



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

**Wednesday, September 14, 2016**

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

**6:00 p.m. – New Faculty Reception**

**6:30 p.m. – Public Session**

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

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

## AGENDA

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

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

## PUBLIC COMMUNICATION

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

## CLOSED SESSION

- 1. Public Employee Discipline/Dismissal/Release, per California Government Code Section 54957 – Non-Re-employment, Probationary Classified, Employee No. ...5645**

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

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

**NEW FACULTY RECEPTION** (6:00 p.m., Founders Hall)

**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)

- **Mauricio Fuentes**, Laboratory Technician, Digital Arts (Communication and Entertainment Arts)
- **Jane Ho**, Laboratory Technician I, Chemistry (Chemistry)
- **Allison Olalia**, Laboratory Technician, Arts (Arts)
- **Monica Orozco**, Laboratory Technician, Digital Arts (Communication and Entertainment Arts)
- **Kathy Goodson**, Lead Interpreter (Disabled Students Programs and Services)

Classified Employee (Promoted)

- **Guadalupe De La Cruz**, Transfer Specialist (Career and Transfer Services)

Management Employees (Newly Appointed)

- **Abe Ali**, Vice President, Human Resources (Human Resources)
- **Eric Lara**, Associate Dean, Student Success and Equity (Student Services)
- **Ryan Whetstone**, Special Projects Director, Regional Consortium for Adult Education (School of Continuing Education)

Faculty (Newly Appointed)

Arts Division

- **Karen Marston**, Professor, Music (Music)
- **Nathan Tharp**, Professor, Music (Music)

Business Division

- **Bobby Bates**, Professor, Accounting (Accounting and Management)
- **Ivet Bazikyan**, Professor, Child Development (Child Development)
- **Christina Cammayo**, Professor, Nutrition (Consumer & Design Technologies)
- **Susan Chavez**, Professor, Restaurant Management (Consumer & Design Technologies)
- **Steven Valdes**, Professor, Accounting (Accounting and Management)
- **Stephen Villasenor**, Professor, Economics (Business Administration)

Counseling

- **Mary Barrios**, Professor, Counseling (Counseling)
- **Dalia Chavez**, Professor, Counseling (Adult Basic Education)
- **Bernadette Flameno**, Professor, Counseling (Counseling)

- **Vanessa Garcia**, Professor, Counseling (English as a Second Language)
- **Daisy Gutierrez**, Professor, Counseling (Counseling)
- **Jason Hayward**, Professor, Counseling (Counseling)
- **Evelyn Heredia**, Professor, Counseling (Short Term Vocational)
- **Elizabeth Hernandez**, Professor, Counseling (Counseling)
- **Jesse Lopez**, Professor, Counseling (Counseling)
- **Sara Mestas**, Professor, Counseling (Counseling)
- **Donna Necke**, Professor, Counseling (Adult Basic Education)
- **Michael Ngo**, Professor, Counseling (English as a Second Language)
- **Natalie Paredes**, Professor, Counseling (EOPS)
- **Rudy Santacruz**, Professor Counseling (Counseling)
- **Bernard Somers**, Professor, Counseling (Counseling)
- **Ana Turcios**, Professor, Counseling (CalWORKS)
- **Allen Wang**, Professor, Counseling (International Student Program)

#### Humanities and Social Sciences Division

- **Errol Browne**, Professor, History (History, Art History)
- **Ellen Caldwell**, Professor, Art History (History, Art History)
- **Sandon Larson**, Professor, American Sign Language (Sign Language)
- **Robert Piluso**, Professor, English (English, Literature & Journalism)
- **Elvinet Piard**, Professor, Communication (Communication)
- **Sierra Powell**, Professor, Political Sciences (Geography & Political Science)
- **Kelly Rivera**, Professor, Political Science (Geography & Political Science)
- **Ned Weidner**, Professor, English (English, Literature & Journalism)

#### Kinesiology, Athletics, and Dance Division

- **Allison Carey-Oliver**, Professor, Kinesiology/Women's Volleyball Coach (Kinesiology)
- **John Knott**, Professor, Kinesiology/Baseball Head Coach (Kinesiology)
- **David Rivera**, Professor, Kinesiology/Men's Wrestling Coach (Kinesiology)
- **Michelle Shear**, Professor, Dance (Dance)

#### Library and Learning Resources Division

- **Eva Rios-Alvarado**, Professor, Library (Library)

#### Natural Sciences Division

- **Marissa Case**, Professor, Mathematics (Mathematics, Computer Science)
- **Kwun Cheung**, Professor, Physics (Physics, Engineering)
- **Tyler Flisik**, Professor, Biology (Biology Sciences)
- **Stephanie Lee**, Professor, Biology (Biological Sciences)
- **Parisa Mahjoor**, Professor, Chemistry (Chemistry)
- **Lisa Morales**, Professor, Mathematics (Mathematics, Computer Science)
- **John Norvell**, Professor, Anthropology (Biological Sciences)
- **Chaz Perea**, Professor, Horticulture (Agricultural Sciences)
- **Masoud Roueintan**, Professor, Chemistry (Chemistry)
- **Naluce Santana**, Professor, Health (Biological Sciences)

#### School of Continuing Education Division

- **Naomi Avila**, Professor, Counseling (Adult Basic Education)

## Technology and Health Division

- **Sophie Boquiren**, Professor, Nursing (Nursing)
- **Hirohito Kuroki**, Professor, Architecture (Architecture, Industrial Design Engineering, and Manufacturing)
- **David Mah**, Professor, Emergency Medical Technology (Medical Services)
- **Garett Staley**, Professor, Alcohol & Drug Counseling (Mental Health)
- **Amy Tull**, Professor, Psychiatric Technician (Mental Health)

- **Recognition:**

- Award a Certificate of Service to the following retiring employees:
  - **Sally Fenton**, Administrative Secretary (Instruction) (8 years of service)
- 2016 Presidential Award for Excellence and Innovation in Teaching and Learning:
  - Outstanding Curriculum Efforts: Paralegal Department (Professors **Catherine McKee**, **Martin Ramey**, and **Abby Wood**)
  - Outstanding Basic Skills Efforts: Mt. San Antonio College Statway Implementation (Professors **Scott Guth**, **Paula Young**, and **Akira Nitta**)
- 2016 VOICES College Champion Awards:
  - Torch Bearer Award: **Bruce Nixon**
  - Burning Bright Award: **John Lewallen**
  - Eternal Flame Award: **Liesel Reinhart**
- Mt. SAC Head Athletic Trainer **Bill Ito** just returned from the Rio Olympic Summer Games, where he served as an Athletic Trainer for USA Track and Field medical staff. Bill has been an Athletic Trainer for 18 years and has been part of USA Track and Field for 10 years, almost the same amount of time he has been employed at Mt. San Antonio College. Prior to being chosen as a member of this Olympic Staff, Bill has worked many Track and Field World Championships, World Youth and Junior Track and Field championships, the USA Track and Field Olympic Trials as well as the USOC BMX Olympic Trials.

During his time in Rio, Bill had the opportunity to work with most of the USA medalists in Track and Field as well as medalists from the Women's Gymnastics squad. USA Track and Field earned 32 medals, which was one of the largest number of medals earned in a non-boycott Olympics since 1932. Bill was the only trainer from a community college on the entire medical staff. Being a part of the Olympics was not only a dream come true for Bill, but it was also a valuable opportunity for Mt. SAC as we position ourselves to potentially host the Olympic Track and Field trials in the near future. The USA medical staff is considered the most elite medical staff in the world, and we are so proud that he was chosen to be a contributing member of that team. Congratulations, Bill!

## APPROVAL OF MINUTES

- Approval of minutes of the regular meeting of August 17, 2016 (Pages 1 through 11).

## **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
  - Informational Report – Fall Enrollment, prepared by Audrey Yamagata-Noji, Vice President, Student Services; and Irene Malmgren, Vice President, Instruction (Page 12); and
  - Informational Report – Adopted Budget for 2016-17, presented by Mike Gregoryk, Vice President, Administrative Services; and Rosa Royce, Associate Vice President, Fiscal Services.

## **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.

**Consideration of approval is requested for the following:**

### **ADMINISTRATIVE SERVICES:**

1. Appropriation Transfers and Budget Revisions Summary (Pages 13 through 18);
2. Hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines (Pages 19 and 20);
3. Resolution No. 16-01 - Appropriations Limit for Fiscal Year 2016-17 (Pages 21 through 23);
4. Education Protection Account to fund Instructional Salaries and Benefits for the 2016-17 fiscal year (Pages 24 and 25);
5. Quarterly Financial Status Report for the period ending June 30, 2016 (Pages 26 through 28);
6. Quarterly Investment Report for the quarter ending June 30, 2016 (Page 29);
7. Renewal agreement with The Liquidation Company to conduct auctions for equipment and miscellaneous items that are deemed surplus and/or salvage (Page 30);
8. Agreement with Innotall for technical services to create a theme design for the Mt. SAC portal (Page 31);
9. Renewal agreement with Turbo Data Systems Inc. for processing parking citations (Page 32);

10. Omega Broadcast Group of Austin, TX; Bexel Global Broadcast Solutions of Burbank, CA; Pro-Sound, Inc, of Miami, FL; and Full Compass Systems of Madison, WI (Pages 33 through 36):
  - Bid No. 3093 Purchase Video Production Equipment;
11. Change Order for the Business and Computer Technology Building - Demand Response Program (Page 37 and 38):
  - Contract SJB&D Incorporated (General Contractor) – Change Order No. 1;
12. Change Order for the Child Development Center Corrective Measures (Page 39):
  - Contract Mariposa Landscapes, Inc. (Contractor) – Change Order No. 1; and
13. Approval of the following Completion Notice:
  - Bid No. 3025 Child Development Center Corrective Measures – Site Improvements, Mariposa Landscapes, Inc. (Contractor).

**HUMAN RESOURCES:**

14. Personnel Transactions (Pages 40 through 72); and
15. New Classified Job Classification Description (Pages 73 through 78).

**INSTRUCTION:**

16. School of Continuing Education Additions and Changes (Pages 79 through 81);
17. Program Fees for Students in the Technology and Health Division (Page 82);
18. Travel Expenses for American Bar Association Site Visit for Paralegal Program (Page 83);
19. Athletics Special Events Expenditures and Contracts for the 2016-17 Academic Year (Pages 84 and 85);
20. Course Identification Program Grant Acceptance of Funds, Approval of Purchases, and Approval of Contract with Academic Senate for California Community Colleges (Pages 86 and 87); and
21. Title V - Developing Hispanic-Serving Institutions, "Building Pathways of Persistence and Completion," Grant Acceptance of Funds and Approval of Purchases and Activities (Pages 88 and 89).

**PRESIDENT'S OFFICE:**

22. Change to the 2016-17 Regular Meeting Calendar for the Board of Trustees (Page 90).

## **STUDENT SERVICES:**

23. Associated Students expenditure funding for 2016-17 (Page 91);
24. Contract with Pacific Palms Resort and Conference Center (Page 92);
25. Contract with UCLA Conference Center in Lake Arrowhead (Page 93);
26. Contract with Kids That Code for the Upward Bound Program (Page 94);
27. Contract with the Princeton Review Led-Classroom Course Agreement for the Upward Bound Program (Page 95); and
28. Note Takers as Independent Contractors for the Disabled Student Programs and Services in order to acquire the expertise needed to accomplish College goals and to meet deadlines (Page 96).

## **Consideration of ratification is requested for the following:**

29. Memorandum of Understanding with Foothill Transit (Page 97);
30. Five-year agreement with the Los Angeles County Sheriff's Department to provide law enforcement services and assistance at extracurricular school functions (Page 98);
31. Contract Amendment (Page 99):
  - Contract Professional design and consulting services – added services – Performing Arts Center Eaves – Independent Roofing Consultants – Amendment No. 1;
32. Contract Agreement with Athlete Assessment (Page 100);
33. Basic Skills and Student Outcomes Transformation Program Grant Approval of Purchases and Contract with Career Ladders Project (Pages 101 and 102); and
34. Extension of Agreement with the County of Los Angeles Department of Public Social Services (Page 103).

## **ACTION ITEMS**

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

1. Public Hearing on Proposed Budget to be adopted for the Fiscal Year 2016-17;
2. 2016-17 Fiscal Year Adopted Budget (distributed as a separate document) (Pages 104 through 107);
3. Classification Changes and Range Placement for CSEA, Chapter 262-Represented Employees (Pages 108 through 110);



4. Proposed revisions to Board Policy 2310 – Regular Meetings of the Board (Pages 111 and 112);
5. Proposed revisions to Board Policy 4500 – Athletics (Pages 113 and 114); and
6. Organizational changes in Administrative Services [PLACEHOLDER] (Page 115).

## DISCUSSION ITEM

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

1. Proposed Board Policy 3225 – Institutional Effectiveness (NEW) (Pages 116 and 117).

## INFORMATION ITEMS

No action will be taken on the item listed. It is being provided to the Board of Trustees for information only.

1. Revisions to Administrative Procedure 3565 – Smoking on Campus (Pages 118 through 120); and
2. Revisions to Administrative Policy 5015 – Residence Determination (Pages 121 through 124).

## ADJOURNMENT

### Future Board Meetings

October 12, 2016  
November 9, 2016  
December 14, 2016

### Upcoming Events

- |                 |  |
|-----------------|--|
| September 6-8   | <b>Associated Students Visibility Days</b> , 9:00 a.m.-1:00 p.m. and 5:30-6:30 p.m., Student Life Center (Building 9C) |
| September 13-14 | <b>American Red Cross Blood Drive</b> , 9:00 a.m.-7:00 p.m., Venue TBD   |
| September 14    | <b>Board of Trustees Meeting</b> , 6:00 p.m. New Faculty Reception, 6:30 p.m. Open Session, Founders Hall              |

## **Upcoming Events** (continued)

- September 15      **Constitution Day**, 9:00 a.m.-1:00 p.m., Building 9C  
**Mt. SAC Day at the L. A. County Fair**
- September 16      **LinkedIn for Students Workshop**, 10:30 a.m.-11:30 a.m. and  
11:45 a.m.-12:45 p.m., Building 20, Room 7  
**The Underdog's Strategies for Success**, 1:00-3:30 p.m., 9C Stage
- September 20      **Evening Transfer Fair**, 5:30 p.m.-7:30 p.m., Building 26 Quad
- September 20-22   **Join-A-Club Days**, 9:00 a.m.-1:00 p.m., North of Library (Building 6)
- September 21      **Student Services Fair**, 9:00 a.m.-1:00 p.m., Building 9C
- September 22-  
December 8      **Close Values: The Legacy of Karl Benjamin Art Exhibit**,  
Reception – September 22, 4:30-7:30 p.m., Art Gallery
- September 28      **Arise: Fale Fono**, 5:00 p.m.-7:30 p.m., Building 9B, Ragan Room
- October              **Disability Celebration Month**
- October 1           **2017-18 FAFSA Application Period Opens**
- October 4           **Voter Registration Drive**, 9:00 a.m.-2:00 p.m., North of Building 6

## **Upcoming Athletics Events**

- September 9      **Women's Volleyball vs. College of the Desert**, 3:00 p.m., Gym  
**Women's Volleyball vs. Riverside College**, 7:00 p.m., Gym
- September 14      **Women's Water Polo vs. Rio Hondo College**, 3:00 p.m., Pool  
**Men's Water Polo vs. Rio Hondo College**, 4:15 p.m., Pool  
**Women's Volleyball vs. Fullerton College**, 6:00 p.m., Gym
- September 16      **Men's Water Polo, Mt. SAC Tournament**, All day, Pool  
**Women's Soccer vs. Golden West College**, 5:00 p.m., Soccer Field
- September 17      **Men's Water Polo, Mt. SAC Tournament**, All day, Pool  
**Men's Wrestling, Mt. SAC Duals**, All day, Gym  
**Football vs. Santa Monica College**, 6:00 p.m., Covina District Field
- September 21      **Women's Water Polo vs. East L.A. College**, 3:00 p.m., Pool  
**Women's Volleyball vs. Grossmont College**, 5:00 p.m., Gym
- September 23      **Women's Water Polo, Mt. SAC Tournament**, All day, Pool  
**Women's Volleyball vs. Chaffey College**, 3:00 p.m., Gym

**Upcoming Athletic Events** (continued)

- September 24      **Women's Water Polo, Mt. SAC Tournament**, All day, Pool  
**Football vs. Fullerton College**, 6:00 p.m., Covina District Field
- September 27      **Women's Soccer vs. Pasadena City College**, 4:00 p.m., Soccer Field  
**Men's Soccer vs. Pasadena City College**, 6:00 p.m., Soccer Field
- September 30      **Men's Soccer vs. College of the Canyons**, 6:00 p.m., Soccer Field
- October 3            **Women's Water Polo vs. L.A. Trade Tech**, 3:00 p.m., Pool  
**Men's Water Polo vs. L.A. Trade Tech**, 4:15 p.m., Pool
- October 5            **Women's Water Polo vs. Chaffey College**, 3:00 p.m., Pool  
**Men's Water Polo vs. Chaffey College**, 3:00 p.m., Pool

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**

**September 14, 2016**





# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

**Wednesday, August 17, 2016**

### MINUTES

#### CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Chen Haggerty at 6:00 p.m. on Wednesday, August 17, 2016. Trustees Baca, Bader, Chen, Chen Haggerty, Hall, Hidalgo, Santos, and Student Trustee Santos were present.

#### STAFF PRESENT

Bill Scroggins, President & CEO; Mike Gregoryk, Vice President, Administrative Services; Irene Malmgren, Vice President, Instruction; and Audrey Yamagata-Noji, Vice President, Student Services were present.

#### PUBLIC COMMUNICATION REGARDING CLOSED SESSION

None.

#### CLOSED SESSION

The Board adjourned to Closed Session at 6:01 p.m. to discuss the following items:

- **Public Employee Discipline/Dismissal/Release**, per California Government Code Section 54957 – Non-Re-employment, Classified, Employee No. ...1675
- **Public Employee Discipline/Dismissal/Release**, per California Government Code Section 54957 – Non-Re-employment, Classified, Employee No. ...3888

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

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

## **PUBLIC SESSION**

Note: The entire dialogue may be heard beginning at 00:00:00 on the attached meeting audio.

The meeting reconvened at 6:32 p.m., and the Pledge of Allegiance was led by John Lewallen, President, Classified Senate.

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

Note: The entire dialogue may be heard beginning at 00:01:05 on the attached meeting audio.

- The Board unanimously voted to accept the findings and recommended decision of the President to not retain Employee No. ...1675.
- The Board unanimously voted to accept the findings and recommended decision of the President to not retain Employee No. ...3888.

## **INTRODUCTIONS AND RECOGNITION**

Note: The entire dialogue may be heard beginning at 00:01:45 on the attached meeting audio.

- The following newly appointed and promoted employees were introduced:

### Classified Employees (Newly Appointed)

- **Brenda Estrada**, Administrative Specialist II (Mathematics) (present)
- **Alsace Kam**, Fiscal Technician II (Fiscal Services) (absent)
- **Kimberly Leisure**, Fiscal Technician II (Fiscal Services) (present)
- **Catherine Parks**, Administrative Specialist IV (Student Services) (absent)

### Classified Employee (Promoted)

- **Zelda Bolden**, Coordinator, Career Services Project (Career and Transfer Services) (present)
- A Certificate of Service was presented to the following retiring employees:
  - **Teresita Hood**, Administrative Specialist III (Technology and Health) (18 years of service) (present)
  - **Denise Lindholm**, Executive Assistant to the President & CEO and Board of Trustees (President's Office) (14 years of service) (present)
  - **Kathy Olivares**, Fiscal Specialist (Fiscal Services) (12 years of service) (absent) (a Certificate of Service will be mailed to her home address)
  - **Linda Small**, Library Technician III (Library and Learning Resources) (22 years of service) (a Certificate of Service will be mailed to her home address)
- Recognition:
  - Mt. SAC Track and Field Coach, **John Bolton**, recognized sprinter **Cravon Gillespie** for recently being named the 2015-16 California Community College Athletic Association (CCCAA) Men's Athlete of the Year. The award is given annually to the state's top community college student athlete, across all sports, offered by the CCCAA and voted on by the California Community College Sports Information Association.

Cravon was the premier sprinter in community college athletics during the 2016 season. He captured Southern California and California State titles in the 100 meters, 200 meters, and as a member of the 4 X 100 meter relay. He ran nationally recognized times in the 100 and 200 meters, both qualifying him for the 2016 U.S. Olympic Trials.

He is one of only four California community college student athletes to have a national community college leading mark, and he is the only athlete to post the top mark in more than one event. Due to his running prowess, Cravon garnered a number of other top honors including CCCAA May Student Athlete of the Month, CCCAA State Championship Athlete of the Meet (running events), and South Coast Conference Track and Field Athlete of the Year (running events).

He is a resident of Monrovia and attended Monrovia High School. He will be continuing his running and academic career at the University of Oregon. Congratulations Cravon!

### **APPROVAL OF MINUTES**

Note: The entire dialogue may be heard beginning at 00:17:10 on the attached meeting audio.

It was moved by Trustee Baca, seconded by Trustee Bader, and passed to approve the minutes of the regular meeting of July 13, 2016.

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

Noes: None

Abstained: Hidalgo

Absent: None

Student Trustee concurred.

### **PUBLIC COMMUNICATION**

Note: The entire dialogue may be heard beginning at 00:17:42 on the attached meeting audio.

None.

### **REPORTS**

Note: The entire dialogue may be heard beginning at 00:17:47 on the attached meeting audio.

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

- **Aneca Nuyda**, President, Associated Students
- **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

### **BOARD COMMUNICATION**

Note: The entire dialogue may be heard beginning at 00:45:40 on the attached meeting audio.

- A. Trustee Chen Haggerty 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 Zelda Bolden, Brenda Estrada, Alsace Kam, Kimberly Leisure, and Catherine Parks.
- They congratulated Denise Lindholm, Teresita Hood, Kathy Olivares, and Linda Small on their retirement.
- They congratulated Cravon Gillespie for being named the 2015-16 California Community College Athletic Association Men's Athlete of the Year.
- They congratulated Student Trustee Santos for being elected to the California Community College Board of Trustees.

C. Student Trustee Santos reported the following:

- attended the Community College League of California Conference, where she was elected to the California Community College Board of Trustees.

D. Trustee Chen reported the following:

- attended the Hacienda Heights Improvement Association meeting;
- attended the Annual Leadership for Asian Pacifics dinner;
- attended a talk by Professor Xiaoxing Xi on Advancing Justice; he was accused of spying for China and cleared of all espionage charges;
- attended the Tsingtao annual banquet; and
- attended a political convention, party not disclosed.

E. Trustee Santos reported the following:

- attended the Irwindale Education Foundation fund-raiser bar-b-que;
- attended the San Gabriel Valley Civic Alliance bar-b-que at Mt. SAC;
- attended a soil testing event by the Clean Air Coalition;
- attended the Baldwin Park Business Association bi-monthly lunch;
- attended the Baldwin Park Night Out sponsored by the police department; and
- attended the Lions meetings.

F. Trustee Bader reported the following:

- attended the Citizens Oversight Committee meeting;
- will tour the campus with Christina (Christy) Goennier, the new Superintendent of Bonita Unified School District; and
- invited everyone to the L. A. County Fair, where Tuesday, September 13, is Walnut Day.

G. Trustee Baca reported the following:

- attended the San Gabriel Valley Civic Alliance bar-b-que at Mt. SAC; and
- attended the Summer Bridge ceremonies.

H. Trustee Hidalgo reported the following:

- no activities to report.

I. Trustee Hall reported the following:

- talked about Zelda Bolden being a former Mt. SAC track and field star; and
- hosted the annual San Gabriel Valley Civic Alliance bar-b-que at Mt. SAC.

J. Trustee Chen Haggerty reported the following:

- no activities to report.



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

Note: The entire dialogue may be heard beginning at 01:12:20 on the attached meeting audio.

- He welcomed and congratulated newly appointed and promoted employees Zelda Bolden, Brenda Estrada, Alsace Kam, Kimberly Leisure, and Catherine Parks.
- He congratulated Student Trustee Santos for being elected to the California Community College Board of Trustees.
- He congratulated Teresita Hood, Denise Lindholm, Kathy Olivares, and Linda Small on their retirement.
- He congratulated Cravon Gillespie for being named the 2015-16 California Community College Athletic Association Men's Athlete of the Year.
- He introduced Audrey Yamagata-Noji, Vice President, Student Services, who asked the Associated Students President Aneca Nuyda to present the Associated Student Budget Analysis. (Note: The handout may be found on the College website with these minutes.)
- No report was given on the agendaized Temporary Space Update.
- He talked about the new Community Facility Plan Advisory Committee that will meet monthly for two hours. The first meeting is scheduled for August 29, 2016, at 5:00 p.m., in Founders Hall at Mt. SAC.
- He introduced Mike Gregoryk, Vice President, Administrative Services; and Irene Malmgren, Vice President, Instruction, who gave a report on the Educational Master Plan/Facilities Master Plan Timeline. (Note: The presentation may be found on the College website with these minutes.)
- He said that, at the September meeting, the Accreditation Self-Evaluation Report will be presented to the Board. He asked the trustees for their input on how they'd like to see the information presented. He would like the Board to take a couple of weeks to review the information; then, hold a special meeting on Wednesday, September 28, to review the report and answer any questions. Trustee Hall indicated that he would be out of town on September 28 and would not be able to attend.

## **CONSENT CALENDAR**

Note: The entire dialogue may be heard beginning at 01:49:30 on the attached meeting audio.

The following corrections were made to the Consent Calendar:

- Please see handout for changes to the Personnel Transactions, beginning on Page 43. (Note: This handout is available on the College website with these minutes.)
- On Page 86, New and/or Revised Classified Job Classification Descriptions – under "BACKGROUND," remove **Coordinator, Health Programs**.

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

1. Appropriation Transfers and Budget Revisions Summary;
2. 2017 contract for the Chancellor's Office Tax Offset Program (COTOP);

3. Purchase Marathon high-density storage cabinets from Corporate Business Interiors to be installed in the Professional & Organizational Development office;
4. Purchase Brocade Fiber Channel Switch to upgrade the College's storage network system to current and sustainable standards;
  - Bid No. 3094 Purchase of Brocade Fiber Channel Switch
5. Five-year agreement with Nextel Communications for leased space on the rooftop of Building 1A for the operation of a mobile/wireless communications facility;
6. Lease/Leaseback Construction – Change Order and Notice of Completion – Parking Structure Phase 1;
7. Lease/Leaseback Construction - Final Reconciliation and Notice of Completion – Document Storage Modular Building;
8. Lease/Leaseback Construction - Final Reconciliation and Notice of Completion – Wildlife Sanctuary;
9. Lease/Leaseback Construction - Final Reconciliation and Notice of Completion – Food Services Building;
10. Contract revision with American Modular Systems, Inc.;
11. Consultant services for the development of an Educational Master Plan (RFP No. 3026) and a Facilities Master Plan (RFP No. 3027);
12. Agreements to provide professional design and consulting services with Getinge Group for the maintenance agreement for the Biology Sterilizer and Steam Generators; Psomas for the Athletics Complex East; Campbell-Anderson & Associates, Inc. for the Athletics Complex East; Ridge Landscape Architects for Temporary Classroom Building Systems Upgrade Phase 2; P2S Engineering for the Document Storage Building, Temporary Classroom Building Systems Upgrade Phase 2, and Miscellaneous Small Project Engineering; and Chew Specifications Consultants for Miscellaneous Small Project Specifications Preparation;
13. Contract Amendments:
  - Contract Aerial Survey and Topographic Map – Psomas – Amendment No. 2;
  - Contract South Campus Site Improvements – HMC Architects – Amendment No. 2;
  - Contract Food Services Building – Psomas – Amendment No. 1;
  - Contract The Equity Center – P2S Engineering – Amendment No. 2; and
  - Contract Physical Education Project Environmental Impact Report – Greve & Associates, LLC – Amendment No. 2;
14. This item was pulled and acted upon separately;

15. Change Order for Air Conditioner Replacement:
  - Contract Los Angeles Air Conditioning, Inc. (HVAC Contractor) – Change Order No. 2;
16. Completion Notice:
  - Bid No. 3013 Air Conditioning Replacement, Los Angeles Air Conditioning, Inc. (HVAC Contractor);
17. Personnel Transactions;
18. Mediation Training with American Arbitration Association;
19. New and/or Revised Management Job Classification Descriptions;
20. New and/or Revised Classified Job Classification Descriptions;
21. Accreditation Expenditures for 2016-17 Academic Year;
22. School of Continuing Education Additions and Changes;
23. Acceptance of Basic Skills Initiative Grant Funds and Activities;
24. Technical Assistance Provider for Contract Education Grant Renewal: Acceptance of Funds and Approval of Purchases;
25. Memorandum of Understanding with Mount Saint Mary's University;
26. Child Development Center Acceptance of Los Angeles Universal Preschool/Quality Rating and Improvement System Grant Funds;
27. Contract with Citrus College;
28. This item was pulled and acted upon separately;
29. Basic Skills and Student Outcomes Transformation Program Grant Acceptance of Funds;
30. Mt. SAC STEM Teacher Preparation Program Grant Contract Amendment with The Regents of the University of California;
31. Agreement with James Event Production Company for Community Carnival and Open House;
32. Contract with Kellogg West Conference Center and Lodge for the Minority Male Initiative Summer Retreat;
33. Annual contract service fee payment to Maxient, LLC;
34. Note Takers as Independent Contractors for the Disabled Student Programs and Services in order to acquire the expertise needed to accomplish College goals and to meet deadlines;
35. This item was pulled and acted upon separately;

36. Five-year agreement with the Los Angeles County Sheriff's Department to provide law enforcement services and assistance;
37. Consulting Agreement with the McCallum Group, Inc.;
38. Contract with South Bay Workforce Investment Board;
39. This item was pulled and acted upon separately;
40. Contract with Rancho Magdalena for the Arise Program Annual Student Leadership Retreat; and
41. Agreement with Controltec Systems for 2016-17.

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**CONSENT ITEM #14 – CHANGE ORDERS FOR THE CONTINUING EDUCATION BUILDING 40 UPGRADES – CONTRACT WITH HARIK CONSTRUCTION, INC. (GENERAL CONTRACTOR) – CHANGE ORDER NO. 3; AND CONTRACT WITH RESOURCE ENVIRONMENTAL (GENERAL CONTRACTOR) – CHANGE ORDER NO. 1**

Note: The entire dialogue may be heard beginning at 01:49:07 on the attached meeting audio.

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**CONSENT ITEM #28 – MEMORANDUM OF UNDERSTANDING WITH POMONA UNIFIED SCHOOL DISTRICT**

Note: The entire dialogue may be heard beginning at 02:05:32 on the attached meeting audio.

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**CONSENT ITEM #35 – INDEPENDENT CONTRACTORS TO ACQUIRE THE EXPERTISE NEEDED TO ACCOMPLISH COLLEGE GOALS AND TO MEET DEADLINES**

Note: The entire dialogue may be heard beginning at 02:10:00 on the attached meeting audio.

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

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

Noes: None

Abstained: Chen

Absent: None

Student Trustee concurred.

**CONSENT ITEM #39 – CONTRACT WITH STUDENT INSURANCE FOR INTERNATIONAL STUDENTS HEALTH INSURANCE**

Note: The entire dialogue may be heard beginning at 02:10:47 on the attached meeting audio.

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**ACTION ITEM #1 – REVISED COLLEGE MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES**

Note: The entire dialogue may be heard beginning at 02:12:50 on the attached meeting audio.

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**ACTION ITEM #2 – APPOINTMENT OF MARIO BARRAGAN (BUSINESS/COMMUNITY REPRESENTATIVE) TO THE CITIZENS OVERSIGHT COMMITTEE, EFFECTIVE AUGUST 18, 2016, THROUGH DECEMBER 31, 2017**

Note: The entire dialogue may be heard beginning at 02:15:45 on the attached meeting audio.

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**ACTION ITEM #3 – STREAMBED ALTERATION AGREEMENT NOTIFICATION NO. 1600-2015-022-R5 FOR THE WEST PARCEL SOLAR PROJECT**

Note: The entire dialogue may be heard beginning at 02:17:40 on the attached meeting audio.

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**ACTION ITEM #4 – REVISED HABITAT RESTRICTIVE COVENANT FOR THE WEST PARCEL SOLAR PROJECT**

Note: The entire dialogue may be heard beginning at 02:29:00 on the attached meeting audio.

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**ACTION ITEM #5 – PROPOSED REVISIONS TO BOARD POLICY 5010 - ADMISSIONS**

Note: The entire dialogue may be heard beginning at 02:30:00 on the attached meeting audio.

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

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

Noes: None

Abstained: None

Absent: None

Student Trustee concurred.

**DISCUSSION ITEM #1 – PROPOSED REVISIONS TO BOARD POLICY 2310 – REGULAR MEETINGS OF THE BOARD**

Note: The entire dialogue may be heard beginning at 02:34:00 on the attached meeting audio.

This item will be brought back to the September meeting for approval.

**DISCUSSION ITEM #2 – PROPOSED REVISIONS TO BOARD POLICY 3530 – WEAPONS ON CAMPUS**

Note: The entire dialogue may be heard beginning at 02:36:45 on the attached meeting audio.

This item was pulled and will be brought back for approval at a later date.

**DISCUSSION ITEM #3 – PROPOSED REVISIONS TO BOARD POLICY 4500 - ATHLETICS**

Note: The entire dialogue may be heard beginning at 02:37:05 on the attached meeting audio.

This item will be brought back to the September meeting for approval.

**INFORMATION ITEM #1 – REVISIONS TO ADMINISTRATIVE PROCEDURE 3255 – PARTICIPATION IN LOCAL DECISION-MAKING**

Note: The entire dialogue may be heard beginning at 02:37:45 on the attached meeting audio.

This item was presented to the Board for information only.

**INFORMATION ITEM #2 – REVISIONS TO ADMINISTRATIVE PROCEDURE 3516 – REGISTERED SEX OFFENDER INFORMATION**

Note: The entire dialogue may be heard beginning at 02:39:55 on the attached meeting audio.

This item was presented to the Board for information only.

**INFORMATION ITEM #3 – REVISIONS TO ADMINISTRATIVE PROCEDURE 3530 – WEAPONS ON CAMPUS**

Note: The entire dialogue may be heard beginning at 02:40:30 on the attached meeting audio.

This item was presented to the Board for information only.

**INFORMATION ITEM #4 – REVISIONS TO ADMINISTRATIVE PROCEDURE 4500 - ATHLETICS**

Note: The entire dialogue may be heard beginning at 02:43:00 on the attached meeting audio.

This item was presented to the Board for information only.

**INFORMATION ITEM #5 – REVISIONS TO ADMINISTRATIVE PROCEDURE 4555 – ATHLETICS SPECIAL EVENTS**

Note: The entire dialogue may be heard beginning at 02:43:30 on the attached meeting audio.

This item was presented to the Board for information only.

**ADJOURNMENT**

The meeting adjourned at 9:15 p.m.

WTS:dl

**Enrollment Management**  
**Joumana McGowan, Uyen Mai, George Bradshaw, and Bob Hughes**  
**September 14, 2016**

Enrollment management is a process that includes tracking and interacting with students from the point of their initial contact with the institution until their graduation or departure from the institution. As an activity, enrollment management is designed to attract and retain students. To that end, Mt.SAC has focused institutional commitment and resources, both human and fiscal, to shape, build, and increase enrollments. As a result, enrollment management practices at Mt.SAC have become more thoughtful, calculated, and purposeful; in fact, these practices continue to be accomplished through developing, modifying, and improving educational programs and services to better meet student needs and expectations.

Mt. SAC has done well in managing enrollment, especially because of its willingness to be more responsive to the needs of students and the market. The enrollment management presentation will cover the following topics:

- Enrollment by FTES
- Registration Priorities
- Scheduling Strategies
- Marketing Strategies
- IT Strategies



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

**DATE:** September 14, 2016

**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  
As of June 30, 2016  
For the period 7/26/16 - 8/25/16**

**Unrestricted General Fund - 11 and 13**

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 8,326
5000 Other Operating Expenses/Services	8,549,442
6000 Capital Outlay	15,015
7950 Unassigned Fund Balance	3,797,479
<b>Total</b>	<b>\$ 12,370,262</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 389
2000 Classified/Other Nonacademic Salaries	30,342
3000 Employee Benefits	4,000,120

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:** September 14, 2016

7000	Other Outgo	\$	8,339,411
<b>Total</b>		\$	<b>12,370,262</b>

**Restricted General Fund - 17**

From:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	16,572
4000	Supplies/Materials		5,367
5000	Other Operating Expenses/Services		111,503
<b>Total</b>		\$	<b>133,442</b>

To:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	65,958
3000	Employee Benefits		3,860
6000	Capital Outlay		59,981
7000	Other Outgo		3,643
<b>Total</b>		\$	<b>133,442</b>

**Child Development Fund - 33**

From:

<u>Budget Classification</u>			<u>Amount</u>
5000	Other Operating Expenses/Services	\$	3,492
<b>Total</b>		\$	<b>3,492</b>

To:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	515
3000	Employee Benefits		2,413
4000	Supplies/Materials		564
<b>Total</b>		\$	<b>3,492</b>

**Capital Outlay Projects Fund - 41**

From:

<u>Budget Classification</u>			<u>Amount</u>
7950	Unassigned Fund Balance	\$	4,635
<b>Total</b>		\$	<b>4,635</b>

To:

<u>Budget Classification</u>			<u>Amount</u>
5000	Other Operating Expenses/Services	\$	4,635
<b>Total</b>		\$	<b>4,635</b>

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

**DATE:** September 14, 2016

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

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 1,479,806
<b>Total</b>	<b>\$ 1,479,806</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 1,479,806
<b>Total</b>	<b>\$ 1,479,806</b>

**BUDGET REVISIONS**  
**As of June 30, 2016**  
**For the period 7/26/16 - 8/25/16**

**Unrestricted General Fund - 11 and 13**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
800000 2015-16 Apportionment Adjustment	\$ 5,010,886
861100 2015-16 Administrative Allowance 2% of Enrollment	4,831
869001 CalSTRS On-behalf Payments	4,512,080
883100 Training Source - Contract Instruction	45,485
884xxx Planetarium and Box Office Ticket - Sales	1,027
887200 Community Services	56,322
887500 Geology/Oceanography, Field Trip Fees	2,286
888107 Parking - Facility Rental	260
888500 Flight Training Program	(438)
889000 Box Office - Ticket Sales	122
889000 Community Services	900
889000 Self-Insured Retention Trust	6,236
891001 Insurance Reimbursement	36,143
898002 Community Services	127,215
898002 Wellness Center Membership	12,195
<b>Total</b>	<b>\$ 9,815,550</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 57,130
3000 Employee Benefits	4,512,172
4000 Supplies/Materials	6,320

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

**DATE:** September 14, 2016

5000	Other Operating Expenses/Services	\$	47,771
6000	Capital Outlay		30,794
7950	Unassigned Fund Balance		5,161,363
<b>Total</b>		<b>\$</b>	<b>9,815,550</b>

**Restricted General Fund - 17**

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
819000	Pathways in Geoscience, National Science Foundation (NSF) grant	\$	143,986
862900	2015-16 Adult Education Block Grant (AEBG) - Data and Accountability		544,913
862904	2015-16 Equal Employment Opportunity - Apportionment Adjustment		1,088
865900	2015-16 Child Development Workforce Initiative - Augmentation		29,510
869001	CalSTRS On-behalf Payments		161,927
<b>Total</b>		<b>\$</b>	<b>881,424</b>

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
1000	Academic Salaries	\$	25,537
2000	Classified/Other Nonacademic Salaries		20,250
3000	Employee Benefits		167,153
4000	Supplies/Materials		12,800
5000	Other Operating Expenses/Services		655,684
<b>Total</b>		<b>\$</b>	<b>881,424</b>

**Child Development Fund - 33**

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
869001	CalSTRS On-behalf Payments	\$	7,163
<b>Total</b>		<b>\$</b>	<b>7,163</b>

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
3000	Employee Benefits	\$	7,163
<b>Total</b>		<b>\$</b>	<b>7,163</b>

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

**DATE:** September 14, 2016

**Capital Outlay Projects Fund - 41**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
886000 Revenue Lease Bonds Interest	\$ 106
889000 Solar Photovoltaic System - California Solar Initiative Program	758,577
898001 Solar Photovoltaic System - New Resources Allocation, Phase 4	8,200,000
<b>Total</b>	<b>\$ 8,958,683</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 8,958,683
<b>Total</b>	<b>\$ 8,958,683</b>

**Associated Students Trust Fund - 71**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
869001 CalSTRS On-behalf Payments	\$ 3,962
<b>Total</b>	<b>\$ 3,962</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
3000 Employee Benefits	\$ 3,962
<b>Total</b>	<b>\$ 3,962</b>

**Scholarship and Loan Trust - 75**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
882xxx 2015-16 Scholarships	\$ 677,213
<b>Total</b>	<b>\$ 677,213</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7000 Other Outgo	\$ 677,213
<b>Total</b>	<b>\$ 677,213</b>

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$12,370,262), Restricted General Fund (\$133,442), Child Development Fund (\$3,492), Capital Outlay Projects Fund (\$4,635), and Bond Construction

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

**DATE:** September 14, 2016

Fund No. 2 (\$1,479,806) 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 (\$9,815,550), Restricted General Fund (\$881,424), Child Development Fund (\$7,163), Capital Outlay Projects Fund (\$8,958,683), Associated Students Trust Fund (\$3,962), and Scholarship and Loan Trust (\$677,213) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

**DATE:** September 14, 2016

**CONSENT**

**SUBJECT:** Independent Contractors

**BACKGROUND**

Approval of Independent Contractors.

**ANALYSIS AND FISCAL IMPACT**

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

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Dorman, Joshua	Instruction – Center of Excellence	Creation and maintenance of Tableau data visualizations	9/15/16-2/28/17	\$5,000
Graham, Dwayne dba The Christmas Tree Company	Instruction – Music	Rental of Christmas trees (includes delivery, setup and removal) for Wassail event	11/28/16-12/9/16	\$1,000
Gruver, Eric	Administrative Services – Public Safety	Psychological evaluations for two Sergeant candidates in Public Safety	9/15/16-6/30/17	\$1,000
Guillaume, Sydney	Instruction - Music	Composer and Preparation – Vocal Jazz charts	9/1/16-6/30/17	\$3,000
Gutierrez, Mark	Instruction – Kinesiology	Cross Country Invitational shirt design/art work	8/10/16-10/19/16	\$500
Ljadi, Dr. Jeff	Instruction – Kinesiology	Student/athlete health screenings and football team physician	7/1/16-6/30/17	\$12,000

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

**SUBJECT:** Independent Contractors**DATE:** September 14, 2016

<b>Provider</b>	<b>Area/Department</b>	<b>Service/ Assignment</b>	<b>Date(s)</b>	<b>Amount Not to Exceed</b>
Lee, Derek	Instruction – Technology and Health	Assist students with the creation of short video clips for use on Articulation webpage	9/14/16- 11/15/16	\$1,200
Marsh, Kerry	Instruction – Music	Composer and Preparation – Vocal Jazz charts	9/1/16- 6/30/17	\$5,000
O'Brien, John David	Instruction – Fine Arts	Four-phase public art project for Veterans Services	8/29/16- 6/30/17	\$20,000
Randall, Victoria	Instruction – Kinesiology	Design layout and production of Cross Country Invitational Booklet	8/10/16- 10/19/16	\$1,750
Regus, Elaine	Marketing – Accreditation	Editing Post Design	9/15/16- 11/25/16	\$400
Richter, Scott	Instruction – Theater	Guest Speaker – Theater Course	10/1/16- 10/31/16	\$300
Thurkettle, Nicholas	Instruction – Theater	Guest Speaker – Theater Course	9/1/16- 9/30/16	\$300
Weir, Michele	Instruction – Music	Adjudicator and Preparation – Vocal Jazz events and concerts and Vocal Jazz charts and arrangements	9/1/16- 6/30/17	\$1,500

**Funding Sources**

Unrestricted General Fund – Instruction – Center of Excellence, Music, Kinesiology, Fine Arts, Theater; Marketing – Accreditation.

Restricted Fund – Instruction – Technology and Health.

**RECOMMENDATION**

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



<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>September 14, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Resolution No. 16-01 - Appropriations Limit for Fiscal Year 2016-17</u>	

**BACKGROUND**

In accordance with Article XIII-B of the Constitution and Chapter 1205 Statutes of 1980, the Board of Trustees is required to establish by resolution an appropriations limit for 2016-17.

**ANALYSIS AND FISCAL IMPACT**

The following Resolution No. 16-01 establishes Mt. San Antonio Community College District's appropriations limit for 2016-17 at \$302,334,870.

For 2016-17, the College's budgeted appropriations subject to the limitation are \$151,573,427. This means we are approximately \$150.8 million under our statutory spending limit (see Gann Limit worksheet below).

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopts Resolution No. 16-01, as required by law.

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

**RESOLUTION NO. 16-01**

**RESOLUTION OF THE GOVERNING BOARD OF THE  
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT  
SETTING THE DISTRICT APPROPRIATIONS LIMIT FOR  
FISCAL YEAR 2016-17**

As required by Article XIII-B of the Constitution and Chapter 1205 Statutes of 1980.

WHEREAS, on November 6, 1979, the people of California passed Proposition 4, a constitutional amendment requiring appropriations limits for State and local government units; and

WHEREAS, Article XIII-B of the Constitution and Chapter 1205 Statutes of 1980, implements Proposition 4, and requires the Board of Trustees to establish by resolution an appropriations limit each fiscal year beginning with 1981-82; and

WHEREAS, the documentation used in determining the appropriations limit for fiscal year 2016-17 has been made available to the public in the Office of Administrative Services for fifteen (15) days prior to the adoption of this Resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby establishes a fiscal year 2016-17 appropriations limit of \$302,334,870.

I HEREBY CERTIFY THAT the foregoing is a full, true, and correct copy of a resolution adopted by the Governing Board of Mt. San Antonio Community College District of Los Angeles County, California, at its regular meeting on September 14, 2016.

AYES, and in favor of, Board Members:

NOES, Board Members:

ABSENT, Board Members:

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William T. Scroggins  
College President & CEO and  
Secretary, Governing Board

CALIFORNIA COMMUNITY COLLEGES  
GANN LIMIT WORKSHEET  
**2016-17**

DISTRICT NAME: **Mt. San Antonio Community College**  
DATE: September 14, 2016

<b>I. 2016-17 Appropriations Limit:</b>		
A.	<b>2015-16</b> Appropriations Limit	<u>\$ 288,368,739</u>
B.	<b>2016-17</b> Price Factor:	<u>1.0537</u>
C.	Population factor:	
	1 <b>2014-15</b> Second Period Actual FTES	<u>32,174.20</u>
	2 <b>2015-16</b> Second Period Actual FTES	<u>32,014.32</u>
	3 <b>2016-17</b> Population change factor	<u>0.9950</u>
	(line C.2. divided by line C.1.)	
D.	<b>2015-16</b> Limit adjusted by inflation and population factors (line A multiplied by line B and line C.3.)	<u>\$ 302,334,870</u>
E.	Adjustments to increase limit:	
	1 Transfers in of financial responsibility	<u>\$ -</u>
	2 Temporary voter approved increases	<u>0</u>
	3 Total adjustments - increase	
	Sub-Total	<u>\$ -</u>
F.	Adjustments to decrease limit:	
	1 Transfers out of financial responsibility	<u>\$ -</u>
	2 Temporary voter approved increases	<u>0</u>
	3 Total adjustments - decrease	<u>\$ -</u>
G.	<b>2016-17</b> Appropriations Limit	<u><u>\$ 302,334,870</u></u>
<b>II. 2016-17 Appropriations Subject to Limit:</b>		
A.	State Aid (General Apportionment, Apprenticeship Allowance, Prop 30 Education Protection Account tax revenue)	<u>\$ 113,681,004</u>
B.	State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.)	<u>119,647</u>
C.	Local Property taxes	<u>38,228,070</u>
D.	Estimated excess Debt Service taxes	<u>-</u>
E.	Estimated Parcel taxes, Square Foot taxes, etc.	<u>-</u>
F.	Interest on proceeds of taxes	<u>86,198</u>
G.	Local appropriations from taxes for unreimbursed State, court, and federal mandates	<u>541,492</u>
H.	<b>2016-17</b> Appropriations Subject to Limit	<u><u>\$ 151,573,427</u></u>

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>September 14, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Proposition 30 - Education Protection Account Funding and Expenditures for the 2016-17 Fiscal Year</u>	

**BACKGROUND**

On November 6, 2012, voters approved Proposition 30, the Schools and Local Public Safety Protection Act of 2012. This Proposition temporarily raises sales tax and use tax by \$.25 for four years (expires in December 2016) and raises income tax on annual earnings over \$250,000 for seven years (expires in December 2018). The language of Proposition 30 requires the creation of the "Education Protection Account (EPA)" in the State's General Fund to receive and disburse these temporary tax revenues derived from the incremental increases in imposed taxes.

The EPA funds are not additional funds. They are a component of districts' base apportionment. Similar to "Local Property Taxes," districts' State aid is reduced by \$1.00 for each dollar received from the EPA.

In addition, Proposition 30 establishes that community college districts:

- annually submit an EPA spending plan to be approved by the governing board in a public meeting;
- annually publish on its internet website an accounting of how much money was received from the EPA and how that money was spent;
- shall not expense EPA funds on administrative salaries and benefits or any other administrative costs; and
- must have an annual independent financial and compliance audit to ascertain and verify whether the funds provided by the EPA have been properly disbursed and expended, as required by law. Expenses incurred to comply with this additional audit requirement may be paid from the EPA funds.

**ANALYSIS AND FISCAL IMPACT**

The EPA funds are estimated to be \$23,565,661, as per the 2016-17 advance apportionment. This information will be included in the "Proposition 30 EPA Expenditure Report" of the CCSF-311 Annual Financial and Budget Report and will be published on the College's website.

Prepared by: _____	Rosa M. Royce	Reviewed by: _____	Michael D. Gregoryk
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #4

**SUBJECT:** Proposition 30 - Education Protection Account Funding and Expenditures  
for the 2016-17 Fiscal Year

**DATE:** September 14, 2016

As reported in the CCSF-311 Annual Financial and Budget Report, instructional salaries and benefit expenditures were \$76.4 million in the 2014-15 fiscal year. A total of approximately \$89.9 million will be included in the 2015-16 CCSF-311 report. The final instructional salaries and benefits figure for the 2016-17 fiscal year is not known, but the total expense of instructional salaries and benefits will largely exceed the estimated EPA funds of \$23,565,661. Therefore, it is requested that the Board of Trustees approves expensing the entire amount of the EPA funds to Instructional Salaries and Benefits.

The Proposition 30 EPA Expenditure Report shown below identifies the \$23,565,661 EPA estimated proceeds as well as estimated expenditures for salaries and benefits in instructional activities. This information will be updated at year-end with actual figures and will be audited as part of the College's annual financial compliance audit.

**CALIFORNIA COMMUNITY COLLEGES**

**Details of Education Protection Account**

**Annual Financial and Budget Report**

For Actual Year: 2016-2017

District ID: 850

Name: Mt. San Antonio  
Community College District

<b>EPA Revenue</b>	23,565,561
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<b>Activity Classification</b>	<b>Activity Code</b>	<b>Salaries and Benefits (Obj. 1000 - 3000)</b>	<b>Operating Expenses (Obj. 4000 - 5000)</b>	<b>Capital Outlay (Obj. 6000)</b>	<b>Total</b>
Instructional Activities	0100-5900	23,565,661			23,565,661
<b>TOTAL</b>		23,565,661			23,565,661

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the use of the estimated \$23,565,661 Education Protection Account to fund Instructional Salaries and Benefits for the 2016-17 fiscal year.

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>September 14, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Quarterly Financial Status Report</u>	

**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 June 30, 2016, 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 the 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 June 30, 2016, as presented.

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

## VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2015-2016

District: (850) MT. SAN ANTONIO

Quarter Ended: (Q4)

June 30, 2016

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.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	136,222,740	148,416,716	156,676,952	196,841,282
A.2	Other Financing Sources (Object 8900)	272,054	574,076	1,182,661	1,641,456
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	136,494,794	148,990,792	157,859,613	198,482,738
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	138,565,735	145,965,823	152,168,354	177,078,966
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	532,735	518,742	1,420,594	14,973,751
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	139,098,470	146,484,565	153,588,948	192,052,717
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	-2,603,676	2,506,227	4,270,665	6,430,021
D.	<b>Fund Balance, Beginning</b>	30,333,634	27,729,958	30,236,185	34,506,850
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	30,333,634	27,729,958	30,236,185	34,506,850
E.	<b>Fund Balance, Ending (C. + D.2)</b>	27,729,958	30,236,185	34,506,850	40,936,871
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	19.9%	20.6%	22.5%	21.3%

## II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	28,650	29,682	30,654	31,467
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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		20,613,133	49,118,338	73,996,060
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	37,237,082	20,613,133	49,118,338	73,996,060

## 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.	<b>Revenues:</b>				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	184,116,592	196,423,506	196,841,282	100.2%
I.2	Other Financing Sources (Object 8900)	1,720,927	1,940,743	1,641,456	84.6%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	185,837,519	198,364,249	198,482,738	100.1%
J.	<b>Expenditures:</b>				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	191,837,728	196,237,971	177,078,966	90.2%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	4,802,572	15,262,771	14,973,751	98.1%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	196,640,300	211,500,742	192,052,717	90.8%

K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-10,802,781	-13,136,493	6,430,021	
L.	Adjusted Fund Balance, Beginning	23,704,069	21,370,357	34,506,850	
L.1	Fund Balance, Ending (C. + L.2)	12,901,288	8,233,864	40,936,871	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	6.6%	3.9%		

V.V. Has the district settled any employee contracts during this quarter? NO  
 If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	%*	Permanent		Temporary		Total Cost Increase	%
			Total Cost Increase	%*	Total Cost Increase	%*		
a. SALARIES:								
Year 1:								
Year 2 - 2015-16:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2 - 2015-16:								
Year 3:								

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

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

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

On June 22, 2016, The Board of Trustees approved the establishment of Section 115 Mt. San Antonio College STRS/PERS irrevocable governmental trust, in which funds will be deposited for employer's pension obligations. The College deposited \$4 million in June 2016.

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

Mt. San Antonio College ended the fiscal year with a \$6.4 million surplus and ending fund balance of \$40.9 million, primarily as a result of achieving \$4.1 million in 2015-16 Growth, \$1.1 million adjustments to the 2015-16 CDCP Equalization and 2015-16 Increase to the Base Allocation, \$1.2 million for increases in Interest, Lottery and Nonresident Tuition. The 2015-16 Growth funds may increase or decrease with the Apportionment Recalculation to be released in February or March 2017. The College increased course offerings of 1,198 FTES from summer 2015 to spring 2016.

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 are the expiration of Proposition 30 tax increases in December 2016 and the significant increases in STRS and PERS employer contributions. The STRS employer rate will increase from 12.58% in 2016-17 to 19.1% in 2020-21, and the PERS employer rate will increase from 13.05% in 2016-17 to 19.8% in 2020-21.

Next year? YES



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

**DATE:** September 14, 2016

**CONSENT**

**SUBJECT:** Quarterly Investment Report

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

Mt. San Antonio Community College District was approved for fiscal independence status, effective July 1, 2012. As a result, cash and checks are deposited on a daily basis with the Los Angeles County Treasurer's Office. The College maintains the Citizens Business Bank accounts for the collection of enrollment and student fees, a clearing account to receive wire transfers for financial aid and other grants, and a revolving fund for emergencies. These funds are transferred on a daily or as-needed basis to the Los Angeles County Treasurer's Office. In addition, the cash from the Revenue Lease Bonds (COPS) is held with a trustee. The cash investments are summarized as follows for the quarter ending June 30, 2016:

County of Los Angeles, Cash in County Treasury	\$185,493,228	.95%
Citizens Business Bank, District Clearing Account	6,852	.10%
Citizens Business Bank, Revolving Fund	75,466	.10%
Citizens Business Bank, Community Education Clearing Account	11,483	.00%*
Citizens Business Bank, Web Registration Credit Cards	52,871	.10%
Citizens Business Bank, Parking Services Credit Cards	248	.10%
Citizens Business Bank, College Programs	430	.00%
City National Bank, Federal Perkins Loans	3,240	.00%
Cash with Trustee, Revenue Lease Bonds (COPS)	221,876	.10%

\*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 June 30, 2016, Quarterly Investment Report, 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:** September 14, 2016

**CONSENT**

**SUBJECT:** Renewal Agreement with The Liquidation Company

**BACKGROUND**

The College has contracted with The Liquidation Company (TLC), located in Fontana, CA since 1998, to conduct auctions for equipment and miscellaneous items that are deemed surplus and/or salvage. Services provided by TLC include transporting items to their site, advertising, conducting the auction, and facilitating receipt of monies. TLC now has a working website and online bidding capability, which should increase the breadth and depth of the auction buyer base and, in turn, should boost realized prices and returns to the College. TLC specializes in school and public agency surplus and is used by many southern California community colleges and school districts.

**ANALYSIS AND FISCAL IMPACT**

Contracting with an auction firm for the disposal of the College's surplus equipment has proven to be beneficial and is allowed by Education Code 81450(b). Utilizing TLC has also relieved staff of the labor-intensive tasks of advertising, coordinating sales, handling paperwork involved in the transfer of property (including DMV paperwork), collecting monies for items sold, and many other tasks. Additionally, having the items picked up and transported to the auctioneer's site avoids the need to stockpile items in the Warehouse, taking up much needed space. The income generated by TLC during the previous three-year term was approximately \$25,000.

The current agreement with TLC expires November 3, 2016. The College wishes to renew the agreement for a new three-year period commencing November 4, 2016, at the following proposed rates: 40% of gross sales for the first two years and 45% of gross sales in year three. This is the first rate increase since 2004, with the previous rate being 35% for the past 12 years. Either party may terminate this agreement at any time with 30 days' written notice.

Funds derived from the sales are deposited into the College's General Fund.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the renewal agreement with The Liquidation Company, as presented.

Prepared by: Teresa Patterson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #7

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

**DATE:** September 14, 2016

**CONSENT**

**SUBJECT:** Agreement with Innotall

**BACKGROUND**

The College's Luminis portal is built on the Liferay digital platform, which is an open source, free enterprise portal. A recent upgrade of Luminis, including the Liferay digital platform, changed the overall template, otherwise known as a digital theme of the College's portal. Based on feedback from campus users and students, Information Technology would like to enhance the new theme design and ensure it is responsive. This will ensure the portal is accessible on any device including smartphones and tablets.

Innotall, a technology services company based in Germany, has extensive experience modifying Liferay themes and making them responsive.

**ANALYSIS AND FISCAL IMPACT**

The agreement with Innotall includes development of a custom theme for Mt. SAC's Luminis portal, a one-hour technical conference call at the conclusion of the project, and delivery of the software code. The total cost for the services is 340 Euros or approximately \$380.

Fiscal Services reviewed tax treaty information and determined that State tax withholding will not apply but Federal tax withholding may apply. Therefore, authorization is requested for the total not-to-exceed amount of \$600.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: Victor A. Belinski

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #8

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>September 14, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Agreement Renewal with Turbo Data Systems Inc. for Processing Citations</u>	

**BACKGROUND**

On October 26, 2011, the Board of Trustees approved a contract with Turbo Data Systems Inc. to provide services for processing parking citations for the Mt. SAC Public Safety Department. The services provided by Turbo Data Systems Inc. include delinquent collection and payment processing, electronic citation information, handheld ticket writer interface, system and document storage, online reporting, DMV interface for vehicle registered owner information, DMV registration holds, out-of-state processing, web payment system, online system access for violator and staff, and Franchise Tax Board offset collection.

**ANALYSIS AND FISCAL IMPACT**

The initial term of this contract was for one year, commencing November 1, 2011. The Board of Trustees approved the renewal of four additional one-year terms for the period of November 1, 2015, through October 31, 2016. Staff is requesting approval to renew the agreement with Turbo Data Systems for a five-year term, renewing annually starting November 1, 2016. The cost for providing these services is dependent upon the number of parking citations issued and will be paid out of the revenues collected from the citations. The College spends an average of \$30,000 per year for this service.

**Funding Source**

Unrestricted General Fund (citation revenue).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves renewal of the agreement with Turbo Data Systems Inc., as presented.

Prepared by: W. David Wilson Reviewed by: Michael D. Gregoryk  
Recommended by: Bill Scroggins Agenda Item: Consent #9

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

**DATE:** September 14, 2016

**CONSENT**

**SUBJECT:** Purchase Video Production Equipment (Bid No. 3093)

**BACKGROUND**

In December 2015, the Board of Trustees approved the acquisition of a new mobile television production trailer and the purchase of used production equipment that included cameras, switchers, routers, and a wide variety of television engineering equipment and systems.

In the continued pursuit to equip the new mobile television production trailer, the College obtained new-equipment bids for several of the major components that have not become available through the previously attempted secondary market acquisitions. These components include high-definition cameras, video switcher, intercom system, and ancillary terminal and monitoring equipment.

**ANALYSIS AND FISCAL IMPACT**

Bids were advertised in the *Inland Valley Daily Bulletin* in accordance with Education Code 81641. Seven bids were requested with seven bids received and publicly opened on August 4, 2016.

In order to maximize the cost advantages of a competitive bid process, this equipment was divided into sections of equipment per manufacturer. This allows a wider spectrum of qualified vendors to submit pricing on different sections of the bid, with an individual award being made on the lowest price of each item. At this time, the College will purchase the items listed in Section One of the bid summary below, as follows:

Vendor	Amount Awarded
Omega Broadcast Group, Austin, TX	\$230,122.33
Bexel Global Broadcast Solutions, Burbank, CA	\$73,138.00
Pro-Sound, Inc., Miami, FL	\$74,680.00
Full Compass Systems, Madison, WI	\$55,164.00

The total cost for this purchase is \$433,104.33 plus any applicable tax and shipping.

Prepared by: William Eastham/Teresa Patterson

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #10

**SUBJECT:** Purchase of Video Production Equipment (Bid No. 3093)

**DATE:** September 14, 2016

In the event additional funding becomes available, the College will purchase the optional items listed in Section Two, based on the lowest bid amount per item. All vendors have agreed to hold pricing for 180 days from the date bids were received.

Vendor	Amount Awarded
Omega Broadcast Group, Austin, TX	\$84,635.24
California Media Solutions, Inc., Benicia, CA	\$17,260.00
Pro-Sound, Inc., Miami, FL	\$126,926.00
Full Compass Systems, Madison, WI	\$23,763.00

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the purchase of Video Production Equipment – Bid 3093, as presented.

**SUBJECT:** Purchase of Video Production Equipment (Bid No. 3093)**DATE:** September 14, 2016

**BID SUMMARY**  
**Bid No. 3093**  
**Purchase of Video Production Equipment**

SECTION 1								
Sony	Qty	Bexel	Omega	CMS	Pro-Sound	Full Compass	Hitachi	Technology Business Solutions
Camera	6	No Bid	<b>\$143,942.28</b>	\$153,180.00	\$152,796.00	\$193,128.00	\$265,512.00	No Bid
CCU, triax	6	No Bid	\$90,231.60	\$98,112.00	\$55,680.00	<b>\$55,164.00</b>	Included	No Bid
Remote Control Panel	6	No Bid	<b>\$29,358.00</b>	\$31,356.00	\$31,260.00	\$30,984.00	Included	No Bid
Master Setup Unit	1	No Bid	<b>\$9,512.05</b>	*\$9,417.00	\$10,400.00	\$10,339.00	**\$8,700.00	No Bid
7" HD Viewfinder	6	No Bid	<b>\$27,939.00</b>	\$28,350.00	\$29,550.00	\$29,484.00	Included	No Bid
2" HD Viewfinder	6	No Bid	<b>\$19,371.00</b>	\$20,250.00	\$21,240.00	\$21,060.00	**\$15,630.00	No Bid
<b>Evertz Micro</b>								
Master Sync Generator	1	\$11,889.00	\$12,522.42	No Bid	<b>\$11,110.00</b>	\$13,342.00	No Bid	No Bid
<b>Clear- Com</b>								
Eclipse Matrix Frame with software, radio interface module, rotary panels and microphones.	1	\$66,548.00	\$68,716.68	\$70,687.00	<b>\$63,570.00</b>	No Bid	No Bid	No Bid
<b>Grass Valley</b>								
Video Switcher	1	<b>\$73,138.00</b>	No Bid	No Bid	\$75,500.00	No Bid	No Bid	No Bid
<b>TOTAL</b>		<b>\$73,138.00</b>	<b>\$230,122.33</b>		<b>\$74,680.00</b>	<b>\$55,164.00</b>		

\* Item bid is for B-Stock equipment. Although the College would accept B-Stock, a significant savings would not be realized to justify purchasing B-Stock in lieu of new equipment.

\*\* Bid Rejected. Hitachi equipment is not compatible with the Sony camera system.

**SUBJECT:** Purchase of Video Production Equipment (Bid No. 3093)**DATE:** September 14, 2016

SECTION 2 – Optional Equipment								
Sony	Qty	Bexel	Omega	CMS	Pro-Sound	Full Compass	Hitachi	Technology Business Solutions
17" Monitor	2	No Bid	\$6,761.72	\$7,622.00	\$7,680.00	\$7,138.00	No Bid	No Bid
Camera, triax	2	No Bid	\$47,806.12	\$51,060.00	\$50,990.00	\$64,376.00	\$88,704.00	No Bid
CCU, triax	2	No Bid	\$30,077.20	\$32,704.00	\$18,590.00	\$18,388.00	Included	No Bid
Remote Control Panel	2	No Bid	\$9,786.00	\$10,452.00	\$10,450.00	\$10,328.00	Included	No Bid
7" HD Viewfinder	2	No Bid	\$9,313.00	\$9,946.00	\$9,850.00	\$9,828.00	Included	No Bid
2" HD Viewfinder	2	No Bid	\$6,457.00	\$7,104.00	\$7,080.00	\$7,020.00	*\$5,230.00	No Bid
<b>Evertz Micro</b>								
Master Sync Generator with VIPX cards, frame with redundant PSU, controller, and cables	1	\$62,281.00	\$65,825.42	No Bid	\$55,075.00	**\$41,882.00	No Bid	No Bid
<b>Clear-Com</b>								
12 Key Rotary Panel and miscellaneous components (microphones, batteries, slot charger, antennas, etc.)	1	\$59,213.00	\$63,824.40	\$62,313.00	\$57,866.00	No Bid	No Bid	No Bid
<b>Cobalt Digital</b>								
Embed/De-embed card and backplane for 9374 card	1	No bid	\$5,803.50	No Bid	\$5,440.00	\$5,375.00	No Bid	No Bid
<b>Tektronix</b>								
Waveform Monitor	1	No bid	\$12,164.36	No Bid	\$8,600.00	\$9,456.00	No Bid	No Bid
3G Format Option	1	No bid	*** \$447.86	No Bid	\$3,190.00	\$3,642.00	No Bid	No Bid
Analog Audio	1	No bid	\$3,033.15	No Bid	\$2,195.00	\$2,449.00	No Bid	No Bid
Eye Pattern	1	No bid	\$4,511.40	No Bid	\$4,750.00	\$5,399.00	No Bid	No Bid
<b>Marshall Electronics Model</b>								
Triple 6.5" HD/SD Monitor	4	\$17,832.00	\$17,590.08	\$17,260.00	\$17,490.00	\$17,704.00	No Bid	No Bid
<b>TOTAL</b>			<b>\$84,635.24</b>	<b>\$17,260.00</b>	<b>\$126,926.00</b>	<b>\$23,763.00</b>		

\* Bid Rejected. Hitachi equipment is not compatible with the Sony camera system.

\*\* Bidder did not bid on all items specified.

\*\*\* Vendor made a clerical error in listing the bid price for this item.



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

**DATE:** September 14, 2016

**CONSENT**

**SUBJECT:** Business and Computer Technology Building – Earthwork/Demolition  
(Change Order)

**BACKGROUND**

In October 2015, the Board of Trustees approved a contract with SJB&D Incorporated, in the amount of \$1,343,558, for the Earthwork/Demolition portion of the Business and Computer Technology project.

**ANALYSIS AND FISCAL IMPACT**

The following changes are necessary in order to provide the College with an operational and complete project due to unforeseen underground and code compliance issues.

<b>Bid No.</b>	3030	<b>Contractor:</b>	SJB&D Incorporated	<b>CO No.</b>	1
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	<b>Time</b>	
1	Remove and replace 18" of wet soil and add geotextile fabric in two locations. The soil was unsuitable and could not meet compaction requirements. This item is required due to unforeseen conditions.		\$19,701.00	0 days	
2	Provide and install additional Storm Water Pollution Plan (SWPPP) measures to mitigate Parking Lot H runoff and to protect the construction site. This work is required to meet National Pollutant Discharge Elimination System (NPDES) requirements.		\$13,652.00	0 days	
3	Coordinate with the asbestos abatement contractor to expose and remove unforeseen asbestos transite pipe and relocate the construction trailer outside of the abatement area. This work is due to unforeseen conditions.		\$6,202.00	0 days	
4	Provide additional excavation, labor, and equipment at a new storm drain location as required to resolve a conflict at an existing electrical duct bank. This work is due to unforeseen conditions.		\$5,464.00	0 days	

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #11

**SUBJECT:** Business and Computer Technology Building – Earthwork/Demolition  
(Change Order)

**DATE:** September 14, 2016

Total	\$45,019.00	0 days
Original Contract Amount	\$1,343,558.00	
Net Change by Previous Change Orders	\$0.00	
Net Sum Prior to This Change Order	\$1,343,558.00	
Amount of Change Order No. 1	\$45,019.00	
New Contract Sum	\$1,388,577.00	
Percentage of Change to Contract, to Date		3.35%

Funding Sources

Measure RR Bond (Series A and C) funds.

**RECOMMENDATION**

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

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

**DATE:** September 14, 2016

**CONSENT**

**SUBJECT:** Child Development Center Corrective Measures (Change Order)

**BACKGROUND**

In September 2015, the Board of Trustees approved a contract with Mariposa Landscapes, Inc., in the amount of \$508,477, for the Child Development Center Corrective Measures project. At the completion of the project, a deductive change order is required for the unused contract allowance.

**ANALYSIS AND FISCAL IMPACT**

<b>Bid No.</b>	3025	<b>Contractor:</b>	Mariposa Landscapes, Inc.	<b>CO No.</b>	1
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>		<b>Time</b>
1	Deduction for unexpended allowance.		<\$759.00>		0 days
	Total		<\$759.00>		0 days
	Original Contract Amount		\$508,477.00		
	Net Change by Previous Change Orders		\$0.00		
	Net Sum Prior to This Change Order		\$508,477.00		
	Amount of Change Order No. 1		<\$759.00>		
	New Contract Sum		\$507,718.00		
	Percentage of Change to Contract, to Date		<0.15%>		

**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 #12

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>September 14, 2016</u>	<b>CONSENT</b>
<b>SUBJECT</b>	<u>Personnel Transactions</u>	

**CLASSIFIED EMPLOYMENT**

**Permanent New Hires**

Name: Revel, Michelle  
 Position: Administrative Specialist I New: Yes  
 Department: Instruction/Academic Senate  
 Range/Step: A-69, Step 1 Salary: \$911.51/month  
 Job FTE: 0.25/12 months  
 Effective: TBD

Name: Ritter, David  
 Position: Laboratory Technician, Digital Arts New: Yes  
 Department: Commercial and Entertainment Arts  
 Range/Step: A-79, Step 1 Salary: \$1,913.07/month  
 Job FTE: 0.475/12 months  
 Effective: 9/15/16

**Promotion**

Name: Madero Fernandez, Maria  
 Position: Coordinator, Project/Program New: Yes  
 Department: TRiO Program  
 Range/Step: A-95, Step 2 Salary: \$4,958.72/month  
 Job FTE: 1.00/12 months  
 Effective: 9/15/16  
 Remarks: Formerly Student Services Outreach Specialist

Prepared by: Human Resources Staff Reviewed by: Peter Parra  
 Recommended by: Bill Scroggins Agenda Item: Consent #14

**SUBJECT:** Personnel Transactions

**DATE:** September 14, 2016

**Changes of Assignment**

Name: Brown, Rachael  
 Position: Coordinator, Special Projects – Tech and Health      New: No  
 Department: Technology and Health Division  
 Range/Step: A-118, Step 4      Salary: \$6,872.88/month  
 Job FTE: 1.00/12 months  
 Effective: 7/1/16  
 Remarks: Formerly 0.60 Job FTE

Name: Douangchampa, Famm  
 Position: Laboratory Technician, Welding      New: No  
 Department: Technology and Health Division  
 Range/Step: A-79, Step 6      Salary: \$5,140.25/month  
 Job FTE: 1.00/12 months  
 Effective: 7/1/16  
 Remarks: Formerly 11 months

Name: Ito, Billy  
 Position: Athletic Trainer      New: No  
 Department: Kinesiology, Athletics, and Dance  
 Range/Step: A-105, Step 6      Salary: \$6,657.94/month  
 Job FTE: 1.00/12 months  
 Effective: 7/1/16  
 Remarks: Formerly 11 months

**Resignation**

Katie Ly, Fiscal Specialist, Fiscal Services, effective 9/15/16

**CONFIDENTIAL EMPLOYMENT**

**Permanent New Hire**

Name: Scott, Eugenia  
 Position: Human Resources Technician      New: No  
 Department: Human Resources  
 Range/Step: C-59, Step 3      Salary: \$4,942.00/month  
 Job FTE: 1.00/12 months  
 Effective: 9/15/16

**SUBJECT:** Personnel Transactions

**DATE:** September 14, 2016

**ACADEMIC EMPLOYMENT**

**Permanent New Hire**

Name: Caldwell, Ellen  
Position: Professor, Art History  
Department: History and Art History  
Range/Step: I-1  
Job FTE: 1.00/10 months  
Effective: 8/29/16

New: Yes  
Salary: \$64,546.00/annual

**One-Year Temporary New Hire**

Name: Lee, Stephanie  
Position: Professor, Biological Sciences  
Department: Biological Sciences  
Range/Step: III-2  
Job FTE: 1.00/10 months  
Effective: 8/29/16

New: Yes  
Salary: \$75,697.00/annual

**Initial Salary Placement Adjustments**

Name: Barrios, Mary Beth  
Position: Professor, Counseling  
Department: Counseling  
Column/Step: III-9  
Job FTE: 1.00/11 months  
Effective: 8/23/16  
Remarks: Initially placed on Column I, Step 1

Salary: \$107,338.03/annual

Name: Boquiren, Sophie  
Position: Professor, Nursing  
Department: Nursing  
Column/Step: III-6  
Job FTE: 1.00/10 months  
Effective: 8/29/16  
Remarks: Initially placed on Column I, Step 1

Salary: \$86,031.00/annual

Name: Browne, Errol  
Position: Professor, History  
Department: History and Art History  
Column/Step: III-9  
Job FTE: 1.00/10 months  
Effective: 8/29/16  
Remarks: Initially placed on Column I, Step 1

Salary: \$96,329.00/annual

**SUBJECT:** Personnel Transactions

**DATE:** September 14, 2016

**Initial Salary Placement Adjustments** (continued)

Name: Case, Marissa  
 Position: Professor, Mathematics  
 Department: Mathematics, Computer Science  
 Column/Step: I-9 Salary: \$87,651.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/29/16  
 Remarks: Initially placed on Column I, Step 1

Name: Chavez, Susan  
 Position: Professor, Restaurant Management  
 Department: Consumer and Design Technologies  
 Column/Step: III-9 Salary: \$96,329.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/29/16  
 Remarks: Initially placed on Column I, Step 1

Name: Flisik, Tyler  
 Position: Professor, Biological Sciences  
 Department: Biological Sciences  
 Column/Step: I-4 Salary: \$71,564.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/29/16  
 Remarks: Initially placed on Column I, Step 1

Name: Ito Rocha Santana, Naluce  
 Position: Professor, Health  
 Department: Biological Sciences  
 Column/Step: I-9 Salary: \$87,651.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/29/16  
 Remarks: Initially placed on Column I, Step 1

Name: Knott, John  
 Position: Professor, Kinesiology and Baseball Head Coach  
 Department: Kinesiology, Athletics, and Dance  
 Column/Step: III-9 Salary: \$96,329.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/29/16  
 Remarks: Initially placed on Column I, Step 1

**SUBJECT:** Personnel Transactions

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**DATE:** September 14, 2016

**Initial Salary Placement Adjustments** (continued)

Name: Kuroki, Hirohito  
Position: Professor, Architecture  
Department: Architecture, Industrial Design Engineering and Manufacturing  
Column/Step: III-9 Salary: \$96,329.00/annual  
Job FTE: 1.00/10 months  
Effective: 8/29/16  
Remarks: Initially placed on Column I, Step 1

Name: Larson, Sandon  
Position: Professor, American Sign Language  
Department: Sign Language  
Column/Step: I-9 Salary: \$87,651.00/annual  
Job FTE: 1.00/10 months  
Effective: 8/29/16  
Remarks: Initially placed on Column I, Step 1

Name: Lopez, Jesse  
Position: Professor, Counseling  
Department: Counseling  
Column/Step: I-2 Salary: \$74,439.87/annual  
Job FTE: 1.00/11 months  
Effective: 8/23/16  
Remarks: Initially placed on Column I, Step 1

Name: Mah, David  
Position: Professor, Emergency Medical Services  
Department: Emergency Medical Services  
Column/Step: III-3 Salary: \$95,805.96/annual  
Job FTE: 1.00/12 months  
Effective: 7/1/16  
Remarks: Initially placed on Column I, Step 1

Name: Ngo, Michael  
Position: Professor, Counseling, Adult Basic Education  
Department: School of Continuing Education  
Column/Step: I-6 Salary: \$86,278.03/annual  
Job FTE: 1.00/11 months  
Effective: 7/1/16  
Remarks: Initially placed on Column I, Step 1



**SUBJECT:** Personnel Transactions

**DATE:** September 14, 2016

**Initial Salary Placement Adjustments** (continued)

Name: Paredes, Natalie  
 Position: Professor, Counseling (EOPS)  
 Department: EOPS  
 Column/Step: II-9 Salary: \$102,465.27/annual  
 Job FTE: 1.00/11 months  
 Effective: 9/6/16  
 Remarks: Initially placed on Column I, Step 1

Name: Piard, Elvinet  
 Position: Professor, Communication (One Year Temporary)  
 Department: Communication  
 Column/Step: III-9 Salary: \$96,329.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/29/16  
 Remarks: Initially placed on Column I, Step 1

Name: Piluso, Robert  
 Position: Professor, English  
 Department: English, Literature and Journalism  
 Column/Step: III-7 Salary: \$89,416.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/29/16  
 Remarks: Initially placed on Column I, Step 1

Name: Santacruz, Rudy  
 Position: Professor, Counseling  
 Department: Counseling  
 Column/Step: I-9 Salary: \$97,668.27/annual  
 Job FTE: 1.00/11 months  
 Effective: 8/25/16  
 Remarks: Initially placed on Column I, Step 1

Name: Staley, Garrett  
 Position: Professor, Alcohol and Drug Counseling  
 Department: Mental Health  
 Column/Step: III-7 Salary: \$89,416.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/29/16  
 Remarks: Initially placed on Column I, Step 1

**SUBJECT:** Personnel Transactions**DATE:** September 14, 2016**Initial Salary Placement Adjustments** (continued)

Name: Tharp, Nathan  
 Position: Professor, Music  
 Department: Music  
 Column/Step: III-9 Salary: \$96,329.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/29/16  
 Remarks: Initially placed on Column I, Step 1

Name: Tull, Amy  
 Position: Professor, Psychiatric Technician  
 Department: Mental Health  
 Column/Step: I-9 Salary: \$87,651.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/29/16  
 Remarks: Initially placed on Column I, Step 1

Name: Valdes, Steven  
 Position: Professor, Accounting  
 Department: Accounting and Management  
 Column/Step: I-7 Salary: \$80,879.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/29/16  
 Remarks: Initially placed on Column I, Step 1

Name: Villasenor, Stephen  
 Position: Professor, Economics  
 Department: Accounting and Management  
 Column/Step: III-7 Salary: \$89,416.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/29/16  
 Remarks: Initially placed on Column I, Step 1

**Salary Advancements for Full-time Faculty Column Crossover – 2016-17**

Coursework and/or Degree earned

Name: Bachor, Alana  
 Position: Professor, Counseling  
 Department: Counseling  
 Column/Step: III-3 Salary: \$87,299.83/annual  
 Job FTE: 1.00/11 months  
 Effective: 7/1/16  
 Remarks: Previously on Column II, Step 3

**SUBJECT:** Personnel Transactions

**DATE:** September 14, 2016

**Salary Advancements for Full-time Faculty Column Crossover – 2016-17** (continued)

Coursework and/or Degree earned

Name: Daland, William  
 Position: Professor, Counseling  
 Department: Counseling  
 Column/Step: III-12 Salary: \$118,728.27/annual  
 Job FTE: 1.00/11 months  
 Effective: 7/1/16  
 Remarks: Previously on Column II, Step 11

Name: Gallarde, Marlene  
 Position: Professor, Sociology  
 Department: Sociology, Philosophy  
 Column/Step: III-10 Salary: \$99,715.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/29/16  
 Remarks: Previously on Column I, Step 9

Name: Kordich, Jason  
 Position: Professor, English  
 Department: English, Literature and Journalism  
 Column/Step: III-9 Salary: \$96,329.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/29/16  
 Remarks: Previously on Column II, Step 8

Name: Nakamatsu, Stacie  
 Position: Professor, Counseling  
 Department: Counseling  
 Column/Step: II-4 Salary: \$85,050.09/annual  
 Job FTE: 1.00/11 months  
 Effective: 7/1/16  
 Remarks: Previously on Column I, Step 4

Name: Nakamura, Amy  
 Position: Professor, Dance  
 Department: Kinesiology, Athletics and Dance  
 Column/Step: III-12 Salary: \$106,551.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/29/16  
 Remarks: Previously on Column II, Step 11

**SUBJECT:** Personnel Transactions**DATE:** September 14, 2016**Salary Advancements for Full-time Faculty Column Crossover – 2016-17** (continued)**Coursework and/or Degree earned**

Name: Perez, Anabel  
 Position: Professor, Counseling  
 Department: Counseling  
 Column/Step: III-12 Salary: \$118,728.27/annual  
 Job FTE: 1.00/11 months  
 Effective: 7/1/16  
 Remarks: Previously on Column II, Step 11

Name: Somers, Bernard  
 Position: Professor, Counseling (Veterans)  
 Department: Counseling  
 Column/Step: II-6 Salary: \$91,076.14/annual  
 Job FTE: 1.00/11 months  
 Effective: 7/1/16  
 Remarks: Previously on Column I, Step 6

Name: Wasson, Shari  
 Position: Professor, Fine Arts  
 Department: Fine Arts  
 Column/Step: III-12 Salary: \$106,551.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/29/16  
 Remarks: Previously on Column II, Step 11

Name: Whitmore, Gregory  
 Position: Professor, Music  
 Department: Music  
 Column/Step: II-10 Salary: \$95,409.00/annual  
 Job FTE: 1.00/10 months  
 Effective: 8/29/16  
 Remarks: Previously on Column I, Step 9

Name: Woolery, Emily  
 Position: Librarian  
 Department: Library and Learning Resources  
 Column/Step: III-12 Salary: \$130,296.67/annual  
 Job FTE: 1.00/12 months  
 Effective: 7/1/16  
 Remarks: Previously on Column II, Step 11

**SUBJECT:** Personnel Transactions

**DATE:** September 14, 2016

**Contract Renewal**

Name: Felix, Diana  
 Position: Counselor/Coordinator  
 Department: Student Support Services  
 Column/Step: II-8 Salary: \$98,732.40/annual  
 Job FTE: 1.00/11 months  
 Effective: Contract effective from 7/1/16 – 8/31/16; 9/1/16-8/31/17

**Salary Advancements for Part-time Faculty Column Crossover – 2016-17**

Coursework and/or Degree earned

Name: Crocker, Christine  
 Position: Adjunct Professor  
 Department: Nutrition  
 Column/Step: III-1 Salary: \$79.83/hour  
 Effective: 8/29/16  
 Remarks: Advancement from Column I, Step 1

Name: Rietkerk, Aaron  
 Position: Adjunct Professor  
 Department: History and Art History  
 Column/Step: III-1 Salary: \$79.83/hour  
 Effective: 8/29/16  
 Remarks: Advancement from Column I, Step 1

**Faculty Interns**

<u>Name</u>	<u>Department</u>	<u>Mentor</u>	<u>Semester</u>
Kamajaya, Aron	Biological Sciences	Mark Cooper	Fall 2016
Merino, Mika	French	Solene Halabi	Fall 2016
Peralta, Edgar	Sociology	Linda Rillorta	Fall 2016
Tanana, Daniel	Sociology	Linda Rillorta	Fall 2016
Ulloa, James	Sociology	Linda Rillorta	Fall 2016
Watson, Aaron	Chemistry	Eileen DiMauro	Fall 2016

**Service Increments – 2016-17**

\$345/month for faculty upon completion of five years or more at top step of any column

<u>Name</u>	<u>Department</u>	<u>Effective</u>
Allende, Kristina	English, Literature and Journalism	8/29/16
Alvarez, Hansel	English, Literature and Journalism	8/29/16
Anderson, Daniel	Physics, Engineering	8/29/16
Bacigalupi, Stacy	Psychology, Education	8/29/16

**SUBJECT:** Personnel Transactions**DATE:** September 14, 2016**Service Increments – 2016-17** (continued)

\$345/month for faculty upon completion of five years or more at top step of any column

Boehner-Staylor, Maya	English, Literature and Journalism	8/29/16
Bowen, Melinda	Kinesiology, Athletics and Dance	8/29/16
Boyer, Michelle	Nursing	8/29/16
Brown, Ronald	Fine Arts	8/29/16
Cannon, Kathleen	History and Art History	8/29/16
Condra, Denise	Nursing	8/29/16
Ellwood, Jeffrey	Music	8/29/16
Estes, Edwin	Business Administration	8/29/16
Gomez, Francisco	English, Literature and Journalism	8/29/16
Hagner, Dirk	Fine Arts	8/29/16
Henry, Anthony	Child Development	8/29/16
Horton, Tamra	English, Literature and Journalism	8/29/16
Kamaka, Ron	Kinesiology, Athletics and Dance	8/29/16
Kunkler, Constance	Nursing	8/29/16
Munro, Matthew	Mathematics, Computer Science	8/29/16
Myers, Richard	English, Literature and Journalism	8/29/16
Nguyen, Kim-Leiloni	Biological Sciences	8/29/16
Rivas, Hector	Commercial and Entertainment Arts	8/29/16
Rogers, Bruce	Music	8/29/16
Sampat, Michelle	Learning Assistance	8/29/16

**25 Year Service Increments – 2016-17**

\$345/month for faculty upon completion of 25 years of service

<u>Name</u>	<u>Department</u>	<u>Effective</u>
Alexander, Carolyn	Fine Arts	8/29/16
Beam, Teresa	Chemistry	8/29/16
DePaola, Gina	English, Literature and Journalism	8/29/16
DiMauro, Eileen	Chemistry	8/29/16
Diem, Andrea	Sociology, Philosophy	8/29/16
Dorough, George	Sign Language	8/29/16
Graham, Chris	Mathematics, Computer Science	8/29/16
Hill-Enriquez, Evelyn	American Language	8/29/16
Klawitter, Kenneth	Communication	8/29/16
McCormick, Elizabeth	English, Literature and Journalism	8/29/16
McGraw, Jill	Mental Health	8/29/16
Shannon, Cynthia	Biological Sciences	8/29/16
Sholars, Joan	Mathematics, Computer Science	8/29/16
Strope, Byron	Aircraft, Manufacturing Technology	8/29/16
Vail, Deidre	Biological Sciences	8/29/16

**SUBJECT:** Personnel Transactions

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**DATE:** September 14, 2016

**30 Year Service Increments – 2016-17**

\$345/month for faculty upon completion of 25 years of service

<u>Name</u>	<u>Department</u>	<u>Effective</u>
Anderson, Cynthia	Biological Sciences	8/29/16
Arterburn, Pamela	English, Literature and Journalism	8/29/16
Bartman, Sydney	English, Literature and Journalism	8/29/16
McGeough, Daniel	Accounting and Management	8/29/16
Stuard, Bob	Sign Language	8/29/16
Petersen, Craig	Biological Sciences	8/29/16

**Professional Growth Increments – 2016-17**

\$3,454 annually for faculty after competing six semester units of course work

<u>Name</u>	<u>Department</u>	<u>Effective</u>
Anders, Tania	Earth Sciences, Astronomy	8/29/16
Bacigalupi, Stacy	Psychology	8/29/16
Blacksher, Shiloh	Psychology	8/29/16
Burnett, Cynthia	Counseling	7/01/16
Chavez, Dolores	Mathematics, Computer Science	8/29/16
Chen, Jenny	Chemistry	8/29/16
Degtyareva, Anna	Computer Information Systems	8/29/16
Edwards, Bill	Mathematics, Computer Science	8/29/16
Horton, Tamra	English, Literature and Journalism	8/29/16
Jones-Ramey, Martin	Business Administration	8/29/16
Ledeboer, Lisa	Consumer Science and Design Tech	8/29/16
Mahmoud, Eugene	Physics and Engineering	8/29/16
Metter, Jean	Consumer Science and Design Tech	8/29/16
Patterson, Richard	Computer Information Systems	8/29/16
Reinhart, Lieselott	Communication	8/29/16
Tran, Niki	Consumer Science and Design Tech	8/29/16
Wakefield, Jeff	Mathematics, Computer Science	8/29/16
Walker, Lori	Learning Assistance	8/29/16
Weatherilt, Sandra	Consumer Science and Design Tech	8/29/16
Wood, Abby	Business Administration	8/29/16

**Professional Development Leave of Absence without Pay and without District Benefits, Article 16.J.3**

Ellen Caldwell, Professor, Art History, Humanities and Social Sciences Division, effective 8/29/16-2/23/17

**SUBJECT:** Personnel Transactions

**DATE:** September 14, 2016

**Resignation**

Michelle Grimes-Hillman, Professor, Psychology, Humanities and Social Sciences Division, effective 8/5/16

**Retirement**

Nancy Meggelin, Professor, Mental Health, Technology and Health Division, effective 8/12/16

**Fall 2016**

**Credit Hourly Instructors/Substitutes**

**Name**

Abatay, Victoria Katrina  
Abate, Amy Marie  
Abbott, James Christopher  
Abbruzzese, Mark Anthony  
Abdel-Rahman, Ahmad  
Abuzalaf, Laura Rose  
Addison, Tamika R  
Adele, David Scott  
Afrasiabi, Javid  
Alcala, Matthew S  
Alexander, Eldon Lawrence  
Aljord, Huda Duorid  
Allende, Victor  
Alvarado, Alexandra Michelle  
Alvarado, Noel M  
Alvarez, Veronica Iris  
Alverson, David John  
Ammirato, Joseph Samuel  
Anastasia, Stephen J  
Anderson, Lida L  
Anderson-McGill, Taylor M  
Andrada-Mamisay, Deborah  
Anello, andrea  
Anglin, Marie M  
Appel, Keiko Miyata  
Arntson, Jay David  
Atmadja, Janice Nafiri  
Axelrod, Herbert Lawrence

**Name**

Badre, Albert F  
Baez Jr, Mariano  
Baler, Pablo Fabian  
Ball, Heather McLinden  
Banuelos, Marissa C  
Barrett Jr, Mauricio  
Bartz, Virginia Jo Ann  
Basile, Tammy Louise  
Batcheller, Keith Howard  
Baugh, Alica Katrina  
Bautista, Stephen Joel  
Bava, Jose  
Bayle, M Dolores  
Beakes, Jane Ellen  
Becker, Teresa M  
Beckman, Richard C  
Beilstein, Eric Martin  
Bell, Carolyn J  
Benner Davis, Cherie A  
Berbiar, Edward M  
Bernard, Steven Anthony  
Berry, Theresa M  
Beshay, John Kamal  
Bianchessi, Adam Angelo  
Bird, Jenna M  
Bjorck, Sharon-Rose  
Blacquiere, Luke D  
Bladh, Eric Woodbury

**Name**

Blake, Martha Days  
Blean, Nicole M  
Blosser, Kelley Elizabeth  
Boada, Miriam Magdalena  
Boag, Camille Delphine  
Bolton, John Carr  
Bone, Darius Howard  
Bortis, Daniel J  
Borup, Rebekah Susan  
Bowers, Erika Abigail  
Bradshaw, Stacy Leigh  
Brandler, Marcielle Y  
Bright, Thomas Alan  
Brooks, Alan  
Brown, Dennis Paul  
Brown, Michael M  
Brown, Yuka Goto  
Buckwalter, Michael Thomas  
Buechler, Michael Richard  
Bustos, Francisco  
Butler, Dawn Huxley  
Butler, Gwendolyn Joleen  
Butler, Julie Ann  
Byce, Joann M  
Byrne, Robert S  
Byun, Eui Won James  
Cahow, Matthew J  
Cailipan, Adelaine V



**SUBJECT:** Personnel Transactions**DATE:** September 14, 2016**Credit Hourly Instructors/Substitutes** (continued)**Name**

Callaci, Allen John  
 Calverley, Russell Norman  
 Cameron, John E  
 Campbell, Faye Daines  
 Campos, Ariel Rubio  
 Caraballo, Shaunte Renee  
 Caraffa, Shiana Aryza  
 Cardenas, Yecenia Baltazar  
 Carlson, Frank Daniel  
 Carlson, Matthew Kimball  
 Carrasco, Gerardo  
 Carrasco, Manuel  
 Carroll, Don R  
 Carter, Brian C  
 Carter, Deborah Lyn  
 Casale, Kimie Hiasa  
 Casas, Diana Lorena  
 Cascella, Henry H  
 Casian, Elizabeth  
 Castagnaro, Anne Victoria  
 Castello Jr, Anthony Ernest  
 Cenicerroz, Jonathan R  
 Chaffin, Deborah M  
 Chan, Franny Wai  
 Chan, Linda Anne  
 Chandler, Gregory A  
 Chang, Chiu Chin  
 Chang, Hsiao-Ying  
 Chau, Evelyn Nhu  
 Chen, Daniel L  
 Chen, Rae-Shae W  
 Cheng, Paul  
 Chevalier, Angelis  
 Chinchilla, Marisol  
 Chiu, Paul Chun Fai  
 Cienik, Margaret A  
 Clapp, Daniel Lee  
 Clark, Hiroshi Richard

**Name**

Cockrum, Dennis C  
 Colby, Kathryn Anne  
 Cole, Lois M  
 Coleman, Debra A  
 Cook, David J  
 Coronel, Jessica E  
 Couch, Anna J  
 Craft, Evan Mark  
 Crane, Barbara N  
 Creed, Rick  
 Cretney, Carly Anne  
 Crocker, Christine Elizabeth  
 Crome, Gina M  
 Crossman, Elizabeth Erin  
 Cruz-Pobocik, Sylvia Becerra  
 Cui, Weining  
 Curran, Karen O'Brien  
 Cushing, William P  
 Daigre, Victorine Elizabeth  
 Damansouz, Firouzeh  
 Damico, Anthony P  
 Dang, Han N  
 Daulatzai, Yusef Saqib  
 Day, Angelica Gutierrez  
 De La Rosa, Daniel  
 Decker, James W  
 Deen, Cameron Nicholas  
 Del Castillo, Steve S  
 Delgado Jr, Mario  
 Dennis, Alan Wayne  
 Denton Jr, John Phillip  
 Deskin, Shannon Renee  
 Dhalla, Sarah-E Fatema  
 Dillon, Joyce H  
 Dinglasan, Carlomagno Lopez  
 Dizon, Caleb Anthony  
 Dodge, Gail Kathleen  
 Dokter, Derek W

**Name**

Domico, Mario N  
 Domingues, Cameron Brooke  
 Dominguez, Robert Anthony  
 Dominick, Samuel A  
 Donahue, John M  
 Dong, Meijuan  
 Doshi, Dhaval Praful Chandra  
 Drakou-Sarantopoulos, Helen  
 Dubiel, John Alexander  
 Dunaway, Jourdan Rae  
 Duncan, Daniel M  
 Dunipace, Taber D  
 Durant, Matt  
 Durfield, Timothy Richard  
 Dutreaux, Renee Louise  
 Dy, Heinrich  
 Edwards, Adam Jacob  
 Edwards, Charles Webley  
 Efron, Alan Jerome  
 Ellis, Richard Harold  
 Elmgren, Mary Catherine  
 Emadi, Makan  
 Emery, Michael D  
 Engstrom, Rebecca Zoe Bryan  
 Entus, Robert M  
 Erbe, Cynthia Ann  
 Erickson, Eric Luther  
 Erturk, Florence Jeanne  
 Esposito, Angelo  
 Evanshine, Sharon Kay  
 Eyre, Michael John  
 Fabiero, Karin Kantenwein  
 Fair, Charles Lawrence  
 Fantazia, Julianne Renee  
 Faradineh, Rahim Alavi  
 Faraone, Teresa Maria  
 Farrell, Alyssa Marie  
 Farris, Bob L

**SUBJECT:** Personnel Transactions**DATE:** September 14, 2016**Credit Hourly Instructors/Substitutes** (continued)**Name**

Farschman, Kurt Van  
 Felix, Luis Richard  
 Felix, Marcos  
 Fell, Devon Rachelle  
 Felten, Angelique M  
 Fernandez Lango, Brenda L  
 Fernandez, Michael Lawrence  
 Fernandez, Miguel A  
 Fields, Gale Anthony  
 Fleming, Judith Ann  
 Flores, Caleb  
 Flores, Cynthia Alicia  
 Florio, Melanie A  
 Ford-Charles, Charlette D  
 Forest, Roger Dean  
 Fox-Moore, Renee Christine  
 Francev, Peter K  
 Francisco, Karen anduiza  
 Franklin, Maisha Antoinette  
 Freeland, Edward William  
 Freeman, Charles E  
 Frost, Kristin Joy  
 Fueger, Mary Ann Griego  
 Fuentes, Antonio  
 Fuentes, Wilma Luceros  
 Fukushima, Norikazu Jun  
 Fuller, Maria Luisa  
 Fulton, Sara Margaret  
 Galaz, Jesus Francisco  
 Galloway, Kent William  
 Garcia, John Glenn  
 Garcia, Victor M  
 Garcia-Mata, Marilyn Victoria  
 Garg, Garima  
 Garland, Jeffery Buddy  
 Gatillon, Jean-Pierre  
 Geagley, Bradley Keith

**Name**

Geary, Kim  
 Gend, Peter  
 Genovese, Maria  
 Genovese, Richard S  
 Gerbson, Steven Donald  
 Gethers, Shireetha Denee  
 Ghafoori, Mahtab  
 Giles, Naomi Ruth  
 Goff, Michael Eugene  
 Golden, Nancy S  
 Gomez-Lecaro, Maria Elena  
 Goncalves, Mauricio Cardoso  
 Gonzalez, Randall A  
 Gorcik, Robert H  
 Gravatt, Fred E  
 Green, Beverly Sue  
 Greenberg, Herschel  
 Grey, Gene  
 Griendling, Kevin A  
 Grisafe, Mark andrew  
 Grubb, Barbara Jo  
 Guerrero, Bobby  
 Guerrero, Lisa M  
 Guevara, Arthur Concha  
 Gutierrez, Raquel I  
 Ha Nguyen, Anna Ngocyen  
 Habayeb, Olga N  
 Hackmann, Debra Jeanne  
 Haddock, Lynette Gay  
 Hagerman, Yvonne M  
 Haines, Ashley J  
 Haines, Janice Jacqueline  
 Haines, Michael S  
 Hajjaliakbar, Lily  
 Hajjawi, Amer  
 Hall, Justin N  
 Hamby, Bobbi Page

**Name**

Hammad Hammad, Mahbuba  
 Han, Kay Yuhuing  
 Hancock, Joy Elizabeth  
 Haney, Randy G  
 Harirchi, Madjid  
 Harrington, Maria Angela  
 Harrison, Laura Christine  
 Harsany, Stephen C  
 Hartmann, Corinne Marie  
 Hartouni, Kristine E  
 Hass, Joy Elizabeth  
 Hattar, Michael M  
 Hauchwitz, Mark  
 Hauw, Winston L  
 Heinicke, David Ross  
 Hemphill, Kathi L  
 Henderson-Lewis, Delinia  
 Hendrix, Jeffrey Glenn  
 Heney, Hugh William  
 Henry, Heather Kathaleen  
 Hernandez Arocha, Esther  
 Hernandez, andrew Jason  
 Hernandez, Lisa Steele  
 Hernandez-Magallon, Karla Y  
 Hess, Ronald Robert  
 Hewson, William Edward  
 Heyrat, Mahmood  
 High, Kathleen Elizabeth  
 Hight, Deana Marie  
 Hight, Jeremy J  
 Hight, Lisa Ann Midori  
 Ho, Tiffany  
 Ho, Yi-Shin  
 Hoard, Kasumi Christine  
 Hoekstra, Thomas Richard  
 Hoffman, Alison Michelle  
 Hogenauer, Tyrone J

**SUBJECT:** Personnel Transactions**DATE:** September 14, 2016**Credit Hourly Instructors/Substitutes** (continued)**Name**

Holbert Jr, James Maxwell  
 Holinsworth, Julie Lee  
 Holland, Daniel Patrick  
 Hollenshead, Marcia G  
 Holloway, Brian  
 Hood, Carol E  
 Horwitz, Ellen Sandra  
 Hossain, Aleem A  
 Howey, Dawn Marie  
 Howland, Tina Marie  
 Hruby, Shauna T  
 Huang, Lily Liwen  
 Hudson, Drew S  
 Huffman, David Leon  
 Hughes, Richard O  
 Humaciu, Matthew Frank  
 Hung, Jordan Weijei  
 Hunt, Ryan R  
 Hunter-Buffington, Carri Marie  
 Hussien, Munir  
 Iizumi, Staci Nicole  
 Ildefonso, Nelson J  
 Impert, Walter William  
 Inman, Donna J  
 Irvine, Cynthia D  
 Isaacs, Gary Allen  
 Ishihara, Chie  
 Iskander, Christine Adel  
 Jackle, James William  
 Jackson, Lucy Mutindi  
 Jacobs, Gail D  
 Jaimes, Franciella Marie  
 James-Perez, Samantha  
 Jannati, Elmira  
 Jaramillo, Fermin  
 Jayachandran, Sanjay  
 Jenkins, Tina S

**Name**

Johnpeer, Gary D  
 Johnson Jr, Leroy E  
 Johnson, Kent James  
 Johnson, Susan M  
 Johnston, Sachi Katagiri  
 Jollevet Jr, Felix  
 Joneja, Kamal Preet  
 Jones, Jeffery  
 Jones, Lorraine A  
 Jones, Monik C  
 Joshua, Stacey Jae  
 Justiniano, John Regala  
 Kahn, Joan Deborah  
 Karadanopoulos, Michael  
 Karim, Raina  
 Kassis, Noura I  
 Kataoka, David S  
 Kaur, Raminder  
 Kaye, Adelina Elizabeth  
 Keena, Shane M  
 Kelly, Donna R  
 Kelly, Sean P  
 Kennedy, Wentsworth  
 Kennelley, Erika F  
 Keo-Trang, Zelida Sok  
 Ketenchian, Grigor Sahak  
 Key Ketter, Leah Marie  
 Khalife, Eihsan  
 Khattar, Fayez Fouad  
 Kiang, Grace Hwei-Ching L  
 Kidane, Theodros Zerufael  
 Kilanski, Paul J  
 Kilmurray, Kevin J  
 Kim, Myong-Sook  
 King, Carroll H  
 Kingsbury, Sadie Ann  
 Kinnes, Scott S

**Name**

Klassen, Masako Okamura  
 Klein, Joy Noel  
 Knish, Michael Anthony  
 Kogat, Lisa Elaine  
 Kohl, Joan Williams  
 Komrosky, Joseph W  
 Kostiuk, Erik  
 Kowalski, Francis S  
 Kowell, Masha  
 Kremer, Amelia E  
 Kuchta III, John G  
 Kwok, Gigi Yin Chi  
 La Valle Shepston, Anne  
 Lackey, Kaylyn Nicole  
 Lahey, Michael John  
 Lahham, Lina  
 Lahr-Dolgovin, Roberta Ellen  
 Lam, Albert  
 Lam, Hoa Quoc  
 Lam, Wood C  
 Lambright, Kenneth Preston  
 Lamphier, Peg Ann  
 Landas, Michael John  
 Landeros, Teresa Alonso  
 Lane, John Stanton  
 Lape, Eric Scott  
 Lara, Sharon  
 Laronga, Barbara  
 Laub, Kathleen Ann  
 Lawson, Katherine A  
 Lawson, Zsazsa Khu  
 Lawton, Judith M  
 Lazar, Edward R  
 Lazar, Ryan E  
 Le, Kevin-Tu Phuoc  
 Lee, Bianca Aquilla  
 Lee, Chongui Keith

**SUBJECT:** Personnel Transactions**DATE:** September 14, 2016**Credit Hourly Instructors/Substitutes** (continued)**Name**

Lee, Monica Jean  
 Lefler, Patricia S  
 Leinweber, Anita  
 Lenox, Jeffrey Joseph  
 Lepp, Jodi Lynn  
 Leung, Sing Lit  
 Lewis, Nicole Beth  
 Leyva, Enriqueta  
 Li, Qin  
 Li, Xiaoyan C  
 Likens, John D  
 Lin, Jerry Jia Hao  
 Lin, John Kau Chun  
 Lirio, Frances Patricia Yap  
 Little, David A  
 Liu, Melanie Sensen  
 Lloyd, Anthony Frazier  
 Lo Piccolo, Joseph Townsend  
 Lo, Nancy Yi-Ting  
 Loakes, Alexandra Vera  
 Londo, Daniel James  
 Long, Gary William  
 Lopez, Anthony Xavier  
 Lopez, Robert M  
 Lord, Harry Chester  
 Loreda, Jennifer M  
 Louis, Iris Guerra  
 Lowe, Josephine N  
 Loy Jr, James R  
 Lubman, Marie Dorothy  
 Lucas, Hannah Edit Marjolaine  
 Lukenbill, Casey Maureen  
 Luo, Yin  
 Luther, Mihoko Terada  
 Ly, Hoa Thi  
 Lynch, Charlotte L  
 Lynch-Thompson, Candace C

**Name**

Lyon, Natalia Zorairovna  
 Lyons, Arlette Angele  
 Lyons, Kelley Lynn  
 Madrid, Raul  
 Mahlke, Jennifer Lynn  
 Mahood, Karen Suzan  
 Mahpar, Steven Kameron  
 Malley, Michael Paul  
 Manarino, Michele M  
 Manookian, Danielle Jean  
 Mansfield, William L  
 Marella, Danilo C  
 Marin, Yazmin  
 Martin Jr, George T  
 Martin, Dana Kathryn  
 Martin, Margot  
 Martin, Yves A  
 Martinez, Elizabeth Angela  
 Martinez, Gerardo A  
 Martino, Leanora  
 Mascarenas Jr, Alex Michael  
 Masl, Sonya Marie  
 Mason, Caryn Remington  
 Mason, Clair S  
 Mata, Scott A  
 Matavao, Ulavale Epati  
 Mateo, Sheila Marie  
 Matthews, Anastasia Noel  
 Mattoon, Mark D  
 Mattoon, Michelle Heather  
 Maurer, La Nelle L  
 Mayo, Ana Veronica  
 Mayo, Daniel John  
 Mc Cabe, Dale C  
 Mc Cready, Lynne Ann  
 Mc Kennon, Anna L  
 McCombs, Curt L

**Name**

McGeehan, Laura  
 McIntyre Fitzgerald, Claudine  
 Mccarty, Alicia Shirlene  
 Medrano, Mayda Victoria  
 Mejia Gonzalez, Estela Maria  
 Melo, Filipe A  
 Melton, Jamahl Roshani  
 Mendenhall, Laurence David  
 Mendoza Jr, Miguel A  
 Menzing, Todd Eric  
 Mercier Jr, Paul G  
 Meredith, Donald De Wayne  
 Meredith, Stephanie Carol  
 Merino, Mika Cherri  
 Merrill, James D  
 Mersel, Jonathan  
 Merward III, Charles Joseph  
 Meshkin, Nahid  
 Meza, Juan Pablo  
 Miller, Trisha Nicole  
 Millward, William R  
 Mirnajafizadeh, Zahra Sadat  
 Mittler, William W  
 Moges-Riedel, Rezenet Tsegay  
 Montenegro, Danielle  
 Montero, Sasha  
 Monugian, Annette Balcom  
 Moore, Barbara J  
 Moore, Robin D  
 Moorehead I, Antonio J  
 Morales Beasley, Stacey A  
 Morris, Jabari Jamone  
 Mosack, Raymond Allen  
 Moss, Jessica Spence  
 Muleta, Guddisaa  
 Mulick, Brian Robert  
 Mullane, Douglas M

**SUBJECT:** Personnel Transactions**DATE:** September 14, 2016**Credit Hourly Instructors/Substitutes** (continued)

<u>Name</u>	<u>Name</u>	<u>Name</u>
Murashige, Stanley James	Osendorf, Daniel Robert	Pollock, Dorothy Ann
Murphy, Ryan Francis	Ozan, Daniel Joshua	Ponce, Heather R
Musaitif, Linda M	Page, Rita Delores	Poncetta, Larry R
Musallet, Omar A	Pai, Antony	Potter, Serena Shirley
Mushik, Martin P	Pai, Ronald	Poulter, Clint H
Myers-Mc Kenzie, Laurel	Paige, Lee andrew	Prehn, Richard Wayne
Nahabedian, Steven Anthony	Palos, Lelaine Janet	Prewitt Jr, Dezzie Allen
Nandi, Swapna	Panchal, Mona D	Pringle, Lisa M
Nava, Michelle Ani	Papandreu, Dimitri V	Prothero, Donald Ross
Negrete, Charlotte	Pappas SR, Gus T	Prutyantov, Victor
Netsawang, Pison	Park, Adriana	Pula, Edmund S
Neves, Douglas Scott	Park, Jinsun	Purper, Kristen Nicole
Neyman, Ilya	Parker, Steven William	Pyle, Lynn Rene
Ngo, Jenny Kathleen	Parks, Yumi Catalina	Qu, Geng
Nguyen, Cynthia N	Parra, Maria Fatima de Leon	Quach, Christina Sueran
Nguyen, Hoang-Quyen Huu	Pawlak, Matthew M	Queen, Kathryn Townsend
Nguyen, Hung Phi	Paz, Ross Louie Coria	Quintero, Henry Albert
Nguyen, John Van	Pedroja, Joy	Rager, Gregory Alan
Nguyen, Marguerite	Peng, Grace C	Rahman, Mustafizur
Nightwine-Robinson, Diana M	Penido, John L	Ramirez, Jesus Olivares
NIn, Teerlina	Pepper, Shawn Arthur Achilles	Ramirez-Piel, Yolanda Ramona
Nolan Marion, Meagan Amilla	Peralta, Edgar Manuel	Ramos Bernal, Natasha Marie
Norris, Kevin Michael	Perez Gonzalez, Jose	Ramos, Christopher Michael
Null, Nicholas E	Perez, Christina Jan	Ramos, Jason Alan
Oda, Maritess Cruz	Persinger, Raymond Mark	Rawling, Jana Diette
Ogden, Beckette Anne	Petersen, Jeffrey Robert	Redmon, Phil Lee
Ohanis, Aram A	Peterson, Elyse Marie	Reed, Josh K
Okonyan, David	Petrilla, Ginny L	Regalado, Shelley Marie
Okubo, Emi	Petry, Petra	Regenfuss, Annalisa Roberta
Olague, Jose Luis	Pezzer, Viviana	Regueiro Nunez, Lizzette
Ong, Hai Tuan	Phelps, Scott Miller	Reyes, andrea Holman
Ontiveros, Jacqueline	Phillips, Julie Christine	Reyes, Angelito R
Orefice, Velia E	Piedra, David Omar	Reyes, Lydia A
Ortencio, Krystie Erin Tam	Pietsch, Erik Shannon	Rice, Janice M
Ortiz, Janet L	Pivonka-Jones, Jamie Ann	Richins, Gordon E
Osborne, Kyle D	Pock Jr., Rudolph Francis	Rieben, Michael J
Osbourne, Greg A	Poehner, William John	Rietkerk, Aaron Dean

**SUBJECT:** Personnel Transactions**DATE:** September 14, 2016**Credit Hourly Instructors/Substitutes** (continued)**Name**

Riggs, David W  
 Ripley, Denise Bigelow  
 Rismanchian, Azadeh  
 Rivas, Mario E  
 Rivas, Michael Rodney  
 Roberts III, Charles Lewis  
 Roberts III, Frank E  
 Robles, Dolores D  
 Rodriguez III, William H  
 Rodriguez, Carmen B  
 Rodriguez, Corinna  
 Rodriguez, Leonard J  
 Rohlander, Nathan P  
 Rolle, Brian John  
 Romero, Alicia  
 Romero, Edward Perez  
 Ross, Lisa Ann  
 Rothman, Stephanie M.  
 Rozar Jr, Ronald C  
 Rubio, Jesus  
 Rudd, Terry Shaylor  
 Ruh, Lani S  
 Rutherford, Eileen A  
 Sabet, Sarah  
 Saito, Saeko N  
 Salata, Kathy Elaine  
 Salomone, Tricia Romero  
 Sanchez, Cynthia  
 Sanchez, Ivan D  
 Sandhu, Raminder  
 Sandhu, Sandeep K  
 Santillan, Richard Anthony  
 Santostefano, Michela  
 Saravia, Ervin  
 Sawada, Mika  
 Schaedel, Joshua J  
 Schafer, Carl William

**Name**

Schenck, Steven L  
 Schlichtenmyer, Steve Vaughn  
 Scholz, Suzanne M  
 Scott, Chris Makoto  
 Scott, Leticia Guzman  
 Seaton, Brian L  
 Selim, Alaa N  
 Selnick, Sharon M  
 Serbia, Elizabeth Angelique  
 Sergio, Louis Anthony  
 Shah, Ekta Parikh  
 Shah, Sonali Jayen  
 Sharp, Diane R  
 Shaw, Tammie Denette  
 Shea, Nan Lee  
 Shea, Nora Jeannette  
 Shiao, Ying Ying Irene  
 Shiff, Jason A  
 Shum, Mee W  
 Silva, Jorge A  
 Silverstein, andrew Young  
 Sirajuddin, Ayesha Tasneem  
 Smiley, Jonathan Peter  
 Smith, Cuyler H  
 Smith, Douglas A  
 Smith, Gary Michael  
 Smith, Gregory Stephen  
 Smith, Jaclyn Dawn  
 Smith, Kimberly A  
 Smith, Kirk Douglas  
 Smith, Larry S  
 Smyth, Nathaniel Ignatius  
 Sokol, Alexia Joan  
 Solorzano, Diana Barajas  
 Solorzano, Edwin Giovanni  
 Soto, Sandi Marie  
 Spanu, Luisa

**Name**

Spitzer, Jessica H  
 Spradlin, Sandra  
 Srulevitch, David D  
 St John, Tamara Lynn  
 Standen, Susan Victoria  
 Stanfield, Alexa Kristin  
 Staylor, Daniel Sean  
 Stefan, John andrew  
 Stephan, Richard Raymond  
 Stephenson, Carol L  
 Stephenson, Jennifer Ann  
 Stevens, Kathleen A  
 Stier, Gregory Wade  
 Stoutenborough, Laura  
 Stovall Dennis, Kathryn Ann  
 Stowell, Adam T  
 Straw, Ellen Katrina  
 Stuard, Elizabeth P  
 Stubbs, Thomas Edward  
 Stump, Errol Nelson  
 Suarez, Maria Vanessa  
 Sumiati, Sain Vie  
 Sweet, William Robert  
 Sweetman, Susan E  
 Syiem, Josephine June  
 Syiem, Paul R  
 Synicky, Christopher M  
 Takla, Reema  
 Tan, Marileth Talabis  
 Tanuvasa, Tamafaiga Lopeti  
 Tapia, Raul  
 Tarman, Shana Leveté  
 Tassone, Richard F  
 Tate, Erin M  
 Tauchi, Saori  
 Taylor, Warren Derod  
 Tedja Kusuma, Frans

**SUBJECT:** Personnel Transactions**DATE:** September 14, 2016**Credit Hourly Instructors/Substitutes** (continued)**Name**

Thomas, Noah S  
 Tippetts, M Todd  
 Tircuit, Ivan Christopher  
 Todd, David James  
 Todd, Janet L  
 Tolliver, Trevor L  
 Tolmasov, Brooke C  
 Tomlinson, Rebecca H  
 Torres, andrea R  
 Torres, Jose A  
 Toyoshima, Heather E  
 Tracey, Michael S  
 Tram, Vui K  
 Trokkos, Mireille Touma  
 Truong, Phat Gia  
 Tsai, Jennifer  
 Tuggle, Scott Paul  
 Uchida, Yoshiko  
 Ugas-Abreus, Buenaventura  
 Ulloa, James Jonathan  
 Urchasko, John E  
 Uriarte, Robert Gabriel  
 Utter, Robert S  
 Vance, Debra S  
 VanderVis, Melinda K  
 Vannimwegen, Charmaine

**Name**

Vargas, Albert Thomas  
 Vartapetian, Irina  
 Villalobos, Jacob Israel  
 Vincent, Nedra Ann  
 Virgen Jr, Roy  
 Voda, Mircea R  
 Vogel, Esther  
 Voss, Marc Thomas  
 Vy, Virginia H  
 Wade, Don Q  
 Walls, Robert K  
 Walter, Kenneth  
 Watanabe, Larry  
 Watkins, Priscilla Gayle  
 Watson, Aaron C  
 Weatherly, Michael J  
 Welborn, Rocky C  
 Welch, Rosanne M  
 Westerkamp, Robert Christian  
 White, Raymond Arthur  
 Whitlow, Lane M  
 Widmann, Peter J  
 Wilder-Mazurie, Dana Marie  
 Williams, David  
 Williams, Stephen A  
 Willis, Janice A

**Name**

Wills, Laura M  
 Wilson Gonzalez, Jennifer  
 Wong Ng, Vicky Lien Ying  
 Wong, Alexis Marie  
 Wong, Jack Yim-Yin  
 Wong, Rich  
 Wong, Tracy May-Kwan  
 Wono, Katrina Adrianto  
 Woods, Liesl Villasenor  
 Wright, Sheila L  
 Wu, David Qixing  
 Yagoda, Mario  
 Yao, Jiahui  
 Yates, Sheryl Ann  
 Yee, Howard Wah  
 Yoo, Edward Jung  
 Yoshioka, Georgina Alice  
 Zajack, Gregory Francis  
 Zamel, Mary Ann  
 Zawahri, Louis  
 Zelaya, Gina B  
 Zeledon, Selena Marie  
 Zine, Scott Edward  
 Zumaeta, Haydee A

**Fall 2016****Non-Credit Hourly Instructors/Substitutes****Name**

Barreto, Norma Carvalho  
 Barry, Angela  
 Beightol, Donna Marie  
 Beizai, Robin F  
 Belblidia, Abdelillah  
 Betkey, Carly Taylor  
 Bhowmick, Nivedita

**Name**

Bonilla, Cindy  
 Bowery Jr, Erven Harold  
 Brink, Janna Kathryn  
 Capraro Jr, John Carl  
 Caranci, Dayna Lee  
 Carmelli, Orna  
 Casian, Elizabeth

**Name**

Cena, Alexi Jayne  
 Cheng, Anny Ho-Ting  
 Conte, Kelly Okura  
 Cridland, Patricia Lea  
 Cruz Nguyen, Jennifer  
 Dapello Jr, Alfred  
 Dave, Mala B

**SUBJECT:** Personnel Transactions

**DATE:** September 14, 2016

**Non-Credit Hourly Instructors/Substitutes** (continued)

Name

Davis, Joseph andrew  
Dawood, Matthew Fadi  
De Franco, Xinhua Li  
De Vries, Judy Kay  
Devi, Maya P  
Dillon, Joyce H  
Drewry-Van Ommen, Woltertje  
Ehring, Garrett Mark  
Evans, Douglas Mc Call  
Ewing, Lynn A  
Fang, Elizabeth Eagleton  
Foisia, L.E. Hom  
Fowler, Mina  
Friedman, Karena  
Giron, Luisa Adriana  
Gomez-Angel, Mary Ann  
Gyurindak, Katalin  
Hannon, Laura Ann  
Henry, Pamela L  
Herbst, Mark A  
Hunnicut, Leslie Mae  
Im, Anne Kwang B  
Jacob, Laura Ruth  
James, Darrell  
Johnson, Clayton V  
Jones, Vanessa Rose  
Juarez, Christine  
Kao, Brenda  
Kim, Grace Unkyong  
Kim, Jung Won  
Klein, Gabriela Lobasov  
Kletzien, Kristi Pederson  
Kolta, Shirley G

Name

Kretschmar, Judith Lyn  
Laffey, Mary  
Ledezma, Erica Yolanda  
Lee, Esther Soo Jin  
Lee, Zanyaa Marie  
Lew, Maling  
Loakes, Alexandra Vera  
Lundblade, Shirley Mae  
Malley, Michael Paul  
Mc Farlin-Stagg, Zina  
Mclaughlin, Marina Deneb  
Messore, James L  
Middleton, Michael Joseph  
Miranda, Blanche Vivian  
Moreno, Martin H  
Musser, Gabrielle Anna  
Necke, Donna Marie  
Nicassio, Nicholas Paul  
Nixon, Lorrie M  
Oppenstein, Caridad  
Ortega, Sonia E  
Ortiz, Calixto  
Paphatsarang, Bounyou  
Park, Sonya Kim  
Pham Xuan, Josiah Hoang  
Pham, Sokha Thi  
Ponce, Heather R  
Powell, Anna Y  
Prasad, Gayatri K  
Pulido, Alejandra  
Purper, Kristen Nicole  
Rafter, John Michael  
Ramalingam, Leah Rae

Name

Riley, Janet Louise  
Rodriguez, Corinna  
Rodriguez, Guillermina  
Rohrenbacher, Jennifer J  
Rosen, Paul M  
Ryan, Rebecca A  
Rzonca, Shelly Kristin  
Sanetrick, Michael Peter  
Schumaker, Denise Lin  
Smith, Heather J  
Stringfellow, Susan Joy  
Stuard, Elizabeth P  
Stump, Celeste S  
Sunnaa, andrea J  
Szok, Kenneth Francis  
Tamburro, Melody Lynn  
Tan, Jeremy andrew Gan  
Thomas, Jennifer Elizabeth  
Toloui, Mitra  
Tom, Aaron Patrick  
Trimble, Jill Ann  
Tucker, Raymond Michael  
Valdez, Crystal Marie  
Van Dyke-Kao, Rita Mary  
Vandepas, Deborah J  
Vanegas, Yazmin  
Velarde, Margaret G  
Walter, Kenneth  
Wang, Vivian Lee  
Warner, Benjamin L  
Williams, Stephen Odeal  
Windisch, Todd Alan  
Yanuarua, Christina M



**SUBJECT:** Personnel Transactions**DATE:** September 14, 2016**Additional Assignments**

<b>Provider</b>	<b>Area/Department</b>	<b>Service/Agreement</b>	<b>Dates</b>	<b>Amount</b>
Benedict, Jeffrey	Instruction/Music	Coach – Individual Music Coaching	8/29/16-6/30/17	\$44.72/hr. Not to exceed \$4,000
Campos, Ariel	Instruction/Music	Coach – Individual Music Coaching	8/29/16-6/30/17	\$44.72/hr. Not to exceed \$4,000
Domingues, Cameron	Instruction/Music	Coach – Individual Music Coaching	8/29/16-6/30/17	\$53.12/hr. Not to exceed \$4,000
Fabiero, Karin	Instruction/Music	Coach – Individual Music Coaching	8/29/16-6/30/17	\$46.27/hr. Not to exceed \$4,000
Geiger, Gregory	Instruction/Music	Coach – Individual Music Coaching	8/29/16-6/30/17	\$44.72/hr. Not to exceed \$4,000
Maphar, Steven	Instruction/Music	Coach – Individual Music Coaching	8/29/16-6/30/17	\$46.27/hr. Not to exceed \$4,000
Massey (Warren), Christine	Instruction/Music	Coach – Individual Music Coaching	8/29/16-6/30/17	\$44.72/hr. Not to exceed \$4,000
Ogden, Beckett	Instruction/Music	Maintenance of the Theater Costume Shop	8/29/16-6/30/17	\$51.31/hr. Not to exceed \$1,500
Shiao, Irene	Instruction/Music	Coach – Individual Music Coaching	8/29/16-6/30/17	\$47.72/hr. Not to exceed \$4,000
Snyder, Beth	Instruction/Music	Coach – Individual Music Coaching	8/29/16-6/30/17	\$44.72/hr. Not to exceed \$4,000
Stoutenborough, Laura	Instruction/Music	Coach – Individual Music Coaching	8/29/16-6/30/17	\$44.72/hr. Not to exceed \$4,000
Stuntz, Lori	Instruction/Music	Coach – Individual Music Coaching	8/29/16-6/30/17	\$49.57/hr. Not to exceed \$4,000
Wilcher, Marcus	Instruction/Music	Coach – Individual Music Coaching	8/29/16-6/30/17	\$44.72/hr. Not to exceed \$4,000

**SUBJECT:** Personnel Transactions**DATE:** September 14, 2016**MANAGEMENT EMPLOYMENT****Permanent New Hire**

Name: Owen, Kevin  
 Position: Assistant Director, Technical Services      New: Yes  
 Department: Technical Services  
 Range/Step: M-17, Step 1      Salary: \$130,692.00/annual  
 Job FTE: 1.00/12 months  
 Effective: TBD

**Resignations**

Caryn Cowin, Construction, Project Manager, Facilities Planning and Management, effective 8/31/16

Bailey Smith, Director, Learning Assistance, Library and Learning Resources, effective 8/22/16

**TEMPORARY EMPLOYMENT**

Rate change effective 9/15/16  
 Fiscal Services Consultant - \$83.50/hour

**Substitute Employees**

<u>Name</u>	<u>Title</u>	<u>Rationale</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Calderon, Nathalie	Stu. Svcs. Prog. Spec. II	Vacancy	DSP&S	23.24	08/01/16-05/12/17
Estrada, Brenda	Administrative Spec. II	Vacancy	Nat. Sci. Div.	22.33	07/01/16-07/13/16
Freeman, DeLoyce	Administrative Spec. II	Vacancy	Learning Asst. Ctr.	22.33	08/29/16-09/05/16
Hallmark, Michelle	Administrative Spec. IV	Leave	Tech. and Hlth.	25.41	08/01/16-12/31/16
Jimenez, Adriana	Administrative Spec. I	Leave	Tech. and Hlth.	21.04	08/01/16-11/08/16
Martinez, John	Custodian	Pool	Custodial Svcs.	17.42	08/25/16-06/30/17
Martz, Linda	Administrative Spec. III	Leave	Nat. Sci. Div.	23.70	07/01/16-12/30/16
Miranda, Raul	Tech. Performing Arts	Leave	Tech. Svcs.	31.01	07/01/16-06/30/17
Navarro, Sergio	Grounds and Hort. Tech.	Leave	Grounds	18.99	07/13/16-06/30/17
Olalia, Allison	Lab Tech.-Digital Arts	Vacancy	Fine Arts	23.24	07/01/16-08/17/16
Orozco, Monico	Lab Tech.-Digital Arts	Vacancy	Fine Arts	23.24	07/01/16-08/17/16
Perez, David	Administrative Spec. I	Leave	DSP&S	21.04	07/12/16-08/05/16
Poehlman, Joseph	Lab Tech.-Photography	Vacancy	Photography	23.24	08/29/16-12/23/16
Quinones, Christian	Driver	Vacancy	DSP&S	16.57	07/11/16-12/31/16
Scott, Eugenia	HR Technician	Vacancy	Human Resources	25.85	09/01/16-09/14/16
Sleight, Jaclyn	Stu. Svcs. Prog. Spec. II	Leave	DSP&S	23.24	07/01/16-08/28/16
Villegas, Amanda	Administrative Spec. I	Leave	DSP&S	21.04	07/25/16-12/30/16

**SUBJECT:** Personnel Transactions**DATE:** September 14, 2016**Hourly Non-Academic Employees**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Acosta, William	Tutor IV	The Writing Center	12.75	08/29/16-02/17/17
Aguirre, Pearl	Secretarial Aide	Adult Basic Education	12.00	07/01/16-07/31/16
Akramian, Naseem	Tutor III	The Writing Center	11.50	08/22/16-02/16/17
Antonios, Michael	Study Skills Assistant I	Learning Asst. Ctr.	10.50	08/29/16-02/16/17
Araujo-Bedolla, Xally	Administrative Aide	Counseling	13.00	08/29/16-12/21/16
Arreola, Milton	Study Skills Assistant III	Learning Asst. Ctr.	12.50	08/29/16-02/11/17
Brow, Laura	Tutor IV	Tutorial Services	12.75	07/01/16-02/17/17
Cuevas-Arella, Arabelle	Student Intern	Counseling	15.00	07/01/16-12/31/16
Dong Carolyn	Instructional Aide	Child Development Ctr.	10.00	08/29/16-06/30/17
Fierro, Demitri	Tutor III	Tutorial Services	11.50	08/29/16-06/30/17
Figuroa, Maria	Administrative Aide	Counseling	13.00	08/29/16-12/21/16
Flores, Jose	Instructional Aide	Child Development Ctr.	10.00	08/29/16-06/30/17
Galvan-Cruz, Maria	Instructional Aide	Child Development Ctr.	10.00	08/29/16-06/30/17
Garavito, Christine	Tutor IV	The Writing Center	12.75	08/29/16-02/24/17
Kaufman, Jade	Model	Fine Arts	25.00	09/15/16-06/30/17
Lin, Lily	Model	Fine Arts	25.00	09/14/16-06/30/17
Marinelli, Ana-Lia	Study Skills Assistant III	The Writing Center	12.50	08/29/16-02/24/17
Ocampo, Robert	Financial Aid Assistant	Financial Aid	13.00	07/14/16-08/19/16
Orona, Cynthia	Library Aide III	Library & Learning Res.	12.50	09/15/16-06/30/17
Orozco, Samantha	Instructional Aide	Child Development Ctr.	10.00	09/15/16-06/30/17
Paz, Genoveva	Tutor III	The Writing Center	11.50	08/29/16-02/24/17
Perez, David	Student Intern	DSP&S	15.00	09/15/16-06/30/17
Phillips, Donna	Tutor IV	The Writing Center	12.75	09/15/16-02/24/17
Ruiz, Sigifredo	Study Skills Assistant III	The Writing Center	12.50	09/15/16-02/24/17
Sacca, Edward	Tutor II	Tutorial Services	10.75	09/14/16-06/30/17
Smith, Blake	General Clerical Worker	Counseling	10.00	07/01/16-08/31/16
Smith, Blake	General Clerical Worker	Counseling	10.00	06/23/16-06/30/16
Washington, Joshua	Secretarial Aide	Adult Basic Education	12.00	07/01/16-07/31/16

**Professional Expert Employees-Extended Assignments**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Aguilera, Lolita	ECD Master Teacher I	Child Development Ctr.	13.50	07/01/16-08/01/16
Agustin, Navapun	Project Expert/Spec.	Technology and Health	25.00	08/02/16-06/30/17
Alvizo, Eva	Project/Program Aide	ESL	20.00	07/01/16-06/30/17
Andrade-Calderon, Victor	Comp. Svcs. Trng Spec.	ESL	14.75	07/01/16-06/30/17
Avila, Minerva	Project Administrator	Continuing Education	60.00	07/05/16-06/30/17
Avila, Minerva	Project Coordinator	Research and Inst. Eff.	35.00	07/01/16-06/30/17
Barajas, Natalia	Game Day Personnel	Kinesiology, Ath. & Dance	10.00	07/05/16-06/30/17
Briley, Faithe	Project Expert/Spec.	Continuing Education	25.00	07/01/16-06/30/17
Brown, Christy	Project Expert/Spec.	Technology and Health	25.00	08/09/16-06/30/17
Brunzell, Brook	Lecturer	Kinesiology, Ath. & Dance	20.00	07/01/16-06/30/17
Bustamante, Jasmine	Aquatics Assistant I	Kinesiology, Ath. & Dance	10.00	07/01/16-07/30/16

**SUBJECT:** Personnel Transactions**DATE:** September 14, 2016**Professional Expert Employees-Extended Assignments** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Capps, Craig	EMT Specialist	Medical Services	21.00	07/01/16-06/30/17
Carrizalez, Victor	Technical Expert I	Nursing	35.00	08/15/16-06/30/17
Casian, Elizabeth	Not-For-Credit-Instr. II	The Writing Center	45.00	07/01/16-06/30/17
Charlton, Valerie	Technical Expert I	Nursing	35.00	08/15/16-06/30/17
Charrette, Chelsea	CDC Assistant	Child Development Ctr.	10.00	08/29/16-06/30/17
Collins, Gregory	Project Coordinator	Adult Basic Education	35.00	07/01/16-06/30/17
Cortez, David	Tutorial Specialist I	Learning Assistance Ctr.	17.00	07/01/16-06/30/17
De Guzman, Mutya	Technical Expert II	Nursing	45.00	08/10/16-06/30/17
Del Castillo, Steve	Lecturer	Kinesiology, Ath. & Dance	20.00	07/01/16-06/30/17
Diaz, Alisha	Teaching Aide	Adult Basic Education	13.50	07/01/16-06/30/17
Dominguez, Jasmine	CDC Assistant I	Child Development Ctr.	10.00	07/01/16-06/30/17
Dominguez, Julia	Interpreter II	Continuing Education	30.00	07/27/16-06/30/17
Dominica, Sheil	Lecturer	Kinesiology, Ath. & Dance	20.00	07/01/16-06/30/17
Dorough, Darlene	Interpreter II	DSP&S	30.00	07/01/16-06/30/17
Edwards, Joshua	Technical Expert I	Nursing	35.00	08/08/16-06/30/17
Escobar, Alexandra	Athletic Injury Spec. II	Kinesiology, Ath. & Dance	26.00	08/01/16-06/30/17
Fallon, Madison	Tutorial Specialist I	Learning Assistance Ctr.	17.00	07/01/16-06/30/17
Fendors, Frances	Web Designer Spec. II	ESL	24.00	07/01/16-06/30/17
Garcia, Mary	Project Expert/Spec.	Perkins Program	25.00	07/01/16-06/30/17
Garcia, Steve	Fiscal Svcs Consultant	Administrative Services	83.50	09/15/16-06/30/17
Garro, Jennifer	Real Time Captioner III	DSP&S	30.00	07/01/16-06/30/17
Gilchrist, Gail	Project/Program Aide	Adult Basic Education	20.00	07/01/16-06/30/17
Goff, Michael	Technical Expert II	Adult Basic Education	45.00	07/05/16-07/07/16
Gordon, Josiah	Aquatics Assistant I	Aquatics	10.00	07/01/16-07/30/16
Guerra, Celiana	Athletic Injury Spec. II	Kinesiology, Ath. & Dance	26.00	08/10/16-06/30/17
Haddad, Salim	Lecturer- Fire Tech.	Public Safety	37.50	09/14/16-06/30/17
Haines, Dana	Athletic Injury Spec. II	Kinesiology, Ath. & Dance	26.00	08/01/16-06/30/17
Hernandaz, Cecilia	Teaching Aide	ESL	13.50	07/01/16-06/30/17
Hernandez, Justin	Aquatics Assistant I	Aquatics	10.00	07/01/16-07/30/16
Hert, Chris	Project Administrator	Adult Basic Education	60.00	08/29/16-06/30/17
Hilario, Debbie	ECD Master Teacher I	Child Development Ctr.	13.50	07/01/16-08/01/16
Hodgson, Kevin	Project Administrator	Adult Basic Education	60.00	07/05/16-06/30/17
Hothi, Gurvinder	Project Coordinator	Research and Inst. Eff.	35.00	08/29/16-06/30/17
Howell, Abigail	Teaching Aide	Adult Basic Education	13.50	07/01/16-06/30/17
Hurley, Shelva	Project Coordinator	Research and Inst. Eff.	35.00	07/01/16-06/30/17
Hwang, Tiffany	Aquatics Assistant III	Aquatics	12.00	07/01/16-06/30/17
Iwata, David	Aquatics Assistant III	Continuing Education	12.00	07/01/16-06/30/17
Jacson, Jacinta	Web Designer Spec. II	Business	24.00	07/01/16-06/30/17
Jorge, Brenda	CDC Assistant	Child Development Ctr.	10.00	08/29/16-06/30/17
Kamaka, Ron	Project Coordinator	Kinesiology, Ath. & Dance	35.00	08/01/16-06/30/17
Kladouris, Jolene	Tutorial Specialist IV	Learning Assistance Ctr.	23.25	07/01/16-06/30/17
Kostapapas, Eoanna	Real Time Captioner V	DSP&S	43.00	07/01/16-06/30/17
Kovacs, Kenny	Project Expert/Spec.	Radiology	25.00	07/01/16-06/30/17
Lackey, Kayyn	Game Day Personnel	Kinesiology, Ath. & Dance	10.00	07/05/16-06/30/17

**SUBJECT:** Personnel Transactions**DATE:** September 14, 2016**Professional Expert Employees-Extended Assignments** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Lamson, Joseph	Aquatics Assistant III	Kinesiology, Ath. & Dance	12.00	08/01/16-06/30/17
Landorf, Richard	Lecturer-Fire Tech.	Public Safety	37.50	09/14/16-06/30/17
Lao, Julian	Paramedic Specialist	Medical Services	27.00	07/02/16-06/30/17
Lawson, Nicole	Project Expert/Spec.	Technology and Health	25.00	07/01/16-06/30/17
Lee, Janella	Program/Project Aide	Technology and Health	20.00	08/16/16-12/21/16
Lennear, Claudia	Tutorial Specialist I	Learning Assistance Ctr.	17.00	07/01/16-06/30/17
Lepp, Jodi	Aqua. Sum. Swim Coord.	Kinesiology, Ath. & Dance	24.00	07/01/16-06/30/17
Llamas, Alma	Program Supervisor II	Upward Bound	16.75	07/01/16-08/28/16
Llamas, Jennifer	Exercise Trainer Asst. II	Kinesiology, Ath. & Dance	10.75	07/01/16-06/30/17
Madrigal, Juan	Technical Expert I	Business	35.00	07/01/16-06/30/17
Marquez, Alvin	Technical Expert II	Nursing	45.00	08/22/16-06/30/17
Martinez, Carol	Project/Program Aide	Humanities and Social Sci.	20.00	06/20/16-06/30/16
Martinez, Carol	Project/Program Aide	Humanities and Social Sci.	20.00	07/01/16-07/29/16
Martinez, Michelle	Technical Expert II	Nursing	45.00	08/29/16-06/30/17
Mathews, Lisa	Lecturer	Kinesiology, Ath. & Dance	20.00	07/01/16-06/30/17
Mayeshiro, Margie	Project/Program Aide	Adult Basic Education	20.00	07/01/16-06/30/17
Mc Nall, Marilyn	Project Manager	Adult Basic Education	55.00	07/05/16-06/30/17
Moncada, Rudy	Interpreter IV	DSP&S	41.00	07/01/16-06/30/17
Moore, Kristen	Project Coordinator	Business	35.00	07/01/16-06/30/17
Morales, Brenda	Program Supervisor I	Adult Basic Education	12.50	07/05/16-07/28/17
Moreno, Yvonne	Interpreter IV	DSP&S	41.00	07/01/16-06/30/17
Moron, Yendiz	Project/Program Aide	Instruction	20.00	08/01/16-06/30/17
Nguyen, Tommy	FAA Certified Lab Asst.	Aircraft Maintenance	15.00	08/29/16-06/30/17
O'Cleary, Aida	Technical Expert I	Nursing	35.00	08/01/16-06/30/17
Owen, Kevin	Project Administrator	Technical Services	60.00	07/01/16-10/07/16
Pilling, Karen	Technical Expert II	Fiscal Services	45.00	07/06/16-06/30/17
Pizano-Ayala, Julio	Sound Engineer I	Technical Services	14.50	08/15/16-06/30/17
Pontious, Michelle	Project Coordinator	Research and Inst. Eff.	35.00	07/01/16-06/30/17
Poon, Jemmy	Technical Expert I	Nursing	35.00	08/01/16-06/30/17
Poulu, Shravan	FAA Certified Lab Asst.	Aircraft Maintenance	15.00	08/29/16-06/30/17
Powell, Aniya	Project/Program Aide	Human Resources	20.00	09/06/16-10/31/16
Price, Kimberi	Real Time Captioner IV	DSP&S	35.00	07/01/16-06/30/17
Pryor, Melissa	Aquatics Assistant V	Kinesiology, Ath. & Dance	14.00	07/01/16-06/30/17
Pyle, Wanda	Project Administrator	Continuing Education	60.00	07/01/16-06/30/18
Rambaud, Bret	Lecturer-Fire Tech.	Public Safety	37.50	09/06/16-06/30/17
Ramirez, James	Lecturer-Fire Tech.	Public Safety	37.50	08/23/16-06/30/17
Ramota, Dana	Technical Expert II	Nursing	45.00	08/01/16-06/30/17
Rebensdorf, Chase	Interpreter II	Continuing Education	30.00	07/27/16-06/30/17
Reyes, James	Exercise Trainer Asst. II	Kinesiology, Ath. & Dance	10.75	07/01/16-06/30/17
Rider, Shannon	Project Coordinator	Research and Inst. Eff.	35.00	07/01/16-06/30/17
Rojas, Miriam	Technical Expert II	Nursing	45.00	08/22/16-06/30/17
Rubio, Amanda	Interpreter I	DSP&S	25.00	07/01/16-06/30/17
Rudometkin, Jeffrey	Lecturer-Fire Tech.	Public Safety	37.50	08/24/16-06/30/17
Ruh, Lani	Project Expert/Spec.	Kinesiology, Ath. & Dance	25.00	07/01/16-06/30/17
Ruju, Diego	Tutorial Specialist I	Tutorial Services	17.00	08/29/16-06/30/17

**SUBJECT:** Personnel Transactions**DATE:** September 14, 2016**Professional Expert Employees-Extended Assignments** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Sandoval, Donna	Project Expert/Spec.	Business	25.00	07/01/16-06/30/17
Scotti, Lauren	EMT Specialist	Medical Services	21.00	07/01/16-06/30/17
Sherman, Robert	Fitness Trainer I	Kinesiology, Ath. & Dance	12.50	07/01/16-06/30/17
Sherman, Robert	Exercise Trainer Asst. II	Kinesiology, Ath. & Dance	10.75	07/01/16-06/30/17
Sherman, Robert	Fitness Trainer I	Community Education	12.50	07/01/16-06/30/17
Sierra, Patrick	Exercise Trainer Asst. II	Kinesiology, Ath. & Dance	10.75	07/01/16-06/30/17
Sierra, Patrick	Fitness Trainer I	Community Education	12.50	07/01/16-06/30/17
Sierra, Patrick	Fitness Trainer I	Kinesiology, Ath. & Dance	12.50	07/01/16-06/30/17
Silguero, Joseph	Paramedic Specialist	Medical Services	27.00	07/01/16-06/30/17
Sleight, Jaclyn	Interpreter I	DSP&S	25.00	08/28/16-06/30/17
Sleight, Jaclyn	Interpreter II	DSP&S	30.00	08/28/16-06/30/17
Stroebe, Susan	Technical Expert II	Continuing Education	45.00	07/01/16-06/30/17
Sweatt, Ania	Teaching Aide	ESL	13.50	07/01/16-06/30/17
Thompson, Michael	Lecturer-Fire Tech.	Public Safety	37.50	09/14/16-06/30/17
Todd, Douglas	Project Coordinator	Kinesiology, Ath. & Dance	35.00	08/01/16-06/30/17
Todd, Janet	Project Coordinator	Kinesiology, Ath. & Dance	35.00	08/01/16-06/30/17
Torres, Eric	Teaching Aide	Adult Basic Education	13.50	07/05/16-06/30/17
Uriosteguis, Jasmine	Sound Engineer I	Technical Services	14.50	08/15/16-06/30/17
Vega, Gilbert	Exercise Trainer Asst. II	Kinesiology, Ath. & Dance	10.75	07/01/16-06/30/17
Vega, Gilbert	Fitness Trainer I	Community Education	12.50	07/01/16-06/30/17
Vega, Gilbert	Fitness Trainer I	Kinesiology, Ath. & Dance	12.50	07/01/16-06/30/17
Vu, Anne	Technical Expert II	Grants Office	45.00	07/06/16-06/30/17
Wade-Holmes, Shanley	Technical Expert I	Nursing	35.00	08/15/16-06/30/17
Walker, Andrew	Sound Engineer I	Technical Services	14.50	08/15/16-06/30/17
Walker, Chris	Sound Engineer I	Technical Services	14.50	08/15/16-06/30/17
Walters, Nathan	Sound Engineer II	Technical Services	20.00	07/01/16-06/30/17
Waters, Mary	Technical Expert I	Nursing	35.00	08/15/16-06/30/17
White, Shelby	Project/Program Aide	Continuing Education	20.00	07/06/16-06/30/17
White, Shelby	Technical Expert II	Continuing Education	45.00	07/06/16-06/30/17
Wittenberg, Claudia	Project Expert/Spec.	Business	25.00	07/01/16-06/30/17
Wong, Martin	Teaching Aide	Adult Basic Education	13.50	08/29/16-06/30/17
Yeo, Cody	Aquatics Assistant V	Aquatics	14.00	07/01/16-06/30/17
Zhou, Chong	Teaching Aide	ESL	13.50	07/01/16-06/30/17

**Student Employees**

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Abedin, Sumaia	Student Assistant I	The Writing Center	10.00	07/01/16-08/26/16
Alberry, Katelyn	Student Assistant III	DSP&S	11.50	08/29/16-02/24/17
Alcantara, Henry	Student Assistant IV	Arch. Ind. Design Eng.	12.25	07/01/16-08/26/16
Alcantara, Henry	Student Assistant IV	Arch. Ind. Design Eng.	12.25	08/29/16-02/24/17
Aluesi, Elisino	Student Assistant IV	Student Services	12.25	07/01/16-08/28/16
Alzaga, Angellica	Student Assistant III	DSP&S	11.50	08/29/16-02/24/17
Ancira, Celia	Student Assistant III	Learning Assistance Ctr.	11.50	08/29/16-02/11/17
Arredondo, Victoria	Student Assistant III	DSP&S	11.50	08/25/16-08/26/16

**SUBJECT:** Personnel Transactions**DATE:** September 14, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Arredondo, Victoria	Student Assistant III	DSP&S	11.50	08/29/16-02/24/17
Arteaga, Martin	Student Assistant V	STEM	13.00	07/01/16-08/27/16
Ascencio, Yvette	Student Assistant II	DSP&S	10.75	08/29/16-02/24/17
Ashouri, Hassib	Student Assistant I	ESL	10.00	07/01/16-08/28/16
Atiena, Ryan	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Ayala, Luis	Student Assistant V	STEM	13.00	07/01/16-08/28/16
Ayala, Whitney	Student Assistant V	STEM	13.00	07/01/16-07/31/16
Azabache, Samantha	Student Assistant II	The Writing Center	10.75	07/01/16-08/28/16
Banks, Eric	Student Assistant III	Aspire	11.50	08/29/16-12/31/16
Banks, Eric	Student Assistant III	Aspire	11.50	08/01/16-08/26/16
Barragan, Daniel	Student Assistant I	Technical Services	10.00	08/29/16-02/26/17
Barton, Juliana	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Bedard, Adrian	Student Assistant III	Tutorial Services	11.50	07/01/16-07/29/16
Blas, Rodrigo	Student Assistant III	Adult Basic Education	11.50	08/29/16-02/24/17
Bovadilla, Eduardo	Student Assistant II	Adult Basic Education	10.75	08/29/16-02/24/17
Bravo-Reboloso, Elizabeth	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Bravo-Reboloso, Elizabeth	Student Assistant III	DSP&S	11.50	08/29/16-02/26/17
Brelle, Brittany	Student Assistant II	Technical Services	10.75	08/29/16-02/26/17
Brockey, Christain	Student Assistant I	Animation	10.00	07/01/16-08/26/16
Bush, Christopher	Student Assistant III	Arch. Ind. Design Eng.	11.50	07/01/16-08/26/16
Cao, Jiaqi	Student Assistant I	ESL	10.00	07/01/16-08/28/16
Cardenas, Anna	Student Assistant IV	EOPS/CARE	12.25	07/01/16-08/27/16
Carrillo, Joseph	Student Assistant II	Adult Basic Education	10.75	08/29/16-02/24/17
Casian, Abigail	Student Assistant I	ESL	10.00	07/01/16-08/28/16
Castellanos, Veronika	Student Assistant IV	EOPS/CARE	12.25	07/01/16-08/27/16
Ceja, Pamela	Student Assistant III	Business	11.50	08/29/16-02/24/17
Ceralde, Dionne	Student Assistant IV	Arise	12.25	07/18/16-08/26/16
Chaldron, Carlos	Student Assistant IV	Learning Assistance Ctr.	12.25	08/29/16-02/11/17
Chang, Jamie	Student Assistant V	Technical Services	13.00	08/29/16-02/26/17
Chavez, Steven	Student Assistant IV	Tutorial Services	12.25	07/01/16-07/29/16
Chavez, Valerie	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Chen, Howard	Student Assistant III	Information Technology	11.50	07/01/16-08/28/16
Chen, Hui Wen	Student Assistant V	Radiologic Technology	13.00	08/29/16-02/24/17
Cho, Eddie	Student Assistant III	Tutorial Services	11.50	07/01/16-07/31/16
Choi, Franciso	Student Assistant I	ESL	10.00	07/01/16-08/28/16
Choi, Jessica	Student Assistant III	Biological Sciences	11.50	07/28/16-08/26/16
Chung, Ky	Student Assistant II	ESL	10.75	07/01/16-08/28/16
Cisneros, Denise	Student Assistant I	ESL	10.00	07/01/16-08/28/16
Cobb, Raymond	Student Assistant III	Aspire	11.50	08/29/16-12/21/16
Contreras, Bianca	Student Assistant V	Adult Basic Education	13.00	07/01/16-08/26/16
Cordova, Jennifer	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Cornejo-Acosta, Veronica	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Cortez, Koreen	Student Assistant II	Admissions and Records	10.75	08/29/16-02/24/17
Cunningham, Mercedes	Student Assistant III	Aspire	11.50	08/29/16-12/31/16
Davis, Summer	Student Assistant III	Business	11.50	08/29/16-12/21/16

**SUBJECT:** Personnel Transactions**DATE:** September 14, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
De Arco, Sebastian	Student Assistant V	STEM	13.00	07/01/16-08/05/16
Diaz, Brenda	Student Assistant I	Continuing Education	10.00	07/01/16-08/28/16
Diaz, Melissa	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Dinh, Ann	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Doyle, Sean	Student Assistant IV	The Writing Center	12.25	07/01/16-08/26/16
Duguil, John	Student Assistant V	Robotics	13.00	07/01/16-08/26/16
Duguil, John	Student Assistant V	STEM	13.00	06/16/16-07/31/16
Dulay, Valerie	Student Assistant I	ESL	10.00	07/01/16-08/28/16
Duong, Mike	Student Assistant III	DSP&S	11.50	08/15/16-12/18/16
Duran, Diego	Student Assistant II	Adult Basic Education	10.75	07/05/16-07/28/16
Duran, Lorena	Student Assistant III	Career & Transfer Center	11.50	08/29/16-02/24/17
Eap, Vichika	Student Assistant V	Information Technology	13.00	08/29/16-12/21/16
Ebro, Eliza	Student Assistant I	The Writing Center	10.00	07/01/16-08/26/16
Elmassian, Erin	Student Assistant III	Technical Services	11.50	08/29/16-02/26/17
Elmassian, Erin	Student Assistant IV	Theater	12.25	08/29/16-02/24/17
Escobedo, Bianca	Student Assistant III	Technical Services	11.50	08/29/16-02/26/17
Escobedo, Bianca	Student Assistant IV	Theater	12.25	08/29/16-02/24/17
Escobedo, Bianca	Student Assistant V	Theater	13.00	08/29/16-12/23/16
Escobedo, Bianca	Student Assistant V	Theater	13.00	08/01/16-08/28/16
Escobedo, Xavier	Student Assistant II	Tutorial Services	10.75	07/01/16-07/29/16
Espinoza Ortega, Raquel	Student Assistant II	DSP&S	10.75	08/15/16-12/18/16
Estrada, Javier	Student Assistant II	Adult Basic Education	10.75	08/29/16-02/24/17
Estrada, Karla	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Fasheh, Lisa	Student Assistant I	Child Development Ctr.	10.00	07/01/16-08/26/16
Fasheh, Lisa	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Ferman, Kenny	Student Assistant III	Student Health Services	11.50	07/01/16-08/28/16
Figueroa, Mario	Student Assistant V	STEM	13.00	07/01/16-08/27/16
Flores, Anthony	Student Assistant III	ACES	11.50	08/01/16-08/26/16
Flores, Luis	Student Assistant IV	Tutorial Services	12.25	07/01/16-07/31/16
Fong, Sandy	Student Assistant II	Tutorial Services	10.75	07/01/16-07/29/16
Franco, andrew	Student Assistant V	Transportation	13.00	07/01/16-08/28/16
Galatiano, Lorraine	Student Assistant IV	Information Technology	12.25	07/01/16-08/28/16
Galindo, Peter	Student Assistant III	Mental Health	11.50	07/07/16-08/26/16
Garcia, Gregory	Student Assistant III	Financial Aid	11.50	07/05/16-08/28/16
Garcia, Jazmin	Student Assistant I	Human Resources	10.00	08/01/16-08/28/16
Garcia, Jazmin	Student Assistant I	Human Resources	10.00	08/29/16-02/26/17
Garcia, Terumi	Student Assistant V	Facilities Png. and Mgmt.	13.00	08/29/16-02/26/17
Gastelum, Bigdail	Student Assistant II	DSP&S	10.75	08/15/16-08/28/16
Goff, Michael	Student Assistant V	Adult Basic Education	13.00	08/29/16-02/24/17
Gonzalez, Jahaira	Student Assistant II	DSP&S	10.75	08/15/16-08/28/16
Gonzalez, Jahaira	Student Assistant II	DSP&S	10.75	08/29/16-02/26/17
Gonzalez, Jahaira	Student Assistant III	DSP&S	11.50	08/15/16-08/28/16
Gonzalez, Michael	Student Assistant V	EOPS	13.00	07/01/16-08/27/16
Gonzalez, Minerva	Student Assistant III	Counseling	11.50	08/29/16-12/21/16
Gramajo, Willy	Student Assistant III	Adult Basic Education	11.50	07/05/16-07/28/16



**SUBJECT:** Personnel Transactions**DATE:** September 14, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Gramajo, Willy	Student Assistant III	Adult Basic Education	11.50	08/29/16-02/24/17
Gudvagen, Kyle	Student Assistant III	Chemistry	11.50	07/01/16-08/26/16
Guerra, Eduardo	Student Assistant III	Tutorial Services	11.50	07/01/16-07/31/16
Guida, Ivana	Student Assistant III	ACES	11.50	08/01/16-08/26/16
Guzman, Steven	Student Assistant I	Technical Services	10.00	08/29/16-02/26/17
Hamilton, Tavita	Student Assistant IV	Student Services	12.25	07/01/16-08/28/16
Hasan, Taha	Student Assistant III	DSP&S	11.50	08/15/16-08/26/16
Hasan, Taha	Student Assistant III	DSP&S	11.50	08/29/16-02/24/17
Hayman, Jason	Student Assistant III	Information Technology	11.50	08/29/16-02/26/17
Hernandez, Giovanni	Student Assistant II	Adult Basic Education	10.75	08/29/16-02/24/17
Hernandez, Lizbet	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Hillman, Michael	Student Assistant III	Natural Sciences Div.	11.50	08/29/16-02/26/17
Ho, Krystina	Student Assistant III	DSP&S	11.50	08/29/16-12/18/16
Ho, Krystina	Student Assistant III	DSP&S	11.50	08/15/16-08/28/16
Huang, Terry	Student Assistant IV	Arise	12.25	07/18/16-08/26/16
Hunt, Jamar	Student Assistant III	ASPIRE	11.50	08/29/16-12/30/16
Inouye, andrea	Student Assistant III	Arts	11.50	08/29/16-12/21/16
Jeong, Colin	Student Assistant II	The Writing Center	10.75	07/01/16-08/26/16
Jernagin, Takisha	Student Assistant II	Admissions and Records	10.75	08/29/16-02/24/17
Joromat, Eric	Student Assistant I	Animation and Gaming	10.00	08/29/16-02/24/17
Juarez, Luis	Student Assistant III	Photography	11.50	08/29/16-12/21/16
Khalil, Dalia	Student Assistant IV	Adult Basic Education	12.25	07/05/16-08/26/16
Khan, Hason	Student Assistant II	Adult Basic Education	10.75	08/29/16-02/24/17
Kohitolu, Finau	Student Assistant IV	Inreach and Retention	12.25	07/05/16-08/28/16
Kynard, Ryan	Student Assistant II	Agricultural Sciences	10.75	07/01/16-08/27/16
Landeros, Miguel	Student Assistant IV	Tutorial Services	12.25	07/01/16-07/31/16
Le, Sarah	Student Assistant I	Natural Sciences	10.00	08/01/16-08/28/16
Le, Yen	Student Assistant IV	Technical Services	12.25	08/29/16-02/26/17
Lee, Grace	Student Assistant I	ESL	10.00	07/01/16-08/28/16
Leon, Diana	Student Assistant II	Technical Services	10.75	08/29/16-02/26/17
Letizo, Nellie	Student Assistant III	Financial Aid	11.50	07/13/16-08/28/16
Lin, Betty	Student Assistant V	Information Technology	13.00	07/01/16-08/26/16
Lin, Betty	Student Assistant V	Information Technology	13.00	08/29/16-12/21/16
Liu, Kevin	Student Assistant III	Biological Sciences	11.50	07/28/16-08/26/16
Lizama, Breanne	Student Assistant III	High School Outreach	11.50	07/01/16-08/26/16
Lopez, Luis	Student Assistant I	Agricultural Sciences	10.00	07/01/16-08/27/16
Lopez, Mark	Student Assistant III	DSP&S	11.50	07/01/16-08/26/16
Lopez, Mark	Student Assistant III	DSP&S	11.50	08/29/16-02/24/17
Lopez, Pheriba	Student Assistant IV	The Writing Center	12.25	07/01/16-08/26/16
Lopez-Ibarra, Maria	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Luc, Khoi	Student Assistant IV	EOPS/CARE	12.25	07/01/16-08/27/16
Luna, Tovar	Student Assistant I	The Writing Center	10.00	07/01/16-08/26/16
Luong, Anh	Student Assistant V	Technology and Health	13.00	08/29/16-02/24/17
Luzuriaga Aguirre, Rodrigo	Student Assistant IV	Information Technology	12.25	08/29/16-02/26/17
Macedo, Olimpia	Student Assistant III	Admissions and Records	11.50	08/29/16-02/24/17

**SUBJECT:** Personnel Transactions**DATE:** September 14, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Macias, Paige	Student Assistant V	Chemistry	13.00	07/01/16-08/26/16
Macias, Paige	Student Assistant V	STEM	13.00	07/01/16-08/27/16
Maciel, Arthur	Student Assistant III	Learning Assistance Ctr.	11.50	07/01/16-07/31/16
Mangold, Marissa	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Manrique, Adrian	Student Assistant III	ACES	11.50	08/01/16-08/26/16
Martinez, Sylvia	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Martinez, Tanner	Student Assistant II	Technical Services	10.75	08/29/16-02/26/17
Medina, Robert	Student Assistant IV	Technical Services	12.25	08/29/16-02/26/17
Mendoza, Elizabeth	Student Assistant III	Horticulture	11.50	07/01/16-08/26/16
Mendoza, Elizabeth	Student Assistant V	Horticulture	13.00	07/01/16-08/27/16
Mier, Milton	Student Assistant III	Radio and Broadcasting	11.50	07/01/16-08/26/16
Mier, Milton	Student Assistant III	Radio and Broadcasting	11.50	08/29/16-12/21/16
Mier, Milton	Student Assistant I	Technical Services	10.00	08/29/16-12/26/16
Mier, Milton	Student Assistant I	Technical Services	10.00	08/15/16-08/28/16
Miller, Paige	Student Assistant V	Animation and Gaming	13.00	07/01/16-08/26/16
Mo, William	Student Assistant I	The Writing Center	10.00	07/01/16-08/26/16
Moberg, Jessyca	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Mojica, Jovany	Student Assistant III	Tutorial Services	11.50	07/01/16-07/31/16
Moline, Jordan	Student Assistant IV	The Writing Center	12.25	07/01/16-08/26/16
Montevirgen, Krissle	Student Assistant II	DSP&S	10.75	08/29/16-02/24/17
Montevirgen, Krissle	Student Assistant II	DSP&S	10.75	08/25/16-08/26/16
Morales, Lucky	Student Assistant III	Financial Aid	11.50	07/05/16-08/31/16
Moreno, David	Student Assistant IV	Adult Basic Education	12.25	07/05/16-08/26/16
Moron, Yendiz	Student Assistant V	Instruction	13.00	07/01/16-07/28/16
Morrison, Jared	Student Assistant V	Business	13.00	08/29/16-02/26/17
Mulugeta, Haywan	Student Assistant III	Aspire	11.50	08/29/16-12/31/16
Mulugeta, Haywan	Student Assistant III	Aspire	11.50	08/01/16-08/26/16
Munoz, Griselda	Student Assistant II	Adult Basic Education	10.75	07/01/16-07/28/16
Munoz, Miguel	Student Assistant III	Admissions and Records	11.50	08/29/16-02/24/17
Murguia, Emilie	Student Assistant II	The Writing Center	10.75	07/01/16-08/26/16
Naassan, Marwan	Student Assistant I	ESL	10.00	07/01/16-08/28/16
Navarro, Jose	Student Assistant III	Agricultural Sciences	11.50	07/01/16-08/26/16
Nguyen, Joelle	Student Assistant III	Admissions and Records	11.50	08/29/16-02/24/17
Nguyen, My	Student Assistant V	STEM	13.00	07/01/16-08/27/16
NIn, Ayesha	Student Assistant II	Tutorial Services	10.75	07/01/16-07/28/16
Norman, Christopher	Student Assistant III	Radio and Broadcasting	11.50	07/01/16-08/26/16
Nunez, Destiny	Student Assistant IV	EOPS	12.25	07/01/16-08/27/16
Ocegueda, Dania	Student Assistant III	ACES	11.50	08/01/16-08/26/16
Ochoa, Melissa	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Ordunez, Soledad	Student Assistant III	The Writing Center	11.50	07/01/16-08/26/16
Pacheco, Ismael	Student Assistant III	Adult Basic Education	11.50	08/29/16-02/24/17
Pahva-Salgado, Katherine	Student Assistant III	DSP&S	11.50	08/15/16-08/26/16
Pahva-Salgado, Katherine	Student Assistant III	DSP&S	11.50	08/29/16-02/24/17
Paz, Genoveva	Student Assistant V	The Writing Center	13.00	07/01/16-08/26/16
Pedraza, Moses	Student Assistant III	Technical Services	11.50	07/01/16-08/28/16

**SUBJECT:** Personnel Transactions**DATE:** September 14, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Perez, Anthony	Student Assistant III	Information Technology	11.50	08/29/16-02/26/17
Perez, David	Student Assistant V	DSP&S	13.00	08/08/16-08/26/16
Perez, Herminio	Student Assistant V	Fine Arts	13.00	08/29/16-02/24/17
Perez, Kimberly	Student Assistant II	Consumer Sci. and Design	10.75	08/29/16-02/24/17
Perez, Shirley	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Pfost, Natalie	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Piercy, Mary	Student Assistant V	Tutorial Services	13.00	07/01/16-07/29/16
Pirrie, Joseph	Student Assistant II	DSP&S	10.75	08/29/16-02/24/17
Pirrie, Joseph	Student Assistant II	DSP&S	10.75	08/25/16-08/26/16
Portis, John	Student Assistant V	STEM	13.00	07/01/16-08/27/16
Preston, Erin	Student Assistant III	Aspire	11.50	08/29/16-12/31/16
Prizio, Victoria	Student Assistant IV	Student Health Services	12.25	07/01/16-08/28/16
Quach, Luong	Student Assistant II	Mathematics	10.75	08/29/16-02/28/17
Quezada, Melissa	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Quinones, Juan	Student Assistant III	Chemistry	11.50	07/01/16-08/26/16
Quiroz, Miguel	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Ramirez, Jorge	Student Assistant III	Counseling	11.50	08/29/16-12/22/16
Ramos, Leslie	Student Assistant I	The Writing Center	10.00	07/01/16-08/26/16
Ravel, Michelle	Student Assistant II	Natural Sciences	10.75	08/29/16-02/19/17
Rivera, Lysania	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Rodriguez, Alysra	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Roeske, Alison	Student Assistant V	The Writing Center	13.00	07/05/16-08/26/16
Rojero, Cynthia	Student Assistant V	STEM	13.00	07/01/16-08/27/16
Rowlett, Becky	Student Assistant III	DSP&S	11.50	08/29/16-02/26/17
Rowlett, Becky	Student Assistant III	DSP&S	11.50	08/15/16-08/28/16
Rowlette, Everett	Student Assistant III	DSP&S	11.50	08/29/16-12/18/16
Ruiz, Briam	Student Assistant IV	Facilities Plng. and Mgmt.	12.25	07/01/16-08/28/16
Salas-Sanchez, Edgar	Student Assistant V	Fine Arts	13.00	07/01/16-08/26/16
Salas-Sanchez, Edgar	Student Assistant V	STEM	13.00	07/01/16-08/27/16
Sanchez Ayala, Raul	Student Assistant II	Human Resources	10.75	08/01/16-08/28/16
Sanchez Ayala, Raul	Student Assistant II	Human Resources	10.75	08/29/16-02/26/17
Sanchez Ayala, Raul	Student Assistant I	Technical Services	10.00	08/29/16-02/26/17
Sanchez, Gustavo	Student Assistant II	Tutorial Services	10.75	07/01/16-07/31/16
Sanchez, Mayra	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Sanchez-Camacho, Karla	Student Assistant IV	EOPS	12.25	07/01/16-08/27/16
Sandoval, Kassandra	Student Assistant II	Admissions and Records	10.75	08/29/16-02/24/17
Saucedo, Jose	Student Assistant V	STEM	13.00	07/01/16-08/27/16
Schneider, Eric	Student Assistant IV	Tutorial Services	12.25	08/29/16-02/11/17
Segovia, Emmilo	Student Assistant III	Tutorial Services	11.50	07/01/16-07/31/16
So, Anthony	Student Assistant III	The Writing Center	11.50	07/01/16-08/26/16
So, Katherine	Student Assistant II	The Writing Center	10.75	07/01/16-08/26/16
Soehalim, Joshua	Student Assistant II	Admissions and Records	10.75	08/29/16-02/24/17
Soemardy, Ebryanto	Student Assistant II	Tutorial Services	10.75	07/01/16-07/31/16
Sotomayor, Vidal	Student Assistant IV	Tutorial Services	12.25	08/29/16-02/11/17
Stegner, Lisa	Student Assistant V	The Writing Center	13.00	07/01/16-08/26/16

**SUBJECT:** Personnel Transactions**DATE:** September 14, 2016**Student Employees** (continued)

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>Pay Rate</u>	<u>Hire Date</u>
Struckus, Stephanie	Student Assistant I	Consumer Sci. and Design	10.00	08/29/16-02/24/17
Tang, Phat	Student Assistant IV	EOPS	12.25	07/01/16-08/27/16
Taylor, Ezekiel	Student Assistant III	Admissions and Records	11.50	08/01/16-08/26/16
Than, Kim	Student Assistant V	Tutorial Services	13.00	07/01/16-07/29/16
Tikande, Koto	Student Assistant IV	ACES	12.25	07/01/16-08/28/16
Tokunaga, Alice	Student Assistant III	Business	11.50	08/29/16-02/24/17
Tokunaga, Alice	Student Assistant III	Business	11.50	08/25/16-08/26/16
Torres, Christian	Student Assistant V	Nutrition	13.00	08/29/16-02/24/17
Torres, Ised	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Tran, Jonathan	Student Assistant III	DSP&S	11.50	08/25/16-08/26/16
Tran, Jonathan	Student Assistant III	DSP&S	11.50	08/29/16-02/24/17
Trivedi, Ruchi	Student Assistant IV	Adult Basic Education	12.25	07/05/16-08/26/16
Uribe, Leslie	Student Assistant III	DSP&S	11.50	08/01/16-08/26/16
Valdez, Rachel	Student Assistant II	Admissions and Records	10.75	08/29/16-02/24/17
Valladares, Destina	Student Assistant III	Humanities and Social Sci.	11.50	08/29/16-02/24/17
Van Gordon, Dolores	Student Assistant V	STEM	13.00	07/01/16-08/27/16
Van Pelt, Steven	Student Assistant II	Theater	10.75	08/29/16-02/24/17
Van Winkle, Rachel	Student Assistant III	Business	11.50	08/29/16-02/24/17
Van, Osmond	Student Assistant III	Tutorial Services	11.50	07/01/16-07/31/16
Vazquez, Carmen	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Velasco, Diana	Student Assistant I	The Writing Center	10.00	07/01/16-08/26/16
Vidauri, Perla	Student Assistant V	STEM	13.00	07/01/16-07/31/16
Villanveva, Adrian	Student Assistant IV	Fine Arts	12.25	07/01/16-08/26/16
Villaverde, Anika	Student Assistant I	The Writing Center	10.00	07/01/16-08/26/16
Villaverde, Kristelle	Student Assistant III	The Writing Center	11.50	07/01/16-08/26/16
Villeda, Ingris	Student Assistant I	Fiscal Services	10.00	08/29/16-12/16/16
Voytek, Timothy	Student Assistant II	Technical Services	10.75	08/29/16-02/26/17
Voytek, Timothy	Student Assistant I	Theater	10.00	08/29/16-02/24/17
Waston, Fаметта	Student Assistant I	Child Development Ctr.	10.00	08/29/16-02/24/17
Wigfall, Keishma	Student Assistant III	Counseling	11.50	08/29/16-12/22/16
Wilson, Ariana	Student Assistant III	Aspire	11.50	08/29/16-12/30/16
Wolde, Dagnachew	Student Assistant IV	Tutorial Services	12.25	07/01/16-07/29/16
Woo, Michael	Student Assistant III	DSP&S	11.50	08/29/16-02/24/17
Woo, Michael	Student Assistant III	DSP&S	11.50	08/25/16-08/26/16
Yip, Darren	Student Assistant II	Consumer Sci. and Design	10.75	08/29/16-02/24/17
Yousef, Hakeem	Student Assistant II	The Writing Center	10.75	07/01/16-08/26/16
Yusufali, Zoher	Student Assistant IV	ACES	12.25	07/01/16-08/28/16
Zaw, Pyae	Student Assistant II	Mathematics	10.75	08/29/16-02/26/17

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

**DATE:** September 14, 2016

**CONSENT**

**SUBJECT:** New Classified Job Classification Description

**BACKGROUND**

To reflect the current needs of the College, the following Classified job classification description is being submitted as an addition to existing job descriptions:

- Coordinator, School of Continuing Education

**ANALYSIS AND FISCAL IMPACT**

This job classification description is being brought forward for Board approval in accordance with Education Code § 88009 and 88010.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the New Classified Job Classification Description.

Recommended by: Bill Scroggins

Reviewed by: Peter Parra

Agenda Item: Consent #15

**SUBJECT:** New Classified Job Classification Description

**DATE:** September 14, 2016

**COORDINATOR, SCHOOL OF CONTINUING EDUCATION  
FLSA: NON-EXEMPT – A-112**

**DEFINITION**

Under general supervision, plans, organizes, and coordinates the development and implementation of all programs and services of the School of Continuing Education; researches and gathers various program data and develops reports; provides highly complex and responsible support to the Dean, School of Continuing Education in areas of expertise.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Dean and Associate Deans, School of Continuing Education. Exercises direct and general supervision over professional, instructional, technical, and administrative support staff.

**CLASS CHARACTERISTICS**

This is a coordinator classification responsible for planning, organizing, and coordinating the School of Continuing Education services and activities. Incumbents at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Dean and Associate Deans, School of Continuing Education in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other departments. This class is distinguished from the Dean and Associate Deans, School of Continuing Education in that the latter oversees the programming and administration of the District's entire continuing education division.

**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Plans, organizes, and coordinates the daily functions, operations, and activities of the School of Continuing Education (SCE).
- Provides direction, training, orientation, and guidance to assigned staff; prepares weekly, monthly, semester, and annual enrollment reports and daily schedules of SCE classes; provides input and documentation for performance evaluations; assists in the recruitment and selection of staff and provides recommendations.
- Assists in establishing schedules and methods for providing program, services, and activities; recommends improvements or modifications; assists in developing and implementing procedures and policies.

**SUBJECT:** New Classified Job Classification Description

**DATE:** September 14, 2016

- Participates in the development and implementation of goals, objectives, policies, and priorities for the program; makes recommendations to the Dean and Associate Deans, School of Continuing Education regarding appropriate services, facilities and resources; recommends and administers policies and procedures.
- Participates in the development, implementation, and monitoring of the program budget and plans.
- Develops and practices methods to continually improve efficiency and effectiveness of assigned programs; assesses and monitors schedules and enrollment data and communicates with community partners where off-site classes are held; identifies opportunities for improvement and makes recommendations to the Dean and Associate Deans, School of Continuing Education.
- Prepares, submits, and evaluates course schedules and enrollment projections each semester.
- Assists with assessment and identification of new and revised courses, programs, and services.
- Coordinates and works with faculty in developing and evaluating Student Learning Outcomes (SLO) for the program; monitors class enrollment and attendance reporting; coordinates and prepares programs review for the Division.
- Advocates for SCE through state and local organizations and publications.
- Compiles and analyzes data and makes recommendations for the program; prepares comprehensive technical records and reports, as specified in state and federal reporting including Adult Education Block Grant (AEBG), Noncredit Student Success and Support Programs (NC SSSP), and Workforce Innovation and Opportunity Act (WIOA).
- Plans, organizes, and implements program events and meetings, including student advisory group meetings, focus groups, and faculty orientations.
- Attends and participates in professional group meetings and various committees and advisory groups; stays abreast of new trends and innovations in the field of adult education and other services as they relate to the area of assignment.
- Advises, provides guidance, prepares, and delivers presentations on issues pertaining to SCE programs and services.
- Maintains and directs the maintenance of working and official program files and program website.
- Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Dean and Associate Deans, School of Continuing Education.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

**SUBJECT:** New Classified Job Classification Description

**DATE:** September 14, 2016

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles and practices of providing technical and functional direction and training to assigned staff.
- Budget development, administrative practices, and program coordination practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of developing, implementing, and evaluating older adult education program.
- Theories, principles, and practices of adult education, vocational education, and the application to working with adult education students.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to adult and vocational education programs, projects, and operations.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

### **Skills and Abilities to:**

- Plan, schedule, assign, and oversee activities of assigned personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Prepare and administer budgets; allocate limited resources in a cost effective manner.
- Work effectively with faculty to support an instruction and learning environment.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques using various database and statistical software.
- Effectively administer older adult education programs, projects, events, and administrative activities.
- Effectively represent the District and the department in meetings with various educational, business, professional, regulatory, and legislative organizations.



**SUBJECT:** New Classified Job Classification Description

**DATE:** September 14, 2016

- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

#### **Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from a regionally accredited four-year college or university, and five (5) years increasingly responsible experience working in a program within an academic setting or three (3) years of program or project coordination experience.

#### **Licenses and Certifications:**

- The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

#### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

**SUBJECT:** New Classified Job Classification Description

**DATE:** September 14, 2016

**ENVIRONMENTAL ELEMENTS**

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or public in interpreting and enforcing departmental policies and procedures.

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

**DATE:** September 14, 2016

**CONSENT**

**SUBJECT:** School of Continuing Education Additions and Changes

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

1. Community Services Additional Classes

<b>Course Title/Program</b>	<b>Presenter</b>	<b>Payment</b>	<b>Fee</b>
eBay 1- The Basics of Selling	Preferred Discounts LLC (Kevin Boyd)	50%	\$59
eBay 2- Advanced Selling Strategies		50%	\$59
eBay Selling Series		50%	\$99

2. Community Services Program Changes

<b>Course Title/Program</b>	<b>From</b>	<b>To</b>
VEX Robotics for Kids (Grades 7-12)	VEX Robotics for Kids (Grades 7-12)  Eric Underwood  Fee: \$240	VEX Robotics  Brandon Antillon  Fee: \$180 Material Fee: \$25
Woodworking	Payment 50%  Fee: \$145 - Winter \$150 - Spring	Payment 60%  Fee: \$145 - \$155
Accelerated Personal Financial Planning	Fee: \$50 Material Fee: \$10	Fee: \$52 Material Fee: \$10

Prepared by: Madelyn A. Arballo

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #16

**SUBJECT:** School of Continuing Education Additions and Changes

**DATE:** September 14, 2016

3. New Contracts

<b>Agency (Description of Services)</b>	<b>Expenses</b>	<b>Fee</b>
<b>Community Services Fee Program – Student Insurance</b> Fee-Based Classes (excluding Motorcycle Safety) Policy Coverage: July 4, 2016–July 4, 2017  <u>Providing Agency</u> Student Insurance 10801 National Blvd., Suite 603 Los Angeles, CA 90064 <u>Broker</u> Maksin Management Corporation P.O. Box 2648 Camden, NJ 08101-2648 <u>Underwritten by</u> National Union Fire Insurance Company of Pittsburgh, PA		\$2,245

4. Education for Older Adults

<b>Course Title/Program</b>	<b>Payment</b>
<u>Use of Facility Agreement</u>  YWCA San Gabriel Valley and Inland Communities 943 North Grand Avenue Covina, CA 91724	No Cost

5. Contract Changes

<b>Contract</b>	<b>Change</b>	
<u>Contract #16-0386</u> State of California Employment Training Panel	Additional Instructors	<u>200 hours @</u> <u>\$75/hour</u> Tim Reese  <u>80 hours @</u> <u>\$60/hour</u> Mel Austin

**SUBJECT:** School of Continuing Education Additions and Changes

**DATE:** September 14, 2016

Funding Source

California Community Colleges Chancellor's Office.

**RECOMMENDATION**

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

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

**DATE:** September 14, 2016

**CONSENT**

**SUBJECT:** Program Fees for Students in the Technology and Health Division

**BACKGROUND**

Students in various programs incur charges associated with their course of study. A Board item covering these fees was approved in July 2016. Due to recent changes in fee costs for Aviation Maintenance, the following updated fees to retake the exams are being submitted to the Board of Trustees for review:

Program	Explanation	Cost
Aviation Maintenance	<p>Students are eligible to take two FAA Certification Examinations after successfully completing the program: Airframe Oral and Practical Examination and Powerplant Oral and Practical Examination. The cost of each initial exam includes materials, supplies, and the cost of the certified examiner.</p> <p>For the initial examination of all six sections, the \$410 fee includes \$400 in examiner costs and \$10 in consumable supplies and materials.</p>	<p>\$410 for Initial Exam</p> <p>Retake cost is \$50 for each oral section \$100 cost for each practical section</p>

**ANALYSIS AND FISCAL IMPACT**

The Aviation Maintenance Examination fees for students for the 2016-17 academic year are detailed above. They represent the actual cost charged. Fiscal Services will validate the actual fee amount prior to charging students.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the changes in program fees, as presented.

Prepared by: Jemma Blake-Judd

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #17

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

**DATE:** September 14, 2016

**CONSENT**

**SUBJECT:** Travel Expenses for American Bar Association Site Visit for Paralegal  
Program in the Business Division

**BACKGROUND**

Mt San Antonio College's Paralegal Program is a nationally approved paralegal studies program by the Standing Committee on Paralegals of the American Bar Association (ABA). ABA approval of paralegal training and educational programs is considered by most law firms, courts, governmental employers, and others to be the "gold standard" in these programs. Mt. SAC's program has been continuously recognized and approved by the ABA since 1991 and is considered one of the strongest programs in the Los Angeles metropolitan area.

In order to meet the requirements for approval, the program is reviewed on an annual basis, with a site visit conducted every seven years, similar to Mt. SAC's Accrediting Commission for Community and Junior Colleges Accreditation Site Visit. This year's site visit is scheduled for September 21-22, 2016. The ABA requires the College to pay for the major travel expenditures (airfare and lodging) for the visiting team, with incidental expenses reimbursed to the team members after the site visit. Visiting team members are: Cathy L. Davis, Director and Assistant Professor, Legal Studies, at Faulkner University in Alabama; and Margaret Uchner, Legal Studies Program Coordinator, at the Community College of Aurora in Colorado.

**ANALYSIS AND FISCAL IMPACT**

Visiting team travel expenses will not exceed \$4,000.

**Funding Source**

Unrestricted General Fund (\$4,000).

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the American Bar Association team's travel and incidental expenses, as presented.

Prepared by: Jennifer Galbraith/Martin Jones-Ramey

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #18

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>September 14, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Athletics Special Events Expenditures and Contracts for the 2016-17 Academic Year</u>	

**BACKGROUND**

The Mt. SAC Athletics Special Events (Cross Country Invitational and Relays) require the following items in order to assist in the continual operation of the self-sustaining events. These events have a rich tradition and high level of National and International exposure. This will be the 69<sup>th</sup> running of the Cross Country Invitational and the 58<sup>th</sup> running of the Mt. SAC Relays. The Cross Country Invitational will be held on October 14, and 21-22, 2016; the Relays are scheduled on April 13-15, 2017.

**ANALYSIS AND FISCAL IMPACT**

The Mt. SAC Special Events are funded by a combination of entry fees, gate fees, advertising, parking fees, and booth rentals. In addition, the Mt. SAC Relays receives sponsorships from outside sources such as Brooks, In-N-Out Burger, Gatorade, Robeks, City of Walnut, and Best Western Hotel.

Expenses for these events include:

- promotional supplies as well as meals for volunteer workers and major media outlet representatives, not to exceed \$20,000;
- sanctioning fees, which allow us to host these events under the auspices of California Interscholastic Federation and USA Track and Field, not to exceed \$1,000;
- Cole Schaefer for ambulance services for approximately \$5,000;
- Pacific Palms Resort & Conference Center and Courtyard by Marriott, Baldwin Park to provide facilities for the annual banquets, not to exceed \$15,000, with a non-refundable advance payment (deposit) not to exceed \$1,500;
- Finished Results for registration and race timing services, not to exceed \$50,000;
- medals and awards, not to exceed \$50,000; and
- VIP expense reimbursement and staff lodging, not to exceed \$15,000.

The notoriety of these events brings in many VIPs, whose travel, lodging, and incidental expenses are reimbursed. Due to the event being held off campus, staff lodging may be needed for event management, early setup, and late takedown. In addition, a hospitality center will be established for these VIPs, which will include food and non-alcoholic beverages.

Prepared by: _____	Joe Jennum	Reviewed by: _____	Irene M. Malmgren
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #19



**SUBJECT:** Athletics Special Events Expenditures and Contracts for the 2016-17  
Academic Year

**DATE:** September 14, 2016

Funding Source

Unrestricted General Fund - Cross Country Invite and Relays Accounts.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves these sponsorships, contracts, expenses, and advance payment, as detailed above.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>September 14, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Course Identification Program Grant Acceptance of Funds, Approval of Purchases, and Approval of Contract with Academic Senate for California Community Colleges</u>	

**BACKGROUND**

Mt. San Antonio College received notification of an augmentation to the Course Identification (C-ID) Program Grant, funded by the California Community Colleges Chancellor's Office. The purpose of the Grant is to continue to provide for a course identification numbering system to maximize the effective and efficient transfer of students within and among California's higher education segments and expand activities to include curriculum that supports a variety of new initiatives including the Associate Degrees for Transfer program, transfer-level Career Technical Education (CTE) curriculum, lateral transfer among California community colleges (including basic skills), and continual review of the top 20 transfer majors.

As part of the grant activities, authorization is requested to amend an existing contract with the Academic Senate for California Community Colleges (ASCCC).

**ANALYSIS AND FISCAL IMPACT**

This grant award notification is for an augmentation not to exceed \$120,000. The total funding is now not to exceed \$415,675.

The performance period for this grant has been extended and is now February 1, 2016, through October 31, 2016.

The funding agency has approved the expenditure of grant funds to support the following: non-instructional salaries, employee benefits, supplies and materials, travel, catering, sub-contracts, computer equipment, and indirect costs. Authorization is requested to purchase food and/or catering services for grant-sponsored meetings.

The College will amend an existing subcontract with ASCCC to oversee the curriculum-related responsibilities of the C-ID Program. This amendment will increase the contract by an amount not to exceed \$100,000, for a new total not to exceed \$298,178. The amendment will also extend the project period from February 1, 2016, through October 31, 2016.

Prepared by:	<u>Adrienne J. Price</u>	Reviewed by:	<u>Irene M. Malmgren</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #20</u>

**SUBJECT:** Course Identification Program Grant Acceptance of Funds, Approval of Purchases, and Approval of Contract with Academic Senate for California Community Colleges

**DATE:** September 14, 2016

Funding Source

California Community Colleges Chancellor's Office.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the funds, approves the purchases, and approves the contract with Academic Senate for California Community Colleges, as presented.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>September 14, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Title V – Developing Hispanic-Serving Institutions, “Building Pathways of Persistence and Completion,” Grant Acceptance of Funds and Approval of Purchases and Activities</u>	

**BACKGROUND**

Mt. San Antonio College received an award notification for a Title V – Developing Hispanic-Serving Institutions grant titled “Building Pathways of Persistence and Completion,” funded by the U.S. Department of Education. The overarching purpose of the Grant is to develop curriculum design models and support structures that accelerate students’ certificate completion, graduation, and/or transfer rates. The Grant will focus on five integrated components critical to improving the success of Hispanic and other at-risk populations, as they move through Mt. SAC’s educational pipeline:

- enable students to make more informed educational goals;
- provide support services that accelerate students into and promote retention in college-level coursework;
- create sustainable and scalable cohort models that move students quickly into college-level coursework and promote faster completion of certificate/degree/transfer programs in specific disciplines;
- increase and enhance communication with students; and
- provide faculty with professional development opportunities and resources that promote student success and completion.

As part of the grant activities, authorization is requested to provide advance payment (deposits) to vendors for grant-related activities, to purchase food for grant-related meetings that occur throughout the year (not to exceed \$3,000 per event), to purchase promotional items for grant-sponsored events that occur throughout the year (not to exceed \$2,000 per event), and to reimburse travel for non-Mt. SAC employees to participate in grant-sponsored events.

**ANALYSIS AND FISCAL IMPACT**

This grant award notification is for the fourth year of funding (\$649,850) of a projected five-year award. Continued grant funding is contingent upon annual performance reviews. The total grant award is projected to be \$3,247,502.

Prepared by:	<u>Adrienne J. Price</u>	Reviewed by:	<u>Irene M. Malmgren</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #21</u>

**SUBJECT:** Title V – Developing Hispanic-Serving Institutions, “Building Pathways of Persistence and Completion,” Grant Acceptance of Funds and Approval of Purchases and Activities

**DATE:** September 14, 2016

The performance period for this grant is October 1, 2013, through September 30, 2018. The budget period for the fourth year is October 1, 2015, through September 30, 2016.

The funding agency has approved the expenditure of grant funds to support the following: faculty, classified, management, hourly, and student personnel; employee benefits; travel and professional development; equipment; instructional and non-instructional supplies, materials, and software; food supplies and/or catering; contracted services; printing/marketing; promotional items; student stipends; and other grant-related costs.

Funding Source

U.S. Department of Education.

**RECOMMENDATION**

It is recommended that the Board of Trustees accepts the funds and approves the purchases and activities, as presented.



# MT. SAN ANTONIO COLLEGE

## BOARD OF TRUSTEES

### 2016-17 REGULAR 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.

Special meetings may be called, as needed.

The Board will meet on the following dates during 2016-17:

- July 13, 2016
- August 10, 2016
- September 14, 2016
- September 28, 2016 (Special Meeting)**
- October 12, 2016
- November 9, 2016
- December 14, 2016
- January 11, 2017
- February 8, 2017
- March 8, 2017
- April 12, 2017
- May 10, 2017
- June 28, 2017

WTS:dl

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

**DATE:** September 14, 2016

**CONSENT**

**SUBJECT:** Associated Students Expenditure Funding for the 2016-17 Academic Year

**BACKGROUND**

The College collects fees from students who desire to pay a Student Activities Fee for each regular semester. The Associated Students, under the guidance of the Director, Student Life, receives requests for funding from student organizations, student teams, College departments, and College programs. The Associated Students develops targeted goals and funding priorities and conducts budget request hearings. The Associated Students funds are received and managed by Fiscal Services. Board of Trustees approval is requested to approve the expenditure of the Associated Students funds for the periods of July 1, 2016, through June 30, 2017.

**ANALYSIS AND FISCAL IMPACT**

The Associated Students receives requests and allocates funds to be expended by College departments, programs, teams, and other student organizations. Strict accounting of funds is maintained.

Approval is needed to expend funds for specific items such as awards (not to exceed \$500 per individual and/or organization), catering, prepayments, deposits, promotional items, special supplies, recognition items, food, non-alcoholic beverages, uniform items, and contracted services with vendors including, but not limited to, Sodexo, El Appetiz, Magic Jumper Rentals, and 4Imprint.

**Funding Source**

Associated Students funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the expenditures of the Associated Students funds for costs associated with various special events for the 2016-17 academic year.

Prepared by: Andrea Fejeran Sims

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #23

<b>BOARD OF TRUSTEES</b>	
<b>MT. SAN ANTONIO COLLEGE</b>	
DATE: <u>September 14, 2016</u>	<b>CONSENT</b>
SUBJECT: <u>Contract with Pacific Palms Resort and Conference Center</u>	

**BACKGROUND**

The Associated Students is requesting approval of a contract with the Pacific Palms Resort and Conference Center for its annual Educators and Students of Distinction Ceremony Luncheon on Saturday, May 13, 2017. Associated Students has hosted this awards ceremony for several years. Its purpose is to recognize and honor distinguished faculty and students for their service, academic, competitive, and personal accomplishments at Mt. San Antonio College.

**ANALYSIS AND FISCAL IMPACT**

Specific items related to this contract include a deposit and estimated balance for the luncheon meal and event ballroom equipment rental. The total amount will not exceed \$10,200.

Total estimate contract fee	\$10,200
Deposit	(\$1,400)
Remaining estimated balance	\$8,800

**Funding Source**

Associated Students Budget.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with the Pacific Palms Resort and Conference Center, as presented.

Prepared by: Andrea Sims Reviewed by: Audrey Yamagata-Noji  
 Recommended by: Bill Scroggins Agenda Item: Consent #24



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

**DATE:** September 14, 2016

**CONSENT**

**SUBJECT:** Contract with UCLA Conference Center in Lake Arrowhead

**BACKGROUND**

Student Life and Associated Students is requesting approval of a contract with the UCLA Conference Center in Lake Arrowhead for a leadership conference to be held October 28-30, 2016. Associated Students has hosted a Fall Leadership Conference for more than 50 years, and Student Life has designed the agenda to expand leadership development to support retention and success. The purpose of this conference is to inspire leadership development, cultivate a culture of involvement, and to support student equity initiatives that enhance self-efficacy and course completion within the Mt. San Antonio College community. This event will support the development of 41 student leaders and includes nine faculty/staff facilitators.

**ANALYSIS AND FISCAL IMPACT**

Specific items related to this contract include lodging and meals. Specific programs, events, and activities are related to leadership training, student development, and include workshops, guest speakers, team-building activities, and a College leadership panel. The initial deposit was paid out of the 2015-16 Associated Students budget in the amount of \$12,250. The total amount will not exceed \$32,160.

Total Contract Fee:	\$32,160
Deposit Paid in 2015-16:	(\$12,250)
Remaining Balance:	\$19,910

**Funding Source**

Associated Students Budget.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with the UCLA Conference Center and related expenditures, as presented.

Prepared by: Andrea Sims

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #25

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>September 14, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Contract with Kids That Code for the Upward Bound Program</u>	

**BACKGROUND**

Mt. San Antonio College Upward Bound Program is requesting approval of a contract with the Kids That Code curriculum for Upward Bound students with no prior knowledge or experience with computer programming. The workshop will be held for four Saturday sessions from September 24–December 12, 2016, at Mt. San Antonio College. The purpose of the Upward Bound Program grant is to provide low-income and potential first-generation college students with instruction, services, and activities that will enable them to stay in school, graduate from high school, and successfully enter and graduate from post-secondary education.

As part of the grant activities, authorization is requested to enter into a contract with Kids That Code.

**ANALYSIS AND FISCAL IMPACT**

Mt. San Antonio College will enter into a contract with the Kids That Code in an amount not to exceed \$2,500. The contract will provide funds for the following:

- ten hours total: breakdown of 2.5 hours per scheduled dates;
- learn the application of math in computer programming, game design, and mobile app development;
- learn variables and how they are used in computer science; and
- design and program a game project.

**Funding Source**

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

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with Kids That Code for the Upward Bound Program.

Prepared by: Francisco Dorame Reviewed by: Audrey Yamagata-Noji  
Recommended by: Bill Scroggins Agenda Item: Consent #26

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

**DATE:** September 14, 2016

**CONSENT**

**SUBJECT:** Contract with the Princeton Review-Led Classroom Course Agreement  
for the Upward Bound Program

**BACKGROUND**

Mt. San Antonio College Upward Bound Program is requesting approval of a contract with The Princeton Review for instructional services in teaching a Scholastic Aptitude Test (SAT) course to be held for nine Saturday sessions from September 24, 2016–June 30, 2017, at Mt. San Antonio College. The purpose of the Upward Bound Program Grant is to provide low-income and potential first-generation college students with instruction, services, and activities that will enable them to stay in school, graduate from high school, and successfully enter and graduate from post-secondary education.

As part of the grant activities, authorization is requested to enter into a contract with The Princeton Review.

**ANALYSIS AND FISCAL IMPACT**

Mt. San Antonio College will enter into a contract with The Princeton Review in an amount not to exceed \$4,500. The contract will provide funds for the following:

- 15 hours of instruction in preparing for the SAT;
- copies of the following book for each class participant: *The Princeton Review's SAT Course Manual*;
- three full-length SAT practice exams (4.5 hours in duration); and
- access to The Princeton Review's Online Student Center.

**Funding Source**

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

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with The Princeton Review-Led Classroom Course Agreement for the Upward Bound Program.

Prepared by: Francisco Dorame

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #27

<b>BOARD OF TRUSTEES</b>	
<b>MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>September 14, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Independent Contractor Note Taker for the Disabled Student</u> <u>Programs and Services</u>	

**BACKGROUND**

Approval of Note Taker as Independent Contractor for the Disabled Student Programs and Services for the Summer 2016 Intersession.

**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 an independent contractor for Board approval:

Provider	Amount Not to Exceed
Phan, Anh	\$96

**Funding Source**

Restricted Categorical Fund – Disabled Student Programs and Services.

**RECOMMENDATION**

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

Prepared by: <u>Grace Hanson</u>	Reviewed by: <u>Audrey Yamagata-Noji</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #28</u>

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

**DATE:** September 14, 2016

**CONSENT**

**SUBJECT:** Memorandum of Understanding with Foothill Transit

**BACKGROUND**

The Associated Students held an election in November 2014 to establish a transportation fee to be paid by credit students each Fall and Spring semester. The measure passed by a margin of 81%, 2,798 in favor and 663 against the fee. The fee is \$9.00 for full-time students and \$8.00 for part-time students, enabling all Mt. SAC credit students to ride certain Foothill Transit lines free of charge seven days a week. Students who enroll for the Fall semester are covered through the Winter intersession. Students who enroll for the Spring semester are covered through the Summer intersession. A Memorandum of Understanding (MOU) with Foothill Transit is proposed to establish the Class Pass Program as an ongoing transportation contract for credit students from September 1, 2016, through August 31, 2017.

**ANALYSIS AND FISCAL IMPACT**

The College agrees to pay Foothill Transit \$.60 per ride taken by every Mt. SAC credit student during the MOU term, not to exceed the total fee amount due to the College, which shall equal \$8.00 for every part-time student and \$9.00 for every full-time student.

**Funding Source**

Student Transportation Fee.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratifies the Memorandum of Understanding with Foothill Transit.

Recommended by: Bill Scroggins Reviewed by: Michael D. Gregoryk  
Agenda Item: Consent #29

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>September 14, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Agreement with the Los Angeles County Sheriff's Department</u>	

**BACKGROUND**

The College has contracted with the Los Angeles County Sheriff's Department for the past several years to provide necessary and additional law enforcement services and assistance in providing for the safety, security, and order on or near the campus at regular and extracurricular school functions.

**ANALYSIS AND FISCAL IMPACT**

Certain regular and extracurricular school functions present the potential for substantial law enforcement problems and unusual needs for the College's public safety. Such events include interscholastic athletics events, graduation, dances, and other school activities as determined by Technical Services and/or in coordination with Public Safety. The services requested by the College of the Sheriff's Department are considered to be in excess of the basic level of services customarily provided for the purpose of preserving public safety and are authorized in the State of California Government Code Sections 26227 and 53060 as well as Education Code Section 35160.

The current five-year agreement expired on June 30, 2016. Therefore, approval is being sought to enter into a new five-year agreement effective July 1, 2016, through June 30, 2021. Either party may terminate the agreement with or without cause by giving 60 days' advance notice to the other party.

The hourly billing rates vary depending on the service unit provided. The rates for 2016-17 range from \$74.44 per hour for a Deputy Sheriff, Generalist, to \$103.48 per hour for a Sergeant. These rates represent an average increase of 4% over the previous year.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratifies a new five-year agreement with the Los Angeles County Sheriff's Department, as presented.

Prepared by: <u>Teresa Patterson</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #30</u>

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

**DATE:** September 14, 2016

**CONSENT**

**SUBJECT:** Professional Design and Consulting Services – Added Services  
(Contract Amendment)

**BACKGROUND**

The purpose of the Performing Arts Center Eaves project is to remove building soffit material damaged by water intrusion. Once the water-damaged materials were removed, it was determined that the restoration work would be more extensive than originally planned.

**ANALYSIS AND FISCAL IMPACT**

Independent Roofing Consultants provides the specialized field inspection services and design details necessary to prevent future water intrusion.

The following Contract Amendment is presented for approval:

<b>#1</b>	<b>Consultant:</b>	Independent Roofing Consultants	<b>No.</b>	1
	<b>Project:</b>	Performing Arts Center Eaves		
<b>Item</b>	<b>Description:</b>	<b>Amount</b>		
	Additional professional consulting services to incorporate materials changes in the project.	\$15,700.00		
	Total	\$15,700.00		
	Original Contract Amount	\$17,150.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$17,150.00		
	Amount of Amendment No. 2	\$15,700.00		
	New Contract Sum	\$32,850.00		
	Total Project Budget	\$405,400.00		
	Percentage of Change to the Total Project Budget	3.87%		

**Funding Source**

Measure RR Bond (Series A) funds.

**RECOMMENDATION**

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

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #31

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>September 14, 2016</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Contract Agreement with Athlete Assessment</u>	

**BACKGROUND**

The Kinesiology, Athletics, and Dance Department hired a new Women’s Volleyball Coach. In an effort to build a strong program, she began using an online program called Athlete Assessments. This online program is a personality assessment, Medium Test Program, that gave her the opportunity to learn more about her student athletes and how best to communicate with them. The program required all of the coaches and student athletes to take an online test, and the results were discussed with the coaches as well as in a group setting with the student athletes. This program will help build the working relationships between the coaches and the student athletes.

**ANALYSIS AND FISCAL IMPACT**

The cost of the Medium Test Program includes assessments for the student athletes and coaches as well as consultation sessions (via Skype) with coaches and student athletes to discuss the results. The costs will not exceed \$2,500 for the Fall 2016 semester.

Funding Source

Women’s Volleyball Revenue Generating Account (\$2,500).

**RECOMMENDATION**

It is recommended that the Board of Trustees ratifies the agreement with Athlete Assessment, as presented.

Prepared by:	<u>Joe Jennum</u>	Reviewed by:	<u>Irene M. Malmgren</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #32</u>



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

**DATE:** September 14, 2016

**CONSENT**

**SUBJECT:** Basic Skills and Student Outcomes Transformation Program Grant  
Approval of Purchases and Contract with Career Ladders Project

**BACKGROUND**

Mt. San Antonio College currently has a Basic Skills and Student Outcomes Transformation Program grant, funded by the California Community Colleges Chancellor's Office. The College will implement the following high-impact practices to respond to the needs of students placing into basic skills courses:

- develop an English co-requisite model that allows students who place into the basic skills writing course one level below transfer (ENGL 68) to enroll in transfer-level English writing (ENGL 1A) and a one-unit credit support course taught by the same faculty member;
- develop curriculum and write a new accelerated, non-degree-applicable basic skills course that would allow students who place into the basic skills writing course two levels below transfer (ENGL 67) to enroll in transfer-level English (ENGL 1A) upon successful completion, thus creating a two-course sequence instead of a three-course sequence;
- develop an onboarding process for incoming freshmen that clusters students into eight different "areas of interest." Enroll students placing into basic skills courses in a learning community that includes ENGL 67, ENGL 68, and a career exploration course. Contextualize basic skills courses around students' identified career clusters; and
- embed tutors for pilot sections of the English co-requisite model, the English accelerated model, and the contextualized learning community cohorts.

As part of the grant activities, authorization is requested to enter into a contract with Career Ladders Project and to purchase food and/or catering services.

**ANALYSIS AND FISCAL IMPACT**

The College will subcontract no more than \$6,000 to Career Ladders Project to design, present, and evaluate professional development on the theory, design, and implementation of contextualized teaching and learning instructional interventions within pathways. The contract will commence on July 1, 2016, and will terminate on September 30, 2016.

Prepared by: Adrienne J. Price

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #33

**SUBJECT:** Basic Skills and Student Outcomes Transformation Program Grant  
Approval of Purchases and Contract with Career Ladders Project

**DATE:** September 14, 2016

Authorization is requested to purchase food and/or catering services for the Pathways Institute, not to exceed \$6,000.

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

Funding Source

California Community Colleges Chancellor's Office.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratifies the purchases and the contract with Career Ladders Project, as presented.

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

**DATE:** September 14, 2016

**CONSENT**

**SUBJECT:** Extension of Agreement with the County of Los Angeles Department of  
Public Social Services

**BACKGROUND**

The County of Los Angeles Department of Public Social Services annually provides a grant to the CalWORKs program to provide for specialized support services for eligible CalWORKs students. Board approval is being requested for a three-year contract, 2015-16, 2016-17, and 2017-18.

The program includes academic, career and personal counseling, employment services, educational advisement, personal development workshops, and case management. The agreement pays for salaries, fringe benefits, supplies, mileage, conferences, trainings, and monthly meeting expenses. The contract amount, \$137,861, is the same amount for each fiscal year, 2015-16, 2016-17, and 2017-18.

**ANALYSIS AND FISCAL IMPACT**

All activities and expenses related to this contract will be funded out of this source and will be used only for CalWORKs-eligible students.

**Funding Source**

County of Los Angeles, Department of Social Services.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratifies the extension of the agreement with the County of Los Angeles Department of Public Social Services.

Prepared by: Carolyn Keys

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Consent #34

<b>BOARD OF TRUSTEES</b>	
<b>MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>September 14, 2016</u>	<b>ACTION</b>
<b>SUBJECT:</b> <u>2016-17 Fiscal Year Adopted Budget</u>	

**BACKGROUND**

In accordance with Title 5 of the California Code of Regulations, Section 58300, community college districts must adopt a final budget each year on or before September 15.

The proposed budget includes updated actual information from 2015-16, plus revised revenue and expenditure projections for 2016-17. Most expenditures, such as salaries, fringe benefits, supplies, utilities, contracts, and services, are considered to be ongoing and part of what is called the operational or status-quo budget.

**ANALYSIS AND FISCAL IMPACT**

Once again, the State budget was approved on time and includes good news for community colleges. The State budget reflects the Governor’s continuous commitment to public higher education, while exercising cautiousness for future economic downturns. It boosts the State’s reserves, depositing \$2.0 billion into the Rainy-day Fund. The Governor stated, “...this solid budget makes responsible investments in California and sets aside billions of dollars to prepare for the next recession.”

The most significant revenue increases for community colleges consists of \$114.7 million for Growth, a \$75.0 million increase to the Base Allocation, \$105.5 million in one-time funds for State-Mandated Cost Reimbursements, \$31.7 million for the 2015-16 Property Tax Backfill, \$200.0 million for the Strong Workforce Program, \$48.0 million for the Career Technical Education (CTE) Pathway Program, \$30.0 million for the Basic Skills Transformation Program, \$184.6 million for Physical Plant and Instructional Support, and \$49.2 million for Energy Efficiency Projects. It is important to mention that there is no increase for a cost-of-living adjustment (COLA) because the statutory COLA calculation resulted in zero. These additional revenues, and Mt. SAC’s healthy fund balance (reserves), will enable the College to sustain programs and services for the 2016-17 fiscal year.

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

**SUBJECT:** 2016-17 Fiscal Year Adopted Budget

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**DATE:** September 14, 2016

Despite the good news, it is important to remember that colleges will face additional stress in the coming years, as PERS and STRS obligations are scheduled to increase rapidly, and the State faces the sunset of Proposition 30 revenues. There are concerns of apportionment deficits due to fluctuations of property tax and fee revenue estimates. Another concern is shortfalls in State revenues because these revenues considerably rely on State income tax collections from capital gains, which are highly volatile. Given these circumstances, the College needs to plan carefully to be prepared to meet the challenges ahead. Therefore, our collaborative work to improve efficiencies, capture growth, and use revenue increases wisely must continue in order to maintain Mt. SAC's fiscal health and stability.

The College ended the fiscal year with a \$6,430,021 surplus and a \$40,936,871 fund balance for the 2015-16 fiscal year. This is an increase to the fund balance of \$17,232,802, when compared to the 2015-16 Adopted Budget fund balance of \$23,704,069. The difference is the result of increases in unbudgeted revenues in the amount of \$6,299,237, unexpended expenditure budgets of \$5,315,099, and the fund balance of \$5,619,466 for the Revenue-Generated accounts.

The most significant unbudgeted revenues are comprised of increases of \$4,072,418 in the 2015-16 Growth, a \$910,617 Increase to the 2015-16 Base Allocation, and Miscellaneous Revenues such as Nonresident Tuition, International and Out-of-State, Prior Year Lottery, and \$1,200,145 in Interest. Some other significant changes include the decrease of \$786,116 to the 2014-15 Growth and the collection of the full 2015-16 apportionment allocation as reported in the second principal apportionment of June 2016, which brought in \$615,201. This is the result of a 0% 2015-16 Statewide Apportionment Deficit as of June 2016. This deficit could increase with the February 2017 apportionment final recalculation if a significant number of districts claim stability restoration.

The College has a large amount of unexpended expenditure budgets, mainly due to the approval of budgets for the New Resources Allocation Requests Phase 3 for \$6.1 million on July 21, 2015, and the New Resources Allocation Requests Phase 4 for \$13.9 million on October 13, 2015. These budgets were increased on an ongoing and one-time basis. Some of these budgets were not expensed as of June 30, 2016, because the implementation of the plans requires a longer processing time. Some are for operational expenses that require a formal bidding process, projects to be completed in more than one year, or positions that require the development of new job descriptions. All of these funds will be expended.

**SUBJECT:** 2016-17 Fiscal Year Adopted Budget

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**DATE:** September 14, 2016

The \$5,314,099 Unexpended Expenditure Budget primarily consists of unexpended budgets in the amount of \$1,319,256 for the 2015-16 Faculty Hiring, \$1,215,142 for the New Faculty Professional Growth Stipend, \$2,674,638 for the New Resources Allocation Unexpended Budget for Positions, and \$4,142,854 for the Unexpended Budget for Departmental and Institutional Budgets (which includes the New Resources budgets). This section also includes two items that were appropriated during the 2015-16 fiscal year: \$2,000,000 for Additional Budget for the STRS/PERS Trust and \$2,137,155 for the Solar Photovoltaic System.

The Revenue-Generated accounts ended the 2015-16 fiscal year with a designated fund balance of \$5,619,466 that will be carried over to the 2016-17 fiscal year.

As always, the budget is considered a dynamic planning document flexible enough to be responsive to the College's needs, yet very dependent upon uncertain, variable revenue. Apportionment revenues include \$5,004 for Credit and Enhanced Noncredit Career Development and College Preparation (CDCP) FTES and \$3,009 for Noncredit FTES. The Apportionment revenue also includes a 2015-16 estimated Growth of \$5,061,412 and an increase to the Base Allocation of \$2,026,158. The College estimates earning the maximum constrained growth of \$5,061,412, which is an increase of 1,009 FTES when compared with the funded FTES for the fiscal year 2014-15.

Besides the apportionment revenue increases, other ongoing revenues have also been increased. These increases mainly consist of \$252,040 in Lottery revenues as a result of the rate increase from \$140 to \$144 and the increase in FTES from 31,546 to 32,420, an increase of \$100,000 in Interest due to the elimination of the apportionment deferrals, and an increase of \$275,000 in Nonresident Tuition Fees to align with actual revenues received in 2015-16. The total Ongoing Revenue increases in the Unrestricted General Fund is \$174,352,375, which is \$8.2 million more than the total revenue budgeted for the 2015-16 Adopted Budget.

The most notable ongoing expenditure increases are comprised of \$1,533,971 in annual step-and-column salary progression along with the associated employer-paid contributions; \$1,354,225 in the State Teacher's Retirement System (STRS) employer contribution due to the increase in the rate from 10.73% to 12.58%; \$771,219 in the Public Employee Retirement System (PERS) employer contribution as a result of the increase in rate from 11.847% to 13.050%; \$1,697,646 in Management, Confidential, and Classified Positions approved with the New Resources Allocation Requests Phase 4; \$559,931 in New Faculty Positions less Reductions of Backfill for Hourly Adjunct; and \$1,883,261 in Hourly Faculty Budget due to the increase of 1,198 actual FTES to earn the 2015-16 Growth. The Ongoing Budget includes a \$2,500,000 contribution to the OPEB Trust as approved by the Board of Trustees on May 27, 2015.

**SUBJECT:** 2016-17 Fiscal Year Adopted Budget

**DATE:** September 14, 2016

The ongoing expenditures also include the 1% salary increase for all employee groups in the amount of \$1,372,811. This increase has been approved by the Board of Trustees for the faculty, and it is pending Board approval for CSEA 262, CSEA 651, management, confidential, and supervisor employee groups. The total ongoing expenditures for the Unrestricted General Fund increased from the 2015-16 Adopted Budget by \$7,487,890.

The College has excellent news as the 2016-17 Adopted Budget is a balanced budget. Included in the budget are total ongoing Unrestricted General Fund revenues of \$174,352,375 and ongoing expenditures estimated at \$174,327,424, leaving a projected ongoing budget surplus of \$24,951.

The proposed budget includes a total of \$17,629,460 between the prior year's fund balance and new one-time revenues to fund one-time expenditures for the 2016-17 fiscal year. The prior year's fund balance, which becomes the current year's beginning fund balance totals \$14,585,569. The one-time revenues include an increase of \$2,860,953 in the 2016-17 State Mandated Costs Reimbursements, a 2015-16 Growth of \$988,994 to be received in February 2017, and a decrease of \$806,056 in the 2016-17 Apportionment Deficit. The 2016-17 Growth is estimated at \$3,174,787, and is not included in the 2016-17 Adopted Budget as these revenues will change multiple times during the year and the final number will be known in February or March of 2018.

The proposed budget also includes one-time expenditures for a total of \$17,629,460, which consists of \$2,617,962 in carryover budgets from 2015-16, \$8,593,901 in commitments for the New Resources Allocation Requests Phase 1 through 6, \$4,000,000 for the Mt. San Antonio College STRS/PERS Trust contribution, \$160,704 for the Mt. SAC Auxiliary Services Unfunded PERS Liability, \$275,000 to support the International Student Program, \$336,541 for Immediate Needs, \$880,262 for Positions Funded with One-Time Funds, \$1,507,232 for Hourly Faculty to earn the 2016-17 Growth, and \$742,142 in One-Time Savings from Vacant Positions.

The Revenue-Generated accounts in the Unrestricted General Fund ended with a fund balance of \$5,619,466 for the 2015-16 fiscal year. This fund balance, along with the 2016-17 estimated revenues of \$3,291,216, is the source of funding for the budgeted expenditures of \$8,910,682. Revenue-Generated Accounts include funds designated for College Programs.

#### Funding Source

Not applicable.

#### **RECOMMENDATION**

It is recommended that the Board of Trustees reviews and adopts the Budget for 2016-17 (distributed as a separate document), per Title 5 requirements.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>September 14, 2016</u>	<b>ACTION</b>
<b>SUBJECT:</b>	<u>Classification Changes and Range Placement for CSEA, Chapter 262- Represented Employees</u>	

**BACKGROUND**

Following a classification and compensation study, representatives of the District and CSEA, Chapter 262 met over a period of several months to review and finalize job descriptions and pay ranges for the various classifications. The recommended changes were approved by the Board of Trustees; but, due to an administrative oversight, some employee names were not placed on the agenda.

**ANALYSIS AND FISCAL IMPACT**

On June 24, 2015, the Board approved changes in job descriptions and/or salary levels for a number of classified positions and corresponding employees, to be effective July 1, 2014. Three printing technicians and three clerical employees were left off the agenda. The employees inadvertently omitted from the agenda are recommended for retroactive adjustment. The attached document reflects step changes and negotiated salary increases affecting each employee.

Funding Source

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the classification changes, range placements, and effective dates for the named CSEA, Chapter 262-represented employees, per the document below.

Recommended by: <u>Bill Scroggins</u>	Reviewed by: <u>Peter Parra</u>
	Agenda Item: <u>Action #3</u>



**SUBJECT:** Classification Changes and Range Placement for CSEA, Chapter 262-  
Represented Employees

**DATE:** September 14, 2016

### Range Placement for CSEA, Chapter 262

Name	Description	Title	Eff. Date	Range	Step	Longevity	Shift Diff.	% FTE	Mos.	Monthly Salary
Frank, Stephen	Previous Assignment	Printing Services Technician I	7/1/14	70	6			0.475	12	2,125.74
Frank, Stephen	Previous Assignment	Printing Services Technician I	7/1/15	70	6			0.475	12	2,232.46
Frank, Stephen	New Assignment	Printing Services Technician	7/1/14	73	6			0.475	12	2,300.11
Marin Hernandez, Ashley	Previous Assignment	Clerical Assistant	6/1/15	52	1			0.475	12	1,392.43
Marin Hernandez, Ashley	Previous Assignment	Clerical Assistant	7/1/15	52	1			0.475	12	1,462.34
Marin Hernandez, Ashley	Previous Assignment	Clerical Assistant	12/1/15	52	2			0.475	12	1,535.46
Marin Hernandez, Ashley	New Assignment	Administrative Specialist I	6/1/15	69	1			0.475	12	1,649.08
Marin Hernandez, Ashley	New Assignment	Administrative Specialist I	7/1/15	69	1			0.475	12	1,731.86
Marin Hernandez, Ashley	New Assignment	Administrative Specialist I	12/1/15	69	1			0.475	12	1,731.86
Monterroso, Guillermo	Previous Assignment	Printing Services Technician I	7/1/14	70	6			1.00	12	4,474.56
Monterroso, Guillermo	Previous Assignment	Printing Services Technician I	7/1/15	70	6			1.00	12	4,699.91
Monterroso, Guillermo	New Assignment	Printing Services Technician	7/1/14	73	6			1.00	12	4,610.87
Monterroso, Guillermo	New Assignment	Printing Services Technician	7/1/15	73	6			1.00	12	4,842.34
Smith, Brandon	Previous Assignment	Printing Services Technician I	7/1/14	70	6			0.475	12	2,125.74
Smith, Brandon	Previous Assignment	Printing Services Technician I	7/1/15	70	6			0.475	12	2,232.46
Smith, Brandon	New Assignment	Printing Services Technician	7/1/14	73	6			0.475	12	2,190.16
Smith, Brandon	New Assignment	Printing Services Technician	7/1/15	73	6			0.475	12	2,300.11

**SUBJECT:** Classification Changes and Range Placement for CSEA, Chapter 262-  
Represented Employees

**DATE:** September 14, 2016

Name	Description	Title	Eff. Date	Range	Step	Longevity	Shift Diff.	% FTE	Mos.	Monthly Salary
Rusich, Tiffany	Previous Assignment	Receptionist/ Clerical Assistant	7/9/15	59	1			0.750	12	2,475.52
Rusich, Tiffany	Previous Assignment	Receptionist/ Clerical Assistant	1/1/16	59	2			0.750	12	2,599.30
Rusich, Tiffany	New Assignment	Administrative Specialist I	7/9/15	69	1			0.750	12	2,734.52
Rusich, Tiffany	New Assignment	Administrative Specialist I	1/1/16	69	1			0.750	12	2,734.52
Truman, Lori	Previous Assignment	Receptionist/ Clerical Assistant	7/1/14	59	6			0.750	12	3,008.44
Truman, Lori	Previous Assignment	Receptionist/ Clerical Assistant	3/12/15	59	6			1.00	12	4,011.26
Truman, Lori	Previous Assignment	Receptionist/ Clerical Assistant	7/1/15	59	6			1.00	12	4,212.63
Truman, Lori	New Assignment	Administrative Specialist I	7/1/14	69	5			0.750	12	3,164.96
Truman, Lori	New Assignment	Administrative Specialist I	3/12/15	69	5			1.00	12	4,219.94
Truman, Lori	New Assignment	Administrative Specialist I	7/1/15	69	6			1.00	12	4,431.79

<b>BOARD OF TRUSTEES</b>	
<b>MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>September 14, 2016</u>	<b>ACTION</b>
<b>SUBJECT:</b> <u>Proposed Revisions to Board Policy 2310 – Regular Meetings of the Board</u>	

**BACKGROUND**

Board Policy 2310 – Regular Meetings of the Board. This policy has been revised, as presented.

**ANALYSIS AND FISCAL IMPACT**

After careful review and deliberation and utilizing the College’s shared governance process, revisions to Board Policy 2310 have been recommended based on the Brown Act and changes by the Board that require revisions to this policy.

The proposed language has been reviewed by President’s Cabinet, President’s Advisory Council and 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 receives the revisions to Board Policy 2310 – Regular Meetings of the Board, for first reading and discussion.

Recommended by: <u>Bill Scroggins</u>	Reviewed by: <u>Bill Scroggins</u>
	Agenda Item: <u>Action #4</u>

**SUBJECT:** Proposed Revisions to Board Policy 2310 – Regular Meetings of the Board

**DATE:** September 14, 2016

## Chapter 2 – Board of Trustees

### BP 2310 Regular Meetings of the Board

**References:**

Education Code Section 72000(d); Government Code Sections 54952.2, 54953 et seq., 54961

Regular meetings of the Board shall be held on the ~~fourth~~ **second** Wednesday of each month at 6:30 p.m. Regular meetings of the Board shall normally be held at Mt. San Antonio College, 1100 North Grand Avenue, Walnut, CA 91789, in Founders Hall.

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ~~ten days~~ **72 hours** prior to the meeting and shall remain posted until the day and time of the meeting. All regular meetings of the Board shall be held within the boundaries of the District, except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

Approved: March 24, 2004

Reviewed: May 14, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

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

**DATE:** September 14, 2016

**ACTION**

**SUBJECT:** Proposed Revisions to Board Policy 4500 – Athletics

**BACKGROUND**

Mt. SAC is updating the College's Board Policies and proposes the following changes to Board Policy 4500 – Athletics.

**ANALYSIS AND FISCAL IMPACT**

The goal is to continue to review and update Mt. SAC policies to ensure the needs of the College and its programs are being met.

Board Policy 4500 has gone through the governance process of the College and was approved by President's Cabinet, President's Advisory Council, and the Academic Senate.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees receives for first reading and discussion proposed changes to Board Policy 4500 – Athletics.

Recommended by: Bill Scroggins Reviewed by: Irene M. Malmgren  
Agenda Item: Action #5

**SUBJECT:** Proposed Revisions to Board Policy 4500 – Athletics

**DATE:** September 14, 2016

## Chapter 4 – Academic Affairs

### BP 4500 Athletics

**References:**

Title IX, Education Amendments of 1972, Education Code Section 78223, 66271.6, 66271.8; 20 U.S. Code Sections 1681 et seq.

If the College maintains an organized program for men and women in intercollegiate athletics, the program shall not discriminate on the basis of gender in the availability of athletic opportunities.

The College President/CEO shall assure that the athletics program complies with the California Community Colleges ~~Commission on~~ Athletics Association Constitution and ~~Sports Guides~~ Championship Handbooks, and appropriate Conference Constitution regarding student athlete participation.

Adopted: May 26, 2004

Reviewed: May 14, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

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

**DATE:** September 14, 2016

**ACTION**

**SUBJECT:** Organizational Changes in Administrative Services

**BACKGROUND**

We have identified a need to hire a Chief Compliance Officer/Controller in the Fiscal Services Department of Administrative Services. Due to many new requirements, both State and Federal, we find compliance needs and issues have become more complicated. Examples include the new Strong Workforce Program, Student Success, and Student Equity funds. There are other categorical programs where the funding is restricted to a particular program. The requirements for accounting of local bond issues also must be adhered to.

Proposed changes include moving the current Associate Vice President (AVP) of Fiscal Services to the newly created position of Chief Compliance Officer/Controller. These changes will be effective September 15, 2016, and there will be no change in salary. The AVP position will be filled with an interim until such time the job description is reviewed for recruitment of a permanent AVP.

**ANALYSIS AND FISCAL IMPACT**

We will fund the Chief Compliance Officer/Controller position with the funding from the vacant Director, Fiscal Services position. An assessment will be made for the need for a Director, Fiscal Services and will be brought to the Board of Trustees for review at a later date.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the reassignment of the current Associate Vice President of Fiscal Services to the new position of Chief Compliance Officer/Controller, as presented.

Reviewed by: Michael D. Gregoryk  
 Recommended by: Bill Scroggins Agenda Item: Action #6

<b>BOARD OF TRUSTEES</b>	
<b>MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>September 14, 2016</u>	<b>DISCUSSION</b>
<b>SUBJECT:</b> <u>Proposed Board Policy 3225 – Institutional Effectiveness (NEW)</u>	

**BACKGROUND**

Mt. SAC is updating the College's Board Policies and proposes the following new Board Policy 3225 – Institutional Effectiveness.

**ANALYSIS AND FISCAL IMPACT**

The goal is to continue to review and update Mt. SAC policies to ensure the needs of the College and its programs are being met.

Board Policy 3225 has gone through the governance process of the College and was approved by President's Cabinet, President's Advisory Council, and the Academic Senate.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees receives for first reading and discussion proposed new Board Policy 3225 – Institutional Effectiveness.

Recommended by: Bill Scroggins      Reviewed by: Irene M. Malmgren  
Agenda Item: Discussion #1



**SUBJECT:** Proposed Board Policy 3225 – Institutional Effectiveness (NEW)

**DATE:** August 17, 2016

## **Chapter 3 – General Institution**

### **BP 3225 Institutional Effectiveness (NEW)**

**References:**

Education Code Sections 78210 et seq., and 84754.6; ACCJC Accreditation Standard I.B.5-9

The College shall develop goals that measure the ongoing condition of the District's operational environment. The Board regularly assesses the District's institutional effectiveness.

Approved:

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>September 14, 2016</u>	<b>INFORMATION</b>
<b>SUBJECT:</b> <u>Revisions to Administrative Procedure 3565 – Smoking on Campus</u>	

**BACKGROUND**

Mt. San Antonio College is updating the College’s Administrative Procedures and proposes the following revisions to Administrative Procedure 3565 – Smoking on Campus.

**ANALYSIS AND FISCAL IMPACT**

The goal is to continue to review and update Mt. SAC’s Procedures to ensure the needs of the College and its programs are being met.

Administrative Procedure 3565 has gone through the governance process of the College and was approved by President’s Cabinet and President’s Advisory Council.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees receives revisions to Administrative Procedure 3565 – Smoking on Campus.

Recommended by: Bill Scroggins                      Reviewed by: Michael D. Gregoryk  
Agenda Item: Information #1

**SUBJECT:** Revisions to Administrative Procedure 3565 – Smoking on Campus

**DATE:** September 14, 2016

## Chapter 3 - General Institution

### AP 3565 Smoking on Campus

#### References:

Government Code Sections 7596, 7597, 7597.1 (AB 795) and 7598; **California Health and Safety Code 119405(b)**; AP 6750 - Parking

For the purposes of this procedure, the following definition applies:

“Tobacco” ~~means~~ **is defined as** any product containing tobacco, the prepared leaves of the nicotiana family, including, but not limited to: cigarettes, loose tobacco, cigars, pipes, or any other preparation of tobacco consumed in a manner that emits smoke.

**Electronic cigarettes or “e-cigarettes” is defined as a device that can provide an inhalable dose of nicotine by delivering a vaporized solution.**

#### Designated Smoking Areas:

Smoking **and the use of e-cigarettes** will be prohibited on District property with the exception of designated smoking areas. Designated smoking areas can be found on campus maps and the College website.

#### Disciplinary Action

1. Violations of this policy will be subject to a citation and a fine, as allowed per Government Code 7597.1. The fine shall be equal to the average fine of parking violations as set forth in AP 6750 and enforced by Public Safety.
2. Appeals Process:
  - a. Appeals may be submitted in writing within twenty-one (21) calendar days of issuance of the citation.
  - b. The Appeals Committee shall consist of one representative from each of the bargaining units, one District representative, and one student representative.

**SUBJECT:** Revisions to Administrative Procedure 3565 – Smoking on Campus

**DATE:** September 14, 2016

3. Failure to pay citations will result in:
  - a. students – a hold will be placed on the student’s account; and
  - b. employees – parking permits will be held until fines are paid.
4. Repeat violations will result in an increase of 100% of the original fine, not to exceed \$100.
5. Funds collected from fines will be applied toward education efforts addressing the harmful effects of smoking, to support smoking cessation efforts, for the maintenance of designated smoking areas, and any other costs related to implementation.

Smoking Cessation Education Efforts

Information about free and accessible smoking cessation programs will be made available by the Student Health Center and available on the Student Health Center’s web page.

Approved: April 28, 2004  
Revised: May 2, 2012  
Reviewed: May 14, 2013  
Reviewed: December 16, 2014  
Reviewed: June 9, 2015  
Revised: February 10, 2016

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

**DATE:** September 14, 2016

**INFORMATION**

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

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

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

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

**Funding Source**

Not applicable.

**RECOMMENDATION**

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

Prepared by: George Bradshaw

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Information #2

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

**DATE:** September 14, 2016

## **Chapter 5 - Student Services**

### **AP 5015 Residence Determination**

#### **References:**

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

#### Residence Classification

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

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

The College shall publish the residence determination date and summary of the rules and regulations governing residence determination and classification in the College catalog or addenda thereto.

#### Reclassification

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

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

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

**DATE:** September 14, 2016

Written documentation will be required from the student who is seeking a residency reclassification.

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

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

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

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

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

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

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

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

#### Right to Appeal

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

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

**DATE:** September 14, 2016

### Appeal Procedure

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

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

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

### Non-Citizens

If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions described in Administrative Procedure 5020 – Non-Resident Tuition.

Revised: December 2, 2013

Revised: April 9, 2014

Reviewed: June 9, 2015

Revised: February 10, 2016