

# Classified Professionals Reference Guide



2022-23

The Classified Professional Reference Guide has been presented to you by Professional & Organizational Development in collaboration with CSEA Chapter 262, CSEA Chapter 651, Confidential Representatives, and Classified Senate.

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# President's Welcome



Welcome to Mt. San Antonio College!

I know that starting a new job especially at such a large institution can be intimidating. However, I can assure you that Mt. SAC is a warm and welcoming place. We're glad you're here!

As a new Mt. SAC Classified employee, you are now a member of a diverse community of accomplished faculty, classified, and management employees who work collectively to foster the success of our many students. Our culture of excellence is reflected in all that we do from state-of-the-art facilities that grace our campus, to the distinction our students and employees bring to the College through extraordinary achievement and honors. As the first step in making you feel a part of our "Mt. SAC family," please accept this Classified Professional Reference Guide, which provides valuable information to help you settle in and navigate the campus and College more easily. I encourage you to explore all that this guide has to offer.

Again, welcome to Mt. SAC and all the best in your endeavors here.

Bill Scroggins

# History of the College

The Mt. San Antonio Community College District was created in December 1945 when voters of four local high school districts approved the formation of a community college district. Initially named Eastern Los Angeles County Community College, the institution was later renamed after Mt. San Antonio, the imposing, snow-capped mountain (popularly known as Mt. Baldy), prominently visible in the distance above the campus.

The 420-acre college site was originally part of the 48,000-acre La Puente Rancho. During World War II, the facility was converted into an Army hospital and later a Navy hospital. Mt. SAC opened in the fall of 1946 with 635 students occupying a few Spanish-tiled buildings and temporary Navy barracks clustered below the San Jose Hills. Walnut, not yet an incorporated city, consisted of very little except dirt roads, cacti, and grasslands covered in the spring with wild mustard grass.

Quite naturally, the growth of Mt. SAC has mirrored that of the local area. From its humble beginnings with an initial enrollment of 635 students, the college now serves over 60,000 individuals from diverse backgrounds and generations. The college district boundaries encompass the communities of Baldwin Park, Bassett, Charter Oak, Covina, Diamond Bar, the southern portion of Glendora, Hacienda Heights, City of Industry, Irwindale, La Puente, La Verne, Pomona, Rowland Heights, San Dimas, Valinda, Walnut, and West Covina.

Mt. SAC has emerged as a leader in education not only in the San Gabriel Valley, but in the state and country. It is the largest, single-campus community college district in California.

# Mission Statement

The mission of Mt. San Antonio College is to support and empower all students in achieving their educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training, empowering students to attain success in an ever-evolving diverse, sustainable, global society. The College pledges to serve students so they may achieve their full educational potential for lifelong learning, for attaining certificates and associate and bachelor's degrees, for employment, and for the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement; advancing civic engagement and environmental responsibility; enhancing personal and social well-being; developing information and technological literacy, communication, and critical thinking; and enriching aesthetic and cultural experiences.

# Vision Statement

Mt. San Antonio College strives to be a fully student-centered and welcoming campus that provides our diverse community an educational experience which is anti-racist, integrated, connected, and technologically advanced with unique and distinguished programs in an expansive and sustainable environment. We will devote energy, thoughtfulness, and passion to provide leadership in community college teaching, programs, and services. We will provide quality educational programs and support services by advancing student achievement and equity within a climate of integrity and respect through our core values. We will consistently exceed the expectations of our students, our staff, and our community.

# Core Values

**Integrity:** We treat each other honestly, ethically, and respectfully in an atmosphere of trust.

**Equity and Diversity:** We value diversity in all aspects of the human condition. We pursue equity by empowering each person to achieve their success.

**Community Building:** We collaborate in responsible partnerships through open communication, caring, and a cooperative spirit.

**Student Focus:** We address the basic human and academic development needs of students and the community both in our planning and in our actions.

**Social Justice:** We serve the whole person by choosing restorative justice over discipline, offering wellness and behavioral support instead of exclusion, and actively creating an atmosphere of safety and support.

**Anti-racism:** We are actively and unapologetically anti-racist in all aspects of our work.

**Lifelong Learning:** We promote the continuing pursuit of learning through equal access to high-quality teaching and support services.

**Positive Spirit:** We work harmoniously, show empathy, and take pride in our work.

**Effective Stewardship:** We maintain and improve the institution and environment by efficiently using resources of time, talent, facilities, and funds.

**Sustainability:** We value environmentally conscious practices and prioritize the planning and implementation of activities that improve the environment.

# Administration and Leadership



# Board of Trustees

2022-23

The Board of Trustees is empowered by the California State Constitution to be the policy-making body of the College. The Board consists of seven elected community members representing seven districts and one Student Trustee.

The local College [District boundaries](#) encompass the communities of Baldwin Park, Bassett, Charter Oak, Covina, Diamond Bar, the southern portion of Glendora, Hacienda Heights, City of Industry, Irwindale, La Puente, La Verne, Pomona, Rowland Heights, San Dimas, Valinda, Walnut, and West Covina.

The Mt. San Antonio College Board of Trustees normally meets the second Wednesday of each month in Founders Hall (Building 10) at 1100 North Grand Avenue, Walnut, CA. The closed session portion of the meeting typically begins at 6:00 p.m., with the public session following at 6:30 p.m. Special meetings may be called, as needed. [Agendas and Minutes](#) are available.

For more information, call (909) 274-4250.





## Mr. Gary Chow, *President*

### [Area 2](#)

Gary Chow, a Walnut resident, was appointed interim trustee on June 13, 2018.

Chow represents Area 2, which encompasses Covina, West Covina, north Walnut, and San Dimas. He was elected to the Board in the general election on November 6, 2018.

Chow is a Certified Public Accountant for Tianna & Chow, CPAs, with technical expertise in corporate, partnership, trust, and individual taxes. He also is a

Registered Investment Advisor for GT Management Group Inc. focusing on cash flow generating investment strategies using option contracts.

Chow serves as chair of Walnut Valley Unified School District's bond oversight committee. He also sits on Mt. SAC's Community Facilities Plan Advisory Committee and acts as the financial advisor for the Mt. SAC Foundation. He also served as a City of Walnut Stadium Task Force member in 2008.

Chow is the current treasurer and a board member for the SGV Charitable Foundation, a 501(c)(3) non-profit which supports Boy Scouts, Girl Scouts, U.S. military members and local educational institutions in the San Gabriel Valley. He is the treasurer for the Golden Eagle District of the Boy Scouts of America and the Chartered Organization Representative for BSA Troop 737.

In 2015, he received the District Award of Merit for the Golden Eagle District of the Boy Scouts of America and in 2017 received the Silver Beaver Award from the Greater Los Angeles Area Council of the Boy Scouts of America.

Chow graduated with a bachelor's degree in Sociology from UCLA in 1974 and attended California State University at Los Angeles, where for two years he studied Accounting.



## Mr. Manuel Baca, Vice President

### [Area 7](#)

Dr. Manuel Baca was first elected to the Mt. SAC Board of Trustees in 1999. Trustee Baca represents Area 7, which covers Pomona and north Diamond Bar, where he and his wife, Gloria, reside. During his tenure on the governing board, he has served multiple terms as president.

Trustee Baca's professional experience spans the state university and community college systems. He is currently a Professor of Political Science at Rio Hondo College in Whittier, where he has also held key academic and administrative positions including an interim presidency.

Dr. Baca is Immediate Past President (2012-14) of the California Community Colleges Board of Governors, which sets policy, establishes regulations, and provides guidance for the 72 districts and 113 colleges that comprise the nation's largest public higher education system. In addition to other appointed positions, he served on the California Community Colleges System Strategic Planning Steering Committee (2005) and the Student Success Task Force (2011), which led to the formulation and passage of the Student Success Act of 2012. In addition, the Task Force on Workforce, Job Creation, and a Strong Economy was initiated while he was chair of the Board of Governors. Currently, Dr. Baca is a member of the advisory committee for Wheelhouse, The Center for Community College Leadership and Research at UC Davis, and Vice Chair of the Foundation for California Community Colleges (offices in Sacramento).

Trustee Baca received his undergraduate and graduate degrees at California State University, Fullerton. He earned a Ph.D. in Education at USC and completed post-graduate work at UCLA. His involvement with several community-based agencies and professional organizations within the San Gabriel Valley is extensive. An active supporter and advocate for veterans, Dr. Baca served in the United States Marine Corps.



## Peter Hidalgo, Clerk

### [Area 1](#)

Peter Hidalgo was elected to the Mt. SAC Board of Trustees in 2020 to represent Area 1, which covers north Pomona, San Dimas, La Verne, and south Glendora.

Peter is a government affairs executive in the telecommunications industry, with over 20 years of experience in both public and private industry leading public affairs and communication teams. He previously served as press secretary for former Los Angeles Mayor Richard Riordan.

Giving back to the youth of the greater Los Angeles area has been a longtime priority for Trustee Hidalgo. He is a board member for The Learning Centers at Fairplex, Just Us 4 Youth, and LAs BEST Board. He also serves as chair of the San Gabriel Valley Economic Partnership.

Ecuadorian-born Peter attended Citrus College, where his experience as a student leader set the course for his professional life in public affairs. He later earned his Bachelor's and Master's degrees from Azusa Pacific University in Organizational Leadership.



## Laura Santos, Member

### [Area 3](#)

Laura Santos was elected to the Board of Trustees in 2013 and ran unopposed in the 2018 election. She represents District 3 (Baldwin Park, Irwindale, and portions of Bassett and West Covina), and previously served on the Basset Unified School District Board.

Ms. Santos earned a B.A. in political science at UCLA and a law degree at UC Davis. She practiced law for ten years and is now a Public Relations Specialist.

She has more than 20 years of experience in community and grassroots outreach and organizing. Much of her career has been spent working in communities of need to address equity and justice issues in education, health, poverty, and access to parks and open space. Ms. Santos possesses the strong skills in building strong working relationships with leaders, recruiting and engaging stakeholders, and volunteers. She specializes in developing strategies that inform, educate, build support, and generate a call to action.



## Jay Chen, Member

### [Area 5](#)

Jay Chen was elected to represent Mt. SAC Trustee Area 5, which covers Hacienda Heights and La Puente, in 2015 after serving on the Board of Education for Hacienda La Puente Unified School District for two terms and eight years.

He was twice elected President of the Board of Education by his peers and has served two terms on the La Puente Valley Regional Occupational Program, including as the President of the Board.

He has also served as President of the Asian Pacific Islander School Board Members Association, was a member of the Delegate Assembly for the California School Board Association, and a member of the Los Angeles County School Trustees Association.

As a school board member, Jay championed several programs including dual-language immersion programs, culinary arts, and computer science. He also approved the conversion of surplus district land into the Hacienda Heights Community Center, Orange Grove Park, and Puente Creek Nature Education Center in La Puente.

A graduate of San Gabriel Valley public schools and Harvard University, Jay previously worked at Bain & Company as a management consultant and currently owns his own real estate business. He is a Lieutenant in the United States Naval Reserve, a Marshall Memorial Fellow, and he speaks Mandarin and Spanish.

Jay lives in Hacienda Heights with his wife Karen and two young children.



## Judy Chen Haggerty, Esq., *Member* [Area 6](#)

Judy Chen Haggerty has served as a member of the Mt. SAC Board of Trustees since 2001. Ms. Chen Haggerty serves the area of Rowland Heights, a portion of Diamond Bar, and south Walnut. She is the first Asian-American to serve on the Mt. SAC Board.

In October 2019, she was the top vote getter for a director-at-large seat on the Association of Community College Trustees (ACCT) Board. She is the only female Asian serving on the Board, and she is most recently the past chair of the ACCT

Diversity, Equity, and Inclusion Committee. She is also the immediate past chair of the Asian, Pacific Islander, and Native American Caucus.

Trustee Chen Haggerty's leadership role in national and statewide projects advocating for diversity in the Community College system includes being a founding member of the APITA (API Trustees & Administrators), six years working on the CLASS Initiative for Student Success, a longtime member of the League's Advisory Committee on Educational Services (ACES), an evaluation team member of the Accrediting Commission for Community College and Junior College (ACCJC), and serving on the ACCT Charles Kennedy Equity Awards Committee for 2 years and as the 2019 Chair.

Trustee Chen Haggerty has been a practicing attorney since 1986, a community college law professor for 20 years, and currently serves on the governing board of Whittier Medical Center. Her 30-year community service profile includes: founding director of FORUS foundation (Rowland Unified School District), founding president of Rowland Chinese Association, executive board member for Mt. SAC Foundation, Vice President of the Rowland Heights Community Coordinating Council, board member of Walnut/Diamond Bar Sheriff's Booster Club, member of Walnut Valley Rotary Club, and 10-year board member of the Presbyterian Intercommunity Hospital.





Robert F. Hidalgo, *Member*  
[Area 4](#)

Robert Hidalgo was elected to the Mt. SAC Board of Trustees on November 5, 2013, representing the newly created District 4, which represents most of West Covina and Valinda. Previously, Hidalgo served on the Rowland Unified School Board of Education to which he was elected in 2005 and again in 2009. In addition, he has served on the executive board for the California Latino School Board Association, Los

Angeles County School Trustees Association, and the La Puente Valley Regional Occupational Program.

Hidalgo, a West Covina resident, has over 15 years of experience in public education, having taught at both middle and high schools. He currently serves as an Assistant Principal at Glen A. Wilson High School in Hacienda Heights.

Hidalgo earned his bachelor's degree at CSU Fullerton in history with a minor in political science. He went on to complete his master's degree in Educational Leadership at Cal Poly Pomona.





## Juan Mendoza, Student Trustee

Juan is the Student Trustee for the 2022-2023 academic year. Juan has yet to decide his major but is interested in pursuing a career in law, and looks forward to transferring to California State University, Northridge, or UCLA, then on to law school.

Juan participated in the Associated Students Campus Equity and Diversity Committee and finds support through the ACCESS, Dream and EOPS programs.

Juan was diagnosed with Alstrom Syndrome at birth and is blind and hearing impaired. He shares this quote from Helen Keller: "The only thing worse than being blind is having sight with no vision."

Juan is a resident of El Monte. His hobbies are reading, listening to all kinds of music, listening to audiobooks, and hanging out with friends.

# President's Cabinet

The President's Cabinet consists of the President and the Vice Presidents of Instruction, Student Services, Administrative Services, and Human Resources. Cabinet meets weekly to review the efforts and successes of the College and to ensure that the work of the College is consistent with Mt. SAC's mission, vision, and core values. The Cabinet develops strategies for accomplishing the mission and the goals of the College within the shared governance structure, and it reviews and recommends policy. It also reviews agenda items and issues and prepares them for approval by the Board of Trustees, as appropriate.



President and Chief Executive Officer  
Dr. William T. Scroggins

Morris Rodrigue  
Vice President Administrative  
Services



Kelly Fowler Vice  
President  
Instruction



# President's Cabinet

Dr. Madelyn Arballo  
Provost  
School of Continuing Education



Tom Mauch  
Interim Vice President  
Student Services



Dr. Sokha Song  
Vice President  
Human Resources



# Administrative Services

Morris Rodrigue, Vice President

Administrative Services provides critical support to ensure the continued safe and sound operations of the college. It is also responsible for virtually all non-instructional support services.

Administrative Services	Shannon Carter, Associate Vice President	X4230
AV & Presentation Services/Broadcast & Event Services/Performing Arts Operation	Kevin Owen, Director	X5700
Compliance	Rosa Royce, Chief Compliance Officer & College Budget Officer	X5530
Facilities Planning and Mgt	Gary Nellesen, Executive Director	X5179
Fiscal Services	Delana Miller, Chief Fiscal Services Officer	X4234
Information Technology	Anthony Moore, Chief Technology Officer	X4357
Maintenance & Operations	VACANT, Senior Director	XXXX
Police & Campus Safety	Michael C. Williams, Chief of Police and Campus Safety	X4555
Purchasing/Printing/Mail Services	Angelic Davis, Director	X4324
SacBookRac Bookstore	Suzanne Luetjen, Director	X4490
Safety & Risk Management	Duetta Langevin, Director	X5512

# Instruction

Kelly Fowler Vice President

Instruction is the arm of Mt. SAC that provides superior instruction to more than a million students. Students choose this institution for its academic excellence and the faculty's commitment to instructional excellence.

Associate Vice President	Dr. Meghan Chen	X4200
Arts Division	Michelle Sampat, Dean	X5201
Business Division	Jennifer Galbraith, Dean	X4649
Humanities and Social Science Division	Dr. Karelyn Hoover, Dean	X5100
Instruction	Sylvia Ruano, Dean	X5480
Kinesiology, Athletics, and Dance	Joseph Jennum, Dean	X5712
Library and Learning Resources	Dr. Romelia Salinas, Dean	X5607
Natural Sciences	Denise Bailey, Dean	X4425
Technology and Health Division	Sam Agdasi, Dean	X4526
Research and Institutional Effectiveness	Dr. Patricia Quinones, Director	X4109
Grants	Adrienne Price, Director	X5417

# Student Services

Thomas Mauch, Interim Vice President

Your success; our passion. Student Services at Mt. San Antonio College are designed to meet the unique and varied needs of all students. There are both general and specific services and support programs available for students. Student Services also supports a wide range of students including Associated Students government, over 50 student clubs and organizations, and student leadership development activities.

Associate Vice President	VACANT	XXXX
ACCESS and Wellness	Dr. Malia Flood, Dean	X6470
Enrollment Management	Dr. George Bradshaw, Dean	X5570
ARISE Program	Aida Cuenza-Uvas, Director	X5905
Counseling	Dr. Francisco Dorame, Dean	X4380
Enrollment Management Students	Dr. George Bradshaw, Dean	X5570
Financial Aid	Jenny Phu, Director	X4450
International Student Program	VACANT, Director	X5908
Student Services	Thomas Mauch, Associate VP	X5378
Student Services	Dr. Koji Uesugi, Dean	X5909
Student Success & Equity	Dr. Eric Lara, Associate Dean	X6205

# School of Continuing Education

Madelyn Arballo, Provost

The School of Continuing Education welcomes all students from the surrounding communities as they pursue a high school diploma, community-based education, English as second language courses, short-term vocation training to prepare for entry into the workforce, houses the adults with disability program, and offers education for older adults.

School of Continuing Education	Dr. Tami Pearson, Dean	X4314
Continuing Ed Programs & Services	VACANT, Associate Dean	XXXX
Regional Workforce	Shannon Rider, Manager	X4620
Accreditation & Planning	Minerva Avila, Manager	X4489
Noncredit Engagement	Laura Sherwood, Coordinator	X5456

# Human Resources

Sokha Song, Vice President

Human Resources is committed to attracting and retaining a highly skilled and talented workforce to fulfill the College's mission of educational excellence. We recognize the importance of being a people-oriented Human Resources Team that is responsive to the changing needs of the institution and the community.

Human Resources	Tika Davé-Harris, Associate Vice President	X4225
EEO, Title IX, Leaves Administration	Ryan Wilson, Director	X6830
Employee Benefits & Services	Alexis Carter, Director	X4455
Professional and Organizational Development	Dr. Lisa Rodriguez, Acting Director	X6044
Professional & Organizational Development	Lizette Henderson, Special Project/Program Manager	X5481
Employee Counseling Center	Lizette Henderson, Special Project/Program Manager	X5481
Recruitment and Employment Services	Stacy Manfredi, Manager	X5118



# Office of the President

## Office of the President and Board of Trustees

Carol Nelson, Director (X5431)

All business of the Board of Trustees is processed through the Office of the President.

## Mt. SAC Foundation

William Lambert, Executive Director (X5438)

The Mt. San Antonio College Foundation supports the College in many ways, including raising funds for student scholarships and other unfunded needs. The Foundation is committed to student success first and foremost. Through the leadership of its Board of Directors, Alumni, and friends, the Foundation takes an active role supporting Mt. SAC's mission to provide affordable, quality education for its students. You, too, can help support the College through your contributions and volunteerism.

## Marketing

Uyen Mai, Director (X5448)

The award-winning Marketing and Communication office informs Mt. San Antonio College's stakeholders about the college's important work in higher education and elevates the college's reputation as a top community college in the nation.

## Public Affairs

Jill Dolan, Director (X6119)

Public Relations is responsible for media issues and public information requests.

# Employee Organizations

# California School Employees Association (CSEA)

## History

CSEA began in 1927 when a group of Oakland school custodians set out to secure retirement benefits. A group of nine men and one woman assembled for CSEA's first conference. During the three-day meeting, they established a framework for the union and set an agenda of progress that continued to elevate the status of classified employees for the next 80 years. From the Capitol to the bargaining table, CSEA has pursued the interests of classified employees up and down the state, transforming non-certificated, "support staff" into classified professionals and respected partners in the education community.

### 1920's

In 1928, just a year after CSEA formed, the union helped push through SB 551, which allowed school districts to establish retirement benefits for all school employees, not just teachers. More importantly, it became the first law on the books recognizing school employees other than teachers and administrators.

### 1930's

For classified employees (known at the time simply as "non-certificated" workers), the Great Depression era meant more hours and less pay. By the end of the decade, classified employees won the right to paid leaves of absence for illness.

### 1940's

In the years following World War II, CSEA established itself as an important part of the education community. In just 10 years, membership shot up from 1,400 members to nearly 10,000. Having found strength in numbers, CSEA demanded that basic rights and benefits, which had been enjoyed by teachers for years, should finally be extended to classified employees.

## 1950's

In 1958-59, CSEA helped establish the "Classified Bill of Rights." These new laws included the 40-hour week, sick leave, vacation, and bereavement leave and laws prohibiting age discrimination. Classified employees, who had long considered themselves partners in education, were finally getting some of the recognition they deserved.

## 1960's

CSEA continued to gain legal rights through the 1960s. These laws gave classified employees paid holidays, overtime pay, paid on-the-job injury leave, and the right to join a union.

## 1970's

Despite these gains made at the state level, treatment of classified workers varied greatly from one district to the next. In 1975, collective bargaining gave the union power to negotiate at the bargaining table and to represent employees under the full strength of new labor laws.

## 1980's

After Proposition 13 passed in 1978, many school programs such as transportation, music, art, and athletics began to disappear. Classified employees who worked in those programs lost their jobs or were shuffled around. In 1988, CSEA and the education community supported Prop. 98, which guaranteed a minimum level of state funding for public schools.

## 1990's

CSEA worked successfully to stop politicians from an attempt to raid employees' pensions to pay for other programs. CSEA also helped stop a harmful voucher campaign that would have undermined the state's public school system.

2000's

CSEA joined forces with millions of other American workers in the AFL-CIO and the California Labor Federation. CSEA also joined coalitions working to achieve adequate school funding, affordable health care and retirement security.

2010's

CSEA worked to recover from the state's sputtering economy and prolonged budget crisis. In 2012, CSEA helped pass Proposition 30 to restore school funding and protect crucial services for California students.

CSEA's Success is a Testament to its Members.

Today, CSEA represents more than 235,000 workers, making it the largest classified employee union in the nation. The union's success in legislation, contract negotiations, retirement benefits, safety measures and employee rights are a testament to the hard work of all CSEA members. Visit the CSEA website at <http://www.csea.com> for more information.

## CSEA 262 President's Welcome



Welcome to the Mt. SAC family! This is a great place to work. Part of what makes the college great is the people like you!

I have been working full-time with Mt. SAC since 2000. At the time I only intended to stay until I finished my education. Now all these years later, I can't image working anywhere else.

The strength of our classified staff is the collaborative attitude of our unions to work with the District to address the needs of the staff, students, and faculty. As the President of CSEA Chapter 262, I want to personally thank you for joining the classified professional ranks and encourage you to join the union.

CSEA's mission to "improve the lives of our members, students, and community" is more than a simple statement of purpose. It is the inspiration and driving force behind what we do every day. You might not realize it, but you are already part of that mission by being the best in your field and making it through the rigorous hiring process. There are many opportunities to be more involved if you choose to. From serving on the various campus committees including the many hiring committees, to serving on a governance committee, and even serving on our Chapter committees or running for an executive board position, you can volunteer as much or as little as you are comfortable.

There are many fellow classified employees working behind the scenes every day to help keep this the great place to work that it is. Union Stewards, Negotiators, Executive Board, and dozens of other volunteers that help make improvements in our lives each day. From your negotiations team working to ensure a competitive pay and benefits package, to Union Stewards resolving labor relations issues in the workplace, we are proud of the differences we make.

Our classified professionals improve the lives of our students by connecting them with resources, ideas, tools, facilities, people, and advice in each of our daily activities. We touch the lives of students with every action we take during our day. Through our role in college governance, we improve students' lives by making the college a more effective place for our students to learn and to grow. Whether it is accreditation, budget, strategic planning, safety, or a wide variety of other areas, our chapter has a strong voice in setting college policy and direction for our students today and for those in the future.

## CSEA 262 President's Welcome

Finally, we help improve lives in our communities by the countless acts of kindness classified employees do every day: like helping our neighbors, encouraging children to succeed, and being active in organizations that represent our values. Together we continue to improve the lives of our members, students, and community.

Welcome to our Classified Family and we hope that you will choose to become an active CSEA 262 member.

Sincerely,

Rosa Asencio | President, Chapter 262 | [president@csea262.org](mailto:president@csea262.org)

# California School Employees Association (CSEA)

## CSEA 262

On February 17, 1964, Chapter 262 was chartered to represent classified employees. CSEA 262 is the exclusive bargaining representative for all classified unit members holding positions in classifications within Unit A. The [Collective Bargaining Agreement](#) is but one example of the items that the Chapter negotiates on behalf of unit members. They are responsible for negotiating the impacts and effects to classified wages, working hours, and working conditions and they have the exclusive right to appoint unit members to governance committees on campus.

Membership was voluntary and costs \$10.00 per month. Every classified employee is welcome to attend Chapter meetings, but only members of Chapter 262 have a right to vote. To become a member, click on the [Join CSEA](#) button and become a part of a dynamic organization.

The College administration does not select Chapter Leaders—members do! Your union is a member run organization which means members have a voice in what the union does on their behalf. Only members who exercise their union vote can control their Chapter, which is why educating themselves about their union, becoming aware of campus issues that affect all employees, and actively involving themselves in union activities is vital to the success of Chapter 262.

To learn more about what Chapter 262 provides to its members, please join them for their Monthly Chapter Meeting held on the third Wednesday of each month at noon. Notification of the meeting is sent via email five days prior to the meeting date and again on the morning of the meeting. This notification includes the agenda, minutes from the previous month's meeting, and a Governance Report. Attendance is encouraged and release time for unit members to attend is included in the Collective Bargaining Agreement.



# California School Employees Association (CSEA)

For additional information please feel free to contact your Executive Board members:

President	Rosa Asencio	X5941
1 <sup>st</sup> Vice President	Brandon Gillett	X5679
2 <sup>nd</sup> Vice President	Gizelle Ponzillo	X4572
Secretary	Valerie Biller	X4272
Treasurer	Zak Gallegos	X5689
Chief Union Steward	Robin Cash	X6601
Communications Officer	Marlene Espina	X4362
Site Representative Coordinator	Melissa Andrewin	X5736
Past President	Sandra Bollier	X4450

## CSEA 651 President's Welcome



First, let me begin by welcoming you to an amazing place of learning. You are now a member of this diverse and flourishing campus community. For over two decades, I have experienced the privilege of watching the tearing down and building up of over twenty buildings. However, Mount San Antonio College (Mt. SAC) is about more than the buildings, it is about the people.

My wife and I as well as both our sons and several family members have attended this fine institute of academia. The number of people who have become great contributors to society because of this school is countless. As for me, I am still here maintaining and improving the experiences of those who come through as a proud employee of Mt. SAC.

As I walk these halls, I see the passing of the torch of knowledge to the next generation for a better future. Your future and all your goals are closer than you think now that have joined one of the largest premiere community colleges in the country.

Mt. SAC has the gold stamp of approval when it comes to staff collaboration, critical thinking, and forecasting vision with all constituent groups to implement generational education advancements. At Mt. SAC, our momentum to evolve comes through committees such as, shared governance, ad hoc, the Great Staff Retreat, Facilities Summit, and committed volunteers that are the heartbeat of the campus. As a Mt. SAC community, we strive to create a positive climate for all classified professionals, faculty, confidential staff, hourly support staff, and management.

Our CSEA Chapter 651 members are the physical engineers of Mt. SAC which include our custodians, skill trade craft, carpenters, electricians, locksmiths, mechanics, painters, plumbers, HVAC mechanics, horse trainers, refuse & recyclable collectors, warehouse, theater arts technical support, and grounds horticultural technician. As President of CSEA Chapter 651, I am humbled, honored, grateful, and ready to progressively revolutionize our classified professional staff with the help of my executive board, negotiation team, and entire CSEA Chapter 651 membership to support our collective vision. In your new role, you are a part of our family of brothers and sisters within CSEA (California School Employee Association). CSEA is a very strong organization with political clout that has over 230,000 members throughout the state of California. CSEA provides Labor Relations

## CSEA 651 President's Welcome

Representatives to assist our chapter member with negotiations on your contract (wages, hours of employment, benefit packages and represents employees when contractual problems surface, and other terms and conditions of employment).

CSEA has an office right in front of the State Capitol in Sacramento, where there is a team of advocates for affiliated school employees. CSEA has a seat on the California Community Colleges Board of Governors and has written many State Laws. Additionally, there are many benefits CSEA provides, such as access to legal services, discounts on hotels, amusement parks, and free online accredited Associate Degrees, and discounts on bachelor's degree programs. CSEA is a very organized association dedicated to help make lives better for classified employees across the State. I look forward to working with you and hope to answer any questions you may have regarding your employment and campus community engagement.

Respectfully, George Gutierrez | President, CSEA Chapter 651

# California School Employee Association

## Chapter 651

CSEA 651 is the exclusive bargaining representative for all classified unit members holding positions in classifications within Unit B. The Collective Bargaining Agreement is but one example of the items that the Chapter negotiates on behalf of their unit members. They are responsible for negotiating the impacts and effects to classified wages, working hours, and working conditions, represent in disciplinary actions, ensure labor rights are not violated and they have the exclusive right to appoint unit members to governance committees on campus.

To learn more about what Chapter 651 provides to its members, please join them for their Monthly Chapter Meeting held on the third Wednesday of each month. Chapter Meetings are held in Building 6, Room 160 at 8:00-9:00 am. Recognizing the importance of disseminating information, the district agreed to negotiated release time for unit members to attend.

Pursuant to Article V: *Release Time for Chapter Meetings* Section N: The District will allow up to ten (10) hours per year per shift (a.m. and p.m.) for “General Information Meetings.” The meetings are for the purpose of communicating to the Association members regarding campus issues, salary, working conditions, safety, health and welfare, policy change, memorandum of understanding, Association/ District business, and committee reports.

The Association will provide not less than five (5) days’ prior notice of the meeting to the Director,

Facilities Planning & Management. The notice will include date and time, which is needed for approval of each meeting.

# California School Employee Association

## Chapter 651

For additional information please feel free to contact your Executive Board members:

President	George Gutierrez	X4850
1 <sup>st</sup> Vice President	Juan "Johnny" Jauregui	X4864
2 <sup>nd</sup> Vice President	Peter Tayag	X4850
Secretary	Kimberly Butler	X4850
Treasurer	Manuel Marquez	X4850
Communication Officer	Hector Gonzalez	X4870

# Confidential Representatives

Confidential employees are those who are required to develop or represent management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. Our group currently consists of 13 members whose duties range from Executive Assistants to Human Resources Analysts.

Confidential employees are not eligible for inclusion in a bargaining unit represented by an exclusive representative and the terms and conditions of their employment are not controlled by any collective bargaining agreement, but rather the meet-and-confer process.



Melissa Cone  
Confidential Representative  
X5479



LaToya Bass  
Confidential  
Representative

# Classified Senate

The objective of the Classified Senate is to provide classified employees with a formal participatory voice in supporting the College’s mission, vision, and core values. As an integral part of our college community, the Classified Senate actively contributes to the growth and success of the College. Through our various efforts and programs, the Classified Senate is continually striving to support staff in achieving their personal and professional goals and recognize their contributions to the College. Classified Senate is open to all classified and confidential staff.

President	John Lewallen	X4137
1 <sup>st</sup> Vice President	Diana Dzib	X4961
2 <sup>nd</sup> Vice President	Yvette Garcia	X5601
Secretary	Maria Hernandez-Figueroa	X4500
Treasurer	Gloria Munguia	X4505

# Shared Governance



# Shared Governance

Decisions at Mt. SAC are based on shared governance which is defined as joint responsibility, authority, and decision making through the collaboration of administration, faculty, staff, and students for the purpose of providing quality college programs. Appropriate members of the College shall participate in planning for the future and in developing policies, regulations, and recommendations under which the College is governed and administered.

To this end, it is necessary to be involved in these various areas within a committee structure. If you are interested in participating in any of these committees, contact your CSEA 262, CSEA 651 or confidential representatives for more information.

# Governance Committees

Governance committees participate in the short- and long-term global planning of the College and make recommendations about rules, procedures, direction, and processes.

Committee	Purpose
<a href="#"><u>Accreditation Steering Committee</u></a>	The Accreditation Steering Committee guides progress and the processes related to ongoing Accrediting Commission for Community and Junior Colleges (ACCJC) accreditation. Members are to become experts on accreditation policies and standards and serve as a resource to the campus.
<a href="#"><u>Budget Committee</u></a>	The Budget Committee is the primary governance body for developing, recommending, and evaluating policies and procedures relating to planning and its link to all aspects of College finances.
<a href="#"><u>Campus Equity and Diversity Committee</u></a>	The Campus Equity and Diversity Committee promotes a climate of equal access and opportunity to improve workforce diversity. The Committee also seeks to strengthen and expand the ability of administrative officers and employees to demonstrate sensitivity to, and understanding of, the values and benefits of diversity among college students and the workforce.
<a href="#"><u>Climate Commitment and Environmental Justice Committee</u></a>	The Climate Commitment and Environmental Justice Committee advocates, guides and informs the campus community about the Climate Action Plan (CAP), the Carbon Commitment, and the sustainable and equitable implementation of the requirements of the CAP and Carbon Commitment.
<a href="#"><u>Facilities Advisory Committee</u></a>	The Facilities Advisory Committee is the primary advisory group for providing input from the campus community about general facilities planning to the Campus Master Plan Coordinating Team (CMPCT).
<a href="#"><u>Guided Pathways to Success Cross Council Committee</u></a>	The purpose of the Guided Pathways to Success Cross-Council Committee is to guide short- and long-term global planning, make recommendations, and coordinate implementation of the Guided Pathways framework at Mt. SAC.
<a href="#"><u>Information Technology Advisory Committee</u></a>	ITAC is the primary advisory group for investigating and communicating direction and solutions to IT in development, integration, application, funding, and delivery of College information and instructional technologies.
<a href="#"><u>Institutional Effectiveness Committee</u></a>	The Institutional Effectiveness Committee is responsible for recommending processes related to institutional planning and assessment, evaluation, and coordinating activities leading to improvement of institutional effectiveness.

<a href="#"><u>Planning for Institutional Effectiveness Committee</u></a>	<p>The PIE Committee is responsible for recommending processes to IEC related to implementation of program review, institutional planning and assessment, and evaluation and coordination of activities leading to improvement of institutional effectiveness.</p>
<a href="#"><u>President's Advisory Council</u></a>	<p>To ensure the long-term stability and success of the institution, the President's Advisory Council is the primary planning body for the College and provides a forum to review and recommend the direction and focus for the College consistent with the College's Mission, Vision, and Core Values directly advising the College President on policy and governance.</p>
<a href="#"><u>Professional Development Council</u></a>	<p>The Professional Development Council provides direction to the college community to ensure classified staff, faculty, and managers expand their knowledge and skills needed to increase student success and enhance their professional development. The Council is comprised of classified, faculty, and management representatives.</p>
<a href="#"><u>Strong Workforce Advisory Committee (SWAC)</u></a>	<p>The Strong Workforce Advisory Committee (SWAC) is the primary advisory group for investigating and recommending options and strategies to the Instruction Team and the Academic Senate in implementing the Strong Workforce Initiative including related college work plans and budget process.</p>

# Academic Senate

Academic Senate committees make recommendations about academic and professional matters.

Committee	Purpose
<a href="#"><u>Assessment and Matriculation Committee</u></a>	To ensure that the College’s assessment and placement processes contribute to student equity and success and are implemented in compliance with state regulations. The committee will make recommendations related to assessment, placement, orientation, and counseling/advising.
<a href="#"><u>Curriculum and Instruction Council</u></a>	The purpose of the Curriculum and Instruction Council is to make recommendations about educational design and delivery policies and procedures to the Academic Senate.
<a href="#"><u>Distance Learning Committee</u></a>	The purpose of the Distance Learning Committee is to discuss, review, and evaluate distance learning modes of instruction, and recommend and promote best practices and new opportunities for distance learning and teaching that foster equitable access and student success.
<a href="#"><u>Educational Design Committee</u></a>	The Educational Design Committee serves as a standing committee of the Curriculum and Instruction Council. The mission of the Educational Design Committee is to facilitate consistency in the quality of curriculum management and to ensure that all courses and programs meet the intent of Title 5 regulations.
<a href="#"><u>Equivalency Committee</u></a>	The purpose of the Equivalency Committee is to collect and review new and amended Equivalencies to Minimum Qualifications for all faculty in all disciplines consistent with requirements and guidelines established by the Board of Governors and Statewide Academic Senate, and to make recommendations to the Curriculum & Instruction Council regarding the acceptance of these changes to established College equivalencies.
<a href="#"><u>Faculty Professional Development Council</u></a>	The Faculty Professional Development Council (FPDC) serves as an operational committee of the Professional Development Council (PDC) for issues relating primarily to faculty. The FPDC coordinates the faculty professional development activities on campus in alignment with the College priorities and mission.
<a href="#"><u>Guided Pathways Cross-Council Committee</u></a>	The purpose of the Guided Pathways to Success Cross-Council Committee is to guide short- and long-term global planning, make recommendations, and coordinate implementation of the Guided Pathways framework at Mt. SAC.

<a href="#"><u>Mapping and Catalog</u></a>	<p>The Mapping &amp; Catalog Committee supports the District’s effort for providing an online and printed PDF version of the catalog which clearly articulates course sequences for students, identifies critical progress milestones for student success, and makes this information easily accessible.</p>
<a href="#"><u>Outcomes Committee</u></a>	<p>The purpose of the Outcomes Committee is to provide leadership, tools, training, and support to create a campus culture where outcomes are understood and valued and where assessment functions as a resource leading to improved instruction, curricula, programs, and/or services.</p>
<a href="#"><u>Retention and Persistence Committee</u></a>	<p>The purpose of the Retention and Persistence Committee is to make recommendations on the planning and coordination of programs, services, and interventions which support student retention, persistence, academic success, and well-being throughout their Mt. SAC education.</p>
<a href="#"><u>Student Equity Committee</u></a>	<p>The purpose of the Student Equity Committee is to study, monitor, and make recommendations to appropriate bodies regarding the College’s student equity plan and student equity issues and efforts.</p>
<a href="#"><u>Student Preparation, Equity &amp; Achievement Council</u></a>	<p>The Student Preparation and Success Council exists to review and recommend campus standards or policies regarding student preparation and success.</p>
<a href="#"><u>Textbook and Instructional Materials Committee</u></a>	<p>The Textbook and Instructional Materials Committee (TIMC) serves as a standing committee of the Student Preparation, Equity, and Achievement Council (SPEAC). The purpose of the TIMC is to recommend and promote equitable practices involving the adoption of textbooks and instructional materials.</p>

# Operational Committees

Operational committees participate in planning of individual departments or cross-department groups and make recommendations affecting local projects and operations.

Committee	Purpose
<a href="#"><u>Basic Needs Committee</u></a>	The Homelessness & Basic Resources Committee (HBRC) was launched in 2017 in response to Mt. San Antonio College's (Mt. SAC) desire to support the needs of students who face housing, food, and other basic resource insecurities.
<a href="#"><u>Board of Appeals Committee</u></a>	The Board of Appeals Committee exists to provide an opportunity for students with extenuating circumstances to challenge policies and procedures that have a negative impact on them, and to act on cases involving special or irregular circumstances.
<a href="#"><u>Classified Professional Development Committee</u></a>	The Classified Professional Development Committee (CPDC) serves as an operational committee of the Professional Development Council (PDC), and coordinates activities that relate to Classified and acts as a liaison to PDC for issues related to professional development for Classified employees.
<a href="#"><u>Employee Wellness Committee</u></a>	The purpose of the Employee Wellness Committee is to promote a culture of physical, psychological, and emotional well-being for our employees by providing activities and support that will result in healthier lifestyles.
<a href="#"><u>Health and Safety Committee</u></a>	The Health and Safety Committee exists for the purpose of providing education and resources pertaining to contemporary physical, mental health, and safety issues for the campus community.
<a href="#"><u>Institutional Review Board</u></a>	Per Mt. San Antonio College's Administrative Procedures 3260, the Institutional Review Board (IRB) guides progress and the processes related to ongoing research on human subjects. Members have expertise on research ethics, federal regulations and standards related to research ethics and serve as a resource to the campus. The IRB protects our students and employees. The IRB is an Operational Committee that reports to the Vice President of Instruction.
<a href="#"><u>Insurance Committee</u></a>	The Insurance Committee investigates and makes recommendations to the Vice President, Administrative Services, and bargaining units regarding comprehensive, cost-effective medical, dental, vision, life and related fringe benefit programs for employees and retirees of the college.
<a href="#"><u>Management Professional</u></a>	The Management Professional Development Committee (MPDC) serves as an operational committee of PDC and is guided by the Management

<a href="#"><u>Development Committee</u></a>	Steering Team in the development of professional learning activities related to management.
<a href="#"><u>Police and Campus Safety Advisory Committee</u></a>	The Police and Campus Safety Advisory Committee is the primary advisory group that promotes effective communication and collaboration between constituent groups and Police and Campus Safety to maintain a positive campus relationship about public safety issues.
<a href="#"><u>Scholarship Committee</u></a>	The purpose of the Scholarship Committee is to ensure that scholarships are appropriately and fairly distributed according to criteria specified by the donors.
<a href="#"><u>Senate Awards Committee</u></a>	To identify and recognize exemplary individuals and programs with awards at the state and local levels.
<a href="#"><u>Voices</u></a>	The VOICES Committee is a resource for identifying, developing, and communicating employee recognition to enhance employee performance and morale.

# Safety, Wellness, and Information Technology



# Safety and Risk Management

Duetta Langevin, Director

As a part of the Administrative Services Team, the Risk Management office supports the mission of the college by protecting students, the public and employees, and public assets against the adverse effects of accidental loss, at reasonable costs, so the District can provide needed services even after a catastrophic event.

Risk Management is responsible for the following services:

All insurance-related matters including selection of carriers and plans for the following:

- Emergency Preparedness
- Injury & Illness Prevention
- Students – Risk Management
- Faculty – Risk Management
- Ergonomics
- Worker’s Compensation
- Risk Management
- Safety Resources & Training
- Standard Operating Procedures
- Claim for Damages
- AP 7500 Volunteers, Interns, and Field Workers Procedures and Policy

Director, Safety & Risk Management	Duetta Langevin	X5508
Manger, Environmental Safety & Emergency Services	Sayeed Wadud	X5567
Risk Management Specialist	Andrea Solorzano	X5501

# COVID-19 Response

As of February 2023, the Los Angeles County Department of Public Health requirements have updated their guidelines about Covid-19. Mt. SAC has maintained a webpage with institutional guidelines for the campus community. As the pandemic condition and public health guidelines change, visit Mt. SAC's [webpage](#) for the most up-to-date information.

This website contains Health Screening information for both students and employees. It provides information related to health practices and safety guidelines on how to “slow the spread” of COVID-19.

## Healthy Practices

Everyone should do what is best for them and their unique needs. High risk individuals (older] adults and those with health conditions) require additional vigilance. In general, public health agencies say that the best preventative measures include:

- If you are sick, stay home. Anyone with even mild symptoms should stay away from campus. Symptoms may include fever, chills, cough, shortness of breath, fatigue, body aches, headache, new loss of taste/smell, sore throat, runny nose, congestion, sneezing, nausea, diarrhea, and so on.
- It is advisable to wear face coverings in public if there is a chance you will be within 6 feet of others.
- Wash your hands often, especially before you eat, after using the restroom or blowing your nose, coughing, or sneezing. If you cannot wash your hands with soap and water for 20 seconds, use a hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth in case your hands are not clean.
- Cover your nose and mouth when you cough or sneeze. Use your sleeve if you don't have a tissue handy and wash your hands. If you have these symptoms, stay away from campus.
- Avoid sharing objects like tools, office equipment, cups, food, and drinks.

- Practice healthy habits. Get plenty of sleep, stay active, manage your stress, drink plenty of fluids and eat nutritious foods.

Additional Resources:

[Center for Disease Control](#) website. Provides national guidance on disease control for the United States.

[Los Angeles County Department of Health](#) – local health compliance department.

# Police and Campus Safety

Michael Williams, Chief

## Emergency Contacts

Public Safety (Open 24 hours a day/7 days a week) x4555

Parking (Monday-Friday, 8:00 am-5:00 pm) x4233

Text-A-Tip (909) 610-9139

Sheriff/Fire\* 911 or on campus telephones, 9+911

Los Angeles County Sherriff (Walnut Station) (909) 595-2264

\*Contact Public Safety immediately after dialing 911. 911 from cell phones go to CHP, who then call the appropriate agency.

## Emergency Campus Phones

Emergency Campus Phones are in each parking lot area and many other locations throughout the campus. These phones are a direct line to campus public safety for emergency purposes only. See map on the last page of this booklet for exact locations.

## Public Safety Escort Service

To enhance campus safety, Mt. SAC offers an evening Campus Escort Service.

Escorts can be identified by their yellow jackets and/or I.D. badges.

Call (909) 274-4555 to arrange for an escort.

## Campus Emergency Notification System

As part of our continuing effort to provide a safe environment for students and employees, Mt. San Antonio College has launched a campus-wide emergency notification system. This system enables authorized college personnel to quickly notify students, faculty, and staff about any campus emergency with personalized voice, text, and e-mail messages. To execute the process effectively, we need your current contact information and your preferred method of notification. You can provide your information on the “Home” tab in your Banner Portal, [inside.mtsac.edu](http://inside.mtsac.edu). Look for the Emergency Notification System channel. Be assured that your privacy will be protected. Your information will not be shared with anyone or used for any purpose other than for emergency notifications.

## Active Shooter Emergency Video

Please be sure to view the Active Shooter video that can be found on the “Home” tab in your Banner Portal, [inside.mtsac.edu](http://inside.mtsac.edu).



The Employee Counseling Center (ECC) offers short-term, free, voluntary, and confidential mental health counseling with a Licensed Clinical Social Worker. Counseling sessions are available in-person and via Zoom. The ECC also offers workshops, resources, consultations, and referrals. These services are available to all Mt. SAC employees. Bilingual Spanish services are also available.

To schedule an appointment:

- Email [employeecounselingcenter@mtsac.edu](mailto:employeecounselingcenter@mtsac.edu)
- Fill out the online Request an Appointment form at [www.mtsac.edu/ecc](http://www.mtsac.edu/ecc)
- Call (909) 274-6211

The ECC is open: Monday to Thursday 8:00am to 6:00pm and Friday 8:00am to 5:00pm

The ECC is in: Building 7 | Room 1107 | 1<sup>st</sup> Floor

#### RESOURCES:

##### Domestic Violence

- [California Partnership to End Domestic Violence](#)
- National Domestic Violence Hotline 1-800-799-SAFE
- [House of Ruth](#)
  - 24 HOUR HOTLINE: 1-877-988-5559
- Intimate Partner Violence Support Group Resources
  - [YWCA San Gabriel Valley](#): (626) 960-2995 ext. 147
  - [Shepherd Door](#): (626) 765-9967
  - [Angel Step Inn](#): (562) 923-4545 ext. 2262
  - [1736 Family Crisis Center](#): (310) 543-9900 ext. 310

##### Sexual Assault

- [Project Sister](#)
  - (909) 623-1619 or (626) 915-2535
- RAINN - [The Rape, Abuse, & Incest National Network](#)
  - Get Help 24/7:  
1-800-656-HOPE (4673)
  - [Go Chat](#)

### Suicide/Crisis Hotlines

- [National Suicide Prevention Lifeline](#)
  - Dial 988
- [Crisis Text line](#)
  - 741741

### LGBTQ+

- [LGBT National Help Center](#)
  - Hotline: 1-888-843-4564
  - [Trevor Project](#)
    - Trevor Lifeline: 1-866-488-7386

# Path to Wellness

Regular movement and exercise are important to keep your immune system functioning optimally. Your workout intensity should mirror your stress level. If stress is high, lower the intensity of your workouts. If stress is low, feel free to increase the intensity of your workouts. The correct dose of exercise can keep your immune system functioning well. Often, less is more.

Resources to...

- [Increase Mindfulness and Build Stress Resiliency](#)
- [Wellness Center](#)
- [Lunch n' Learn](#)
- [Move More](#)

# Information Technology

If you are an employee and have a computer, telephone, voice mail, or Banner problem, call HELP (ext. 4357) or login to the portal and submit your own repair request under the employee tab. Please do not contact the data/telecom technicians or programmers directly. The IT Help Desk is open to take calls between 8:00am and 4:30pm. We have IT staff available by phone at 909-274-4357 (HELP) or x4357. You can also make requests online at <https://helpdesk.mtsac.edu/>, check the status of your requests, and correspond with an IT Help Desk technician about your request. The IT Help Desk technician will attempt to diagnose your problem over the telephone and video screen sharing.

## Academic Technology & Infrastructure

The ATI Group provides end-user technical support through the Help Desk, for the Campus' academic computing, desktop computers, and network infrastructure. Additionally, the campus switchboard is part of the ATI Group. We also provide consulting services to the campus community to assist with defining and purchasing technology to meet their needs.

## Enterprise Application Systems & Project Management

The Enterprise Applications Systems Group provides end-user and internal technical support for the college's administrative systems, including but not limited to Banner, Luminis Portal, Degree Works, Hyland OnBase, email, application integration, development, maintenance, and support. Visit the [Systems Scheduled Maintenance page](#) for details of dates and times.



# Frequently Asked Questions

# Frequently Asked Questions

## Administrative Procedures and Board Procedures

What are APs and BPs?

Administrative Procedures (APs): Administrative Procedures (AP) are revised, updated, or edited based on recommendations from units across campus following a systematic revision and review process and discussion by designated groups whose work is affected by changes to ensure accuracy and broad institutional dialogue as the basis for building consensus. These groups may include the Academic Senate, the classified unions, and the Faculty Association, along with appropriate councils and committees whose purpose and function determine their participation given the issues under discussion.

Board Policies (BPs): The Board of Trustees governs on behalf of the citizens of the Mt. San Antonio Community College District in accordance with the authority granted and duties defined in Education Code Section 70902. The Board establishes policies that define the institutional mission and set prudent, ethical, and legal standards for college operations.

Where do I find out more about Mt. SAC's APs and BPs?

Visit [www.mtsac.edu/governance/trustees/apbp/](http://www.mtsac.edu/governance/trustees/apbp/) for a complete list of Mt. SAC's APs and BPs.

## California School Employee Association (CSEA)

### [Chapter 262](#)

How can I become a member or receive more information?

Contact any one of the Executive Board Officers or call the 262 Chapter Office at x4413. You can meet other classified employees at the monthly chapter meeting and get more information there. Visit [www.csea262.org](http://www.csea262.org) for more information.

## California School Employee Association (CSEA)

### [Chapter 651](#)

How can I become a member or receive more information?

Contact any one of the Executive Board Officers or call the 651 Chapter Office at x4414.

# Frequently Asked Questions

## Child Development Center

Is childcare provided through the Child Development Center?

Yes, childcare is available at a cost and children from birth to five years are accepted. To obtain information regarding the application/acceptance process, contact the Child Development Center at x4920. You may also visit for [www.mtsac.edu](http://www.mtsac.edu) for information.

Do I receive a priority registration?

The Child Development Center's priority are the children of students enrolled at Mt. SAC. The Center does its best to also serve employees of the College.

## Information Technology (IT)

Where can I apply for an email account or get help with technology needs? Please call the Help Desk at x4357 to have your technology questions answered.

I hear people talking about Banner, and it sounds like there is a lot of information available for employees. How can I learn to use Banner?

Not all employees at Mt. SAC will need to use Banner. Please check with your manager to see if Banner training is for you. Banner users are required to attend a 2-hour Banner INB General Navigation course offered through Professional Development. Please visit the POD calendar ([www.mtsac.edu/pod](http://www.mtsac.edu/pod)) to find a date.

How may I request computer or telephone support? ("My computer is frozen." "I can't access my voice mail." "I can't print." "My phone is dead!")

You can make this kind of request online at <https://helpdesk.mtsac.edu> or call the Help Desk at X4357 (HELP on your keypad) and explain your problem. Please note: IT is not able to work on personal (non-college provided) computers of staff for liability reasons.

Who do I call to have a new computer, printer, or software installed?

Start by asking your immediate Manager if approved you can make this kind of request online at <https://helpdesk.mtsac.edu>. Please note: IT will not install software unless they have the appropriate license, or you can provide proof that you or your department has the required license.

# Frequently Asked Questions

My computer is being fixed; can I borrow a computer until it is repaired?

IT has a limited supply of “loaner” computers and printers that may be available upon request through the Help Desk. Check with your immediate manager to determine whether your department has “loaner” equipment.

How can I check my email if I’m not at a desk, at home, or from my smartphone?

You can access Mt. SAC email by visiting <https://inside.mtsac.edu/> and login to the portal, click on the Office 365 tab at the top of the page.

# Frequently Asked Questions

## Payroll

Richard Lee, Director

When do I get paid?

Pay dates can be found [here](#) and vary by employee type. Full-time faculty, management, classified, and confidential employees are paid on the last working day of the month. Adjunct faculty are paid on the 10th of the month. Hourly employees and fee-based instructors are paid on the 15th of each month. If a pay date falls on the weekend or holiday, the pay date will change to the preceding working day.

Can I pick up my paycheck?

No. Paper pay checks are mailed one day before the pay date. To avoid delays in receiving your paycheck through the Postal Service, it is highly recommended that you sign up for direct deposit. To sign up for direct deposit, complete the [Direct Deposit Authorization Form](#), found under "Payroll" forms, and submit it to the Payroll Department. See question below on how to elect for direct deposit for complete instructions.

I have not received my paycheck in the mail. What should I do?

Sufficient time must be allowed for the post office to deliver your paycheck. Pay checks are taken to the Post Office the day prior to the issue date. If five postal days have passed and you still have not received your paycheck, please visit the Payroll Department (Administration Building 4, Room 1370, 1st Floor) to complete an Affidavit and Request for Replacement Warrant form. This will enable the Payroll Department to place a stop payment on the missing check and issue a replacement check. Note: For a replacement check to be issued that same business day after 3:00 pm, the Affidavit and Request for Replacement Warrant must be received by 10:00 am. For an Affidavit and Request for Replacement Warrant received after 10:00 am, a replacement check will not be ready until after 3:00 pm the following business day.

How can I get copies of my pay stubs?

Pay stubs can be retrieved through the [Mt. SAC Portal](#). Once logged in select the "Employees" tab at the top of the page and then select 'Pay Information' from the menu on the right side of the page under "Employee Self Service."

# Frequently Asked Questions

How can I change my mailing address?

Employees can change their mailing and legal addresses via your [Mt. SAC Portal](#). Once logged in select the "Employees" tab at the top of the page and then select 'Employee Services' from the menu on the right side of the page under "Employee Self Service." Address and other contact information can be updated under the 'Personal Information' tab.

To change your federal income tax withholding, please complete a new federal [Form W-4](#), found under "Payroll" forms. Submit the completed form to the Payroll Department (Administration Building 4, Room 1370, 1st Floor). If you would like this change to also take effect for your California state income tax, no other form is necessary. The federal Form W-4 will update both your federal and state withholdings as specified. However, if you do not want your state income tax withholding to be changed or wish to claim a different withholding than your new federal Form W-4, a state [Form DE-4](#) must be completed and submitted with your federal Form W-4.

I received a copy of a wage garnishment from Mt. SAC on the mail. When will the garnishment take effect and how much will it be?

Wage orders (garnishments) are usually implemented on the first payroll period that falls within 15 calendar days from the date the garnishment notification is received by the Payroll Department. Copies of the wage order and accompanying instructions from the agency are sent to an employee's mailing address as soon as they have been received by the Payroll Department. The College must enforce all wage orders received. Questions pertaining to terminating a garnishment need to be addressed with the agency levying the wage order. If you have questions that pertain to the amount that will be deducted for a particular garnishment or when it will take effect, please contact the Payroll Department.

# Frequently Asked Questions

## Payroll Continued

How do I change my federal and/or state income tax withholding information?

Payroll Department Contact Information:

Director	Richard Lee	Payroll Management	X5520
Coordinator, Payroll	Ron Titus	Payroll Processing and Garnishments	X4516
Coordinator, Payroll	Kasteel Gumban	Payroll Processing and Garnishments	X4142
Retirement Specialist	JenMay Anol	CalPERS/CalSTRS Reporting, SISC Health Insurance Billing for Retirees, and NBS Withdrawals	X5767
Fiscal Technician II	Evelyn Ramirez	Payroll Processing (Am – G)	X5561
Fiscal Technician II	Amy Cheung	Payroll Processing (H – O)	X5553
Fiscal Technician II	Lakshimi Fontecha	Payroll Processing (P – Z & A – Al)	X5523

# Frequently Asked Questions

## Professional and Organizational Development (POD)

Dr. Lisa Rodriguez, Acting Director

What is Professional & Organizational Development (POD) and where is it located? POD provides training opportunities through workshops that allow all employees to enhance and improve their job skills. To request a workshop, provide a workshop or obtain more information regarding Professional Development please visit their website, [www.mtsac.edu/pod](http://www.mtsac.edu/pod), or call x4504.

How can I obtain information on professional development workshops?

All workshops are advertised via email with workshop descriptions, dates, times, locations, and a registration link. To view current offerings, visit the POD Calendar at [www.mtsac.edu/pod/calendar](http://www.mtsac.edu/pod/calendar)

What do I do if I want to facilitate a new workshop?

If you would like to facilitate a workshop, go to the POD website at [www.mtsac.edu/pod](http://www.mtsac.edu/pod). Look for the green “schedule an event” button. Complete and submit the form. POD office representatives will follow up with you. Once approval has been obtained for your proposal, the activity is added to our POD calendar and will be advertised.

Where do I go for training that I can't find on the POD calendar?

For a broad selection of online, free, professional development workshops, go to the [POD website](#) and select POD Connect Calendar. Specialized training can also be supported through POD [conference and travel](#).

### Conference and Travel

The Professional Development Council may approve up to \$1800 per employee until all funds for the academic year are exhausted. Employees may apply multiple times until they have reached the \$1800 threshold. Requests must be received at least four (4) weeks prior to the start of the conference. Go to the [POD Conference and Travel](#) webpage for more information. Application for funding does not guarantee approval.



## Employee Evaluation

How often will I be evaluated?

All new classified employees are considered probationary for a period of six (6) months of service following the date of your employment, during which time you will receive ongoing evaluation and feedback from your manager. After this probationary period concludes, employee evaluation occurs annually. Please refer to your Collective Bargaining Agreement for contract language regarding the evaluation process. To find contracts visit: [www.mtsac.edu/hr](http://www.mtsac.edu/hr) under the “Resources” drop down.

## Mt. SAC Voicemail

The campus has the following telecommunications options available:

1. Cell phone integrated app that will ring when your Campus extension is dialed.
2. Teleworker set (your office desk phone working off the Internet in your home)
3. Voicemail to email message delivery.

Please send an email ([Helpdesk@mtsac.edu](mailto:Helpdesk@mtsac.edu)) to request one of these options if applicable or necessary to you.

How to retrieve your voicemail messages via a non-Mt. SAC phone? From off campus: Dial (909) 274-6555

- Please enter your voicemail/extension number then press \* (asterisk)
- Enter your security code.

If your voicemail is in extended absence greeting mode, please press \* first, then your extension number to access your mailbox.

## Accreditation

What is accreditation?

Accreditation is the process of external quality review used by higher education. It confers an academic legitimacy that communicates to the public and higher education community that the College is a trustworthy institution of learning. Mt. San Antonio College (Mt. SAC) is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC), an institutional accrediting body recognized by The Commission of Recognition of Post-Secondary Accreditation and the U.S. Department of Education.

How are staff involved in the accreditation process?

A critical outcome of the accreditation self-evaluation process is the involvement and collaboration of college employees. Your participation in accreditation involves understanding the accreditation process and helping your department to provide feedback on how it helps the college meet ACCJC standards.

### What is PIE?

Mt. SAC's annual program review process, Planning for Institutional Effectiveness (PIE), directly impacts institutional effectiveness, outcomes assessment, and student achievement. PIE requires all units/departments to evaluate their accomplishments, examine the impact of internal and external forces on their work, evaluate their effectiveness using data, and think critically about outcomes assessment and its impact on student learning, as well as to plan improvement strategies for student learning and support services.

### Public Information and Publicity

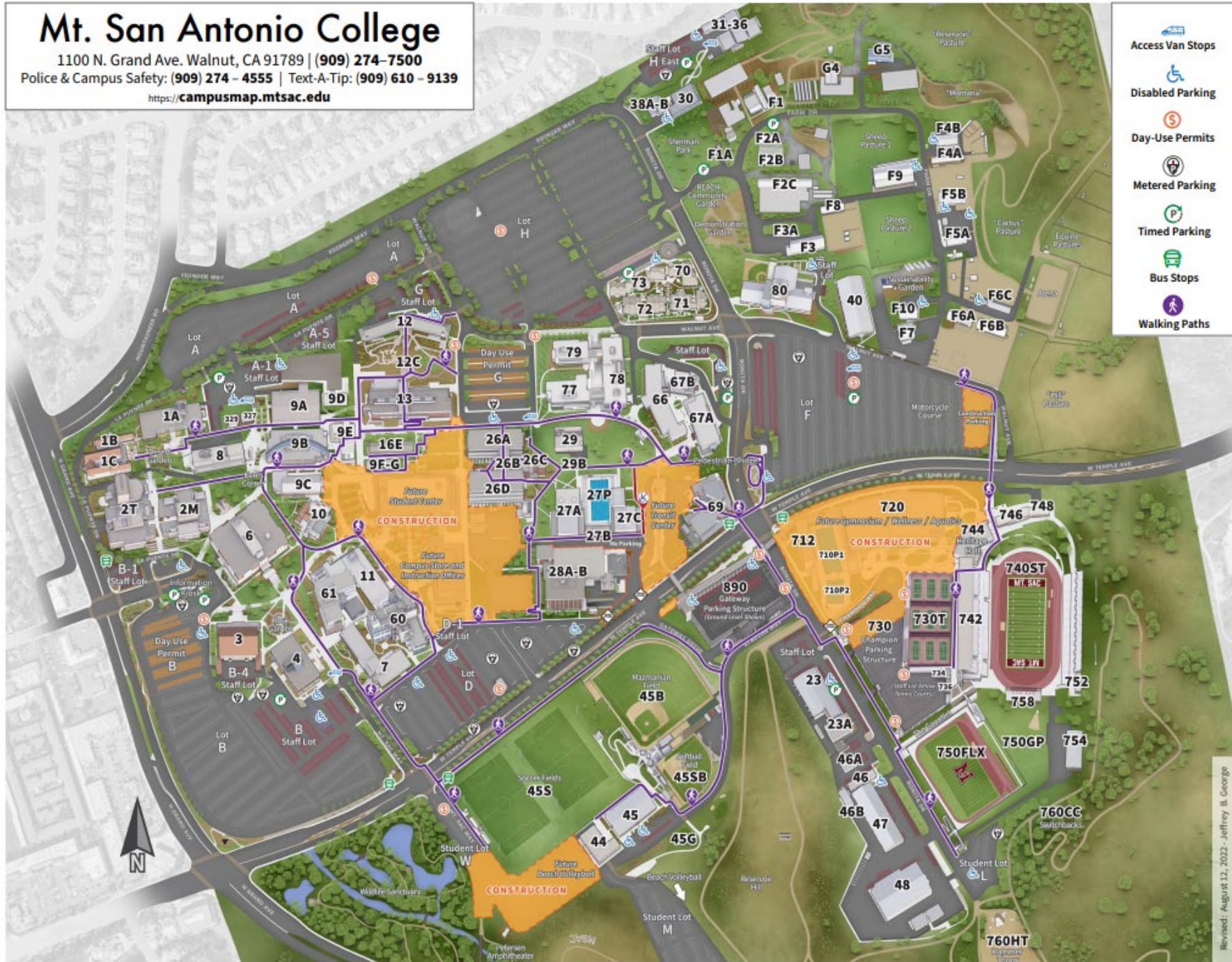
College logos and other communication resources are available through the Marketing & Communication department and are available on the [website](#) under the "Resource" drop down menu.

# Campus Map

# Mt. San Antonio College

1100 N. Grand Ave. Walnut, CA 91789 | (909) 274-7500  
Police & Campus Safety: (909) 274-4555 | Text-A-Tip: (909) 610-9139  
<https://campusmap.mtsac.edu>

- Access Van Stops
- Disabled Parking
- Day-Use Permits
- Metered Parking
- Timed Parking
- Bus Stops
- Walking Paths





# CAMPUS MAP LEGEND

Location Building Number

## A

Academic Senate	4
Accessible Technology Center	9E
Accessibility Resource Centers for Students (DSPS)	9B
Accounting & Management	.78
ACES	9E
Adult Basic Education Center	30
Admissions & Records	9B
Administration	4
Agricultural Sciences	80
American Language Department	.66
Animation Drawing Lab	13
Art Center	1A/B/C
Art Computer Graphics Lab	13
Art Gallery/Classrooms	1B/C
Art History Department	.26D
Arts Division Office	12
ARISE (Asian American Pacific Islander Program)	16E
ASPIRE	16E
Assessment	9B
Athletics Modular	44
Auxiliary Services	9A

## B

Basic Needs Resources Center	9G
Biological Services	7, 11, 60 & 61
Bookstore (SacBookRac) Photo ID	9A
Box Office	2T
Business Administration	78
Business Division Offices	.77
Bridge/Learning Communities	9E

## C

Café 91 (Student-run Restaurant)	78
CalWORKs	9B
Campus Events	6
Campus Safety, Police and	23
Career & Transfer Services	9B
Cashier's Office/Permits (Bursar's Office)	4
Center of Excellence	21D
Central Plant	29
Chemistry Department	7
Child Development Administration	70
Child Development Classes	73
Child Development Complex	70-73
Child Development Faculty Offices	73
Clarke Theater	2T
Communication Department	26D
Computer Information Systems	.79
Consumer Sciences & Design Technologies	.78
School of Continuing Education Division Office	40
Counseling Department	9B
Counseling Offices, West	.329, 327

## D

Dance Studio	2T
Deaf & Hard of Hearing, Center for (DHH)	9D
Design Technology	13

Disabled Student Programs & Services is now Accessibility Resource Center for Students	9B
Document Storage/Facilities Planning	46A
DREAM	16E
Dual Enrollment	6

## E

Emergency Operations Center	46
Employee Counseling Center	7
English Department Office	26D
EOPS/CARE	9B
Equity Center	16E
ESL Classrooms	31A & B, 32, 35-36 & 66
Exercise Science/Wellness Center	27A

## F

Facilities, Planning + Management / Maintenance + Operations	46, 46A, 46B, 47
Farm (Agriculture/Horticulture/VetTech)	
Agricultural Sciences	80
Equine Unit	F6A-B-C
Equipment Barn	F3
Equipment Technology	F7
Farm Offices	F2A
Horticulture Storage	F2B
Horticulture Unit	F1
Irrigation & Landscape Construction	F2C
Livestock Pavilion	F9
Small Animal Care Unit	F5B
Swine Unit	F4A & F4B
Vivarium	F5A
Fashion	78
Feddersen Recital Hall	2M
Financial Aid	9B
Fiscal Services	4
Foreign Languages, is now World Languages	66
Forensics	26D
Foundation & Alumni Association Office	F10
Founders Hall	10

## G

Geography & Political Science Department	26D
Grants	4
Gym	3

## H

Health Careers Center	67A & B
Health Careers Resource Center	67B
Heating/Air Conditioning	69
Heritage Hall	744
High School Outreach	9B
High School Referral/ Adult Diploma Programs	32, 33 & 38A-B
History Department	26D
Honors Program	26A
Hospitality & Restaurant Management/Culinary	78
Human Resources	4
Humanities & Social Sciences Division Office	66
Humanities/Social Sciences	26A, B & D

## I

Information Technology	23 & 23A
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International Students (Admissions/Center)	9B/9F
Instruction Office	4
Interior Design	13

## J

Journalism	26D
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## K

Kinesiology, Athletics & Dance and Division Office	45
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## L

Language Center	66
Library / Learning Technology Center	6
Library & Learning Resources Division Office	6
Locker Rooms	27C

## M

Mail Center	4
Maintenance & Operations/Facilities Planning & Management	47
Marketing & Communication	4
Math & Science	61
Math Tutoring	61
Media Services	6
Mental Health Faculty Offices	67A
Mountie Café (Food)	8
Mountie Stop (Food & Supplies)	77
Music/Dance/Theater Classes	2M & 2T

## N

Natural Sciences Division Office	61
Natural Sciences Complex	7, 11, 60 & 61
Nutrition	78

## O

Older Adult Programs	36
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## P

Paralegal	78
Parking Office (Violations)	23
Payroll & Purchasing	4
Performing Arts Center	2M & 2T
Photographics	13
Planetarium	26C
Pool	27P
Pride Center	26A
President's Office/Board Room	10
Printing Services	4
Professional & Organizational Development	6
Prime Stop (Food & Supplies)	61
Psychology Department	18A
Public Affairs & Media Relations	4
Police and Campus Safety	23

## R

Radio (Mt. ROCK/Audio 8 Ball)	13
REACH	16E
Real Estate	78
Receiving/Transportation	48
Regional Health Occupations Resource Center (RHORC)	35
Research & Institutional Effectiveness	4
Risk Management	4

## S

School of Continuing Education	
Division Office	40
Science Laboratories	60
Science - North	11
Science - South	7
Sherman Park	F1A
Short-Term Vocational	40
Sociology & Philosophy Department	26B
Stadium (Hilmer Lodge Stadium)	740ST
Stadium Field House (home side)	742
Beach Volleyball Courts	Lot M
Cross Country	760CC
Flex Field	750FLX
General Practice Field	750GP
Hammer Throw	760HT
Stadium Concessions/Ticketing	746
Tennis Courts	730T
Starbucks	8
STEM Center	61
Student Health	67B
Student Health (Satellite Office)	9E
Student Life Center	9C
Student Services Center	9B
Student Services Annex	9D
Student Success Center	9E
Study Abroad	26A
Studio Theater	2T

## T

Teacher Preparation Institute	26A
Technology Center	28A/B
Technology & Health Division Office	28A
Technical Education Resource Ctr (TERC)	26D
Technical Services	6
Telecommunications	23
Tutorial Services/ Supervised Tutoring (LAC)	6
TV Production/Broadcasting	6

## U

Upward Bound/TRIO	9E
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## V

Veterans Resource Center	9E
Vocational Technical Ed. Act (VTEA)	40

## W

Welding/Air Conditioning	69
Wellness Center	27A
WIN (Student Athlete Tutorial Center)	45
World Languages/Foreign Languages	66
Writing Center	26B

**Search Campus Map**  
[www.mtsac.edu/maps](http://www.mtsac.edu/maps)  
 or the **MountieApp**

July 28, 2022