Assistant I	Child Development Ctr.	9.00	10/12/15-02/19/16
Romero, Yesenia	Student Assistant II	Technical Services	9.75	10/20/15-12/30/15
Rugamas, Matthew	Student Assistant V	Technical Prep. Institute	12.50	10/13/15-02/19/16
Shanilei, Sateki	Student Assistant I	Information Technology	9.00	10/21/15-12/22/15
Siufanua, KJ	Student Assistant IV	Public Safety	11.25	10/13/15-12/22/15
Torres, Matthew	Student Assistant II	Student Life	9.75	10/27/15-12/22/15
Vaca, John	Student Assistant III	DSP&S	10.50	10/19/15-02/21/16
Van Pelt, Steven	Student Assistant I	Technical Services	9.00	10/10/15-12/31/15
Velasco, Diana	Student Assistant II	Learning Assistance Ctr.	9.75	09/30/15-02/13/16
Voytek, Timothy	Student Assistant I	Technical Services	9.00	10/01/15-12/31/15
Yerena, Savannah	Student Assistant I	Agricultural Sciences	9.00	10/01/15-02/21/16

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	November 18, 2015	CONSENT
SUBJECT:	Adult Education Block Grant – Acceptance of Funds and Approval of Activities	

BACKGROUND

Mt. San Antonio Community College District has received an award notification for the Adult Education Block Grant (AEBG) funded by the Budget Act per AB104, Section 39, and Article 9. The 2015-2016 State Budget appropriated \$500 million to the California Community College Chancellor’s Office and the California Department of Education to allocate funding for adult education. The funds were provided to eligible consortia for the purpose of implementing regional plans for adult education. The intent of the AEBG is to expand and improve the provision of adult education via these consortia. The regional plan will improve the educational needs of adults by aligning adult education services and creating post-secondary and career pathways. Regional consortia membership is defined by the geographic boundary of each community college district.

The Mt. San Antonio College Regional Consortium for Adult Education is comprised of the following member districts: Baldwin Park USD, Bassett USD, Charter Oak USD, Covina-Valley USD, Hacienda La Puente USD, Mt. San Antonio CCD, Pomona USD, Rowland USD, and Walnut Valley USD. The Consortium Steering Committee, consisting of district leaders, collaborated to create a governance structure within the Mt. San Antonio College Regional Consortium. Mt. SAC is the fiscal agent for the Consortium.

ANALYSIS AND FISCAL IMPACT

1. Grant funds are to be used by each consortium for the following activities:
 - a. implementation of the objectives contained in the consortium’s regional plan;
 - b. collection and analysis of performance and enrollment data across the consortium;
 - c. evaluation on an ongoing basis of gaps, types, and levels of adult education services including new areas specified within AB104;
 - d. assessment on an ongoing basis of the quality and effectiveness of the consortium in implementing the plan objectives and in meeting the educational needs of adults in the region; and
 - e. completion and submission of mandated AEBG reports and updates to regional and annual plans.

Prepared by: _____	Madelyn A. Arballo	Reviewed by: _____	Irene M. Malmgren
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #17

SUBJECT: Adult Education Block Grant – Acceptance of Funds and Approval of Activities

DATE: November 18, 2015

2. As part of AEBG activities, authorization is requested to: (a) purchase supplies for grant-related meetings that occur throughout the year; (b) purchase promotional items for meetings that occur throughout the year; (c) reimburse non-Mt. SAC employees for travel costs associated with participating in grant-sponsored events; (d) provide advance payment (deposits) to vendors for grant-related activities; and (e) enter into contracts with the school districts named above.
3. The 2015-16 AEBG Consortia Fund award is \$3,303,542 and can be expended over a three-year grant period, commencing July 1, 2015, and ending June 30, 2018. Mt. SAC will subcontract by way of a Memorandum of Understanding with each of the school districts to jointly carry out the regional plan using Consortia funds.
4. The Chancellor of the California Community Colleges and the State Department of Education have approved the expenditure of grant funds to support the following: instructional and non-instructional salaries, employee benefits; travel and professional development for all consortium members, instructional supplies, equipment, non-instructional supplies, printing/publication costs; and indirect costs. The Consortia Fund allocation and distribution schedule was collaboratively determined by the Consortium Steering Committee. Any amendments within the grant budget will be voted upon by the Steering Committee.
5. Activities will be carried out with grant funds. The project will not impact the College budget.

Funding Source

Restricted General Fund - Budget Act per AB104, AB 104, Section 39, Article 9.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the AB104 Adult Education Block Grant Consortia funds and approves the activities, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 18, 2015</u>	CONSENT
SUBJECT:	<u>Continuing Education Division Additions and Changes</u>	

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. New Contracts

Agency (Description of Services)	Expenses	Fee
<p><u>Contract #1516-005</u> All Americas, Incorporated 1951 Olympus Avenue Hacienda Heights, California 91745</p> <p>English and American Culture Camps January 11–February 19, 2016</p> <p>Target Audience: Children, Grades 5-9 from China</p> <p>Content: ESL and American Culture instruction, campus tours, and outdoor group activities</p> <p>Outcomes: Practice and improvement in the English language and a better understanding of American culture</p>	<p><u>Instructors - \$50/hour</u> Hayes, Mihaela Madrigal, Yahaira Monges, Debra Pena, Kathleen Perez, Nelida Rivera, Edith Janet Romero, Vienessa Sunnaa, Andrea Vanegas, Yazmin Warner, Benjamin Wigglesworth, Ruth</p> <p><u>Supplies - \$50/class</u></p>	<p>\$800/day</p>

Prepared by: Madelyn A. Arballo Reviewed by: Irene M. Malmgren
 Recommended by: Bill Scroggins Agenda Item: Consent #18

SUBJECT: Continuing Education Division Additions and Changes

DATE: November 18, 2015

<p><u>Contract #1516-006</u> Chingoo International Education Consulting Company, Limited 3541 Eboe Street Irvine, California 92606</p> <p>English and American Culture Camps January 11-February 19, 2016</p> <p>Target Audience: Children, Grades 5-9 from China</p> <p>Content: ESL and American culture instruction, campus tours, and outdoor group activities</p> <p>Outcomes: Practice and improvement in the English language and a better understanding of American culture</p>	<p><u>Instructors - \$50/hour</u> Hayes, Mihaela Mercado, Diane Pena, Kathleen Perez, Nelida Rivera, Edith Jante Romero, Vienessa Sunnaa, Andrea Vanegas, Yazmin</p> <p><u>Supplies - \$50/class</u></p>	<p>\$800/day</p>
<p><u>Contract #1617-001</u> All Americas, Incorporated 1951 Olympus Avenue Hacienda Heights, California 91745</p> <p>English and American Culture Camps June 20-August 26, 2016</p> <p>Target: Children, Grades 5-9 from China</p> <p>Content: ESL and American culture instruction, campus tours, and outdoor group activities</p> <p>Outcomes: Practice and improvement in the English language and a better understanding of American culture</p>	<p><u>Instructors - \$50/hour</u> Hayes, Mihaela Madrigal, Yahaira Monges, Debra Pena, Kathleen Perez, Nelida Rivera, Edith Janet Romero, Vienessa Sunnaa, Andrea Vanegas, Yazmin Warner, Benjamin Wigglesworth, Ruth</p> <p><u>Supplies - \$50/class</u></p>	<p>\$800/day</p>

SUBJECT: Continuing Education Division Additions and Changes

DATE: November 18, 2015

<p><u>Contract #1617-002</u> Chingoo International Education Consulting Company, Limited 3541 Eboe Street Irvine, California 92606</p> <p>English and American Culture Camps June 20-August 26, 2016</p> <p>Target Audience: Children, Grades 5-9 from China</p> <p>Content: ESL and American culture instruction, campus tours, and outdoor group activities</p> <p>Outcomes: Practice and improvement in the English language and a better understanding of American culture</p>	<p><u>Instructors - \$50/hour</u> Hayes, Mihaela Madrigal, Yahaira Monges, Debra Pena, Kathleen Perez, Nelida Rivera, Edith Janet Romero, Vienessa Sunnaa, Andrea Vanegas, Yazmin</p> <p><u>Supplies - \$50/class</u></p>	<p>\$800/day</p>
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2. Contract Education Development Programs

Agency (Description of Services)	Expenses
<p>Contract Training Edge 27240 Lynde Drive Olmsted Township, Ohio 44138</p> <p>Consulting Services – Greg Surtman November 19-December 31, 2015</p>	<p>Fee for Service Not to exceed \$12,000</p>

3. Curriculum

New Courses

The following new noncredit courses have been approved through the curriculum approval process since the last Board meeting and will be effective beginning Summer 2016:

SUBJECT: Continuing Education Division Additions and Changes

DATE: November 18, 2015

Course ID	Course Title
VOC EST51	Electrical and Tool Fundamentals
VOC EST53	Residential/Office System Installations
VOC EST61	Electrical Circuits/Systems Troubleshooting
BS ASVB2	ASVAB Preparation 2 (Armed Services Vocational Aptitude Battery)
BS HCM1	Transitional Math for Health Careers 1
VOC FDB1	Financial and Database Management 1
VOC FDB2	Financial and Database Management 2

Course Modifications

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

Course ID	Course Title
BS ASVB1	ASVAB Preparation 1 (Armed Services Vocational Aptitude Battery)
BS LRN06	Personal Computer Applications

Funding Sources

New Contracts - Contracting Agency.
Contract Extension - Restricted General Fund.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 18, 2015</u>	CONSENT
SUBJECT:	<u>Mt. San Antonio College Regional Adult Education Fall Summit</u>	
	<u>Addendum</u>	

BACKGROUND

Mt. San Antonio College is the fiscal agent for a regional consortium with local unified school districts, called the Mt. SAC Adult Education Regional Consortium. Per Assembly Bill 86 (AB86), the consortium has been engaged in collaborative planning to improve educational opportunities for adult learners in our region. Activities have been funded with AB86 grant funds, which were accepted by the Board of Trustees in March 2014 and extended until December 31, 2015.

The consortium hosted a one-day conference at Pacific Palms Hotel & Conference Center on October 30, 2015, with emphasis on faculty work collaboratively conducted by nine member districts and the five program areas of adult education/noncredit specified in AB86. State and regional developments were also presented.

ANALYSIS AND FISCAL IMPACT

1. The Board of Trustees approved the original contract at the October 21, 2015, meeting, in an amount not to exceed \$20,000, to cover the cost of facilities, equipment rental, audiovisual needs, and catering.
2. Ratification of an addendum to the original amount of \$20,000 is requested for an additional amount not to exceed \$8,000 to cover additional attendees, technical equipment, and catering.
3. Event costs now total \$28,000.

Funding Source

AB86 Grant Restricted Funds.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the additional expenditures to the contract with Pacific Palms Hotel & Conference Center, as presented.

Prepared by: <u>Madelyn A. Arballo</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #19</u>

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

DATE: November 18, 2015

CONSENT

SUBJECT: Workforce Innovation and Opportunity Act Title II Grant (Section 231) –
Acceptance of Funds and Approval of Activities

BACKGROUND

Mt. San Antonio College received an award notification for a grant titled ‘Workforce Innovation and Opportunity Act (WIOA), Title II: Adult Education and Family Literacy Act, Section 231 and English Literacy and Civics Education.’ The purpose of the grant is to provide supplemental instructional support for noncredit Adult Basic Education and English as a Second Language (ESL).

ANALYSIS AND FISCAL IMPACT

The grant award is \$1,184,233 for July 1, 2015, through June 30, 2016.

This grant is intended for supplementary educational activities that enable adults to acquire basic literacy skills, complete basic education courses, improve English language skills, and secure training for employment and civic engagement. Activities include, but are not limited to, professional development, curriculum development and improvement, supplemental instruction and labs, and learning technology. The activities will be carried out with grant funds and will not impact District funds. The grant does not provide for food.

Outcomes of the grant are determined by pre- and post-testing of students using multiple measures, completion of degrees, certifications, and diplomas, and pathway transitions. Student learning gains and outcome achievements will result in higher benchmark awards in future grant funding.

Funding Source

Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act, Section 231 and English Literacy Civics Education.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the WIOA, Title II Grant and approves the activities, as presented.

Prepared by: Madelyn A. Arballo

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #20

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 18, 2015</u>	CONSENT
SUBJECT:	<u>Entrustment Agreement with Haas Automation, Inc.</u>	

BACKGROUND

The Architecture, Industrial Design Engineering, and Manufacturing Department requests authorization to enter into an Entrustment Agreement with Haas Automation, Inc. for use of the following equipment: CNC Lathe (ST-10) and a CNC Vertical Mini Mill (SMINIMILL), valued at \$109,975.

ANALYSIS AND FISCAL IMPACT

Mt. SAC is required to provide insurance coverage satisfactory to Haas. Such coverage shall contain, at a minimum, property damage coverage for the equipment in an amount equal to the fair market value of the equipment and general liability coverage, in the minimum amount of \$1,000,000. The Architecture, Industrial Design Engineering, and Manufacturing Department will be responsible for all freight and rigging charges, both inbound and outbound, at a cost not to exceed \$2,000. This agreement will be valid October 1, 2015, through September 30, 2017.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the agreement with Haas Automation, Inc., as presented.

Prepared by: <u>Jemma Blake-Judd</u>	Reviewed by: <u>Irene M. Malmgren</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #21</u>

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

DATE: November 18, 2015

CONSENT

SUBJECT: California State Preschool Program Quality Rating and Improvement
System Block Grant – Acceptance of Funds and Approval of Activities

BACKGROUND

Mt. San Antonio College received an award notification for a grant titled ‘California State Preschool Program Quality Rating and Improvement System Block Grant.’ The purpose of the grant is to improve the quality of State Preschool programs throughout the state.

ANALYSIS AND FISCAL IMPACT

This grant award is \$2,000-\$8,000 annually. The performance period for this grant is November 19, 2015, through September 30, 2016. The funding agency has approved the expenditure of grant funds to support the following: classroom/instructional materials, curriculum materials, developmental screenings or assessments, teacher resource books, parent involvement activities, facilitation of children’s transition to kindergarten, and coordination of social services for children and families. The grant does not provide for food or travel expenses.

The Mt. San Antonio College Child Development Center’s participation in the grant will allow them to receive preschool quality improvement coaching, technical assistance, and monetary incentives directly from Los Angeles Universal Preschool to improve or maintain a Quality Rating Tier position on the Quality Continuum Framework.

Funding Sources

Los Angeles County Office of Education, Los Angeles County Office of Child Care, and Los Angeles Universal Preschool.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the California State Preschool Program Quality Rating and Improvement System Block Grant and approves the activities, as presented.

Prepared by: Tamika Addison/Jennifer Galbraith

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #22

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 18, 2015</u>	CONSENT
SUBJECT:	<u>Spanish Language Placement Exam Pilot Program and Contract</u>	
	<u>Approval - Avant Assessment, LLC</u>	

BACKGROUND

Under the direction of the Assessment Center and in cooperation with the Student Success and Support Programs Advisory Committee, the Foreign Languages Department is seeking authorization for a pilot program that will assess students for more accurate placement into the different levels of the Spanish language curriculum (four levels). This pilot program will utilize assessment software provided by a nationally recognized vendor of language assessment programs, Avant Assessment, LLC, based in Eugene, Oregon. Additional authorization s requested to enter into a contract with Avant Assessment, LLC.

ANALYSIS AND FISCAL IMPACT

The initial pilot will include an assessment sample of up to 900 tests and yield results that will provide data that will inform decisions regarding the continuation of the pilot, state validation processes, and, ultimately, the expansion and institutionalization of the assessment. The pilot will be conducted from Fall 2015 through Fall 2016. The total cost of the contract will not exceed \$10,350.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves implementation of a Spanish language placement exam pilot program and associated costs, as presented.

Prepared by: _____	James Jenkins	Reviewed by: _____	Irene M. Malmgren
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #23

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

DATE: November 18, 2015

CONSENT

SUBJECT: Women's Cross Country and Men's Track and Field State Championship
Ring Purchase and Advance Payment

BACKGROUND

The Women's Cross Country team and the Men's Track and Field team won the State Championship during the 2014-15 season. To commemorate this accomplishment, the Kinesiology, Athletics, and Dance Division is requesting authorization to purchase championship rings from Signature Style Jewelry. Signature Style Jewelry requires a 50% deposit to begin production on the rings. Additional authorization is requested to provide an advance payment (deposit), not to exceed \$5,000.

ANALYSIS AND FISCAL IMPACT

The XC/Track & Field Foundation Fund-raising account will pay for these rings. There will be no cost to the District.

Funding Source

XC/Track & Field Foundation Fund-raising Account (\$10,000).

RECOMMENDATION

It is recommended that the Board of Trustees approves the purchase and deposit to Signature Style Jewelry, as presented.

Prepared by: Joe Jennum

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #24

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

DATE: November 18, 2015

CONSENT

SUBJECT: New and Modified Courses and New and Modified Degrees and
Certificates Effective with the 2016-17 Academic Year

BACKGROUND

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

New Course

Course Title

CHEM 51H	General Chemistry II - Honors
RAD 7A	Computed Tomography Clinical Experience 7A
RAD 7B	Computed Tomography Clinical Experience 7B
RAD 40	Mammography Principles and Procedures
RAD 70	Computed Tomography Sectional Anatomy and Pathology
RAD 71	Computed Tomography Procedures and Patient Care
RAD 72	Computed Tomography Physics and Instrumentation
MATH 260	Linear Algebra
MATH 290	Differential Equations

Modified Courses

Course Title

ADJU 10	Introduction to Correctional Sciences
AGOR 62	Irrigation Principles and Design
AGOR 64	Irrigation - Drip and Low Volume
AGOR 71	Construction Fundamentals
AIRC 65	Building Automation Networks and Programming
ANIM 116*	Character Development
ARTC 169	Contemporary Illustration
ARTD 43B	Intermediate Printmaking in Intaglio and Relief
ARTS 42*	Sculpture: Mold Making
BUSA 71	Personal Financial Planning
COUN 5	Career and Life Planning
DSPS 34	Writing Strategies
FCS 51	Consumerism: The Movement, its Impact, and Issues
FCS 41	Life Management
FCS 80	Personal Financial Planning
FIRE 100	Company Officer 2C: Fire Inspections and Investigations
FIRE 101	Company Officer 2D All Risk Command Operations
ID 37*	Business Practices for Interior Design
MATH 71*	Intermediate Algebra
MATH 71A*	Intermediate Algebra - First Half

Prepared by: Joumana McGowan

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #25

SUBJECT: New and Modified Courses and New and Modified Degrees and Certificates
Effective with the 2016-17 Academic Year

DATE: November 18, 2015

Modified Courses

Course Title

MATH 181	Calculus and Analytic Geometry
MENT 40*	Introduction to Interviewing and Counseling
MUS 99*	Special Projects in Music
NF 25	Introduction to Nutrition Science
NF 25H	Introduction to Nutrition Science - Honors
PHIL 9	Critical Thinking and Writing
PHIL 9H	Critical Thinking and Writing – Honors
RAD 31	Fluoroscopy and Radiobiology

New Certificates

Computed Tomography Certificate
 Mammography Certificate Program

Modified Degrees

Kinesiology AA

ANALYSIS AND FISCAL IMPACT

New and modified courses as well as new and modified certificates and degrees were developed and approved by their respective department committees and approved by the Curriculum and Instruction Council and the Academic Senate.

*An error 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 with the 2016-17 academic year, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 18, 2015</u>	CONSENT
SUBJECT:	<u>Mt. San Antonio College 2015 Scorecard</u>	

BACKGROUND

The Student Success Task Force (SSTF) recommended the implementation of a new accountability framework, and its purpose is to provide stakeholders with clear and concise information on key student progress and success metrics in order to improve performance. The recommendation specified that a scorecard be built on the existing reporting system, the Accountability Reporting for the Community Colleges (ARCC). California State Assembly Bill AB1417 (Pacheco) [Chapter 581, Statutes of 2004] established the ARCC program that requires the California Community Colleges Board of Governors to present an annual report to the Legislature and Governor on the evaluation of community college performance in meeting statewide educational outcome priorities. To satisfy the request of the SSTF, the ARCC Advisory Workgroup, which guided the development of the initial accountability system in 2005, was reconvened. The workgroup was represented by individuals from various community college organizations and stakeholder groups as well as researchers with technical expertise in performance measures. This technical workgroup reviewed the existing framework and designed the new scorecard. In its commitment to increase transfer and degree and certificate attainment, the California Community Colleges Board of Governors established a more user-friendly performance measurement system that tracks student success at all California community colleges. This Student Success Scorecard has data in both static and dynamic formats that report out by gender, age, and ethnicity by all California community colleges to determine if colleges are narrowing achievement gaps.

For the 2015 report, the Mt. SAC Scorecard consists of the following indicators of college effectiveness:

- A. Completion Rate (previously called Student Progress & Achievement Rate): The percentage of first-time students with a minimum of six units earned who attempted any Math or English in the first three years and achieved any of the following outcomes within six years of entry: obtained a degree, certificate, or transferred to a four-year institution, or were transfer prepared (i.e., successfully completed 60 UC/CSU transferable units with a grade point average of 2.0 or higher). (Prepared=73.0%; Underprepared=41.4%; and Overall Mt. SAC=47.0%.)
- B. Persistence Rate: The percentage of first-time students with a minimum of six units earned who attempted any Math or English in the first three years and achieved the following measure of progress (or momentum point): enrolled in the first three

Prepared by: Barbara McNeice-Stallard Reviewed by: Irene M. Malmgren
 Recommended by: Bill Scroggins Agenda Item: Consent #26

SUBJECT: Mt. San Antonio College 2015 Scorecard

DATE: November 18, 2015

consecutive primary semester terms anywhere in the California Community College (CCC) system. Persistence Rate is reported for the overall cohort as well as by lowest level of attempted Math or English. (Prepared=84.2%; Underprepared=77.6%; and Overall Mt. SAC=78.8%.)

- C. Thirty Units: The percentage of first-time students with a minimum of six units earned who attempted any Math or English in the first three years and achieved the following measure of progress (or milestone) within six years of entry: earned at least 30 units in the CCC system. (Prepared=80.7%; Underprepared=67.7%; and Overall Mt. SAC=70.0%.)
- D. Remedial Progress Rate: The percentage of credit students who attempted a course designated at “levels below transfer” in:
1. Math and successfully completed a college-level course in Math within six years;
 2. English and successfully completed a college-level course in English within six years; and
 3. ESL (Mt. SAC’s Credit American Language) and successfully completed the ESL sequence or a college-level English course within six years. (Mt. SAC: Math=31.3%; English=46.1%; and ESL=42.9%.)
- E. Career Technical Education (CTE) Completion Rate: The percentage of students who attempted a CTE course for the first time and completed more than eight units in the subsequent three years in a single discipline (two-digit vocational TOP code where at least one of the courses is occupational SAM B or C) and who achieved any of the following outcomes within six years of entry:
1. earned any AA/AS or credit Certificate (Chancellor’s Office approved); or
 2. transferred to a four-year institution (students shown to have enrolled at any four-year institution of higher education after enrolling at a CCC); or
 3. achieved “Transfer Prepared” (i.e., student successfully completed 60 UC/CSU transferable units with a GPA \geq 2.0). (Mt. SAC=55.1%.)
- F. Career Development and College Preparation (CDCP) Completion Rate: The percentage of students who attempted two or more CDCP courses, with a minimum of four attendance hours in each of those courses, within three years. The following outcomes within six years of entry:
1. CDCP Certificate(s);
 2. earned AA/AS or Certificates (Chancellor’s Office approved);
 3. transferred to a four-year institution (students shown to have enrolled at any four-year institution of higher education after enrolling at a CCC); and

SUBJECT: Mt. San Antonio College 2015 Scorecard

DATE: November 18, 2015

4. achieved "Transfer Prepared" (student successfully completed 60 UC/CSU transferable units with a GPA \geq 2.0). (Mt. SAC=12.6%.)

For the static electronic report:

<http://scorecard.cccco.edu/scorecard.aspx>

For the dynamic electronic report:

http://datamart.cccco.edu/Outcomes/Student_Success_Scorecard.aspx

ANALYSIS AND FISCAL IMPACT

Although Mt. SAC demonstrates success in most of the above indicators, it is essential for the College to review the findings on an ongoing basis to determine the programs and services that are currently offered that advance students' outcomes and what new programs and services could be offered in the future. A number of campus-wide initiatives/groups are engaged in evaluating program effectiveness (e.g., Basic Skills Initiative and Planning for Institutional Effectiveness). The new Student Equity Plan will also contribute toward the College's improvement over time. A breakdown of the data by gender, age, and ethnicity was used extensively by the Student Equity Committee as a major component of the section on Campus-Based Research for the College's 2015 Student Equity Report.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Mt. San Antonio College 2015 Scorecard, as presented.

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

DATE: November 18, 2015

CONSENT

SUBJECT: Science, Technology, Engineering, and Mathematics Teacher
Preparation Program (STEM TP²) Grant - Approval of Purchases

BACKGROUND

Mt. San Antonio College has an Advanced Technological Education grant titled 'Mt. SAC Science, Technology, Engineering, and Mathematics Teacher Preparation Program (STEM TP²),' funded by the National Science Foundation. The purpose of the grant is to develop a sustainable, multi-dimensional program that will recruit, counsel, and direct likely students that have the desire and potential to become highly-qualified middle school and high school mathematics and science teachers. The project will achieve its goal and four associated objectives by providing a cluster of academic support, enrichment activities, teaching opportunities, and authentic research experiences designed to promote student success. These objectives and a pipeline established to two local universities will provide a seamless transfer to a baccalaureate teacher preparation program in STEM. Recipients will be selected from students majoring in STEM areas with particular emphasis on recruiting students of color, females, Hispanics, veterans, and first-generation college students that have a desire to teach.

ANALYSIS AND FISCAL IMPACT

This grant award is \$624,668. The performance period for this grant is September 1, 2014, through August 31, 2017. The funding agency has approved the expenditure of grant funds to support the following: faculty, hourly, and student personnel; employee benefits; equipment; travel and professional development for grant personnel; student travel; participant support costs; instructional supplies and materials; printing/marketing; consultant services; contracted services; facilities and catering; indirect costs; and other grant-related expenses.

As part of the grant activities, the project will implement a four-week Summer Science Exploration (SSE) program. Activities use hands-on, minds-on approaches aimed at expanding the horizons and experiences of approximately 50 students within Grades 7-12. The program includes topics ranging from astronomy to zoology, with associated explorations that provide learning opportunities using computers, the Mt. SAC Planetarium, analytical instruments, field study locations, and diagnostic chemical testing. Mt. SAC students will participate as instructional aids in the SSE.

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #27

SUBJECT: Mt. SAC STEM Teacher Preparation Program (STEM TP²) Grant - Approval of Purchases

DATE: November 18, 2015

Authorization is requested to purchase food and/or catering services for this program, not to exceed \$5,000 each summer.

Activities will be carried out with grant funds, Mt. SAC Foundation funds, and/or registration fees from student participants.

Funding Source

U.S. Department of Education.

RECOMMENDATION

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

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

DATE: November 18, 2015

CONSENT

SUBJECT: Resolution No. 15-05 – Approval to Compensate Trustee
Judy Chen Haggerty for Her Absence from the Regular Meeting of the
Board of Trustees on November 18, 2015

BACKGROUND

California Education Code Section 72024(d) states, “A member may be paid for any meeting when absent if the board, by resolution duly adopted and included in its minutes, finds that, at the time of the meeting, he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. The compensation shall be a charge against the funds of the district.”

ANALYSIS AND FISCAL IMPACT

Trustee Judy Chen Haggerty is on the Advisory Committee on Education Services (ACES) and is attending a meeting on November 18, in Burlingame, CA. Given the ending time of the ACES meeting, she would not be able to arrive in Walnut until well after the start of the Board of Trustees meeting on the same day. She is also slated to give a presentation at the Community College League of California (CCLC) Annual Convention, which starts the next day, on November 19, in Burlingame, as well. Therefore, it is cost-effective to the College for her to remain in Burlingame on the evening of November 18.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees adopts Resolution No. 15-05 – Approval to Compensate Trustee Judy Chen Haggerty for Her Absence from the Regular Meeting of the Board of Trustees on November 18, 2015.

SUBJECT: Resolution No. 15-05 – Approval to Compensate Trustee Judy Chen Haggerty for Her Absence from the Regular Meeting of the Board of Trustees on November 18, 2015

DATE: November 18, 2015

**RESOLUTION NO. 15-05
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA
APPROVAL TO COMPENSATE TRUSTEE JUDY CHEN HAGGERTY FOR HER
ABSENCE FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES ON
NOVEMBER 18, 2015**

The following resolution is adopted by the Governing Board of the Mt. San Antonio Community College District:

WHEREAS, Trustee Judy Chen Haggerty was absent from the regular meeting of the Board of Trustees on November 18, 2015, due to back-to-back conflicting meetings in Burlingame, CA;

WHEREAS, California Education Code Section 72024(d) states, "A member may be paid for any meeting when absent if the board, by resolution duly adopted and included in its minutes, finds that, at the time of the meeting, he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. The compensation shall be a charge against the funds of the district."

NOW, THEREFORE, BE IT RESOLVED, that this Board of Trustees authorizes to compensate Trustee Judy Chen Haggerty even though she was not present at the regular meeting of the Board of Trustees on November 18, 2015.

PASSED AND ADOPTED by unanimous vote of the members of the Governing Board of the Mt. San Antonio Community College District on the 18th day of November 2015 by a vote of:

AYES:
NOES:
ABSENT:

I, William T. Scroggins, Clerk/Secretary of the Governing Board of the Mt. San Antonio Community College District, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by said Board at a regularly called and conducted meeting held on said date.

William T. Scroggins
College President/CEO and
Secretary, Governing Board
Mt. San Antonio Community College District



MT. SAN ANTONIO COLLEGE

BOARD OF TRUSTEES

2015-16 REGULAR AND SPECIAL MEETING CALENDAR

The Mt. San Antonio College Board of Trustees normally meets the second Wednesday of each month at 1100 North Grand Avenue, Walnut, CA, in Founders Hall. The closed session portion of the meeting begins at 6:00 p.m., with the public session beginning at 6:30 p.m. The special meeting is scheduled to begin at 8:30 a.m. and conclude at 5:00 p.m., and the venue is to be determined.

Special meetings may be called, as needed.

The Board will meet on the following dates during 2015-16:

July 8, 2015
 August 5, 2015
 September 16, 2015
 October 21, 2015
 November 18, 2015
 December 9, 2015
 January 13, 2016
 February 17, 2016
February 27, 2016 (Board Study Session)
 March 9, 2016
 April 13, 2016
 May 11, 2016
 June 22, 2016

WTS:dl

Recommended by: Bill Scroggins Agenda Item: Consent #29

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 18, 2015</u>	ACTION
SUBJECT:	<u>Resolution No. 15-06 – New Assessment, Design, Installation, Operation, and Maintenance of a Photovoltaic Solar System</u>	

BACKGROUND

The Board of Trustees has authorized the College to enter into an agreement for the design and construction of a 2.2 MW ground-mounted photovoltaic panel project. After consultation with the Division of the State Architect (DSA) and thorough review of the relevant codes, guidelines, and the official interpretation of regulations, it has been determined that the project is not subject to review and approval by DSA. To qualify for the exclusion, the solar project must meet certain conditions. The Board must also pass and adopt a resolution that assures that the project meets those conditions.

ANALYSIS AND FISCAL IMPACT

The Division of the State Architect reviews the Community College projects to ensure compliance with applicable structural, access, and fire and life safety codes. Solar projects that meet the conditions included in the following resolution are exempt from these reviews. The project does comply in all respects. An inspector qualified by DSA will be on site to verify compliance, appropriately licensed architects and engineers will function in the same manner as with all DSA projects, and fencing will be installed, as required.

Funding Source

Not Applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves and adopts Resolution No. 15-06 - New Assessment, Design, Installation, Operation, and Maintenance of a Photovoltaic Solar System, as presented.

Prepared by: <u>Caryn Cowin/Gary L. Nellesen</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Action #1</u>

SUBJECT: Resolution No. 15-06 – New Assessment, Design, Installation, Operation, and Maintenance of a Photovoltaic Solar System
DATE: November 18, 2015

RESOLUTION NO. 15-06

**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
New Assessment, Design, Installation, Operation, and Maintenance of a
Photovoltaic Solar System**

NEW GROUND PHOTOVOLTAIC PANEL PROJECT

WHEREAS, concerning the construction of ground-mounted photovoltaic panel installation at Mt. San Antonio College, 1100 North Grand Avenue, Walnut, CA 91789, shall not be used for instructional purposes, and that no pupils or teachers or the public will be permitted to use or enter the said panel-fenced enclosure for said purposes or be subject to a hazard resulting from its collapse.

NOW, THEREFORE, IT IS RESOLVED, The Board of Trustees of Mt. San Antonio Community College District directs the Administration as follows:

1. Plans have been prepared by a California licensed Architect or Engineer.
2. The Board of Trustees assumes responsibility for adequate inspection of the materials and work of construction to ensure compliance with the provisions of Parts 2, 3, 4, 5, 6, 7, 11, and 12, Title 24, C.C.R., as adopted by the California Building Standards Commission.
3. The photovoltaic panels shall be ground-mounted, less than or equal to eight feet maximum in height, entirely fenced from student and public use, not associated with public viewing areas, not located in required side yards, do not encroach into fire access lanes, and provide signage stating “Not Open to the Public – Maintenance Personnel Only.”
4. To provide a fence such that the project is entirely fenced off from the rest of the campus and the fence is located at a distance from the equipment equal to or greater than the maximum height of the equipment. The maximum height shall be measured from the finish grade or surface at the equipment to the top of the equipment at its highest point. A fire access gate with a lock that is capable of being cut away during emergency operations or a security lock such as “Knox Lock” shall be provided which meets the requirements of the local fire authority having jurisdiction. Ten-foot clearance from all vegetation on all sides of the photovoltaic system shall be provided.
5. To provide a disconnect location which is identified and accessible for fire department fire-fighting operations. Architect/Engineer of record to coordinate with local utility provider for requirements regarding connection to service.

SUBJECT: Resolution No. 15-06 – New Assessment, Design, Installation, Operation,
and Maintenance of a Photovoltaic Solar System
DATE: November 18, 2015

- That the Board of Trustees hereby adopts the resolution; and
- Directs College staff to forward a copy of the adopted and signed resolution to DSA upon award of contract.

PASSED and ADOPTED this 18st day of November 2015, by the Board of Trustees of the Mt. San Antonio Community College District of the County of Los Angeles, State of California, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

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

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

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

DATE: November 18, 2015

ACTION

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

BACKGROUND

Chapter 10.7, Sections 3440-3549 of the California Government Code requires that items to re-open 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 November 18, 2015, Board of Trustees meeting.

ANALYSIS AND FISCAL IMPACT

The District and CSEA, Chapter 262 have agreed to begin negotiations for the second-year re-opener agreement during the 2016 Winter Intersession. Negotiations for the re-opener agreement will begin no later than January 22, 2016.

Funding Source

Not applicable.

RECOMMENDATION

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

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Action #2

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

DATE: November 18, 2015

Proposals for Second-Year Re-opener 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 the second-year re-opener agreement for July 1, 2014, through June 30, 2017.

- Article 8: Salaries
- Article 9: Health and Welfare Benefits

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 a second-year re-opener agreement for July 1, 2014, through June 30, 2017.

- Article 8: Salaries
- Article 9: Health and Welfare Benefits
- Article 17: Reclassification Procedure
- Article 20: Personal/Professional Growth
- Appendix A: Classified Unit A Salary Schedule Assignments
- Appendix B: Classified Unit A Salary Schedule
- Appendix D: Reclassification Request
- Appendix F: Application for Personal/Professional Growth Benefit

The District and CSEA, Chapter 262 reserve the right to add to, 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: November 18, 2015

ACTION

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

BACKGROUND

Chapter 10.7, Sections 3440-3549 of the California Government Code requires that items to re-open 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 November 18, 2015, Board of Trustees meeting.

ANALYSIS AND FISCAL IMPACT

The District and CSEA, Chapter 651 have agreed to begin negotiations for the second-year re-opener agreement during the 2016 Winter Intersession. Negotiations for the re-opener agreement will begin no later than January 22, 2016.

Funding Source

Not applicable.

RECOMMENDATION

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

Prepared by: James P. Czaja

Recommended by: Bill Scroggins

Agenda Item: Action #3

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

DATE: November 18, 2015

Proposals for First-Year Re-opener 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 a second-year re-opener 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 a second-year re-opener agreement for July 1, 2014, through June 30, 2017.

- Article V: Rights of the Association
- Article VII: Salaries
- Article VIII: Health and Welfare Benefits
- Article X: Leaves of Absence and Related Matters
- Article XVI: Personal/Professional Growth

The District and CSEA, Chapter 651 reserve the right to add to, 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: November 18, 2015

ACTION

SUBJECT: 2015-16 Student Success and Support Program Plan

BACKGROUND

As part of the Student Success Act and the requirements of AB 1456, all California community colleges are required to submit a plan to implement the Student Success and Support Program (SSSP). Although Board of Trustees approval is not required, the administration believes that it is most appropriate to have the Board of Trustees endorse the submission of the Plan. This year's SSSP Plan focused on updating last year's Plan and reporting on progress to date. The Plan has gone through the College's governance process, which includes approval by the Academic Senate.

The focus of the SSSP Plan is to provide the core services of assessment, orientation, counseling, and education planning along with follow-up services to all students, especially first-time students to college. Mt. San Antonio College (Mt. SAC) has fully implemented all required aspects of the SSSP including changes to enrollment priorities. Mandatory assessment, orientation, and counseling and the development of an abbreviated education plan, at a minimum, are required for all new, first-time students to Mt. SAC.

ANALYSIS AND FISCAL IMPACT

The Plan meets the requirements set forth by the State Chancellor's Office.

Funding Sources

Student Success and Support Program funding.
Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Student Success and Support Program Plan.

Prepared by: James Ocampo

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Action #4

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 18, 2015</u>	ACTION
SUBJECT:	<u>Proposed Revisions to Board Policy 3550 - Drug-Free Environment and Drug Prevention Program</u>	

BACKGROUND

Board Policy 3550 – Drug-Free Environment and Drug Prevention Program. This policy has proposed revisions, as presented.

ANALYSIS AND FISCAL IMPACT

After careful review and deliberation and utilizing the College’s shared governance process, revisions to Board Policy 3550 have been recommended.

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

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the proposed revisions to Board Policy 3550 – Drug-Free Environment and Drug Prevention Program.

Prepared by: _____	Thomas Mauch	Reviewed by: _____	Audrey Yamagata-Noji
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Action #5

SUBJECT: Proposed Revisions to Board Policy 3550 – Drug-Free Environment and Drug Prevention Program

DATE: November 18, 2015

Chapter 3 – General Institution

BP 3550 Drug-Free Environment and Drug Prevention Program

References: Drug-Free Schools and Communities Act, 20 U.S.C. Section 1145g and 34 C.F.R. Section 86.1 et seq.; Drug-Free Workplace Act of 1988, 41 U.S.C. Section 702, **California Health and Safety Code, Section 11350, 11362.79; Board Policies 7360, 7365, 3560, 5500, and 5520.**

~~The College shall be free from all illegal drugs and from the unlawful possession, use or distribution of illegal drugs and alcohol by students and employees.~~

The unlawful **manufacturing**, distribution, dispensing, possession, or use of alcohol or any controlled substance **illicit drugs (including medical marijuana)** is prohibited on College property, in any facility operated by the College, during College-sponsored field trips, activities, or workshops, and in any College-owned vehicle. **is prohibited and subject to sanctions, as described below. (Exception: Board Policy 3560, Alcoholic Beverages)**

The manufacture, distribution, dispensing, possession, or use of alcoholic beverages is limited to certain approved events and locations covered by Mt. San Antonio College Board Policy 3560 – Alcoholic Beverages, and Administrative Procedure 3560 – Alcoholic Beverages.

All **District** employees **and students** are required to comply with this policy, as a condition of their employment and continued employment. Any student or **Employees** who violates this policy will be subject to disciplinary action **sanctions**, which may include referral to an appropriate rehabilitation program, suspension, demotion, ~~expulsion~~ or dismissal. Any employee convicted under a criminal drug and/or alcohol statute for conduct in the workplace must report this conviction within five days to the College President/CEO.

Mt. San Antonio College students must, as a condition of enrollment, abide by the terms of the Standards of Conduct (Board Policy 5500 – Standards of Conduct), which includes restrictions on controlled substances, alcoholic beverages, and other intoxicants. Violation of the Standards of Conduct may result in disciplinary action up to and including suspension or expulsion from Mt. San Antonio College and referral for prosecution where laws have been broken. Students that need assistance dealing with drug and alcohol issues are encouraged to utilize the resources available at the Student Health Center and the Student Life Center.

SUBJECT: Proposed Revisions to Board Policy 3550 – Drug-Free Environment and Drug Prevention Program

DATE: November 18, 2015

The College President/CEO shall ~~establish administrative procedures as~~ assure that the College ~~distributes~~ annually **distributes** to each student the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and **the California Health and Safety Code Section 11362.79.** ~~complies with other requirements of the Act.~~

Approved: April 28, 2004

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 18, 2015</u>	ACTION
SUBJECT:	<u>Proposed Revisions to Board Policy 7340 – Leaves</u>	

BACKGROUND

Modifications have been proposed for Board Policy 7340 – Leaves.

ANALYSIS AND FISCAL IMPACT

After careful review and deliberation and utilizing the College’s shared governance process, revisions to Board Policy 7340 – Leaves have been suggested.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves proposed revisions to Board Policy 7340 – Leaves.

Recommended by:	<u>Bill Scroggins</u>	Reviewed by:	<u>James P. Czaja</u>
		Agenda Item:	<u>Action #6</u>

SUBJECT: Proposed Revisions to Board Policy 7340 – Leaves

DATE: November 18, 2015

Chapter 7 – Human Resources

BP 7340 Leaves

References: Education Code Sections 87763 et seq., 88190 et seq., California Labor Code Sections 245-249: Healthy Workplace Healthy Family Act of 2014 (AB 1522), and cites below:

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

- illness leaves (**sick leave**) for all classes of permanent employees;
- **sick leave for temporary employees not represented by a collective bargaining unit who work for 30 or more days within a year from the commencement of employment (California Labor Code Sections 245-249);**
- vacation leave for members of the classified service, administrators, supervisors, and managers;
- leave for service as an elected official of a community college district public employee organization or of any statewide or national employee organization with which the local organization is affiliated (Education Code Sections 87768.5 and 88210);
- leave of absence to serve as an elected member of the legislature (Education Code Section 87701);
- pregnancy leave (Education Code Sections 87766 and 88193, and Government Code Section 12945);
- use of illness leave for personal necessity (Education Code Sections 87784 and 88207);
- industrial accident leave;
- bereavement leave;
- jury service or appearance as a witness in court (Education Code Sections 87036 and 87037);
- military service (Education Code Section 87700); and

SUBJECT: Proposed Revisions to Board Policy 7340 – Leaves

DATE: November 18, 2015

- sabbatical leaves for permanent faculty.

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

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

Approved: August 25, 2004

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 18, 2015</u>	ACTION
SUBJECT:	<u>South Campus Site Improvements (Bid Nos. 3055-3059)</u>	
	<u>[PLACEHOLDER]</u>	

BACKGROUND

This project entails grading and other site improvements required to prepare the West Parcel site, located on the property southwest of Grand and Temple Avenues, adjacent to the main campus, for the purchase and installation of a ground-mounted solar photovoltaic system, under a separate design-build agreement. The scope of work for this project includes, but is not limited to, utility work, site improvements, and fencing as well as the implementation of habitat mitigation, landscape, and irrigation necessary to comply with all permit and approval conditions imposed by the responsible agencies.

This project was originally approved as part of the Mt. San Antonio College Facility Master Plan 2012 (2012 Master Plan), dated February 18, 2013, and received California Environmental Quality Act (CEQA) lead agency clearance by the Board of Trustees' certification of the 2012 Master Plan's Subsequent Environmental Impact Report (EIR) on December 11, 2013, under Agenda Item No. 18. The project, as currently designed, could have significant effects on the environment; however, all potentially significant effects have been analyzed in the 2012 Master Plan EIR (SCH 2002041161) pursuant to applicable standards and have been avoided or mitigated pursuant to the 2012 Master Plan EIR including mitigation measures that were adopted in the 2012 Mitigation Monitoring Program that are applicable to the project. For these reasons, no additional environmental analysis is required under CEQA.

Since the responsible agencies are conducting their own CEQA reviews and approvals of the project, any project changes imposed by the responsible agencies as a condition of approval will not create a potentially new significant environmental impact or exacerbate any of the existing significant environmental impacts disclosed in the 2012 Master Plan Subsequent EIR. If any of the responsible agencies do not approve the project, this agreement would be terminated, and the project would not proceed.

ANALYSIS AND FISCAL IMPACT

Due to time constraints in meeting the Board submittal deadline, a recommendation and summary will be presented to the Board of Trustees at its regular meeting on November 18, 2015.

Prepared by:	<u>Teresa Patterson/Gary L. Nellesen</u>	Reviewed by:	<u>Rosa M. Royce/Michael D. Gregoryk</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Action #7</u>

SUBJECT: South Campus Site Improvements (Bid Nos. 3055-3059) [PLACEHOLDER]

DATE: November 18, 2015

Funding Source

Unrestricted General Fund.

RECOMMENDATION

A recommendation will be presented to the Board of Trustees at its regular meeting on November 18, 2015.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>November 18, 2015</u>	ACTION
SUBJECT:	<u>Business and Computer Technology Center - New Construction</u> <u>and Learning Language Center Building Expansion (Bid Nos. 3043 and</u> <u>3046) [PLACEHOLDER]</u>	

BACKGROUND

At its meeting on October 21, 2015, the Board of Trustees awarded 19 construction contracts for the new Business and Computer Technology (BCT) building and a lobby addition to the Language Center, with the exception of Bid No. 3043 – Flooring and Bid No. 3046 – Food Services Equipment.

The 108,000-square-foot BCT project will house the Business Division classrooms, laboratories, administrative offices, and a Language Lab with associated classrooms. The lobby addition is an alteration to the west side of the Language Center facility and will provide a new entrance to the facility. The project will include significant site work including the conversion of a portion of Walnut Avenue to a pedestrian throughway.

ANALYSIS AND FISCAL IMPACT

Due to time constraints in meeting the Board submittal deadline, a recommendation and summary will be presented to the Board of Trustees at its regular meeting on November 18, 2015.

Funding Source

Measure RR (Series A and C) Bond funds.

RECOMMENDATION

A recommendation will be presented to the Board of Trustees at its regular meeting on November 18, 2015.

Prepared by: <u>Teresa Patterson/Gary L. Nellesen</u>	Reviewed by: <u>Rosa M. Royce/Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Action #8</u>