



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 23, 2012

5:30 p.m. Closed Session

6:30 p.m. Public Session

Founders Hall, 1100 North Grand Avenue
Walnut, CA 91789

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

AGENDA

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

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

PUBLIC COMMUNICATION

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

CLOSED SESSION

- 1. Public Employee Appointment, Employment, Performance Evaluation, Discipline, Dismissal or Release, per Government Code Section 54957(b)**
Recommendation to Uphold the Arbitrator's Findings in the Appeal of Employee's Dismissal

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.

2. **Anticipated Litigation – Conference with Legal Counsel Pursuant to Government Code Section 54956.9(b) (1) – Upon Advice of Legal Counsel** (one case)
3. **Conference with Legal Counsel - Anticipated Litigation pursuant to Government Code Section 54956.9** (one case)
4. **Conference with Labor Negotiator Annette Loria, Vice President, Human Resources, per California Government Code Section 54957.6.**
Faculty Association and CSEA, Chapter 651

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

INTRODUCTIONS AND RECOGNITION

- **Introduction of the following newly appointed staff:**

Classified Employees

Ruben Flores, Horticulture Production Assistant (Agricultural Sciences)

Ruben Trujillo, ESL Instructional Support Assistant (ESL)

Confidential Employees (Promotions)

Erika Aparicio, Human Resources Technician (Human Resources)

Kerry Martinez, Executive Assistant II (Administrative Services)

Management Employee (Promotion)

Aida Cuenza-Uvas, Director, AANAPISI Grant (Student Services)

- **Recognition**
 - Awarding of a Certificate of Service to the following retiring classified and faculty staff members:
 - **Renee Andrade**, Professor, Foreign Languages, 28 years of service
 - **Lane Braver**, Professor, Emergency Medical Services, 25 years of service
 - **Neil Chapman**, Professor, Photography, 15 years of service
 - **Cathy Gagnon**, Professor, Emergency Medical Services, 25 years of service
 - **Americo Marano**, Professor, Foreign Languages, 26 years of service
 - **Ralph Spaulding**, Professor, History, Art History, 40 years of service
 - Congratulate **Irene Shiao** for being invited to perform in the Royal Orchestra at a concert commemorating Her Royal Majesty Queen Elizabeth II at her Diamond Jubilee in London, England. A Music Department adjunct faculty member, Professor Shiao is the College's violin instructor, and she coaches the Mt. SAC String Ensemble.

- Congratulate 2012 Presidential Award winners:
 - **Evelyn Hill-Enriquez**, Outstanding Curriculum Efforts (\$2,000), American Language
 - **Stacy Bacigalupi**, Outstanding Personal Innovation (\$1,000)

- Congratulate 2012 Educators of Distinction:
 - **Jennifer MacDonald**, Biological Sciences
 - **Betsy McCormick**, English
 - **Elmer Rodriguez**, Student Services
 - **Edwin Romero**, Student Life
 - **Susie Rubenstein**, Arts

- Mt. SAC's Athletics Department was named the 2011-12 South Coast Conference Supremacy (SCC) Award Winner at the SCC Athletic Directors Meeting in Palm Springs.

APPROVAL OF MINUTES

Approval of minutes of the regular meeting of April 25, 2012. (See backup packet Pages 1 through 11.)

REPORTING OF ACTION TAKEN IN CLOSED SESSION

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 Report
2. Senates
 - A. Academic Senate
 - B. Classified Senate
3. Employee Groups
 - A. Faculty Association
 - B. CSEA Units

C. 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.

4. President – Bill Scroggins, President/CEO
 - May Revise Budget Update - Mike Gregoryk

CONSENT CALENDAR

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

PRESIDENT'S OFFICE

1. Consideration of approval of an agreement with the law firm of Liebert Cassidy Whitmore to provide legal and consulting services to the College in regard to employment relations and education law, including representation in labor negotiations and in administrative and court proceedings, as requested by the College. Term of agreement is from June 1, 2012, through May 31, 2013. (See backup packet Pages 12 through 17.)

HUMAN RESOURCES

2. Consideration of approval of Personnel Transactions, dated May 23, 2012. (See backup packet Pages 18 through 30.)
3. Consideration of approval of a contract with Shaw HR Consulting, Inc. for Fair Employment Housing Act/Americans with Disabilities Act (FEHA/ADA) Reasonable Accommodation

Services, for the period July 1, 2012, through June 30, 2013. (See backup packet Page 31.)

4. Consideration of approval of a contract for Investigative Services with Norm Traub & Associates, for the period July 1, 2012, through June 30, 2013. (See backup packet Page 32.)
5. Consideration of approval of a contract for Investigative Services with Titan Group, for the period July 1, 2012, through June 30, 2013. (See backup packet Page 33.)

INSTRUCTION and STUDENT SERVICES

6. Consideration of approval of a classified conference "A Day of T.R.E.A.T.S. (Togetherness, Rejuvenation, Energy, Appreciation, Team-Building, Success," scheduled for June 20, 2012. (See backup packet Page 34.)
7. Consideration of approval for Electronics and Aviation Maintenance students and faculty to participate in the SkillsUSA National Competition at the National Leadership and Skills Conference in Kansas City, MO. (See backup packet Page 35.)
8. Consideration of ratification for student Laurie Covarrubias to attend the All-USA Awards Breakfast at the American Association of Community Colleges in Orlando FL, April 22-24, 2012, where she received an All-USA award. (See backup packet Page 36.)
9. Consideration of approval of new courses for the 2012-13 academic year. (See backup packet Page 37.)
10. Consideration of approval of activities for the LA84 Foundation/Mt. SAC Relays Youth Days Grant for 2012-13. (See backup packet Page 38.)
11. Consideration of approval of a contract amendment for the Family and Consumer Sciences Discipline/Industry Collaborative Grant. (See backup packet Page 39.)
12. Consideration of acceptance of funds and approval of purchases for the Health Careers Training Program – Health Professions Conference Grant. (See backup packet Page 40.)
13. Consideration of acceptance of funds and approval of purchases for the Workforce Innovation Partnerships Grant. (See backup packet Pages 41 and 42.)
14. Consideration of approval of a contract with eXist Designs for the Center of Excellence CTE Hub Grant. (See backup packet Page 43.)
15. Consideration of approval of affiliation agreements with various facilities for Health Careers students. (See backup packet Page 44.)
16. Consideration of approval of Community Services Programs/Courses for Summer 2012. (See backup packet Pages 45 through 48.)

17. Consideration of approval of additions and changes in the Continuing Education Division. (See backup packet Page 49.)

ADMINISTRATIVE SERVICES

18. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet Pages 50 through 54.)
19. Consideration of approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. (See backup packet Pages 55 through 57.)
20. Consideration of approval of the Quarterly Investment Report ending March 31, 2012. (See backup packet Page 58.)
21. Consideration of approval of the Quarterly Financial Status Report ending March 31, 2012. (See backup packet Pages 59 through 61.)
22. Consideration of approval to establish Corporate Procurement Card accounts. (See backup packet Pages 62 and 63.)
23. Consideration of approval to extend the current agreement with The Vinewood Company to provide continuing construction inspection services, on an hourly fee basis, commencing July 1, 2012, through December 31, 2012. (See backup packet Page 64.)
24. Consideration of approval of a two-year contract with up to three mutually acceptable one-year renewal options with Dunbar Armored, Inc. for armored car transportation and ATM restocking services. (See backup packet Pages 65 and 66.)
25. Consideration of approval to extend the current agreement with Stradling Yocca Carlson & Rauth for Redevelopment services. (See backup packet Page 67.)
26. Consideration of approval to use the piggyback provision in the Foundation for California Community Colleges RFP for Captioning services to the campus. (See backup packet Pages 68 and 69.)
27. Consideration of approval to reduce from 10% to 5% the retention for Brewster Electric, Inc. on their contract for the Design Technology Center – Electrical package (Bid No. 2853). (See backup packet Page 70.)
28. Consideration of approval of Resolution No. 11-09 - Temporary Inter-fund Cash Borrowing. (See backup packet Pages 71 and 72.)
29. Consideration of approval to reject a Claim Against the District by Shantelle Fall and that Administrative Services be instructed to notify the claimant and her legal counsel of the rejection in accordance with Government Code Sections 910 through 915.4. (See backup packet Page 73.)
30. Consideration of approval to reject a Claim Against the District by Krystal Brown and that Administrative Services be instructed to notify the claimant and her legal counsel of

the rejection in accordance with Government Code Sections 910 through 915.4. (See backup packet Page 74.)

31. Consideration of approval to reject a Claim Against the District by Devin Thompson and that Administrative Services be instructed to notify the claimant and her legal counsel of the rejection in accordance with Government Code Sections 910 through 915.4. (See backup packet Page 75.)
32. Consideration of approval to reject a Claim Against the District by Destinee Lewis-Davis and that Administrative Services be instructed to notify the claimant and her legal counsel of the rejection in accordance with Government Code Sections 910 through 915.4. (See backup packet Page 76.)
33. Consideration of approval to reject a Claim Against the District by Sheryl Kelly and that Administrative Services be instructed to notify the claimant and her legal counsel of the rejection in accordance with Government Code Sections 910 through 915.4. (See backup packet Page 77.)
34. Consideration of approval of agreements to provide Professional Design and Consulting Services with P2S Engineering, Inc. for the San Jose Road Expansion project; with TOMIT Consulting, Inc. for the Child Development Center project; with ASM Affiliates for the Subsequent Environmental Impact Report project; with RKA Consulting Group for the Wildlife Sanctuary Storm Drain Repair project; and with the City of Walnut for the Temple Avenue Resurfacing project. (See backup packet Pages 78 and 79.)
35. Consideration of approval or ratification of the following Change Orders:
 - Bid No. 2850 Design Technology Center – J. G. Tate Fire Protection Systems, Inc. (Fire Sprinkler Contractor) – Change Order No. 1. (See backup packet Page 80.)
 - Bid No. 2848 Design Technology Center – Lozano Caseworks (Casework Contractor) – Change Order No. 4. (See backup packet Page 81.)
 - Bid No. 2853 Design Technology Center – Brewster Electric (Electrical Contractor) – Change Order No. 15. (See backup packet Pages 82 through 84.)
 - Bid No. 2860 Administration Building Remodel – JPI Development (Fire Sprinkler Contractor) – Change Order No. 1. (See backup packet Page 85.)
 - Bid No. 2854 Administration Building Remodel – Janus Corporation (Hazardous Materials Abatement Contractor) – Change Order No. 6. (See backup packet Page 86.)
 - Bid No. 2856 Administration Building Remodel – Hoover Flooring Co. (Flooring Contractor) – Change Order 5. (See backup packet Page 87.)

- Bid No. 2857 Administration Building Remodel – Emphyrean Plumbing, Inc. (Plumbing Contractor) – Change Order No. 4. (See backup packet Page 88.)
- Bid No. 2863 Physical Education Program Building Renovation – JPI Development (Fire Sprinkler Contractor) – Change Order No. 1. (See backup packet Page 89.)
- Bid No. 2864 Physical Education Program Building Renovation – ACH Mechanical Contractors (Mechanical Contractor) – Change Order No. 1. (See backup packet Page 90.)
- Bid No. 2865 Physical Education Program Building Renovation – Construction Electric (Electrical Contractor) – Change Order No. 5. (See backup packet Pages 9E through 9G)

36. Consideration of ratification of the following Contract Amendment:

- Contract Design Technology Center – HMC Architects (Architectural Services Contractor) – Contract Amendment No. 9. (See backup packet Page 9H)

37. Consideration of the following Completion Notices:

- Bid No. 2850 Design Technology Center – Fire Sprinklers, J .G. Tate Fire Protection Systems, Inc. (Fire Sprinkler Contractor)
- Bid No. 2856 Administration Building Remodel – Floor Coverings, Donald M. Hoover Co. (Flooring Contractor)
- Bid No. 2859 Administration Building Remodel – Electrical, Rancho Pacific Electric, Inc. (Electrical Contractor)
- Bid No. 2860 Administration Building Remodel – Fire Sprinklers, JPI Development Group, Inc. (Fire Sprinkler Contractor)
- Bid No. 2863 Physical Education Building Renovation – Fire Sprinklers, JPI Development Group, Inc. (Fire Sprinkler Contractor)

ACTION ITEMS

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

1. Consideration of approval of Resolution No. 11-10 – Establishing Trustee Areas from Which District Governing Board Members will be Elected and Approving the Election of Such Board Members in a By-Trustee Area Election Process. (See backup packet Pages 9I through 9J .)

2. Consideration of approval of Resolution No. 11-08 – Authorization to Issue Current Refunding Bonds. (See backup packet Pages JJ through 1FJ.)
3. Consideration of approval of the following Bid:
 - Bid No. 2909 Street and Traffic Improvements for Bonita and Temple Avenues and Bonita Avenue and Walnut Drive. (See backup packet Page 12€.)

DISCUSSION ITEMS

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

- Receive for first reading and discussion proposed revisions to Board Policy 3565 – Smoking on Campus. (See backup packet Pages 121 and 122.)

INFORMATION ITEMS

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

1. Receive revisions to Administrative Procedure 3565 – Smoking on Campus. (See backup packet Pages 123 and 124.)
2. Receive revisions to Administrative Procedure 2410 – Process for Revision of Administrative Procedures or Board Policies. (See backup packet Pages 125 through 127.)

ADJOURNMENT

Future Board Meetings: June 27, 2012
 July 25, 2012
 August 22, 2012

Upcoming Events:

May 23, 2012	Classified Recognition Ceremony – 9:00 a.m., Clarke Theater Memorial Day Campus Celebration – 12:00-12:30 p.m., Building 26 Quad Area
May 24, 2012	International Students Program Recognition Ceremony – 4:00-6:00 p.m., Founders Hall Upward Bound Student Recognition Ceremony – 6:00-8:00 p.m., Building 9C Stage Area

May 25, 2012	An Elegant Evening of Chamber Music – 8:00 p.m., Feddersen Recital Hall
May 28, 2012	Memorial Day Holiday – Campus closed
May 30, 2012	ACES Student Recognition Ceremony – 5:00-7:00 p.m., Founders Hall Spring Percussion Concert – 7:30 p.m., Feddersen Recital Hall
May 31, 2012	AANAPISI Cultural Performance – 6:00-9:00 p.m., Building 9C Stage Area
June 1, 2012	Mt. SAC Foundation Golf Tournament – 9:30 a.m., Industry Hills Golf Club Transfer Achievement Celebration – 6:00-8:00 p.m., Gym
June 1 and 2, 2012	When Venus Transits the Sun – 8:30-9:30 p.m. Spring Celebration of Choral Music – 8:00 p.m., Feddersen Recital Hall
June 5, 2012	Venus Transit – Randall Planetarium National Cancer Survivors Day – Information Booth – 11:00 a.m.-1:00 p.m., Miracle Mile Athletic Fair – 11:00 a.m.-2:00 p.m., North of Building 6
June 6, 2012	Secrets of the Sun – 12:30-1:30 p.m., Randall Planetarium
June 7, 2012	ASPIRE End-of-Year Celebration – 5:00-7:00 p.m., Building 9C Stage Area
June 7-10, 2012	When You Comin’ Back, Red Ryder? – 8:00 p.m., 2:00 p.m. on June 10, Studio Theater Student Leadership and Advisor Awards – 5:30-8:00 p.m., Feddersen Recital Hall
June 9, 2012	Scholarship Awards Ceremony – 1:00-5:00 p.m., Pacific Palms Hotel Spring Vocal Jazz Concert – 8:00 p.m., Clarke Theater
June 13, 2012	One World, One Sky: Big Bird’s Adventure – 12:30-1:00 p.m., Randall Planetarium
June 15, 2012	Commencement Ceremony – 6:00-9:00 p.m., Hilmer Lodge Stadium
June 17, 2012	2012 Spring Semester Ends
June 20, 2012	Secrets of the Sun – 12:30-1:30 p.m., Randall Planetarium
June 23, 2012	Tales of the Maya Skies – 7:00 and 8:30 p.m., Randall Planetarium
June 25, 2012	2012 Summer Intersession Begins

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

BOARD OF TRUSTEES

**BACKUP INFORMATION PACKET
FOR
REGULAR MEETING**

May 23, 2012





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 25, 2012

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 6:05 p.m. on Wednesday, April 25, 2012. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present.

STAFF PRESENT

Bill Scroggins, President/CEO; Virginia Burley, Vice President, Instruction; Audrey Yamagata-Noji, Vice President, Student Services; Mike Gregoryk, Vice President, Administrative Services; and Annette Loria, Vice President, Human Resources.

1. PUBLIC COMMUNICATION

None.

2. CLOSED SESSION

The Board adjourned to Closed Session to discuss the following items:

- **Conference with Labor Negotiator Annette Loria, Vice President, Human Resources, per California Government Code Section 54957.6**
Faculty Association and CSEA, Chapter 651
- **Title 5, California Code of Regulations, Sections 59328-59338: Appeal from Administrative Determination of Discrimination Complaint**

3. PUBLIC SESSION

The public meeting reconvened at 6:36 p.m. The Pledge of Allegiance was led by Sarah Daum, Dean of Technology & Health.

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.

4. MOMENT OF SILENCE

A moment of silence was observed in memory of retired football coach Mal Eaton. Mal's name is synonymous with Mt. SAC Football. Mal became head football coach in 1971 after coaching at Avenal, Bonita, and West Covina High Schools. He was also an instructor in the Physical Education Department and served as Athletic Director for eight years. Among Mal's many accomplishments and honors are five coach-of-the-year awards, 18 championship teams, and more than 250 coaching victories. What you can't measure is the impression he left on the thousands of youths he coached throughout the years. Mal retired in 1987, and he passed away on April 12.

A moment of silence was observed in memory of Fidel Vargas, Sr., a member of the Citizens Oversight Committee. Mr. Vargas served on the committee since 2009, and he passed away on April 12, 2012.

5. INTRODUCTIONS AND RECOGNITION

- The following newly appointed classified staff members were introduced to the Board:
Classified
 - Hugo Aguilera, Learning Resources Computer Technician (Online Learning Support Center)
 - Lisa DiDonato, Ed. Research Assessment Analyst (Research & Institutional Effectiveness)
 - Kriscelle Mendoza, Laboratory Technician II (Biological Sciences)
 - Jose Pena, Staff Nurse (Student Health Services)
 - Deborah Stalkos, Coordinator, Special Projects (Technology & Health Division)
 - James Stevenson, Coordinator, Special Projects (Technology & Health Division)
- Trustee Bader congratulated Laurie Covarrubias for being selected as one of 20 2012 National Phi Theta Kappa appointees to the All-USA Community College Academic Team. Laura is majoring in Biological Anthropology. President Scroggins gave special recognition to Professor Carolyn Kuykendall for all her hard work.
- Trustee Bader congratulated retirees Virginia Macias, Auxiliary Services Accounting Technician, for 18 years of service; and Sandra Streeter, Auxiliary Services Accountant, for 23 years of service. They were not present, so their Certificates of Service will be mailed to them.

6. APPROVAL OF MINUTES

- President Bader appointed Trustee Baca and Trustee Chen Haggerty, as an ad hoc committee, to review best practices, Roberts Rules of Order, and the Brown Act, where it is applicable, and produce brief guidelines for producing accurate and compliant minutes.
- It was moved by Trustee Baca, seconded by Trustee Hall, and passed unanimously to approve the minutes of the regular meeting of March 28, 2012. Student Trustee concurred.

7. REPORTING OF ACTION TAKEN IN CLOSED SESSION

None.

8. PUBLIC COMMUNICATION

Michelle Grimes-Hillman and Misty Kolchakian, representatives of the Psychology Department, spoke about Mt. SAC's intention to grow the International Students Program and the proposed two-tiered tuition program by Santa Monica College (SMC). Ms. Grimes-Hillman indicated that some of the comments that have been suggested to her were that perhaps SMC's expansion laid the foundation for them to be in approval of AB 515, which later died. Also, they worked toward a two-tiered system of creating classes, which is being opposed by their students. Ms. Kolchakian talked about SMC's two-tier tuition system, and she encouraged Mt. SAC to continue its historical practice of offering the same level of education to everyone. Mike Dowdle, Assistant Distance Learning Coordinator, was also present to support Ms. Grimes-Hillman's comments.

9. REPORTS

A. Alex Mendoza, Associated Students President, reported the following:

- On April 18, the Associated Students held the Cross-Culture Fair. The purpose of this event was to celebrate Mt. SAC's student body diversity and the cultural wealth that it brings to the College. With the participation of the Inter-Club Council, the Activities Committee had an incredible student turnout. Over 500 students participated in this event, and four clubs were awarded with monetary prizes.
- From April 25-28, the Associated Students will be holding Student Government elections. The Elections Committee, with the assistance of Information Technology, continues to encourage students throughout the College to engage in the process of voting for their 2012-13 student representatives. Twenty candidates are currently in the run for these Executive Board positions; results of the winning contenders will be disclosed on April 27.
- On April 19, the Senate resolved to approve the 2012-13 Associated Students budget. ; Despite the devastating effects on students across the state due to fee increases and budget cuts, over 90% of all monetary requests by associated students, academic departments, awards and scholarships, retention and transfer ceremonies, and student leadership conferences were fully funded. On April 24, the Executive Committee met and ratified the budget with a unanimous vote; approving a total of \$574,000 for the following year. The Associated Students feel great pride and confidence in declaring that the 2012-13 budget is both a successful and secure outcome of student delegation.

B. Daniel Smith, Academic Senate Secretary, reported the following:

- On April 5, the full Senate met and elected new officers for 2012-13. The full slate of officers will be: Eric Kaljumagi, President; Dan Smith, Vice President; Jeff Archibald, Secretary; Michelle Grimes-Hillman, Director; Tim Engle, Director; Antoine Thomas, Director; Tom Edson, Director; and Kisha Williamson, Director. Voting for Senator-at-large will conclude on May 4.
- The full Senate also voted to recommend three items: BP 7211 Minimum Qualifications and Equivalencies (details regarding the process may be found in the existing AP 7211); Course Integration Review Process; and Resolution 12-01 Academic Senate Process for Responding to Time-Sensitive Issues.
- Eric Kaljumagi, Dan Smith, and Michelle Grimes-Hillman traveled to Citrus College on March 31 to participate in the State Senate's "Area C" meeting at which pending State resolutions were and discussed and amended. These amended resolutions

were then discussed by the College's local Academic Senate at a special meeting on April 12. This meeting enabled local faculty to give direction to Professor Smith, who is serving this year as the Academic Senate's voting delegate.

- The ASCCC Spring Plenary was held April 19-21 near the San Francisco airport, and officially attending on behalf of the Senate were Eric Kaljumagi and Daniel Smith. The Senate also congratulated its past president, Michelle Grimes-Hillman, who was re-elected to the ASCCC Executive Board.
- As noted above, effective June 16, Daniel Smith will take over the duties of Senate Vice President, replacing Richard McGowan. Mr. McGowan worked this past year as co-chair of the Student Preparation and Success Council, chaired the Flex Day Planning Committee, and participated on three other councils, the Faculty Association Executive Board, the Equivalency Committee, and several work groups, task forces, and hiring committees. The Senate thanked Mr. McGowan for his dedication to the Senate this past year, particularly with regard to his work on budgetary and governance issues.

C. Marchelle Nairne-Proulx, Classified Senate President, reported the following:

- She congratulated all new Classified employees and retiring Auxiliary Services employees.
- She thanked Dr. Scroggins for being so candid during the Classified Town Hall Q&A meeting today. Some of the Classified that she had an opportunity to speak to, that were unable to attend, inquired if the Town Hall meeting would be a recurring event, and Dr. Scroggins replied, "Absolutely."
- The Annual Pint Challenge normally scheduled in May will be taking place in June; however, no date is confirmed yet.
- The Stateline fund-raiser scheduled for May 5 was canceled due to insufficient attendance.
- Notifications for the Professional Growth Scholarship have been distributed via e-mail, and applications are due May 2. The award will be presented at the Classy's Ceremony.
- The Classified Recognition Ceremony is scheduled for May 23 in the Clarke Theater. Announcements will be going out to the campus closer to the event. Nominations for the Classified Excellence Awards are being accepted, and the form can be found on the Classified Senate website.

D. Jennifer Galbraith, Faculty Association President, reported the following:

- On April 27-29, the Faculty Association will be sending 15 delegates to the CCA WHO awards and Conference in Palm Desert. This year, the Faculty Association is honoring Ralph Spaulding as the local WHO recipient. Also at this conference, the new class for the Building Strong Locals Academy will be inducted. The new class includes Antoine Thomas and Lance Heard for the College's Faculty Association.
- The Faculty Association will be hosting their annual Retirement/Tenure Tea on May 29 at noon in the Faculty Association office. Invitations will be sent out soon. The Tea will honor the Faculty Association members who have announced their retirement this year as well as the Faculty Association members that were granted tenure this year.

- The Faculty Association Executive Board elections have resulted in the need for two run-off elections. There will be a run-off election for the position of Secretary, between Maya Alvarez-Galvan and Liz Ward, and the other will be for two full-time Directors, between Carol Impara, Tim Revell, and Chris McDonald. Run-off ballots will be sent to all Faculty Association members via campus mail on May 2, with a return date of May 18.
- The Faculty Association will be hosting its annual Scholarship Ceremony on June 2, 3:00 p.m., in Founders Hall. The year, the Faculty Association will give scholarships in Academic Achievement, Extracurricular, and the new category of Career and Technical Education. The committees will be reviewing the scholarship applications and notifying students, shortly.

E. Bill Rawlings, CSEA Chapter 262 Past President, reported the following:

- He thanked all the Administrative Professionals since it's their day.
He thanked Dr. Scroggins for holding the Town Hall meeting today and, even though he wasn't able to attend, he heard good things about it.
- He encouraged the Board to pass Action Item #4, which is the successor agreement contract for CSEA 262. It includes management and organizational rights, which isn't always recognized. This inclusion clarifies those boundaries. With this approval and all the other positive changes that were made to the contract, and cleaning up language throughout, it will wrap up the last six to nine years of confusion. He thanked Vice President Annette Loria and the negotiating teams for all their hard work.
- Classified Employees week is May 21-25. He invited Board members to attend a bar-b-que on May 25. Laura Martinez will be sending out invitations.
- CSEA has thrown a lot of support behind the temporary tax proposal and is in the process of gathering signatures.

F. Johnny Jauregui, CSEA Chapter 651 President:

- None.

10. BOARD COMMUNICATION

- All Board members shared the following comments:
 - Board members welcomed the new employees.
 - Board members congratulated Laurie Covarrubias for being selected as one of the 2012 National Phi Theta Kappa appointees to the All-USA Community College Academic Team.
 - All Trustees attended the Kepler Scholarship dinner, where Trustee Baca was the Master of Ceremonies.
 - Board members congratulated the Auxiliary Services retirees.
 - Trustee Hall reported that:
 - He attended the Veterans Recognition Ceremony last Thursday, where there were about 40 veterans that attended and were recognized.
 - He attended Mal Eaton's funeral on Saturday morning, where Mr. Eaton was honored for his contributions to the Mt. SAC football team.

- On Saturday afternoon, he went to the Walnut Valley Educational fund-raiser.
- He also attended the Area G dinner on Saturday.
- He mentioned an article on the front page of the L. A. Times, on April 12 that talked about Matthew Bissontz, also known as “Waffles,” from the Mt. SAC’s Rock Radio station. The article made mention of Mr. Bissontz’s enthusiasm and passion for what he does.
- Trustee Chen Haggerty reported that:
 - She attended the San Gabriel Valley Economic Partnership breakfast on Tuesday, where a wonderful report was given on where people reside, where they work, where they shop, what employers need, which industries are hiring, etc.
 - She was impressed with the participation of the neighboring colleges at the Kepler Scholarship dinner.
 - At the Carnegie Mellon competition - she attended the robotic competition this past weekend, where Mt. SAC’s robot died. She would like to help them build a new robot.
- Student Trustee Hernandez reported that:
 - He talked to a representative of Sodexo about how they can get more students to attend Mt. SAC events. They talked about bringing Naked Fruit Juice as a vendor campus events.
 - He’ll be attending the High School Outreach Program in May.
 - He attended the Mt. SAC Relays on Saturday.
 - He and about 20 students are testing the Mountie App and, when the bugs are worked out, it will be very useful.
 - He talked about many of their senators being accepted to UCLA, UCR, and UCI.
- Trustee Baca reported that:
 - He attended Mt. SAC Youth Days two weeks ago.
 - He attended the Mt. SAC Relays this past Saturday. He believes that attendance was up a bit this year over last year.
 - He attended the Statewide Academic Senate Plenary last week.
- Trustee Chyr reported that:
 - He read an article in the L. A. Times about three California community colleges (Santa Barbara, Coastline, and San Joaquin Delta) that were being considered for the \$1M Aspen Prize for Community College Excellence. He asked if anyone at the College is aware of this award and, if not, it’s something it should be seeking. He believes that Mt. SAC would rank much higher than some of the colleges that were mentioned in the article.
- Trustee Bader reported that:
 - She’s very proud of Mt. SAC’s forensic team for receiving so many honors.

- She commended Clarence Brown (CB) for receiving the Communicator of the Year award, and Mt. SAC won four Gold awards at the annual conference of the California Community Colleges Public Relations Organization, in Santa Clara.
- She attended the Mt. SAC Relays on Saturday and was impressed and inspired by all the athletes.
- Alta Skinner and Ryan Asao are now members of the Mt. SAC Foundation Board.
- She made a statement about Trustee Conduct (civility, decorum, and consideration for others), that is expected to be practiced. She reminded all to remain courteous and open-minded. Treating others with honesty, decency, and respect are characteristics of ethical trustees. Ethical trustees practice responsible self-restraint, and set a good example for others by communicating thoughtfully and representing the College well in their interactions with others. They avoid bitter arguments and use courteous and non-inflammatory language at Board meetings. Consideration for others means speaking well of others in public. Criticizing or belittling other trustees, college staff, or community members hurts the reputation of the entire Board.

11. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He congratulated and presented the Carter Doran Leadership Award to Virginia (Ginny) Burley, Vice President, Instruction.
- On June 1, the Foundation is holding its annual Golf Tournament at Industry Hills.
- He congratulated the new employees and the Auxiliary Services retirees.
- He congratulated Laurie Covarrubias for being selected to the 2012 Phi Theta Kappa All-USA Community College Academic Team.
- He talked about the Classified Staff Town Hall Meeting with the President that was held this morning. He said there were about 50 classified employees in attendance, and he answered questions that staff presented both before and during the meeting. He's planning on having the same meeting for Faculty sometime between May 10 and the May Board of Trustees meeting.
- He has established a Chat with the President session for students every Tuesday at noon.
- He developed additional Open Office Hours before or after each Academic Senate meeting.
- He was the keynote speaker at the Hacienda-La Puente Unified School District Fund-raiser dinner.
- He has been elected to the Board of the San Gabriel Valley Economic Partnership.
- He reported highlights of the Youth Days weekend: There were over 5,000 elementary and middle school participants; it was the 27th year of the LA 84 Grant; and Mt. SAC is the longest running grant recipient from the 1984 Olympics Grant. The Community College weekend: There were teams from 28 California community colleges; 10 State leading marks were set; every event had top 10 State leading marks; and Women's Hammer throw for a National leading mark. Mt. SAC Relays: There 335 universities present (compared to 284 in 2011; there were 3,000 entries; World leading marks were set in the high jump, 100m, and 400m events; there were over 4,000 high school athlete participants; and a Mt. SAC meet record at the high school level was broken. Several

Paralympics athletes (amputee, visually impaired, and wheelchair races) met the “A” standard for their event to qualify for the Olympics. Many Olympic medalists were present including: Allison Felix, Walter Dix, Jason Richardson, Jeremy Wariner, Miki Barber, Carmelita Jeter, and Jenny Powell. The international countries that were represented were Saudi Arabia, Egypt, Nigeria, Australia, New Zealand, The Netherlands, Great Britain, Bahamas, Venezuela, Canada, Mexico, Japan, and the Peoples’ Republic of China and Taiwan.

- Regarding Redistricting, a legal analysis is underway, and information will be available in advance of the next Board of Trustees meeting.
- The Cheetah Club will be back practicing at Mt. SAC after the track is upgraded.
- The claims of mistreatment by some of the members of the Women’s Track Team from a volunteer coach are being investigated and taken seriously.

12. BOARD INFORMATIONAL REPORT

- Board members were provided with a report on Information Technology Update, prepared by Vic Belinski, Chief Technology Officer, and Bob Hughes, Director of Enterprise Application Systems. Chris Schroeder, Allan Albutin, Shanti Atashpoush, Dale Vickers, and Kate Scott were the behind-the-scenes contributors.

Vic provided an overview of the number of visitors to Luminis portal as well as the busiest months (August and January/February) and hours (11:00 a.m.-6:00 p.m.) that the portal is used. He also explained the importance of having a good network foundation to handle the large volume of users during these peak periods. Major accomplishments by the IT department include a major upgrade to the Oracle database, migration to Moodlerooms, and implementation of waitlists and online transcript fulfillment. Bob highlighted several new enhancements including electronic verification of student activity fees, a new general survey tool, and an online facilities request. Board members lastly heard about the new mountieAPP, which is set to launch in June. The application is currently being tested by a group of students to work out any bugs. The app will feature, among many things, access to final grades, holds, class schedule, and the schedule of classes.

- Trustee Chyr was very impressed and asked about the catalog as being the number one sight that students go to on the web. Bob mentioned that catalogs are now in pdf format.
- Trustee Chen Haggerty asked about the academic planner and how efficient is it. Vic said that a lot of work has gone in to developing the planner. It’s not quite ready to be pushed out to the students, but it’s coming along very nicely. Trustee Chen Haggerty recognized how difficult this task is, but realizes how helpful it will be to students when it’s perfected.

13. CONSENT AGENDA

Trustee Bader noted that, on Page 74 – Action Item #2 – Meet-and-Confer Agreement Between the District and Confidential and Supervisory Employees for 2011-12, under Analysis and Fiscal Impact Funding Sources, Unrestricted General Fund should read \$57,699 (not \$57.699).

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

HUMAN RESOURCES

1. Approval of Personnel Transactions dated April 25, 2012.

INSTRUCTION and STUDENT SERVICES

2. Approval of new courses for the 2012-13 academic year.
3. Approval of the 2013-14 Academic Calendar.
4. Approval for Aeronautics students to participate in the National Intercollegiate Flying Association SAFECON 2012 in Salina, KS.
5. Approval of subcontracts with Rio Hondo College and Chaffey College for the Health Care Sector and Other High Growth and Emerging Industries Building Automation Grant.
6. Approval of contracts with JW Marriott and Hilton Worldwide for the CyberWatch West Grant.
7. Approval of a contract between the Center of Excellence and Los Angeles Mission College.
8. Approval of a contract amendment with ArbiterSports/RefPay.
9. Approval of additions and changes in the Continuing Education Division.
10. Approval of a contract with In-N-Out Burger, in the amount of \$2,541, to provide catering during the Associated Students' Athletics Fair to be held on June 5, 2012.
11. Approval of an honorarium to the U. S. Green Building Council, Inland Empire Chapter, Inc., for panelist Eric Corey Freed to participate in the Earth Day Panel discussion on April 26, 2012.
12. Consideration of approval of a contract with University of Redlands' Campus Events for the Upward Bound Summer Residential Program.
13. Approval of a contract with The Princeton Review-Led Classroom Course Agreement for the Upward Bound Summer Residential Program.

ADMINISTRATIVE SERVICES

14. Approval of the Appropriation Transfers and Budget Revisions Summary.
15. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
16. Approval to reissue a stale-dated payroll warrant to Cristi Lin Ricker in the amount of \$201.64.
17. Approval of contracts to provide temporary staffing services with Accounting Principals and Accountemps on an as-needed basis in support of Fiscal Services operations.

18. Approval of an agreement with Blackboard Inc. for Connect, an electronic voice, mail, and text messaging system, from July 1, 2012, to June 30, 2015.
19. Approval of contracts to provide professional design and consulting services with Cambridge West Partnership, LLC for the Master Planning – 5-Year Construction Plan and Space Inventory project.
20. Approval to reduce retention from 10% to 5% for ACH Mechanical Contractors, Inc. for the Physical Education Program Building Remodel (Mechanical Contractor) (Bid No. 2864).
21. Approval of the following Bid:
 - Bid No. 2906 Kitchen Equipment for the Culinary Arts Program.
22. Approval/ratification for the following Change Orders:
 - Bid No. 2849 Design Technology Center – RC Construction (General Contractor) – Change Order No. 14.
 - Bid No. 2851 Design Technology Center – HPL Mechanical (Plumbing Contractor) – Change Order No. 7.
 - Bid No. 2857 Administration Building Remodel – Empyrean Plumbing, Inc. (Plumbing Contractor) – Change Order No. 3.
 - Bid No. 2858 Administration Building Remodel – DSG Corporation (Heating & Ventilation Contractor) – Change Order No. 3.
 - Bid No. 2856 Administration Building Remodel – Hoover Flooring Co. (Flooring Contractor) – Change Order No. 4.
 - Bid No. 2859 Administration Building Remodel – Rancho Pacific Electric (Electrical Contractor) – Change Order No. 12.
 - Bid No. 2861 Physical Education Program Building Renovation – HMI Construction (General Contractor) – Change Order No. 6.
 - Bid No. 2862 Physical Education Program Building Renovation – Empyrean Plumbing, Inc. (Plumbing Contractor) – Change Order No. 3.
23. Ratification of the following Contract Amendment:
 - Contract Agricultural Sciences Complex – Partial Construction Phase Services – Hill Partnership, Inc. (Professional Design and Consulting Services Consultant) – Amendment No. 5.
24. Approval of the following Proposed Gifts and Donations to the College:
 - Los Angeles County Fire Department – Self-contained respiratory system for training (each unit contains one bottle, one mask, and one harness), valued by donor at \$200 per unit, to be used by the Technology & Health Division.

- Ashley Stanley – Hampshire Ewe, Born February 2, 2007, WB 717 (ear tag), valued by donor at \$200, to be used by the Natural Sciences Division.
- Hamilton Sunstrand Power Systems – Hamilton-Sunstrand Auxiliary Power Unit (Model No. APS500C11), undisclosed value by donor, to be used by the Technology & Health Division.

Motion unanimously carried. Student Trustee concurred.

14. PURCHASE OF SERVER AND ENTERPRISE STORAGE SYSTEM

It was moved by Trustee Baca, seconded by Trustee Chyr, to approve this item. Motion was unanimously passed. Student Trustee concurred.

15. MEET-AND-CONFER AGREEMENT BETWEEN THE DISTRICT AND CONFIDENTIAL AND SUPERVISORY EMPLOYEES FOR 2011-12

It was moved by Trustee Chyr, seconded by Trustee Hall, to approve this item, as corrected. Motion was unanimously passed. Student Trustee did not concur.

16. MEET-AND-CONFER AGREEMENT BETWEEN THE DISTRICT AND MANAGEMENT EMPLOYEES FOR 2011-12

It was moved by Trustee Hall, seconded by Trustee Chyr, to approve this item. Motion was unanimously passed. Student Trustee did not concur.

17. THREE-YEAR NEGOTIATED AGREEMENT BETWEEN THE DISTRICT AND CSEA, CHAPTER 262 FOR 2011-14

It was moved by Trustee Baca, seconded by Trustee Chen Haggerty, to approve this item. Motion was unanimously passed. Student Trustee did not concur.

18. ANNUAL REVIEW OF BOARD POLICY 2015 – STUDENT MEMBER

It was moved by Trustee Hall, seconded by Trustee Chen Haggerty, to approve this item. Motion was unanimously passed. Student Trustee concurred.

19. ADJOURNMENT

The meeting adjourned at 8:33 p.m.

WTS:dl

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>May 23, 2012</u>	CONSENT
SUBJECT: <u>Agreement with Liebert Cassidy Whitmore</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

The term of the agreement is from June 1, 2012, through May 31, 2013. The agreement shall be terminable by either party upon 30 days' written notice.

The range of hourly rates for attorney time is from \$180-\$275 and from \$105-\$140 for time of paraprofessional staff.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Liebert Cassidy Whitmore for the period June 1, 2012, through May 31, 2013.

AGREEMENT FOR SPECIAL SERVICES

This Agreement is entered into between the law firm of LIEBERT CASSIDY WHITMORE, A Professional Corporation (“Attorney”), and MT. SAN ANTONIO COLLEGE (“College”).

1. Conditions

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

2. Attorney’s Services

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

3. Fees, Costs, Expenses

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

The current range of hourly rates for Attorney time is from One Hundred Eighty to Two Hundred Seventy-Five Dollars (\$180.00 - \$275.00), and from One Hundred Five to One Hundred Forty Dollars (\$105.00 - \$140.00) for time of paraprofessional staff. Attorney reviews its hourly rates on an annual basis and, if appropriate, adjusts them effective July 1. Attorney will provide the College with written notification of any adjustment in the range of rates. Attorneys and paraprofessional staff bill their time in

minimum units of one-tenth of an hour. Communications advice (telephone, voice-mail, e-mail) is billed in a minimum increment of three-tenths (.30) of an hour.

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

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

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

4. Arbitration of Professional Liability or Other Claims

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

If a dispute arises between College and Attorney over any other aspect of the attorney-client relationship, including, without limitation, a claim for breach of

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

5. File Retention

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

6. Assignment

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

7. Independent Contractor

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

8. Authority

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

9. Term

This Agreement is effective June 1, 2012 through May 31, 2013 and may be modified by mutual agreement of the parties. This agreement shall be terminable by either party upon thirty (30) days written notice.

LIEBERT CASSIDY WHITMORE,
A Professional Corporation

MT. SAN ANTONIO COLLEGE

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

I. PUBLIC AGENCY FEE SCHEDULE

Hourly Rates (As of Agreement Effective Date)

Partners	\$275.00
Of Counsel	\$255.00
Associates	\$180.00 - \$235.00
Paraprofessionals	\$105.00 - \$140.00

II. COST SCHEDULE

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 23, 2012</u>	CONSENT
SUBJECT	<u>Personnel Transactions</u>	

CLASSIFIED EMPLOYMENT

Permanent New Hires

Name: Estevez, Elizabeth
 Position: Clerical Specialist New: Yes
 Department: TRiO
 Program
 Range/Step A-69, Step 1
 Job FTE: 1.00/12 months
 Effective: 5/24/12

Name: Mason, Lia
 Position: Account Clerk III New: Yes
 Department: Fiscal Services
 Range/Step A-88, Step 3
 Job FTE: 1.00/12 months
 Effective: 5/24/12

Change of Assignment

Name: Mulvihill, Maryann
 Position: Clerical Specialist
 Department: Business Division
 Effective Date: 7/1/10
 Job FTE: 0.625/11 months
 Remarks: Change in Job FTE from 0.475

Temporary Change of Assignment

Name: Stevenson, James
 Coordinator, Special Projects
 Position: Technology and Health
 Department: Technology and Health Division
 Effective Date: 7/1/12
 End Date: 8/3/12
 Remarks: Change in Job FTE from 0.475 to 0.550

Prepared by: Human Resources Staff Reviewed by: Annette Loria
 Recommended by: Bill Scroggins Agenda Item: Consent #2

SUBJECT: Personnel Transactions

DATE: May 23, 2012

Temporary Out-of-Class Assignments

Name: Acosta, Anna
 From: Administrative Secretary
 To: Grant Specialist
 Department: Business Division Perkins Grant & San Gabriel Valley Career
 Technical Education Community Collaborative Grant
 Effective: 5/1/12
 End Date: 6/30/12

Name: Bean, Ronald
 From: Mid-Range Systems Programmer
 To: Database Administrator
 Department: Information Technology
 Effective: 7/1/12
 End Date: 12/31/12

Name: Hilario-Alvarado, Catherine
 From: Secretary
 To: Administrative Secretary
 Department: Counseling
 Effective: 4/23/12
 End Date: 6/30/12

Name: Jimenez, Zaira
 From: Human Resources Technician
 To: Human Resources Coordinator
 Department: Human Resources
 Effective: 7/1/12
 End Date: 12/31/12

Name: Ludwig, Carole
 From: Secretary
 To: Administrative Secretary
 Department: Disabled Student Programs & Services
 Effective: 7/1/12
 End Date: 12/31/12

Name: Magdaleno, Jose Raul
 From: Senior Help Desk Technician
 To: Data Communications Technician
 Department: Information Technology
 Effective: 7/1/12
 End Date: 12/31/12

SUBJECT: Personnel Transactions

DATE: May 23, 2012

Temporary Out-of-Class Assignments (continued)

Name: Romo, Lisa
From: Human Resources Technician
To: Human Resources Specialist
Department: Human Resources
Effective: 6/1/12
End Date: 12/31/12

Name: Uiagalelei, Nerissa
From: Human Resources Technician
To: Human Resources Analyst
Department: Human Resources
Effective: 6/1/12
End Date: 12/31/12

Permanent Change of Assignment

Name: Santillan, Yvette
Position: Project/Program Specialist
Department: Adult Basic Education
Effective Date: 1/3/12
Remarks: Change in Job FTE from 0.450 to 0.300

Resignation/Termination

Tercero, Joshua, Laboratory Technician, Theater, effective 4/22/12

Retirement

Smith, William W., Laboratory Technician, Art, effective 6/30/12

TEMPORARY EMPLOYMENT

Substitute Employees

Per employment list (see Page 7).

Hourly Non-Academic Employees

Per employment list (see Page 7).

Professional Experts Employees

Per employment list (see Pages 7 and 8.)

SUBJECT: Personnel Transactions

DATE: May 23, 2012

Student Employees

Per employment list (see Pages 8 through 13).

ACADEMIC EMPLOYMENT

New Hires

Name: Hirsch, Jamie
 Position: Professor New: No
 Department: Fire Technology
 Column/Step I-1
 Job FTE: 1.00/10 months
 Effective: 8/27/12

Name: James, Stephen
 Position: Professor New: Yes
 Department: Architecture & Engineering Design Tech.
 Column/Step I-1
 Job FTE: 1.00/10 months
 Effective: 8/27/12

Name: Kokorowski, Heather
 Position: Professor, Earth Science New: Yes
 Department: Earth Sciences & Astronomy
 Column/Step I-1
 Job FTE: 1.00/10 months
 Effective: 8/27/12

Approval of Payment for Work Experience Instructor/Coordinator – Winter 2012

Payment for the following faculty members at 0.1 LHE per student enrolled in the Work Experience courses, according to the District Faculty Agreement, Article 10, Workload.

<u>Instructor</u>	<u>Number of Students</u>	<u>Amount</u>
Shum, Mee	6	\$792.29

Spring 2012

Credit Hourly Instructors/Substitutes

NAME
 Barsamian, Aram

SUBJECT: Personnel Transactions**DATE:** May 23, 2012**Retirements**

Andrade, Renee, Professor, Foreign Languages, effective 6/17/12

Chapman, C. Neil, Professor, Commercial & Entertaining Arts, effective 6/17/12

Additional Assignments

Provider	Area/Department	Service/Agreement	Dates	Amount
Arterburn, Pamela	Student Services/ Assessment Center	Faculty AWE Readers	7/1/12- 6/30/13	No to exceed \$48.80/hr.
Azul, Amy	Student Services/ Assessment Center	Faculty AWE Readers	7/1/12- 6/30/13	Not to exceed \$44.01/hr.
Bjorck, Sharon-Rose	Student Services/ Assessment Center	Faculty AWE Readers	7/1/12- 6/30/13	Not to exceed \$44.01/hr.
Dougherty, Michelle	Student Services/ Assessment Center	Faculty AWE Readers	7/1/11- 6/30/12	Not to exceed \$44.01/hr.
Dougherty, Michelle	Student Services/ Assessment Center	Faculty AWE Readers	7/1/12- 6/30/13	Not to exceed \$44.01/hr.
Ezzell, Sun	Student Services/ Assessment Center	Faculty AWE Readers	7/1/12- 6/30/13	Not to exceed \$45.55/hr.
Hallsted, Christopher	Student Services/ Assessment Center	Faculty AWE Readers	7/1/12- 6/30/13	Not to exceed \$45.55/hr.
Hancock, Joy	Student Services/ Assessment Center	Faculty AWE Readers	7/1/12- 6/30/13	Not to exceed \$45.55/hr.
Hill-Enriquez, Evelyn	Student Services/ Assessment Center	Faculty AWE Readers	7/1/12- 6/30/13	Not to exceed \$42.52/hr.
Kantenwein, Karin	Music Department	Chamber Winds Concert	5/25/12	\$41.09/hr. Not to exceed \$200

SUBJECT: Personnel Transactions**DATE:** May 23, 2012**Additional Assignments** (continued)

Provider	Area/Department	Service/Agreement	Dates	Amount
Kelly, Donna	Student Services/ Assessment Center	Faculty AWE Readers	7/1/12- 6/30/13	Not to exceed \$48.80/hr.
Key-Ketter, Leah	Student Services/ Assessment Center	Faculty AWE Readers	7/1/12- 6/30/13	Not to exceed \$44.01/hr.
Leader, Jennifer	Student Services/ Assessment Center	Faculty AWE Readers	7/1/12- 6/30/13	Not to exceed \$44.01/hr.
Lynch-Thompson, Candace	Student Services/ Assessment Center	Faculty AWE Readers	7/1/12- 6/30/13	Not to exceed \$42.52/hr.
Mahpar, Steve	Music Department	Chamber Winds Concert	5/25/12	\$41.09/hr. Not to exceed \$200
Mezaki, Barbara	Student Services/ Assessment Center	Faculty AWE Readers	7/1/12- 6/30/13	Not to exceed \$45.55/hr.
McFaul, Jason	Student Services/ Assessment Center	Faculty AWE Readers	7/1/12- 6/30/13	Not to exceed \$48.80/hr.
Mullane, Doug	Student Services/ Assessment Center	Faculty AWE Readers	7/1/12- 6/30/13	Not to exceed \$45.55/hr.
Muniz, Edgar	Student Services/ Assessment Center	Faculty AWE Readers	7/1/12- 6/30/13	Not to exceed \$44.01/hr.
Nemeth, Stanley	Student Services/ Assessment Center	Faculty AWE Readers	7/1/12- 6/30/13	Not to exceed \$48.80/hr.
Rowley, Dianne	Student Services/ Assessment Center	Faculty AWE Readers	7/1/12- 6/30/13	Not to exceed \$45.55/hr.
Straw, Ellen	Student Services/ Assessment Center	Faculty AWE Readers	7/1/12- 6/30/13	Not to exceed \$44.01/hr.
Whalen, Margaret	Student Services/ Assessment Center	Faculty AWE Readers	7/1/12- 6/30/13	Not to exceed \$44.01/hr.

SUBJECT: Personnel Transactions**DATE:** May 23, 2012**MANAGEMENT****Approval of Stipend**

Masters Degree - \$1,500
 Dolan, Jill, Manager, Public Affairs

Renewal of Contracts for Vice Presidents - 7/1/12-6/30/15

Burley, Virginia, Instruction
 Gregoryk, Michael, Administrative Services
 Yamagata-Noji, Audrey, Student Services

TEMPORARY EMPLOYMENT**Substitute Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Jimenez, Amy	Clerical Specialist	Technology & Health	19.52	04/30/12-06/30/12
Lopez-Sanchez, Lisbet	Executive Assistant	Fiscal Services	27.58	05/07/12-06/30/12
Perez, Donna	Clerical Specialist	Human Resources	19.52	05/01/12-06/30/12
Quinlan, Beth	Secretary	Administrative Services	22.00	05/04/12-06/30/12
Salazar, Sophia	Clerical Specialist	Bridge Program	19.52	04/30/12-06/30/12

Hourly Non-Academic Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Acevedo, Laura	Activity Aide	Continuing Education	8.00	06/25/12-06/30/12
Acevedo, Nicholas	Activity Aide	Continuing Education	8.00	06/25/12-06/30/12
Beck, Jonathan	Model	Fine Arts	21.00	07/02/12-06/28/13
Blackwell, Jana	Model	Fine Arts	21.00	07/02/12-06/28/13
Blackwell, Pam	Model	Fine Arts	21.00	07/02/12-06/28/13
Cole, John	Model	Fine Arts	21.00	07/02/12-06/28/13
Felix, Jessica	Activity Aide	Continuing Education	8.00	06/25/12-06/30/12
Fuentes, Jeannette	Activity Aide	Continuing Education	8.00	06/25/12-06/30/12
Garcia, Russell	Activity Aide	Continuing Education	8.00	06/25/12-06/30/12
Gulmesoff, Jim	Model	Fine Arts	21.00	07/02/12-06/28/13
Henderson, Margaret	Clerk Typist III	Adult Basic Education	10.87	06/11/12-06/30/12
Henderson, Margaret	Clerk Typist III	Adult Basic Education	10.87	07/01/12-07/31/12
Hernandez, Shirley	Model	Fine Arts	21.00	07/02/12-06/28/13
Jimenez, Steven	Activity Aide	Continuing Education	8.00	06/25/12-06/30/12
Lyons, Casey	Tutor II	Tutorial Services	9.25	04/26/12-06/30/12
Martinez, Jennifer	Activity Aide	Continuing Education	8.00	06/25/12-06/30/12
Mojarro, Rose-Celeste	Activity Aide	Continuing Education	8.00	06/25/12-06/30/12
Olivares, Amanda	Activity Aide	Continuing Education	8.00	06/25/12-06/30/12

SUBJECT: Personnel Transactions**DATE:** May 23, 2012**Hourly Non-Academic Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Perez, Rosemary	Activity Aide	Continuing Education	8.00	06/25/12-06/30/12
Sanchez, Robert	Clerk Typist III	Adult Basic Education	10.87	06/11/12-06/30/12
Sanchez, Robert	Clerk Typist III	Adult Basic Education	10.87	07/01/12-07/31/12
Spease, Maria	Lab Assistant	HCRC	13.27	04/04/12-06/30/12
Taylor, Angela	Lab Assistant	HCRC	13.27	04/04/12-06/30/12

Professional Expert Employees – New Assignments

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Hoyos, Eliza	Project Expert/Specialist	Upward Bound	25.00	06/04/12-06/30/12
Lazar, Ryan	Lecturer	Fire Technology	37.26	07/01/12-06/30/13
Levy, Leslie	Model	Fine Arts	21.00	07/02/12-06/28/13
Lovell, Jeanne-Marie	Model	Fine Arts	21.00	07/02/12-06/28/13
Mancino, Raymond	Model	Fine Arts	21.00	07/02/12-06/28/13
Martens, Robert	Lecturer	Fire Technology	37.26	07/01/12-06/30/13
Mingrino, David	Model	Fine Arts	21.00	07/02/12-06/28/13
Morley, Deborah	Model	Fine Arts	21.00	07/02/12-06/28/13
Myers, Calvin	Lecturer	Fire Technology	37.26	07/01/12-06/30/13
Navarrette, Daniel	Lecturer	Fire Technology	37.26	07/01/12-06/30/13
Offutt, Bret	Lecturer	Fire Technology	37.26	07/01/12-06/30/13
Ramirez, Benito	Lecturer	Fire Technology	37.26	07/01/12-06/30/13
Rasmussen, Keith	Technical Expert II	Nursing Department	45.00	05/01/12-06/22/12
Rice, Whitney	Interpreter III	DSPS	30.00	05/01/12-06/30/12
Roon, Gerard	Model	Fine Arts	21.00	07/02/12-06/28/13
Seymour, Ronald	Lecturer	Fire Technology	37.26	07/01/12-06/30/13
Sherman, Robert	Health Promotion Spec.	Fire Technology	24.00	07/01/12-06/30/13
Sierra, Patrick	Health Promotion Spec.	Fire Technology	24.00	07/01/12-06/30/13
Swift, Bonita	Model	Fine Arts	21.00	07/02/12-06/28/13
Szenczi, Christopher	Lecturer	Fire Technology	37.26	07/01/12-06/30/13
Thompson, Cory	Lecturer	Fire Technology	37.26	07/01/12-06/30/13
Thompson, Keith	Lecturer	Fire Technology	37.26	07/01/12-06/30/13
Van Aken, Earl	Model	Fine Arts	21.00	07/02/12-06/28/13
Velotta, Keith	Lecturer	Fire Technology	37.26	07/01/12-06/30/13
Weathermon, Michael	Health Promotion Spec.	Fire Technology	24.00	07/01/12-06/30/13
Worrilow, Lynn	Model	Fine Arts	21.00	07/02/12-06/28/13

Professional Expert Employees – Extended Assignments

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Davis, Gerald	Lecturer-Fire Technology	Fire Technology	37.26	04/01/12-06/30/12
De La Torre, Elva	Technical Expert I	Nursing	35.00	04/01/12-06/22/12
Dorough, Darlene	Interpreter II	Continuing Education	22.00	04/02/12-06/30/12
Drahonovsky, Doris	Technical Expert II	Nursing	45.00	04/06/12-06/22/12
Estevez, Elizabeth	Project Expert/Specialist	ACES Program	25.00	04/02/12-05/23/12
Estrada, Víctor	Technical Expert I	Kinesiology & Athletics	35.00	01/01/12-06/30/12

SUBJECT: Personnel Transactions**DATE:** May 23, 2012**Professional Expert Employees – Extended Assignments** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Fitzpatrick, William	Technical Expert I	Kinesiology & Athletics	35.00	01/01/12-06/30/12
Fong, Meelain	Technical Expert II	Nursing	45.00	04/02/12-06/22/12
Franco-Iwanaga, Susan	Project/Program Aide	Adult Basic Education	19.76	04/02/12-06/30/12
Garcia, Jordan	Aquatics Assistant III	Kinesiology & Athletics	12.00	04/01/12-06/30/12
Gateley, Sean	Athletic Injury Specialist I	Kinesiology & Athletics	22.00	01/01/12-06/30/12
Goff, Michael	Project Coordinator	Kinesiology & Athletics	35.00	01/01/12-06/30/12
Goldsmith, Jami	Project Expert/Specialist	Consumer & Design Tech.	25.00	04/13/12-06/30/12
Isom, Garrett	Event Supervisor II	Technical Services	13.75	04/21/12-06/30/12
Kamaka, Ron	Project Coordinator	Kinesiology & Athletics	35.00	01/01/12-06/30/12
Lunsford Falco, Stacy	EMS Lic. Examiner III	Medical Services	25.00	04/07/12-06/30/13
McGuire, Robert	Technical Expert I	Kinesiology & Athletics	35.00	01/01/12-06/30/12
Mendez, Kimberly	Event Supervisor II	Technical Services	13.75	04/21/12-06/30/12
Mulligan, Sean	Technical Rigger II	Technical Services	16.50	04/04/12-06/30/12
Padilla, Ricardo	Athletic Injury Specialist	Kinesiology & Athletics	22.00	07/01/11-06/30/12
Reeves, Kenneth	Technical Expert I	Kinesiology & Athletics	35.00	01/01/12-06/30/12
Ruh, Donald	Project Manager	Kinesiology & Athletics	55.00	01/01/12-06/30/12
Smith, Ron	Technical Expert I	Kinesiology & Athletics	35.00	01/01/12-06/30/12
Stahl, Jacqueline	Event Supervisor II	Technical Services	13.75	04/21/12-06/30/12
Stuard, Bob	Interpreter V	Sign Language	45.00	02/27/12-06/30/12
Todd, Douglas	Project Manager	Kinesiology & Athletics	55.00	01/01/12-06/30/12
Todd, Matthew	Technical Expert I	Kinesiology & Athletics	35.00	01/01/12-06/30/12
Toll, Heather	Event Supervisor II	Technical Services	13.75	04/21/12-06/30/12
Vaniman, Barry	Head Video Utility	Technical Services	50.00	01/03/12-06/30/12
Vasquez, Byron	Interpreter I	Continuing Education	18.00	04/16/12-06/30/12

Student Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Abasta, Briaana	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Abelar Munoz, Monica	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Adrzejewski, Britnee	Student Assistant V	Agricultural Sciences	12.50	04/12/12-06/30/12
Alcala Avalos, Marlene	Student Assistant I	DSPS	8.00	04/09/12-06/15/12
Alvarado Rodriguez, Maria	Student Assistant I	DSPS	8.00	04/09/12-06/15/12
Amaro, Brandon	Student Assistant I	Kinesiology & Athletics	8.00	01/01/12-06/30/12
Anderson, Jessica	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Arevalo, Lauren	Student Assistant I	DSPS	8.00	04/27/12-06/15/12
Arrant, Roderick	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Asuncion, Vielle	Student Assistant I	DSPS	8.00	04/09/12-06/15/12
Ayetiwa, Afoluso	Student Assistant III	Kinesiology & Athletics	10.00	01/01/12-06/30/12
Baca, Danielle	Student Assistant IV	Technical Services	11.25	04/16/12-06/30/12
Baker, Keith	Student Assistant I	Agricultural Sciences	8.00	04/01/12-06/30/12
Barrett, Johnathan	Student Assistant IV	Building Automation	11.25	04/23/12-06/30/12
Bernal, Stephanie	Student Assistant II	Technical Services	8.75	02/28/12-06/30/12
Bethea, Justin	Student Assistant I	Kinesiology & Athletics	8.00	01/01/12-06/30/12
Bisgaard, Sarah	Student Assistant I	DSPS	8.00	04/06/12-06/15/12

SUBJECT: Personnel Transactions**DATE:** May 23, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Blaza, Michael	Student Assistant II	Bridge Program	8.75	04/27/12-06/30/12
Briggs, Charles	Student Assistant IV	ACES Program	11.25	04/09/12-06/30/12
Brown, Arielle	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Brown, Kyle	Student Assistant V	Technical Services	12.50	04/10/12-06/28/12
Calderon, Ingrid	Student Assistant I	DSPS	8.00	04/10/12-06/15/12
Camacho, Janiece	Student Assistant I	Kinesiology & Athletics	8.00	01/01/12-06/30/12
Campos, Nichole	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Carlos, Beatriz	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Castro, Amber	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Cendejas, Amber-Rose	Student Assistant I	DSPS	8.00	04/27/12-06/15/12
Chen, Alexander	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Chen, Hui Zu	Student Assistant I	ESL	8.00	04/02/12-06/30/12
Chen, Natalie	Student Assistant II	Bridge Program	8.75	04/27/12-06/30/12
Cheung, Tiffany	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Cintron, Ervin	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Co Untian, Xyrine	Student Assistant I	DSPS	8.00	04/09/12-06/15/12
Collins, Robert	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Coopee, Sherry	Student Assistant I	DSPS	8.00	04/09/12-06/15/12
Costales, Jeffrey	Student Assistant III	Bridge Program	10.00	04/27-12-06/30/12
Crumley, Eric	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Curry, Christian	Student Assistant IV	Technical Services	11.25	04/12/12-06/30/12
Dashiell, Donnell	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
De La Rosa, Jessica	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
De Veyra, Amer	Student Assistant V	Technology & Health	12.50	04/20/12-06/30/12
Delgadillo, Clemente	Student Assistant IV	Building Automation	11.25	04/23/12-06/30/12
Deshone, Sharion	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Dirks, Jessica	Student Assistant I	DSPS	8.00	04/10/12-06/15/12
Dominguez, Catalina	Student Assistant II	Natural Sciences	8.75	04/01/12-06/30/12
Escobar, Alcott	Student Assistant I	DSPS	8.00	04/09/12-06/15/12
Esparza, Rosana	Student Assistant III	Architecture	10.00	04/30/12-06/30/12
Fenn, Alex	Student Assistant IV	ACES Program	11.25	04/09/12-06/30/12
Fernandez, Antonio	Student Assistant III	Architecture	10.00	04/09/12-06/15/12
Fernandez, Clarissa	Student Assistant I	DSPS	8.00	04/27/12-06/15/12
Finner, Jeffrey	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Flores, Cintia	Student Assistant III	Bridge Program	10.00	04/27/12-06/30/12
Flores, Corina	Student Assistant I	DSPS	8.00	04/27/12-06/15/12
Friedman, Brittany	Student Assistant I	DSPS	8.00	04/27/12-06/15/12
Fuqua, Ashley	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Garman, Amber	Student Assistant I	Kinesiology & Athletics	8.00	01/01/12-06/30/12
Gonzales, Crystal	Student Assistant I	Kinesiology & Athletics	8.00	04/01/12-06/30/12
Gonzales, Gabriel	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Gordy, Kamille	Student Assistant II	Child Development Ctr.	8.75	04/23/12-06/30/12
Grube, Ashley	Student Assistant I	DSPS	8.00	04/10/12-06/15/12
Gurule, Robert	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Hadikusumo, Katherine	Student Assistant V	Tutorial Services	12.50	04/01/12-06/17/12

SUBJECT: Personnel Transactions**DATE:** May 23, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Hale, Kyle	Student Assistant IV	ACES Program	11.25	04/09/12-06/30/12
Hamad, Meice	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Hardge, Kenya	Student Assistant I	Kinesiology & Athletics	8.00	01/01/12-06/30/12
Hardiman, Ebony	Student Assistant I	DSPS	8.00	04/09/12-06/15/12
Hernandez, Guadalupe	Student Assistant I	DSPS	8.00	04/09/12-06/15/12
Hernandez, Salvador	Student Assistant III	Kinesiology & Athletics	10.00	01/01/12-06/30/12
Herrera Gonzalez, Jaqueline	Student Assistant I	DSPS	8.00	04/09/12-06/15/12
Hill, Dominicka	Student Assistant I	DSPS	8.00	04/09/12-06/15/12
Holloway, Geoffrey	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Hussain, Aisha	Student Assistant I	DSPS	8.00	04/09/12-06/15/12
Isago, Jessica	Student Assistant III	Fashion	10.00	04/23/12-06/30/12
Italia, Christopher	Student Assistant I	DSPS	8.00	04/27/12-06/15/12
Jager, Jessica	Student Assistant I	DSPS	8.00	04/10/12-06/15/12
Jauregui, Nicolas	Student Assistant III	Kinesiology & Athletics	10.00	01/01/12-06/30/12
Jimenez, Sonia	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Kniseley, Rebekah	Student Assistant III	Music	10.00	04/02/12-06/15/12
Lancaster, Michael	Student Assistant I	DSPS	8.00	04/09/12-06/15/12
Landero, Mikayla	Student Assistant I	DSPS	8.00	04/27/12-06/15/12
Latorre, Alexandra	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Lee, Allison	Student Assistant I	DSPS	8.00	04/09/12-06/15/12
Lepe, Yocelyn	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Letizio, Nellie	Student Assistant I	DSPS	8.00	04/09/12-06/15/12
Lizcano, David	Student Assistant V	Aircraft Maintenance	12.50	05/07/12-06/30/12
Lopez, Blanca	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Lopez, Ernie	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Lopez, Leslie	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Lopez, Vanessa	Student Assistant I	Kinesiology & Athletics	8.00	01/01/12-06/30/12
Loya, Ruby	Student Assistant II	Public Safety	8.75	07/01/12-08/05/12
Lu, Angela	Student Assistant I	DSPS	8.00	04/27/12-06/15/12
Lucas, Kate	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Lugo, Jeannine	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Mackey, Verliseya	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Mancilla, Cassie	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Marquez, Andrea	Student Assistant III	Continuing Education	10.00	06/25/12-06/30/12
Marquez, Andrea	Student Assistant III	Continuing Education	10.00	07/01/12-08/15/12
Martinez, Kayla	Student Assistant I	DSPS	8.00	04/09/12-06/15/12
Martinez, Natalie	Student Assistant III	Bridge Program	10.00	04/27/12-06/30/12
Mason, Samuel	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
May, Marissa	Student Assistant I	DSPS	8.00	04/27/12-06/15/12
McCarthy, Tara	Student Assistant I	DSPS	8.00	04/14/12-06/30/12
McPherson, Alexa	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Medina, Kevin	Student Assistant I	Kinesiology & Athletics	8.00	04/01/12-06/30/12
Milostan, Brandon	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Montes, Daniel	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Morton, Patricia	Student Assistant I	DSPS	8.00	04/27/12-06/15/12

SUBJECT: Personnel Transactions**DATE:** May 23, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Munoz, Daniel	Student Assistant V	Agricultural Sciences	12.50	04/11/12-06/30/12
Murillo, Blanca	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Murillo, Nancy	Student Assistant II	Bridge Program	8.75	04/27/12-06/30/12
Mustafa, Jawariyah	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Naylon, Ryan	Student Assistant I	Kinesiology & Athletics	8.00	01/01/12-06/30/12
Ng, Stefanie	Student Assistant IV	ACES Program	11.25	04/09/12-06/30/12
Nguyen, Anh	Student Assistant I	DSPS	8.00	04/27/12-06/15/12
Notarangelo, Nicolas	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Nunez, Patricia	Student Assistant I	DSPS	8.00	04/27/12-06/15/12
Nyeholt, Taylor	Student Assistant I	DSPS	8.00	04/09/12-06/15/12
Ochoa, Wendy	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Odom, Steven	Student Assistant III	Bridge Program	10.00	04/27/12-06/30/12
Orozco, Cynthia	Student Assistant II	Bridge Program	8.75	04/27/12-06/30/12
Orozco, Michael	Student Assistant I	DSPS	8.00	04/09/12-06/15/12
Paez, Jason	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Pang, Bonnie	Student Assistant V	Technical Services	12.50	05/11/12-06/28/12
Parry, Edward	Student Assistant II	Public Safety	8.75	07/01/12-08/05/12
Pawling, Kyle	Student Assistant V	Agricultural Sciences	12.50	04/11/12-06/30/12
Pawling, Kyle	Student Assistant III	Continuing Education	10.00	05/03/12-06/30/12
Pearson, Joanne	Student Assistant II	Child Development Ctr.	8.75	04/19/12-06/30/12
Phillips, Girtha	Student Assistant III	Bridge Program	10.00	04/27/12-06/30/12
Pineda, John	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Pino, Jacquelynn	Student Assistant I	DSPS	8.00	04/27/12-06/15/12
Placencia, Ruben	Student Assistant II	Bridge Program	8.75	04/27/12-06/30/12
Ponce, Kenneth	Student Assistant III	Architectural Sciences	10.00	04/30/12-06/30/12
Quaternik, Rachel	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Quintero, Sara	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Ralph, Jeffrey	Student Assistant II	Public Safety	8.75	07/01/12-08/05/12
Redinger, Haley	Student Assistant I	Chemistry	8.00	05/01/12-06/30/12
Reveles, Lien	Student Assistant I	DSPS	8.00	04/27/12-06/15/12
Rodriguez, Casey	Student Assistant I	Continuing Education	8.00	06/25/12-06/30/12
Rodriguez, Casey	Student Assistant I	Continuing Education	8.00	07/01/12-08/15/12
Roussell, Theresa	Student Assistant I	Kinesiology & Athletics	8.00	01/01/12-06/30/12
Sainz Lopez, Midory	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Scharf, Brandon	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Schieman, Kyle	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Sequeira, Richard	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Silva Lopez, Ricardo	Student Assistant IV	ACES Program	11.25	04/19/12-06/30/12
Sitacarini, Stephanie	Student Assistant III	High School Outreach	10.00	04/23/12-06/30/12
Soto Garcia, Gabriela	Student Assistant I	DSPS	8.00	04/27/12-06/15/12
Stute, Melissa	Student Assistant V	Agricultural Sciences	12.50	03/01/12-06/30/12
Tatone, Jenna	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Taylor, Bryanna	Student Assistant I	Kinesiology & Athletics	8.00	01/01/12-06/30/12
Tercero, Isaiah	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Torres, Julian	Student Assistant I	DSPS	8.00	04/06/12-06/15/12

SUBJECT: Personnel Transactions**DATE:** May 23, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Tran, Michelle	Student Assistant II	Bridge Program	8.75	04/27/12-06/30/12
Valles, Matthew	Student Assistant II	Bridge Program	8.75	04/27/12-06/30/12
Vanderwall, Joshua	Student Assistant I	Kinesiology & Athletics	8.00	01/01/12-06/30/12
Venable, Tammy	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Vigneswaran, Thenushiya	Student Assistant II	Bridge Program	8.75	04/27/12-06/30/12
Voltz, Donald	Student Assistant V	Agricultural Sciences	12.50	04/11/12-06/30/12
Walker, Brianna	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Wirtz, Melissa	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Wong, William	Student Assistant II	Child Development Ctr.	8.75	04/23/12-06/30/12
Wong, William	Student Assistant III	Child Development Ctr.	10.00	04/23/12-06/30/12
Worthy, Stephanie	Student Assistant I	DSPS	8.00	04/06/12-06/15/12
Yang, Yu Hang	Student Assistant I	DSPS	8.00	04/09/12-06/15/12
Zepeda, Vanessa	Student Assistant I	DSPS	8.00	04/06/12-06/15/12

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

DATE: May 23, 2012

CONSENT

SUBJECT Contract for FEHA/ADA Reasonable Accommodation Services –
Shaw HR Consulting, Inc.

BACKGROUND

The Human Resources Department requires the services of a firm that specializes in Fair Employment Housing Act/Americans with Disabilities Act (FEHA/ADA) Reasonable Accommodations compliance, one that can operate as an independent third party, separate from the District. The office of Shaw HR Consulting, Inc. can provide such investigative services. Rachel Shaw, of Shaw HR Consulting, Inc., has been providing such services to school districts, including Mt. San Antonio College, for thirteen years.

ANALYSIS AND FISCAL IMPACT

Under Government Code Section 53060, the Board of Trustees is authorized to contract with any persons who furnish special services and advice in legal matters as long as such persons are trained, experienced, and competent.

The intent is to use the services of Shaw HR Consulting, Inc. on an as-needed basis as determined by the Vice President, Human Resources. The scope of work is to conduct reasonable accommodations and provide the College with written reports of its findings. In its role as an independent third party, Shaw HR Consulting, Inc. will perform consultation services of any kind. The proposed rate of \$150 per hour, plus mileage, is competitive within the consultation services market and is comparable to the District's costs for similar services. The fees may be adjusted, with the District's consent, from July 1, 2012, through June 30, 2013, the term of the agreement. Thus, Shaw HR Consulting, Inc. offers the necessary experience at a reasonable price. Moreover, it is in the District's best interest to enter into a contract for consultation services with Shaw HR Consulting, Inc.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the award of a contract for consultation services with Shaw HR Consulting, Inc.

Prepared by: Annette Loria

Recommended by: Bill Scroggins

Agenda Item: Consent #3

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>May 23, 2012</u>	CONSENT
SUBJECT <u>Contract for Investigative Services – Norm Traub & Associates</u>	

BACKGROUND

The Human Resources Department requires the services of a firm that specializes in investigating personnel issues, one that can operate as an independent third party, separate from the District’s legal counsel. The office of Norm Traub & Associates can provide such investigative services.

ANALYSIS AND FISCAL IMPACT

Under Government Code Section 53060, the Board of Trustees is authorized to contract with any persons who furnish special services and advice in legal matters as long as such persons are trained, experienced, and competent. Norm Traub & Associates has experience working in the public sector, with particular emphasis on personnel issues.

The intent is to use the services of Norm Traub & Associates on an as-needed basis as determined by the Vice President, Human Resources. The scope of work is to conduct investigations and provide the College with written reports of its findings. In its role as an independent third party, Norm Traub & Associates will not perform litigation services of any kind.

The proposed rate of \$123.50 per hour, plus certain reimbursables, is competitive within the investigative services market and is comparable to the District’s costs for similar services. The fees may be adjusted, with the District’s consent, from July 1, 2012, through June 30, 2013, the term of the agreement. Thus, Norm Traub & Associates offers the necessary experience at a reasonable price. Moreover, it is in the District’s best interest to enter into a contract for investigative services with Norm Traub & Associates.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the award of a contract for investigative legal services with Norm Traub & Associates.

Prepared by: Annette Loria

Recommended by: Bill Scroggins

Agenda Item: Consent #4

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

DATE: May 23, 2012

CONSENT

SUBJECT Contract for Investigative Services – The Titan Group

BACKGROUND

The Human Resources Department requires the services of a firm that specializes in investigating personnel issues, one that can operate as an independent third party, separate from the District's legal counsel. The Titan Group can provide such investigative services.

ANALYSIS AND FISCAL IMPACT

Under Government Code Section 53060, the Board of Trustees is authorized to contract with any persons who furnish special services and advice in legal matters as long as such persons are trained, experienced, and competent. The Titan Group has experience working in the public sector, with particular emphasis on personnel issues.

The intent is to use the services of The Titan Group on an as-needed basis as determined by the Vice President, Human Resources. The scope of work is to conduct investigations and provide the College with written reports of its findings. In its role as an independent third party, The Titan Group will not perform litigation services of any kind.

The proposed rate of \$135 per hour, plus certain reimbursables, is competitive within the investigative services market and is comparable to the District's costs for similar services. The fees may be adjusted, with the District's consent, from July 1, 2012, through June 30, 2013, the term of the agreement. Thus, The Titan Group offers the necessary experience at a reasonable price. Moreover, it is in the District's best interest to enter into a contract for investigative services with The Titan Group.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the award of a contract for investigative legal services with The Titan Group.

Prepared by: Annette Loria

Recommended by: Bill Scroggins

Agenda Item: Consent #5

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>May 23, 2012</u>	CONSENT
SUBJECT: <u>Classified Conference 2012: A Day of T.R.E.A.T.S.</u>	

BACKGROUND

Mt. SAC's Office of Professional and Organizational Development and Professional Development Council classified representatives request permission to host Classified Conference 2012: A Day of T.R.E.A.T.S. (Togetherness, Rejuvenation, Energy, Appreciation, Team-Building, Success) on Wednesday, June 20, 2012. The conference will include a keynote speech by Mimi Donaldson. This training will be limited to 100 participants.

ANALYSIS AND FISCAL IMPACT

Mt. SAC attendees will participate in the training at no cost.

Estimated costs: \$1,000 for the keynote and workshop by Ms. Donaldson, including travel and hotel accommodations; \$1,150 for workshop books; and approximately \$2,000 for refreshments, including breakfast and lunch provided by Sodexo.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the expenditure of approximately \$2,000 for refreshments for the Classified Conference scheduled for Wednesday, June 20, 2012, as presented.

Prepared by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #6

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

DATE: May 23, 2012

CONSENT

SUBJECT: Students to Participate in the SkillsUSA National Leadership and Skills Conference

BACKGROUND

The Electronics and Aviation Maintenance Programs request permission for two students to compete in the SkillsUSA National Competition at the National Leadership and Skills Conference, in Kansas City, MO. The students will be accompanied by faculty members Max Lizarraga, SkillsUSA Advisor, and Jaime Uranga, Electronics Instructor. Travel dates are June 23-28, 2012.

ANALYSIS AND FISCAL IMPACT

The anticipated cost of the competition is \$6,500.

Funding Sources

Perkins IV and Associated Students funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves participation by students and faculty in the SkillsUSA National Leadership and Skills Conference, in Kansas City, MO.

Prepared by: Sarah Daum

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #7

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>May 23, 2012</u>	CONSENT
SUBJECT: <u>Honors Student's Attendance at AACC Conference in Orlando, FL</u>	

BACKGROUND

The Honors Program is requesting ratification for student Laurie Covarrubias's attendance at the All-USA Awards Breakfast at the American Association of Community Colleges (AACC) Convention in Orlando, FL, April 22-24, 2012, where she was awarded as one of this year's twenty All-USA awardees. Over 1,700 students were nominated nationwide for this prestigious award. Laurie received recognition in USA Today on April 23, 2012, in addition to a \$2,500 scholarship. Due to the confidentiality stipulations attached to this award, the request for approval could not be presented to the Board in advance.

ANALYSIS AND FISCAL IMPACT

The cost of the trip was \$1,091.87.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the attendance of Laurie Covarrubias at the AACC Convention, in Orlando, FL.

Prepared by: Carolyn Kuykendall

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #8

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

DATE: May 23, 2012

CONSENT

SUBJECT: New Courses – 2012-13 Academic Year

BACKGROUND

The following courses have been developed to reflect changes within disciplines, to provide additional general education options, to meet industry requirements and advisory committee recommendations, and to respond to student needs:

<u>Course</u>	<u>Course Title</u>
CISN 61	Virtualization Technology
EMS 2	Preparation for Paramedic Program
IDE 220	Advanced CAD
IDE 230	Introduction to Mechanical Principles
IDE 250	Product Design and Viability
IDE 270	Manufacturing Processes and Materials

ANALYSIS AND FISCAL IMPACT

Courses were developed by College departments and divisions. Documentation has been thoroughly reviewed by the Educational Design Committee and the Curriculum and Instruction Council and approved by the Academic Senate.

Each course taught at Mt. San Antonio College has various costs depending upon the instructor of record (hourly versus full-time), lecture-lab equivalency, and class size limits. The number of sections offered in a given semester by a division or department is variable and part of the total College enrollment management process. Every effort is made to offer courses in a cost-effective manner through prudent enrollment management.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the above courses to be effective with the 2012-13 academic year.

Prepared by: Terri S. Long

Reviewed by: Virginia L. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #9

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 23, 2012</u>	CONSENT
SUBJECT:	<u>LA84 Foundation/Mt. SAC Relays Youth Days Grant: Approval of</u> <u>Activities for 2012-13</u>	

BACKGROUND

Mt. San Antonio College currently has a grant titled "LA84 Foundation/Mt. SAC Relays Youth Days," funded by the LA84 Foundation. The purpose of the grant is to provide elementary and middle school students with an educational experience in track and field through instructional clinics and competition linked to the annual Mt. SAC Relays. As part of the grant activities, permission is requested to:

- reimburse expenses of Mt. SAC employees and non-employees for travel and other allowable costs associated with participating in the Youth Days event;
- pay the Junior Reserve Officer Training Corps (JROTC) of Garey High School for services; and
- pay the Boy Scouts of America Troop 695 for services.

ANALYSIS AND FISCAL IMPACT

The College may reimburse travel and other related costs of Mt. SAC employees and non-employees for participation (coordinating, officiating, setting up, etc.) in the Youth Days event.

The College will pay the JROTC of Garey High School for costs associated with student officials, which will include bus transportation and payment for service, in the amount of \$450.

The College will pay the Boy Scouts of America Troop 695 for costs associated with serving breakfast to volunteers during the Youth Days event, in the amount of \$350.

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

Funding Source

LA84 Foundation Grant funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the LA84 Foundation/Mt. SAC Relays Youth Days activities for 2012-13, as defined above.

Prepared by: _____	Adrienne J. Price	Reviewed by: _____	Virginia R. Burley
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #10

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

DATE: May 23, 2012

CONSENT

SUBJECT: Family and Consumer Sciences Discipline/Industry Collaborative Grant:
Approval of Contract Amendment

BACKGROUND

Mt. San Antonio College currently has a grant titled "Family and Consumer Sciences Discipline/Industry Collaborative," funded by the California Community Colleges Chancellor's Office. The project is designed to improve vocational and technical education statewide by implementing a comprehensive plan integrating the objectives of the Carl D. Perkins Career and Technical Education Act State Plan priorities. As part of the grant activities, permission is requested to amend a previously approved contract with Santa Rosa Junior College.

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio College currently has a subcontract with Santa Rosa Junior College for performance of the following:

- conducting 20 train-the-trainers sessions;
- convening ten regional meetings and three institutes for professional development activities to review and revise the current Child Development Permit structure;
- convening a planning and assessment meeting to establish outcomes and ensure productivity;
- maintaining current and new resources attained from professional development activities; and
- providing resources for faculty to duplicate training activities for their campuses.

The previously approved contract amount was \$38,000. Permission is requested to add \$8,000 to the contact amount, for a new total of \$46,000. The contract commenced on August 25, 2011, and will terminate on June 30, 2012.

The additional award will be used to fund catalyst training, a board retreat, and a child development advisory meeting.

Funding Source

California Community Colleges Chancellor's Office.

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract amendment, as defined above.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #11

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 23, 2012</u>	CONSENT
SUBJECT:	<u>Health Careers Training Program – Health Professions Conference</u>	
	<u>Grant: Acceptance of Funds and Approval of Purchases</u>	

BACKGROUND

Mt. San Antonio College received an award notification for a Health Careers Training Program mini-grant funded by the California Office of Statewide Health Planning and Development. The purpose of the grant is to assist students to explore various health professions, prepare for health careers, and identify available educational resources that will help them reach their professionals goals. The conference will include a keynote address, concurrent workshops, a health education fair, hands-on skill-building activities, and an academic game show. The College expects between 1,000 and 1,200 participants, including middle school, high school, and community college students.

As part of the grant activities, permission is requested to purchase food and promotional items for the health professions conference.

ANALYSIS AND FISCAL IMPACT

The grant award is \$12,000. The period of performance is June 18, 2012, through June 17, 2013. The funding agency has approved the expenditure of grant funds to support the following: catering services and food supplies, conference materials and promotional items, and printing.

Permission is requested for the following, as specified in the grant budget:

- purchase food and/or catering services for the conference, not to exceed \$9,500; and
- purchase promotional items for the conference, not to exceed \$2,500.

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

Funding Source

California Office of Statewide Health Planning and Development.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the Health Careers Training Program Grant funds and approves the purchases, as defined above.

Prepared by: _____	Adrienne J. Price	Reviewed by: _____	Virginia R. Burley
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #12

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

DATE: May 23, 2012

CONSENT

SUBJECT: Workforce Innovation Partnerships Grant: Acceptance of Funds and
Approval of Purchases

BACKGROUND

Mt. San Antonio College received an award notification for a grant titled "Workforce Innovation Partnerships," funded by the California Community Colleges Chancellor's Office. The purpose of the grant is to:

- continue to refine the cross-disciplinary industrial design engineering (IDE) program;
- strengthen articulation with high schools in IDE coursework;
- build a stronger IDE advisory board;
- offer work-related experiences through student clubs/competitions;
- provide student case management and tracking;
- work with industry to create student internships and externships for faculty involved in the four IDE disciplines
- create clear career pathways, and
- leverage existing resources to strengthen the IDE program's reach and impact.

As part of the grant activities, permission is requested to purchase food and promotional materials for grant-related activities and pay for travel/conference-related expenses (in-state and out-of-state) for students and non-College employees to participate in grant-related activities and competitions.

ANALYSIS AND FISCAL IMPACT

The grant award is \$218,750.

The period of performance is January 1, 2012, through February 28, 2014.

The funding agency has approved the expenditure of grant funds to support the following: faculty reassigned time and/or overload to develop and implement grant activities and participate in industry externships; non-instructional salaries for a job developer, lab technicians, tutors, and related support; employee benefits; instructional and non-instructional supplies and materials, including promotional items for student competitions/events; consultant services for high school personnel participating in activities; travel/conference for participants, including students and non-Mt. SAC employees; publication/duplication costs; and food services/catering.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #13

SUBJECT: Workforce Innovation Partnerships Grant: Acceptance of Funds and Approval of Purchases

DATE: May 23, 2012

Permission is requested for the following, as specified in the grant budget:

- Purchase food and/or catering services for advisory board meetings, faculty/counselor workshops, and other grant-related meetings, not to exceed \$5,000.
- Purchase promotional items for student competitions/events, not to exceed \$5,000.
- Pay for students and non-College employees to participate in grant-related travel and conference activities, which may be in-state or out-of-state.

Funding Source

California Community Colleges Chancellor's Office.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the Workforce Innovation Partnerships Grant funds and approves the purchases, as defined above.

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

DATE: May 23, 2012

CONSENT

SUBJECT: Center of Excellence CTE Hub Grant: Contract with eXist Designs

BACKGROUND

The Center of Excellence's CTE Hub is funded by SB 70. The CTE Hub creates career exploration tools based on the research findings of the four Centers of Excellence in California and other recent research findings.

In 2012-13, the Center of Excellence's CTE Hub will renew their contract with eXist Designs to produce additional career videos on emerging and high-growth careers. The videos include footage of the programs, students, stock photos, and employer interviews. The purpose of the videos is to encourage students to choose careers in high demand fields and learn where to obtain the required education.

ANALYSIS AND FISCAL IMPACT

The Center of Excellence's CTE Hub will contract with eXist Designs for services not to exceed \$30,000. Services will include the creation of videos to be posted on the path2careers.net website.

The term of the contract is July 1, 2012, through June 30, 2013.

There will be no cost to the District.

Funding Source

Center of Excellence's CTE Hub budget (SB 70 grant).

RECOMMENDATION

It is recommended that the Board of Trustees approves the contract between the Center of Excellence's CTE Hub and eXist Designs.

Prepared by: Joumana McGowan/Audrey Reille

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #14

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>May 23, 2012</u>	CONSENT
SUBJECT: <u>Affiliation Agreements for Health Careers Students</u>	

BACKGROUND

Students enrolled in many of the health programs require use of clinical facilities for training. The following facilities have agreed to accept health careers students and will provide them with excellent training opportunities.

ANALYSIS AND FISCAL IMPACT

These affiliation agreements are the standard Mt. SAC agreement. No changes or amendments have been made. Some of the facilities currently have affiliation agreements in effect for one program and are now accepting students from an additional program. These agreements shall be effective May 24, 2012.

Clinical Facility	Location	Current Program	New Program
Canyon Springs	Cathedral City	None	Psychiatric Technician
Emeritus Senior Living	San Dimas	Psychiatric Technician	Nursing
Fairview Developmental Center	Costa Mesa	None	Psychiatric Technician
Foothill Nursing and Rehabilitation	Glendora	Nursing	Certified Nursing Assistant
OPARC	Montclair	None	Psychiatric Technician
Pomona Valley Workshop	Montclair	None	Psychiatric Technician

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the additions or changes in the affiliation agreements with the facilities, as detailed above.

Prepared by: Sarah Daum Reviewed by: Virginia R. Burley
 Recommended by: Bill Scroggins Agenda Item: Consent #15

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

DATE: May 23, 2012

CONSENT

SUBJECT: Community Services Programs/Courses for Summer 2012

BACKGROUND

The Continuing Education Division presents a wide variety of programs and courses each semester. Proposed community services offerings for Summer 2012 are listed below. The fees shown below are for instruction only. Note: An asterisk (*) denotes a new class.

ANALYSIS AND FISCAL IMPACT

Course Title	Instructor	Remuneration		Student Fee
		40%	Other	
Career and Professional Development				
FAA Computerized Testing Service (CATS)	Various		Hourly, per contract	\$150
FAA Computerized Testing Service (CATS) for Aircraft Owners & Pilots Association members	Various		Hourly, per contract	\$140
Flight Simulator – Basic (IGAT 1)	Various		Hourly, per contract	\$35/hour
Flight Simulator – Advanced (ATC 810)	Various		Hourly, per contract	\$45/hour
Flight Simulator – Advanced (PFC G1000)	Various		Hourly, per contract	\$55/hour
Air Traffic Control Simulator – Basic	Staff	X		\$140
Air Traffic Control Simulator – Intermediate	Staff	X		\$140
Air Traffic Control Simulator – Advanced	Staff	X		\$140
Become a Notary in One Day	Notary Public Seminars, Inc. (Christensen, Carrie)	X		\$101
Renewing Notaries	Notary Public Seminars, Inc. (Christensen, Carrie)	X		\$52
Learn to Become a Live Scan Fingerprinting Operator	Live Scan Classes (Romero, Susan)	X		\$129

Prepared by: Paulo Madrigal/Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #16

SUBJECT: Community Services Programs/Courses for Summer 2012**DATE:** May 23, 2012

Course Title	Instructor	Remuneration		Student Fee
		40%	Other	
Math for Water Operators	Ruffner, Jeff	X		\$149 (Material Fee \$20)
Introduction to Water Systems	Ariza, Ernest	X		\$149 (Material Fee \$20)
* Turbine Systems and Theory	Young, Richard	X		\$175
Community Health Programs: BLS Healthcare Provider BLS Healthcare Provider Renewal Heartsaver CPR AED – Adult and Pediatric Heartsaver First Aid – CPR & AED Advanced Cardiac Life Support Advanced Cardiac Life Support Renewal BLS Instructor Course	Primary/ Assistant Instructors: Baca, Michael Burkholder, Barry Coppolecchia, Sonya Davis, Rita English, Wendi Gagnon, Cathy Gergis, Nasr Gonzalez, Gail Malone, Kristine Trinidad, Larry Trumble, Jennifer Wellins, Katie Wellins, Patrick Rudd, Terry		Single Instructor 40% 10 students or more: Primary Instructor 35% and Assistant Instructor 15% 50% if 1 instructor 25% if 2	\$65 \$45 \$50 \$65 \$180 \$125 \$250
CHILDREN AND TEENS				
Children's Tennis Program	Coordinator: Schreuders, Grace Instructor: Marshall, Andre		5% of each registration 45%	\$42
Commercial Acting for Kids	June Chandler, Inc. (Sweezy, Hal)	X		\$81
Developmental Martial Arts for Kids	Del Castillo, Steven	X		\$63
Ice Skating for Tots	Center Ice Arena		60%	\$57
Tot and Me				\$80
Ice Skating for Kids				\$57
PERSONAL ENRICHMENT				
Profiting with Foreclosures	Marshall Reddick Realty, Inc.	X		\$49 Single \$79 Couple
Conversational Japanese	Takenawa, Keiko	X		\$88
Beginning Conversational Russian	Sproesser, Zoia	X		\$101
Acting for Film and Television	June Chandler, Inc.	X		\$129

SUBJECT: Community Services Programs/Courses for Summer 2012**DATE:** May 23, 2012

Course Title	Instructor	Remuneration		Student Fee
		40%	Other	
* Make Xtra Income: Auto Wholesale Business from Home	Trust Auto Sales (Williams, Wayne)	X		\$89
ONLINE LEARNING				
Online Learning Courses	Education To Go, Inc.		\$60 - \$85/student	\$95-\$120
Online Career Training Programs	Education To Go, Inc. (Gatlin Education Services)		Education To Go will pay Mt. SAC \$100 - \$300/student	\$595-\$4,495
Electronic Health Records Systems Technologist (216 hour course)	Boston Reed College		Boston Reed will pay Mt. SAC \$500/student	\$3,600
SPORTS AND FITNESS				
Adult Tennis Program	Coordinator: Schreuders, Grace Instructors: Schreuders, Grace Saravia, Ervin City of West Covina (their site only)		5% Primary Instructor 45% or 43% with Assistant Instructor 12% 15% of fees after expenses	\$42
Ice Skating for Teens and Adults	Center Ice Arena		60%	\$57
Conditioning for Sports (Various)	PE Trust Various Instructors	X	No Pay	\$46
Jeet Kune Do	Rivas, Mike	X		\$65
Kick Boxing	Del Castillo, Steve	X		\$65
Filipino Martial Arts	Del Castillo, Steve	X		\$65
DRIVER EDUCATION				
Traffic Violator School	Hernandez, Rudolph Syrja, Randel		50% 50%	\$37
California Motorcycle Training	Arroyo's Motorcycle Training (Contractor costs include instructor payment, motorcycles, motorcycle maintenance, and fuel.)		68%	Age 21 and over - \$250 Under age 21 - \$150
Motorcycle Training Cancellation/ Re-registration fee				50% of course fee

SUBJECT: Community Services Programs/Courses for Summer 2012

DATE: May 23, 2012

Funding Source

Based on a percentage of student registration fees or other identified specific dollar amount.

RECOMMENDATION

It is recommended that the Board of Trustees approves the community services programs for Summer 2012, as presented.

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

DATE: May 23, 2012

CONSENT

SUBJECT: Continuing Education Division

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

1. Adult Basic Education – Summer High School Program Additions
Walnut High School – Assistant Coordinator, Marta Dibell - \$1,000

2. Community Services Program – Classes/Programs - Scheduled Additions for Spring:

<u>Course Title/Program</u>	<u>Presenter</u>	<u>Remuneration</u>	<u>Fee</u>
Martial Arts Sampler	Steve Del Castillo	40%	\$10

Community Services – Additional Summer Instructors College for Kids. (Note: Program approval date was April 25, 2012.): Karen Manus, Debra Kay Monges, and Michelle Shear, Michelle

4. Approval of a New Contract:

<u>Agency</u>	<u>Amount</u>	<u>Expenses</u>
<u>Contract #1213-001</u> Pomona Unified School District 1460 E. Holt Ave., Suite 170 Pomona, CA 91767	\$16,000	\$8,400
Two Early Childhood Education Classes 7/1/12–6/30/13		Instruction: Staff 118 hrs. (not to exceed \$8,400)

Funding Sources

1. Adult Basic Education: Unrestricted General Fund.
2. Community Services Program: Student registration fees collected.
3. and 4. Contracts: Agency.

RECOMMENDATION

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

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #17

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 23, 2012</u>	CONSENT
SUBJECT:	<u>Appropriation Transfers and Budget Revisions Summary</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

**APPROPRIATION TRANSFERS
For the period 04/06/12 - 05/07/12**

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 20,783
6000 Capital Outlay	76,537
7950 Unassigned Fund Balance	191,973
Total	\$ 289,293

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 11,469
2000 Classified/Other Nonacademic Salaries	9,198
3000 Employee Benefits	37,183
5000 Other Operating Expenses/Services	231,443
Total	\$ 289,293

Prepared by: <u>Linda M. Baldwin</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #18</u>

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: May 23, 2012

Restricted General Fund - 17

From:

<u>Budget Classification</u>		<u>Amount</u>
1000	Academic Salaries	\$ 19,182
2000	Classified/Other Nonacademic Salaries	28,362
3000	Employee Benefits	977
5000	Other Operating Expenses/Services	16,221
Total		\$ 64,742

To:

<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$ 42,153
6000	Capital Outlay	1,015
7000	Other Outgo	21,574
Total		\$ 64,742

Child Development Fund - 33

From:

<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$ 4,365
4000	Supplies/Materials	392
7920	Restricted Fund Balance	451
7940	Assigned Fund Balance	3,508
Total		\$ 8,716

To:

<u>Budget Classification</u>		<u>Amount</u>
3000	Employee Benefits	\$ 4,365
5000	Other Operating Expenses/Services	3,959
6000	Capital Outlay	392
Total		\$ 8,716

Farm Operations Fund - 34

From:

<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$ 1,000
6000	Capital Outlay	500
Total		\$ 1,500

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: May 23, 2012

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

Capital Outlay Projects/Redevelopment Fund - 43

From:			
	<u>Budget Classification</u>		<u>Amount</u>
7920	Restricted Fund Balance	\$	<u>3,462</u>
Total		\$	3,462

To:			
	<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$	<u>3,462</u>
Total		\$	3,462

Associated Students Trust Fund - 71

From:			
	<u>Budget Classification</u>		<u>Amount</u>
4000	Supplies/Materials	\$	<u>2,100</u>
Total		\$	2,100

To:			
	<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$	<u>2,100</u>
Total		\$	2,100

Other Trust Funds - 79

From:			
	<u>Budget Classification</u>		<u>Amount</u>
7940	Assigned Fund Balance	\$	<u>5,000</u>
Total		\$	5,000

To:			
	<u>Budget Classification</u>		<u>Amount</u>
6000	Capital Outlay	\$	<u>5,000</u>
Total		\$	5,000

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: May 23, 2012

BUDGET REVISIONS
For the period 04/06/12 - 05/07/12

Unrestricted General Fund - 11 and 13

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
861101 Apportionment Prior Year Adjustment.	\$ 260,976
861911 Return to Title IV	2,200
883900 Long Beach City College	7,632
887500 Biological Sciences Field Trip Fees	1,320
887700 2011-12 Nursing-HESI Test Fees	11,617
887710 2011-12 Paramedic Program-Student Fees	2,046
887730 2011-12 Architecture/Design-Production Card Fees	3,570
888545 Aircraft Maintenance Fees	1,230
888545 2011-12 Respiratory Therapy-Test Fees	2,875
889000 Part-time Faculty Replacement Costs-Community College Association (CCA)	41,653
889000 Parking and Traffic Citations	153,000
889000 Self-Insured Retention Trust	25,125
889000 Risk Management-Safety Credits	1,185
891002 District Revenue-Sales of Equipment and Supplies	5,824
Total	\$ 520,253

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 38,071
3000 Employee Benefits	4,812
4000 Supplies/Materials	5,789
5000 Other Operating Expenses/Services	199,138
6000 Capital Outlay	1,012
7950 Unassigned Fund Balance	271,431
Total	\$ 520,253

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
862300 2010-11 DSPPS	\$ 3,276
862300 2011-12 DSPPS	114,977
Total	\$ 118,253

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: May 23, 2012

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$	78,026
3000	Employee Benefits		5,532
4000	Supplies/Materials		11,950
5000	Other Operating Expenses/Services		6,060
6000	Capital Outlay		16,685
Total		\$	118,253

Capital Outlay Projects Fund - 41

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
865900	Design and Online Technology	\$	1,239,000
Total		\$	1,239,000

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
6000	Capital Outlay	\$	1,239,000
Total		\$	1,239,000

RECOMMENDATION

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$289,293), Restricted General Fund (\$64,742), Child Development Fund (\$8,716), Farm Operations Fund (\$1,500), Capital Outlay Projects/Redevelopment Fund (\$3,462), Associated Students Trust Fund (\$2,100), and Other Trust Funds (\$5,000) pursuant to the California Code of Regulations, Title 5, Section 58307.

Further authorization is requested to approve the budget revisions and allow expenditures within the Unrestricted General Fund (\$520,253), Restricted General Fund (\$118,253), and Capital Outlay Projects Fund (\$1,239,000) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

DATE: May 23, 2012

CONSENT

SUBJECT: Independent Contractors

BACKGROUND

Approval of Independent Contractors.

ANALYSIS AND FISCAL IMPACT

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

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
H. Dirksen Bauman	Instruction – Sign Language and Interpreting	Speaker, Deaf-gain	5/29/12	\$1,000
Dixie Cunnigan	Instruction – Family and Consumer Science (FCS), Discipline/ Industry Collaborative Grant	Co-leader, hostess committee for Fashion Symposium	4/1/12- 6/1/12	\$250
Sheila Dufresne	Instruction – Family and Consumer Science (FCS), Discipline/ Industry Collaborative Grant	Distribute FCS Flash! Newsletter; post all materials to FCS website; create FCS marketing materials (revision to increase amount of original contract executed and approved on 6/3/11)	7/1/11- 6/30/12	\$6,000 in addition to existing contract of \$32,000; total not to exceed \$38,000

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #19

SUBJECT: Independent Contractors**DATE:** May 23, 2012

Dorothy Foral	Instruction – Family and Consumer Science (FCS), Discipline/ Industry Collaborative Grant	Co-chair and hostess for Fashion Symposium (revision to increase amount from \$250 to \$500 as stated in original contract executed and approved on 3/28/12)	3/29/12-4/30/12	\$500
Alison Gopnik	Instruction – Family and Consumer Science (FCS), Discipline/ Industry Collaborative Grant	Presenter, California Community College Early Childhood Education annual meeting	5/1/12-6/30/12	\$5,000
Robert Hancock	Instruction – Center of Excellence (COE)	Assist COE with multiple grant projects. Tasks include editing, formatting, Path2Careers.net content management, and e-newsletters.	7/1/12-6/30/13	\$60,000
Karen Kloibhofer	Student Services – Financial Aid	Guest Speaker, professional development event	5/25/12	\$3,000
Christy Kolisnyk	Instruction – Family and Consumer Science (FCS), Discipline/ Industry Collaborative Grant	Plan and implement Fashion Symposium (revision to increase amount of original contract executed and approved on 8/24/11)	7/1/11-6/30/12	\$500 in addition to existing contract of \$5,500; total not to exceed \$6,000
Linda Mickalowski	Student Services	Keynote Speaker, Mini Conference	5/31/12	\$600
Peter White	Student Services	Presenter, Mini Conference	5/31/12	\$200

SUBJECT: Independent Contractors

DATE: May 23, 2012

Funding Sources

Unrestricted General Fund – Instruction, Sign Language and Interpreting.
Restricted General Fund – Student Services and Instruction.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 23, 2012</u>	CONSENT
SUBJECT:	<u>Quarterly Investment Report</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

Mt. San Antonio Community College District was approved for fiscal accountability status effective July 1, 2009. As a result, cash and checks are deposited on a daily basis with the Los Angeles County Treasurer’s Office. The College maintains the Citizens Business Bank accounts for the collection of enrollment and student fees, a clearing account to receive wire transfers for financial aid and other grants, and a revolving fund for emergencies. These funds are transferred on a daily or as-needed basis to the Los Angeles County Treasurer’s Office. In addition, the cash from the Revenue Lease Bonds (COPS) is held with a trustee. The cash investments are summarized as follows for the quarter ending March 31, 2012:

County of Los Angeles, Cash in County Treasury	\$84,209,086	.81%
Citizens Business Bank, District Clearing Account	61,990	.10%
Citizens Business Bank, Revolving Fund	89,515	.10%
Citizens Business Bank, Community Education Clearing Account	26,209	0.00%*
Citizens Business Bank, Web Registration Credit Cards	88,716	.10%
Citizens Business Bank, Parking Services Credit Cards	1,777	.10%
Cash with Trustee, Revenue Lease Bonds (COPS)	500,109	.04%

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

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees accepts the March 31, 2012, Quarterly Investment Report, as presented.

Prepared by: Linda M. Baldwin Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #20

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

DATE: May 23, 2012

CONSENT

SUBJECT: Quarterly Financial Status Report

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following report for the period ending March 31, 2012, should be reviewed and approved by the Board of Trustees. Once this report has been approved, it will be forwarded to the Chancellor's Office. This report includes revenues, expenditures, and fund balance for the Unrestricted General Fund only and gives the Board a condensed overview of the fiscal status of the College.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees reviews and approves the Quarterly Financial Status Report for the period ending March 31, 2012, as presented.

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #21

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFS-311Q

VIEW QUARTERLY DATA

CHANGE THE PERIOD ▼

District: (850) MT. SAN ANTONIO

Fiscal Year: 2011-2012
Quarter Ended: (Q3) Mar 31, 2012

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2008-09	Actual 2009-10	Actual 2010-11	Projected 2011-2012
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	149,050,146	143,634,299	145,152,876	137,613,838
A.2	Other Financing Sources (Object 8900)	112,129	13,887	37,323	44,475
A.3	Total Unrestricted Revenue (A.1 + A.2)	149,162,275	143,648,186	145,190,199	137,658,313
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	144,082,373	137,369,441	139,693,635	146,454,637
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	4,640,508	3,169,740	1,953,909	830,104
B.3	Total Unrestricted Expenditures (B.1 + B.2)	148,722,881	140,539,181	141,647,544	147,284,741
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	439,394	3,109,005	3,542,655	-9,626,428
D.	Fund Balance, Beginning	26,722,017	27,161,411	30,270,416	33,813,071
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	26,722,017	27,161,411	30,270,416	33,813,071
E.	Fund Balance, Ending (C. + D.2)	27,161,411	30,270,416	33,813,071	24,186,643
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	18.3%	21.5%	23.9%	16.4%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	32,685	31,048	31,203	29,157
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2008-09	2009-10	2010-11	2011-2012
H.1	Cash, excluding borrowed funds		35,081,508	35,262,959	24,638,321
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	36,431,164	35,081,508	35,262,959	24,638,321

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	137,061,740	137,613,838	87,934,767	63.9%
I.2	Other Financing Sources (Object 8900)	0	44,475	45,799	103%
I.3	Total Unrestricted Revenue (I.1 + I.2)	137,061,740	137,658,313	87,980,566	63.9%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	144,698,427	146,454,637	100,118,650	68.4%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	826,054	830,104	225,839	27.2%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	145,524,481	147,284,741	100,344,489	68.1%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-8,462,741	-9,626,428	-12,363,923	
L.	Adjusted Fund Balance, Beginning	33,813,071	33,813,071	33,813,071	
L.1	Fund Balance, Ending (C. + L.2)	25,350,330	24,186,643	21,449,148	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	17.4%	16.4%		

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

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

Contract Period Settled (Specify)	Management	Academic		Classified
		Permanent	Temporary	

YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

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

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

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)
 The College reduced 2011-12 course offerings by 1,609 and an additional 415 FTES for the winter and spring 2012. The "trigger" cuts for the fiscal year 2011-12 were enacted in December. Revenues will be reduced by approximately \$682,766 for Tier One (one-time) and by approximately \$1,838,111 for Tier Two (ongoing). It has been estimated that the College will receive \$3,570,543 in enrollment fees and property tax deficits. Based on Governor's 2012-13 budget projections, Mt. SAC may have ongoing revenues reduced by \$6.6 million if the Governor's tax initiative is not approved by the voters on the November 2012 ballot.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 23, 2012</u>	CONSENT
SUBJECT:	<u>Authorization to Establish Corporate Procurement Card Accounts</u>	

BACKGROUND

In order to support some of the purchasing requirements currently handled through Mt. SAC Auxiliary Services, there is a need for the Purchasing Department to have use of corporate credit cards to complete those transactions. Increasingly, vendors will not accept a College purchase order without some form of pre-payment, which is particularly true of online vendors like Amazon.com; but, is also the case with some brick-and-mortar stores like Home Depot, Lowes, and Target. Quite frequently, these purchases can result in substantial savings to the College as compared to pricing available from other vendors that will accept our purchase orders. As a result, we've seen increasing requests for approval by employees to use personal credit cards to make these purchases in order to stretch scarce budgets further.

ANALYSIS AND FISCAL IMPACT

The Purchasing Department evaluated a number of Corporate Procurement Card programs that would enable the purchase of goods and services in accordance with established College procedures. Corporate Procurement Card programs offered by American Express, Bank of America, Chase, Citi Corp, and U. S. Bank (Cal Card) were reviewed. Terms and conditions, along with payment terms and rebate incentives, were compared and the two programs offering the best overall programs for the College are being recommended. As a result, it is recommended that programs from American Express and U. S. Bank (Cal Card) be implemented on a pilot basis to determine whether one or both programs would best serve the Purchasing Department's needs. Both of these Corporate Procurement Card programs offer rebate incentives ranging from ½% to 1½%, depending on the amounts spent on a cumulative annual basis. A card from each program will be issued in the College's name for use by the Purchasing Department.

In addition, the Purchasing and Facilities Planning & Management departments continue to use corporate credit cards from a number of retailers that require the use of credit cards in conjunction with College purchase orders to complete purchase transactions or as a necessity when College staff or students are using District vehicles at a location away from the campus. The retailers include Home Depot, Lowes, and Target; while the gasoline vendors include Chevron and Shell Oil Company.

Prepared by: <u>Thomas G. Meikle</u>	Reviewed by: <u>Linda M. Baldwin/Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #22</u>

SUBJECT: Authorization to Establish Corporate Procurement Card Accounts

DATE: May 23, 2012

Board of Trustees authorization is requested to sign agreements establishing Corporate Procurement Card programs with American Express and U. S. Bank (Cal Card) and to continue credit card programs with Target, Home Depot, Lowes, Chevron, and Shell Oil Company.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the signing of agreements with American Express, U. S. Bank (Cal Card), Home Depot, Lowes, Target, Chevron, and Shell Oil Company establishing and/or continuing Corporate Procurement Card programs for the Purchasing Department.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 23, 2012</u>	CONSENT
SUBJECT:	<u>Construction Inspection Services – The Vinewood Company</u>	

BACKGROUND

Inspection of work in progress and notification to the State when a project is complete are integral to the process of most of the College’s construction projects. Such work is performed by a construction inspector certified by the Division of State Architect (DSA). These services have been provided on a project-by-project basis by the Vinewood Company, located in La Verne, for the past 12 years. The current agreement expires on June 30, 2012. The College wishes to renew the agreement with The Vinewood Company for an additional six-month period commencing July 1, 2012, through December 31, 2012, in order to continue providing inspection services for the remainder of the Measure RR Bond Anticipated Note funds projects.

ANALYSIS AND FISCAL IMPACT

Education Code Section 81143 and Title 24 of the California Code of Regulations require that the District provide for competent, adequate, and continuous inspection by an Inspector of Record satisfactory to the Project Architect and approved by the Department of State Architect (DSA). The Vinewood Company has demonstrated competence, qualifications to perform the assigned work, and the required DSA certifications. Staff will continue to solicit proposals from The Vinewood Company for specific projects for the duration of the Measure R Bond projects and for new Measure RR projects and will issue Work Authorizations for inspection services for the approved work under a campus-wide contract. Hourly rates range from \$85.46 for a DSA Class 4 inspector, to \$94.46, for a DSA Class 1 inspector, with additional overtime charges for Sundays and holidays.

Funding Sources

Measure R Bond funds, Measure RR Bond Anticipation Note funds, and other authorized capital project funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves extending the current agreement with The Vinewood Company to provide continuing construction inspection services, on an hourly fee basis, commencing July 1, 2012, through December 31, 2012.

Prepared by:	<u>Thomas G. Meikle</u>	Reviewed by:	<u>Linda M. Baldwin/Michael D. Gregoryk</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #23</u>

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

DATE: May 23, 2012

CONSENT

SUBJECT: Armored Car Transportation and ATM Restocking Services
(RFP No. 2902)

BACKGROUND

The College is transitioning responsibility for many of the services previously contracted by Mt. SAC Auxiliary Services to agreements negotiated by Fiscal Services. Currently, Armored Car Transportation to pick up cash and checks from the College is contracted by Auxiliary Services through an agreement with Citizens Business Bank, and ATM restocking is handled by Auxiliary Services staff. An RFP process was conducted to identify and select a company capable of handling both services for the District for two years with options for up to three one-year renewals.

ANALYSIS AND FISCAL IMPACT

Fiscal Services published an advertisement and simultaneously identified six firms capable of delivering the needed services. Six firms: Brinks, Dunbar, Garda, Loomis, Los Angeles Federal, and Sectran Security were individually invited to submit proposals for consideration. Three firms responded to the RFP: Dunbar Armored, Inc., Garda CL West, Inc., and Los Angeles Federal Armored Services, Inc. The three proposals were reviewed by an evaluation team including: Pam Childs, Purchasing Senior Buyer; Tom Meikle, Purchasing Manager; and Shelly Zahrt-Egbert, Accounting Manager. Based upon the content contained in the written RFP responses, two of the firms, Dunbar Armored, Inc. and Garda CL West, Inc., were recommended for a final in-person interview.

After completing the in-person interviews and contacting references, the team was unanimous in selecting Dunbar Armored, Inc. to recommend for Board of Trustees approval. As can be seen in the summary below, the annual cost is projected to be \$3,960 for Armored Car Transportation services and \$6,495 for restocking the six ATMs owned by Mt. SAC Auxiliary Services. The Armored Car Transportation service charges represent a savings in excess of \$23,000 per year as compared to charges paid in previous years. Auxiliary Services indicates that the ATMs earn more than \$15,000 per year, thus providing sufficient income to cover the cost of the restocking services.

Prepared by: Shelly Zahrt-Egbert/Thomas G. Meikle

Reviewed by: Linda M. Baldwin/Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #24

SUBJECT: Armored Car Transportation and ATM Restocking Services
(RFP No. 2902)

DATE: May 23, 2012

Armored Car Transportation Service	Unit Price		
Description of Service	LA Federal	Dunbar	Garda
One Location Daily pick-up (per month)	\$325.00	\$330.00	\$352.00
Excess Premise Time per minute (over 10 minutes)	No Charge	1.25	1.75
Each Unscheduled Pick-up	40.00	75.00	45.00

ATM Restocking Service	Unit Price		
Description of Service	LA Federal	Dunbar	Garda
Six ATMs, serviced every other week (per month)	\$325.00	\$541.25	\$900.00

Note - Monday through Friday service; otherwise is special service at \$125.00 per hour.

Combined - Annual Cost	Unit Price		
Description of Service	LA Federal	Dunbar	Garda
Armored Car Transportation Service	\$3,900.00	\$3,960.00	\$ 4,224.00
ATM Restocking Service	3,900.00	6,495.00	10,800.00
Combined - Annual Cost Total	\$7,800.00	\$10,455.00	\$15,024.0

Funding Sources

Mt. SAC Auxiliary Services funds and Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves awarding a two-year contract with up to three mutually acceptable one-year renewal options to Dunbar Armored, Inc. for Armored Car Transportation and ATM Restocking Services.

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

DATE: May 23, 2012

CONSENT

SUBJECT: Agreement with Stradling Yocca Carlson & Rauth for Redevelopment
Services

BACKGROUND

At the Board of Trustees meeting on February 23, 2011, an agreement between Mt. San Antonio College and Stradling Yocca Carlson & Rauth was approved for legal services to provide assistance with redevelopment issues for the period February 24, 2011, through December 31, 2011, not to exceed \$15,000. Because the services of Stradling Yocca Carlson & Rauth are still required, it is necessary to extend this agreement.

ANALYSIS AND FISCAL IMPACT

The cost for legal services to provide assistance with redevelopment issues for the period of January 1, 2012, through December 31, 2012, will not exceed \$15,000.

Funding Source

Capital Outlay Fund-Redevelopment Agency funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Stradling Yocca Carlson & Rauth for redevelopment services, as amended.

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #25

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 23, 2012</u>	CONSENT
SUBJECT:	<u>Provision of Captioning and Transcription Services</u>	

BACKGROUND

In order for the District to comply with the closed captioning requirements of the Americans with Disabilities Act (ADA), the Technical Services Department has established a program to accomplish three goals: (1) to close-caption encode existing College-owned instructional video programs that lack captioning; (2) to set up practices and technologies to encode College-produced video programming with closed captions as it is edited; and (3) to provide live captioning for meetings and other College events as they are webcasted. In order to provide these services in a time- and cost-effective manner, the District needs to utilize the services of outside vendors to provide transcripts of existing videos and live captioning on-demand of meetings and events in progress.

ANALYSIS AND FISCAL IMPACT

In support of the Distance Education Captioning and Transcription (DECT) Grant, the Foundation for California Community Colleges (FCCC) issued Request for Proposal (RFP) No. 09-01 in July 2009. Vendors meeting the terms and conditions of this RFP were selected for inclusion on a list of pre-approved vendors provided through the offices of the FCCC. Although the majority of the required work on our campus is not eligible for DECT funding, the District would like to secure these services at the competitive rates established in the FCCC RFP.

Public Contract Code Section 20652 allows the governing board of any community college district, without advertising for bids, and when the board has determined it to be in the best interest of the district, to authorize the purchase of goods or services through another public agency that has awarded a contract based on a formal bid process which permitted its bid to be used (“piggybacked”) by other public agencies. The FCCC specifically included this provision on Page 26 of their RFP.

The proposed uses of the piggyback clause would be for the following services and vendors:

1. Automated transcription services from Automatic Sync for a two-year period at the rate of \$2.70 per minute of transcribed video, not to exceed a total of \$52,000.
2. Live webcast captioning services from Caption Colorado at a rate of \$120 per hour, not to exceed \$3600 per year.

Prepared by: <u>William Eastham/Thomas G. Meikle</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #26</u>

SUBJECT: Provision of Captioning and Transcription Services

DATE: May 23, 2012

Funding Source

Unrestricted General Fund. Funding for captioning past purchases will end in June 2013; the only ongoing funding provided is for webcast captioning.

RECOMMENDATION

It is recommended that the Board of Trustees approves the use of the piggyback provision in the Foundation for California Community Colleges RFP for captioning services to the campus.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 23, 2012</u>	CONSENT
SUBJECT:	<u>Reduce Retention for Brewster Electric, Inc., Design Technology Center – Electrical (Bid No. 2853)</u>	

BACKGROUND

On August 26, 2009, the Board of Trustees awarded to Brewster Electric, Inc., the Design Technology Center - Electrical package (Bid No. 2853). The work for this project is 96%, complete and Brewster Electric is requesting that the payment retention being held by the College be reduced from 10% to 5% of the total contract amount.

ANALYSIS AND FISCAL IMPACT

Public Contract Code Section 9203 requires that the College withhold not less than 5% of the contract price until final completion and acceptance of a project and allows the College to make full payments at any time after 50% of the work has been completed, conditional upon satisfactory progress being made. Brewster Electric’s work to date has been performed satisfactorily, and the current retention amount already collected represents more than 5% of the contract amount.

There is no financial impact to the Measure R Bond budget.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves reducing to 5% the retention for Brewster Electric, Inc. on their contract for the Design Technology Center - Electrical package (Bid No. 2853).

Prepared by:	<u>Thomas G. Meikle</u>	Reviewed by:	<u>Linda M. Baldwin/Michael D. Gregoryk</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #27</u>

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

DATE: May 23, 2012

CONSENT

SUBJECT: Resolution No. 11-09 – Temporary Inter-fund Cash Borrowing

BACKGROUND

Due to the State's current financial crisis, Mt. San Antonio College's State apportionment revenue continues to be deferred on a monthly basis. As a result, this deferral could potentially create a cash shortage in the General Fund.

ANALYSIS AND FISCAL IMPACT

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

Funding Source

Not applicable.

RECOMMENDATION

It is recommended the Board of Trustees approves Mt. San Antonio College's Resolution No.11-09, authorizing temporary inter-fund cash borrowing.

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #28

RESOLUTION NO. 11-09

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

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

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

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

NOW THEREFORE, BE IT RESOLVED that the Governing Board of the Mt. San Antonio Community College District, adopts the following authorization for the fiscal years 2011-12 and 2012-13 to temporarily transfer funds between the following funds provided that all transfers are approved by the President & CEO or designee:

- Fund 39 – Health Services Fund
- Fund 41 – Capital Outlay Projects Fund
- Fund 42 – Bond Construction Fund
- Fund 43 – Capital Outlay Projects Fund
- Fund 44 – BAN Construction Fund
- Fund 71 – Associated Students Trust Fund
- Fund 75 – Scholarship and Loan Trust Fund

PASSED AND ADOPTED by the Governing Board on May 23, 2012, by the following vote:

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

Board of Trustees of the Mt. San Antonio
Community College District

William T. Scroggins, President & CEO

Attest:

Fred Chyr
Clerk of the Board of Trustees
Mt. San Antonio Community College District

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

DATE: May 23, 2012

CONSENT

SUBJECT: Claim Against the District – Shantelle Fall

BACKGROUND

Government Code Sections 910 through 915.4 specify the procedure by which a claimant may present a claim against the College for injury, damage, or loss.

ANALYSIS AND FISCAL IMPACT

On April 13, 2012, the District received a claim from the law firm of Thomas A. Cifarelli, on behalf of claimant Shantelle Fall, alleging that on or around September 1, 2010, and continuing through March 15, 2012, Ms. Fall was subjected to sexual discrimination, retaliation, verbal abuse, and threats by the volunteer track coach. The District's claims administrator has reviewed the claim and requests that the Board take action to reject the claim.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees rejects the claim and that Administrative Services be instructed to notify the claimant of the rejection in accordance with Government Code Sections 910 through 915.4.

Prepared by: Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #29

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>May 23, 2012</u>	CONSENT
SUBJECT: <u>Claim Against the District – Krystal Brown</u>	

BACKGROUND

Government Code Sections 910 through 915.4 specify the procedure by which a claimant may present a claim against the College for injury, damage, or loss.

ANALYSIS AND FISCAL IMPACT

On April 13, 2012, the District received a claim from the law firm of Thomas A. Cifarelli, on behalf of claimant Krystal Brown, alleging that on or around September 1, 2010, and continuing through March 15, 2012, Ms. Brown was subjected to sexual harassment, sexual discrimination, retaliation, sexual assault, battery, verbal abuse, threats, and false imprisonment by the volunteer track coach. The District’s claims administrator has reviewed the claim and requests that the Board take action to reject the claim.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees rejects the claim and that Administrative Services be instructed to notify the claimant of the rejection in accordance with Government Code Sections 910 through 915.4.

Prepared by: Karen A. Saldana Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #30

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

DATE: May 23, 2012

CONSENT

SUBJECT: Claim Against the District – Devin Thompson

BACKGROUND

Government Code Sections 910 through 915.4 specify the procedure by which a claimant may present a claim against the College for injury, damage, or loss.

ANALYSIS AND FISCAL IMPACT

On April 13, 2012, the District received a claim from the law firm of Thomas A. Cifarelli, on behalf of claimant Devin Thompson, alleging that on or around September 1, 2010, and continuing through March 15, 2012, Ms. Thompson was subjected to sexual harassment, sexual discrimination, retaliation, sexual assault, battery, verbal abuse, threats, and false imprisonment by the volunteer track coach. The District's claims administrator has reviewed the claim and requests that the Board take action to reject the claim.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees rejects the claim and that Administrative Services be instructed to notify the claimant of the rejection in accordance with Government Code Sections 910 through 915.4.

Prepared by: Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #31

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>May 23, 2012</u>	CONSENT
SUBJECT: <u>Claim Against the District – Destinee Lewis-Davis</u>	

BACKGROUND

Government Code Sections 910 through 915.4 specify the procedure by which a claimant may present a claim against the College for injury, damage, or loss.

ANALYSIS AND FISCAL IMPACT

On April 13, 2012, the District received a claim from the law firm of Thomas A. Cifarelli, on behalf of claimant Destinee Lewis-Davis, alleging that on or around September 1, 2010, and continuing through March 15, 2012, Ms. Lewis-Davis was subjected to sexual harassment, sexual discrimination, retaliation, verbal abuse, and threats by the volunteer track coach. The District’s claims administrator has reviewed the claim and requests that the Board take action to reject the claim.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees rejects the claim and that Administrative Services be instructed to notify the claimant of the rejection in accordance with Government Code Sections 910 through 915.4.

Prepared by: Karen A. Saldana Reviewed by: Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #32

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

DATE: May 23, 2012

CONSENT

SUBJECT: Claim Against the District – Sheryl Kelly

BACKGROUND

Government Code Sections 910 through 915.4 specify the procedure by which a claimant may present a claim against the College for injury, damage, or loss.

ANALYSIS AND FISCAL IMPACT

On April 24, 2012, the District received a claim from the Law Offices of Eric Bryan Seuthe, on behalf of claimant Sheryl Kelly, alleging that on November 15, 2011, Ms. Kelly sustained severe and permanent injuries to her head and neck while attending yoga class. The District's claims administrator has reviewed the claim and requests that the Board take action to reject the claim.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees rejects the claim and that Administrative Services be instructed to notify the claimant of the rejection in accordance with Government Code Sections 910 through 915.4.

Prepared by: Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #33

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 23, 2012</u>	CONSENT
SUBJECT:	<u>Professional Design and Consulting Services</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following contracts are presented for approval:

#1	Consultant:	P2S Engineering, Inc.	
	Project:	San Jose Hills Road Expansion	
Item	Description:	Amount	
	Professional consulting services to provide electrical engineering services. Services are provided for a fixed fee.	\$8,900.00	
	Contract Amount		\$8,900.00

#2	Consultant:	TOMIT Consulting, Inc.	
	Project:	Project Management Services for the Child Development Center	
Item	Description:	Amount	
	Professional project management services for the Child Development Center. Services are provided for an hourly rate of \$120.00. The project will require between 20 and 30 hours per week of Project Management Support.	\$158,400.00	
	Reimbursable expenses:	\$4,500.00	
	Contract Amount		\$162,900.00

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

Recommended by: Bill Scroggins Agenda Item: Consent #34

SUBJECT: Professional Design and Consulting Services

DATE: April 25, 2012

#3	Consultant:	ASM Affiliates	
	Project:	Historic Resource Analysis for Subsequent Environmental Impact Report	
Item	Description:	Amount	
	Professional consulting services to provide an historic resource analysis for the Student Life Building, Mountie Grill, and the Wellness Center as a part of the 2012 Subsequent Environmental Impact Report.	\$6,678.00	
	Contract Amount		\$6,678.00

#4	Consultant:	RKA Consulting Group	
	Project:	Wildlife Sanctuary Storm Drain Repair	
Item	Description:	Amount	
	Professional engineering services for the on-site improvements of the Wildlife Sanctuary Storm Drain repair including preparation of the Storm Water Pollution Prevention Plan, engineering and design, support during the public bid, award process, and construction administration.	\$50,040.00	
	Contract Amount		\$50,040.00

#5	Consultant:	City of Walnut	
	Project:	Temple Avenue Resurfacing	
Item	Description:	Amount	
	Financial contribution by Mt. San Antonio College for the Temple and Bonita Avenues intersection, left Turn lanes, and median improvements. Not to exceed.	\$47,584.15	
	Contract Amount		\$47,584.15

Funding Sources

#s1, 2, 4, and 5 – Measure RR Bond Anticipation Note funds.

#3 – Measure R Bond funds.

RECOMMENDATION

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

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 23, 2012</u>	CONSENT
SUBJECT:	<u>Design Technology Center (Change Orders)</u>	

BACKGROUND

Design Technology Center (Change Orders).

As of April 1, 2012, Change Orders for the Design Technology Center project totaled \$1,418,244.86, or 8.89% of all contracts. Changes totaling 4.18% of all contracts were owner-requested changes, 2.90% were required by the Architect, 0.65% were required to update Campus Standards, 0.74% was to address unforeseen conditions, and 0.42% was for the Division of the State Architect, updated code requirements, and other miscellaneous changes.

ANALYSIS AND FISCAL IMPACT

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

Bid No.	2850	Contractor:	JG Tate Fire Protection Systems, Inc. (Fire Sprinkler Contractor)	CO No.	1
Item	Change and Justification:			Amount	Time
1	Perform a flow test for deferred approval of the Fire Sprinkler Shop Drawings per the DSA Inspector. <i>DSA/Code requirement.</i>			\$620.00	0 days
2	Change the fire sprinkler head type and protective cages adjacent to the theatrical lighting bars in the Assembly Room due to the heat output from the lighting. <i>Architect/engineer requirements-additional details required.</i>			\$2,971.52	0 days
3	Relocate fire sprinkler head in lobby area on the first floor to avoid conflict with the relocated Exit light. <i>Architect/engineer requirements-additional details required.</i>			\$482.72	0 days
	Total			\$4,074.24	0 days
	Original Contract Amount				\$180,111.00
	Net Change by Previous Change Orders				\$0.00
	Net Sum Prior to This Change Order				\$180,111.00
	Amount of Change Order No. 1				\$4,074.24
	New Contract Sum				\$184,185.24
	Percentage of Change to Contract, to Date				2.26%

Prepared by: Gary L. Nellesen Reviewed by: Thomas G. Meikle/Michael D. Gregoryk

Recommended by: Bill Scroggins Agenda Item: Consent #35

SUBJECT: Design Technology Center (Change Orders)

DATE: May 23, 2012

Bid No.	2848	Contractor:	Lozano Caseworks (Casework Contractor)	CO No.	4
Item	Change and Justification:			Amount	Time
1	Modify the casework in Room 113 to work around structural steel. <i>Architect/engineer requirements-unforeseen field conditions.</i>			\$642.00	0 days
2	Provide a 4" valance to conceal the newly added light fixtures. <i>Architect/engineer requirements-design modification.</i>			\$315.00	0 days
3	Revise cabinet and audiovisual layout per the new Campus Standards. <i>Campus standards.</i>			\$671.00	0 days
	Total			\$1,628.00	0 days
	Original Contract Amount				\$339,800.00
	Net Change by Previous Change Orders				\$74,477.00
	Net Sum Prior to This Change Order				\$414,277.00
	Amount of Change Order No. 4				\$1,628.00
	New Contract Sum				\$415,905.00
	Percentage of Change to Contract, to Date				22.40%

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

Design Technology Center	Date	Amount	%	Bid No. 2849 RC Construction (General Contractor)
Contract Amount		\$2,044,400.00		
C. O. No. 1	August 2010	\$56,010.00	16.48%	Provide additional casework.
C. O. No. 2	July 2011	\$15,267.00	4.49%	Add photographic processing sinks and revise photographic casework.
C. O. No. 3	October 2011	\$3,200.00	0.94%	Storage of casework.

SUBJECT: Design Technology Center (Change Orders)**DATE:** May 23, 2012

Bid No.	2853	Contractor:	Brewster Electric (Electrical Contractor)	CO No.	15
Item	Change and Justification:			Amount	Time
1	Provide recessed outlet boxes for the additional motorized shades in the Lobby. <i>Owner-directed change-added scope.</i>			\$2,197.00	2 days
2	Install Ground Fault Indicator (GFI) receptacles as a safety precaution around the photo lab sink areas. <i>Owner-directed change-added scope.</i>			\$463.00	1 day
3	Install underground conduit for connection of the water meter cabling into the building, as necessary, to implement Measurement and Verification plan. <i>Owner-directed change-added scope.</i>			\$985.00	1 day
4	Expand the lighting control system to allow for greater control of the house lighting in the Assembly Space. <i>Owner-directed change-design modification.</i>			\$1,935.00	2 days
5	Revise fire alarm strobe to a combination fire alarm strobe and horn to provide increased audibility of the fire alarm in this area. <i>DSA/Code requirement.</i>			\$0.00	0 days
6	Revise the power for the exhaust fan in Room 163 due to a conflict between the electrical and mechanical drawings. <i>Architect/engineer requirements-additional details required.</i>			\$285.00	1 day
	Total			\$5,865.00	7 days
	Original Contract Amount			\$2,491,338.00	
	Net Change by Previous Change Orders			\$411,267.66	
	Net Sum Prior to This Change Order			\$2,902,605.66	
	Amount of Change Order No. 15			\$5,865.00	
	New Contract Sum			\$2,908,470.66	
	Percentage of Change to Contract, to Date			16.74%	

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

Design Technology Center	Date	Amount	%	Bid No. 2853 Brewster Electric (Electrical Contractor)
Contract Amount		\$2,491,338.00		
C. O. No. 1	June 2010	\$14,085.49	0.56%	Revise high voltage feeder location; repair conduit in sidewalk; repair light pole locations.
C. O. No. 2	July 2010	\$200,409.40	8.00%	Add rooftop lighting; Revise lighting layout; Floor boxes; Protection screen locations; Add lights in Hallway 123; Exterior light fixture.

SUBJECT: Design Technology Center (Change Orders)

DATE: May 23, 2012

Design Technology Center (cont.)	Date	Amount	%	Bid No. 2853 Brewster Electric (Electrical Contractor)
Contract Amount		\$2,491,338.00		
C. O. No. 3	October 2010	\$18,452.04	0.74%	Add light in corridor; Power and conduit to irrigation controller; Add power at AHU unit.
C. O. No. 4	November 2010	\$6,710.26	0.27%	Roofing credit; Power to automatic doors; Install disconnect switch.
C. O. No. 5	January 2011	\$44,136.96	1.77%	Wire baskets; Sump drain; Store existing emergency blue phone; Add power to EMS control panels; FLEX vs. EMT.
C. O. No. 6	March 2011	\$14,352.01	0.58%	Delete intrusion alarm; Interior and exterior lighting controls; Revise power distribution in Room 137.
C. O. No. 7	May 2011	<\$24,998.00>	<0.1>%	Power smoke detector to fire alarm system; Revise power in Rooms 158 and 143; Revise electrical design in Assembly Space; Reinstall disconnects; Connect fire alarm to coiling door; Ceiling-mounted receptacles; Credit for Public Address systems; Lighting control zones; Install annunciate panel.
C. O. No. 8	July 2011	\$5,498.00	0.22%	Temporary power for elevator installation; Relocate boiler control panel location; Install wall-mounted light fixture at wheelchair lift; Column furring at Room 113.
C. O. No. 9	August 2011	\$39,833.00	1.60%	Fire stopping; Install projection screen and project lift in Assembly space; Revise communications; Three duct detectors on second floor.
C. O. No. 10	September 2011	\$13,950.00	0.56%	Change light fixtures; Revise corridor ceiling plan revision of cost estimate.

SUBJECT: Design Technology Center (Change Orders)**DATE:** May 23, 2012

Design Technology Center (cont.)	Date	Amount	%	Bid No. 2853 Brewster Electric (Electrical Contractor)
Contract Amount		\$2,491,338.00		
C. O. No. 11	November 2011	\$12,684.50	0.51%	Change transformer in Room 103; modify outlets; provide metal stud and gypsum board soffits; route power connection at water heater; provide Cat 6 cabling into ceiling space; delete fire alarm device in Room 307 and 308; provide power to condensate pumps; revise lighting design at second floor corridors; add rebar on the light pole bases.
C. O. No. 12	December 2011	\$26,477.00	1.06%	Add metering to the main power and light panels and add nine duct detectors.
C. O. No. 13	February 2012	\$12,223.00	.49%	Additional cable for projector lift; relocate light fixtures in Room 202; electrical junction box; relocate owner furnished hand dryer; revise/supplement lighting layout in the mailroom/break room.
C. O. No. 14	March 2012	\$27,454.00	1.10%	Power to roller shade connection; Future mass notification; Added soffits; Fire accordion door control; Water heater time clock.

Funding Sources

State Capital Outlay and Measure R Bond funds.

RECOMMENDATION

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

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

DATE: May 23, 2012

CONSENT

SUBJECT: Administration Building Remodel (Change Orders)

BACKGROUND

Administration Building Remodel (Change Orders).

As of April 1, 2012, Change Orders for the Administration Building Remodel project totaled \$1,606,817.93, or 24.54% of all contracts. Changes totaling 13.96% of all contracts were owner-requested changes, 3.61% were required by the Architect, 1.50% were required to update Campus Standards, 3.10% were to address unforeseen conditions, and 2.37% were for the Division of the State Architect, updated code requirements, and other miscellaneous changes.

ANALYSIS AND FISCAL IMPACT

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

Bid No.	2860	Contractor:	JPI Development (Fire Sprinkler Contractor)	CO No.	1
Item	Change and Justification:		Amount	Time	
1	Provide credit for unused allowance. <i>Miscellaneous change-contract price adjustment.</i>		<\$3,915.67>	0 days	
2	Formally incorporate Addenda 1-4 as amended by the State Architect after the public bids were awarded into the contract documents; this is a no-cost change order. <i>Miscellaneous change-administrative procedure.</i>		\$0.00	0 days	
3	Provide correction for roof drain leader location and chase per the Architect's Supplemental Instruction 9R2. <i>Architect/engineer requirements-additional details required.</i>		\$0.00	0 days	
4	Provide additional fire sprinkler routing at the steel entrance canopies per the Field Work Directive 2. <i>Architect/engineer requirements-additional details required.</i>		\$0.00	0 days	
	Total		<\$3,915.67>	0 days	
	Original Contract Amount			\$99,000.00	
	Net Change by Previous Change Orders			\$0.00	
	Net Sum Prior to This Change Order			\$99,000.00	
	Amount of Change Order No. 1			<\$3,915.67>	
	New Contract Sum			\$95,084.33	
	Percentage of Change to Contract, to Date			-3.96%	

Prepared by: Gary L. Nellesen

Reviewed by: Thomas G. Meikle/Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #35

SUBJECT: Administration Building Remodel (Change Orders)**DATE:** May 23, 2012

Bid No.	2854	Contractor:	Janus Corporation (Hazardous Materials Abatement Contractor)	CO No.	6
Item	Change and Justification:			Amount	Time
	Formally incorporate Addenda 1-4 as amended by the State Architect after the public bids were awarded into the contract documents; this is a no-cost change order. <i>Miscellaneous change-administrative procedure.</i>			\$0.00	0 days
	Total			\$0.00	0 days
	Original Contract Amount			\$709,243.00	
	Net Change by Previous Change Orders			\$118,361.00	
	Net Sum Prior to This Change Order			\$827,604.00	
	Amount of Change Order No. 6			\$0.00	
	New Contract Sum			\$827,604.00	
	Percentage of Change to Contract, to Date			16.69%	

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

Administration Building Remodel	Date	Amount	%	Bid No. 2854 Janus Corporation (Hazardous Materials Abatement)
Contract Amount		\$709,243.00		
C. O. No. 1	August 2010	\$28,138.00	3.97%	Demolition for added windows.
C. O. No. 2	October 2010	\$2,269.00	4.29%	Stairwell wall demolition and Storm Water Pollution Prevention Plan.
C. O. No. 3	March 2011	\$68,061.00	13.88%	Exterior wall lead paint abatement and removal.
C. O. No. 4	April 2011	\$21,561.00	16.92%	Exterior lead paint abatement and demo exterior glass block openings.
C. O. No. 5	July 2011	<\$1,668.00>	16.69%	Deduct unused allowance.

SUBJECT: Administration Building Remodel (Change Orders)**DATE:** May 23, 2012

Bid No.	2856	Contractor:	Hoover Flooring Co. (Flooring Contractor)	CO No.	5
Item	Change and Justification:			Amount	Time
1	Fill three abandoned floor boxes with concrete to provide a firm substrate for the new flooring. <i>Miscellaneous change-unforeseen field conditions.</i>			\$266.30	0 days
2	Remove and replace carpet tiles and matching base to adjust to the furniture layout and matching surroundings. <i>Miscellaneous change.</i>			\$396.12	0 days
3	Grind down the subfloor to allow for the safe door to open and close properly. <i>Miscellaneous change-unforeseen field conditions.</i>			\$747.71	0 days
	Total			\$1,410.13	0 days
	Original Contract Amount				\$349,695.00
	Net Change by Previous Change Orders				\$55,228.00
	Net Sum Prior to This Change Order				\$404,923.00
	Amount of Change Order No. 5				\$1,410.13
	New Contract Sum				\$406,333.13
	Percentage of Change to Contract, to Date				16.20%

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

Administration Building Remodel	Date	Amount	%	Bid No. 2856 Donald M. Hoover Company (Flooring Contractor)
Contract Amount		\$349,695.00		
C. O. No. 1	March 2011	\$33,135.00	9.48%	Concrete floor infill and patching; Carpet base.
C. O. No. 2	June 2011	\$10,503.00	12.48%	Change to ceramic wall tile finish.
C. O. No. 3	July 2011	\$11,590.00	15.79%	Provide concrete grinding and repairs at existing floor slab; Install tile surrounding door frames.
C. O. No. 4	April 2012	\$0.00	15.79%	Adopt DSA-approved Addenda 1-4.

SUBJECT: Administration Building Remodel (Change Orders)**DATE:** May 23, 2012

Bid No.	2857	Contractor:	Empyrean Plumbing, Inc. (Plumbing Contractor)	CO No.	4
Item	Change and Justification:			Amount	Time
1	Provide additional seismic bracing for the roof drain per code requirements. <i>Architect/engineer requirements-Code compliance.</i>			\$9,975.00	3 days
2	Re-route the existing storm drain located at the new ADA ramp. <i>Miscellaneous change-unforeseen field conditions.</i>			\$6,613.00	0 days
3	Remove and modify existing catch basin intake for the tie-in of the new storm drain. <i>Miscellaneous change-unforeseen field conditions.</i>			\$6,333.00	3 days
	Total			\$22,921.00	6 days
	Original Contract Amount				\$239,485.00
	Net Change by Previous Change Orders				\$71,122.00
	Net Sum Prior to This Change Order				\$310,607.00
	Amount of Change Order No. 4				\$22,921.00
	New Contract Sum				\$333,528.00
	Percentage of Change to Contract, to Date				39.27%

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

Administration Building Remodel	Date	Amount	%	Bid No. 2857 Empyrean Plumbing, Inc. (Plumbing Contractor)
Contract Amount		\$239,485.00		
C. O. No. 1	September 2010	\$19,830.00	8.28%	Remove and replace existing roof drain.
C. O. No. 2	January 2011	\$28,684.00	11.98%	Hand sink in print shop; Install new model floor service sink; Install gas line for print services; Safety drip pan beneath storm drain; Install roof receptor and vent.
C. O. No. 3	April 2012	\$22,6008.00	29.70%	Provide mass flow gas meter and domestic water meter; Install trap primers and vent; Install water line for ice makers.

Funding Sources

State Capital Outlay and COPS funds.

RECOMMENDATION

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

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

DATE: May 23, 2012

CONSENT

SUBJECT: Physical Education Program Building Renovation (Change Orders)

BACKGROUND

Physical Education Program Building Renovation (Change Orders).

As of April 1, 2012, Change Orders for the Physical Education Program Building Renovation project totaled \$273,872.67, or 9.24% of all contracts. Changes totaling 2.65% of all contracts were owner-requested changes, 4.79% were required by the Architect, 0.13% was required to update Campus Standards, 0.03% was to address unforeseen conditions, and 1.64% were for the Division of the State Architect, updated code requirements, and other miscellaneous changes.

ANALYSIS AND FISCAL IMPACT

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

Bid No.	2863	Contractor:	JPI Development (Fire Sprinkler Contractor)	CO No.	1
Item	Change and Justification:		Amount	Time	
1	Administrative contract change to incorporate Architect's Supplemental Instruction No. 2 into the contract documents. <i>Architect/engineer requirement-additional details required.</i>		\$0.00	0 days	
2	Revise the corridor framing to maintain fire rating due to the revised recessed lighting fixtures. <i>Architect/engineer requirement-additional details required.</i>		\$0.00	0 days	
3	Revise toilet room accessories and add anti-graffiti coating. <i>Architect/engineer requirements-additional details required-owner added scope.</i>		\$0.00	0 days	
4	Provide credit for unused allowance. <i>Miscellaneous change-contract price adjustment.</i>		<\$13,913.59>	0 days	
	Total		<\$13,913.59>	0 days	
	Original Contract Amount			\$55,000.00	
	Net Change by Previous Change Orders			\$0.00	
	Net Sum Prior to This Change Order			\$55,000.00	
	Amount of Change Order No. 1			<\$13,913.59>	
	New Contract Sum			\$41,086.41	
	Percentage of Change to Contract, to Date			-25.30%	

Prepared by: Gary L. Nellesen

Reviewed by: Thomas G. Meikle/Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #35

SUBJECT: Physical Education Program Building Renovation (Change Orders)**DATE:** May 23, 2012

Bid No.	2864	Contractor:	ACH Mechanical Contractors (Mechanical Contractor)	CO No.	1
Item	Change and Justification:			Amount	Time
1	Administrative contract change to incorporate Architect's Supplemental Instruction No. 2 into the contract documents. <i>Architect/engineer requirement-additional details required.</i>			\$0.00	0 days
2	Revise the corridor framing to maintain fire rating due to the revised recessed lighting fixtures. <i>Architect/engineer requirement-additional details required.</i>			\$0.00	0 days
3	Revise toilet room accessories and add anti-graffiti coating. <i>Architect/engineer requirements-additional details required-owner added scope. Architect/engineer requirement-design modification.</i>			\$0.00	0 days
4	Replace roll-out switches for the existing HVAC units. <i>Architect/engineer requirement-design modification.</i>			\$819.58	0 days
5	Replace the HVAC air registers with hard-lid type per the revised ceiling plan. <i>Architect/engineer requirement-additional details required.</i>			\$109.96	0 days
6	Provide revised air conditioning unit seismic angle clips per the mechanical engineer. <i>Architect/engineer requirement-additional details required.</i>			\$1,721.68	0 days
7	Investigate operational errors with the existing HVAC units. <i>Owner-directed change-design modification.</i>			\$818.71	0 days
	Total			\$3,469.93	0 days
	Original Contract Amount			\$380,000.00	
	Net Change by Previous Change Orders			\$0.00	
	Net Sum Prior to This Change Order			\$380,000.00	
	Amount of Change Order No. 1			\$3,469.93	
	New Contract Sum			\$383,469.93	
	Percentage of Change to Contract, to Date				0.91%

Bid No.	2865	Contractor:	Construction Electric (Electric Contractor)	CO No.	5
Item	Change and Justification:			Amount	Time
1	Modify the installed seismic bracing to comply with the Architect's revised mounting methods. <i>Architect/engineer requirement-additional details required.</i>			\$0.00	0 days
2	Install two hand dryers, per the owner's request. <i>Campus Standards.</i>			\$665.00	0 days
3	Perform several minor electrical connections and installations not included in the contract documents. <i>Architect/engineer requirement-additional details required.</i>			\$1,474.00	0 days
4	Revise power outlet to accommodate newly purchased ice dispensers. <i>Owner-directed change-added scope.</i>			\$473.00	0 days
5	Revise power outlet to accommodate newly purchased whirlpool equipment. <i>Owner-directed change-added scope.</i>			\$419.00	0 days

SUBJECT: Physical Education Program Building Renovation (Change Orders)

DATE: May 23, 2012

Bid No.	2865 (cont.)	Contractor:	Construction Electric (Electric Contractor)	CO No.	5
Item	Change and Justification:			Amount	Time
6	Relocate the power conduit and conductors for the fire-rated roll-up door to comply with the manufacturer's installation graphics per the inspector of record. <i>DSA/code requirement.</i>			\$307.00	0 days
	Total			\$3,338.00	0 days
	Original Contract Amount			\$452,000.00	
	Net Change by Previous Change Orders			\$48,014.00	
	Net Sum Prior to This Change Order			\$500,014.00	
	Amount of Change Order No. 5			\$3,338.00	
	New Contract Sum			\$503,352.00	
Percentage of Change to Contract, to Date				11.36%	

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

Physical Education Program Building Remodel	Date	Amount	%	Bid No. 2865 Construction Electric (Electrical Contractor)
Contract Amount		\$452,000.00		
C. O. No. 1	April 2011	\$834.00	0.18%	Furnish support of all conduits.
C. O. No. 2	October 2011	\$3,799.00	1.19%	Connect roll up door to fire alarm system; Add additional fire drops to feed new furniture system.
C. O. No. 3	December 2011	\$31,870.00	0.55%	Power to economizers; Future mass notification system; Install second door frame; Conduit installation; Wiring in restroom to Code; Data in WIN program; Replace OSP cable; Install wiring across corridor.
C. O. No. 5	February 2012	\$9,948.00	2.20%	Conduits for future use; Seismic restraints; Replace light fixtures; Add power and data outlets; Add conduit raceway to fire alarm panel; Adjust location of j-box; Add power to counter; Add additional power duplex.

SUBJECT: Physical Education Program Building Renovation (Change Orders)

DATE: May 23, 2012

Funding Sources

Measure RR Bond Anticipation Note funds.

RECOMMENDATION

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

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

DATE: May 23, 2012 **CONSENT**

SUBJECT: Professional Design and Consulting Services (Contract Amendment)

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following contract amendment is presented for ratification:

	Consultant:	HMC Architects	No.	9
	Project:	Design Technology Center		
Item	Change and Justification:		Amount	
	Additional architectural services for landscape and irrigation revisions; this work includes redesign of irrigation system necessary to isolate the landscaping to the north of the project site, which will be included in the Building 12 remodel project.			\$4,025.00
	Total			\$4,025.00
	Original Contract Amount			\$1,778,648.00
	Net Change by Previous Amendments			\$164,240.00
	Net Sum Prior to This Amendment			\$1,942,888.00
	Amount of Amendment No. 9			\$4,025.00
	New Contract Sum			\$1,946,913.00

Funding Sources

Measure R Bond funds and State Capital Outlay 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 #36

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 23, 2012</u>	ACTION
SUBJECT:	<u>Resolution No. 11-10 – Establishing Trustee Areas from Which District Governing Board Members will be Elected and Approving the Election of Such Board Members in a By-Trustee Area Election Process</u>	

BACKGROUND

The District has engaged Redistricting Partners to conduct an analysis of the California Voting Rights Act. This analysis demonstrated a need for the District to move from an at-large voting system for trustees to a districted system where each trustee is elected from a specific area by the voters in that area.

The Board has been presented with several map options that satisfy the California and Federal Voting Rights Acts. These plans have been previously presented to the Board and made public as a part of these items.

At the March 28, 2012, Board of Trustees meeting, the Board voted to adopt Plan B7 (see attached “Exhibit A”).

ANALYSIS AND FISCAL IMPACT

Plan B7 complies with State and Federal law for the creation of new trustee areas. It also provides for the creation of two additional trustees – increasing the Board size to seven.

The lines were drawn based on the following criteria:

1. Population Equality;
2. Contiguity and Compactness;
3. Complying with Voting Rights Act, and
4. Preserving Communities of Interest.

The Board also elected to, wherever possible, use the underlying school district boundaries as a basis for drawing new district lines.

Funding Source

Not applicable.

SUBJECT: Resolution No. 11-10 – Establishing Trustee Areas from Which District
Governing Board Members will be Elected and Approving the Election
of Such Board Members in a By-Trustee Area Election Process

DATE: May 23, 2012

RECOMMENDATION

It is recommended that the Board of Trustees approves Resolution No. 11-10 – Establishing Trustee Areas From Which District Governing Board Members Will Be Elected And Approving The Election Of Such Board Members In A By-Trustee Area Election Process.

RESOLUTION NO. 11-10

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT ESTABLISHING TRUSTEE
AREAS FROM WHICH DISTRICT GOVERNING BOARD MEMBERS WILL BE ELECTED
AND APPROVING THE ELECTION OF SUCH BOARD MEMBERS IN A BY-TRUSTEE
AREA ELECTION PROCESS**

WHEREAS, The Mt. San Antonio Community College District (“District”) currently uses an at-large process of electing its governing board members; and

WHEREAS, At-large election processes such as the District’s are subject to challenge under the California Voting Rights Act of 2001, codified at sections 14025–14032 of the California Elections Code (“CVRA”); and

WHEREAS, a by-trustee area election process is not vulnerable to challenge under the CVRA; and

WHEREAS, In a by-trustee area election process, candidates for the District’s Governing Board of Trustees (the “Board”) must reside within a specific geographic subarea of the District called a “trustee area” and candidates are elected only by the voters of that trustee area; and

WHEREAS, Education Code section 72036 allows Community College Districts to transition from an at-large election process to a by-trustee area election process upon the adoption of a resolution by the District’s Board in support of transitioning to a by-trustee area election process and upon the approval of the Board of Governors of the California Community Colleges; and

WHEREAS, District staff and consultants have prepared proposed trustee area plans and recommendations (the “Plans”) that the Board has considered; and

WHEREAS, the Board has conducted public meetings on August 24, 2011, October 26, 2011, and March 28, 2012, to receive public input and comment on the Plans; and

WHEREAS, the Board has considered all such public input and comment on the Plans; and

WHEREAS, the Board hereby adopts Plan B7, a copy of which is attached to this Resolution as Exhibit “A”, for use in the District’s next regularly scheduled governing board member election occurring in November 2013 in a by-trustee area election process; and

WHEREAS, Each trustee area in Plan B7 contains substantially equal population utilizing the most recent decennial federal census data as required by Education Code section 72036; and

WHEREAS, the trustee areas from which governing board members will be elected in November 2013, are Areas A, B, C, and G; and

WHEREAS, the trustee areas from which governing board members will be elected in the following governing board member election occurring in November 2015, are Areas D, E, and F.

NOW THEREFORE, be it resolved by the Governing Board of Trustees of the Mt. San Antonio Community College District as follows:

1. That the above recitals are true and correct.
2. That the Board hereby adopts Plan B7 for use in a by-trustee area election process commencing with the District's next regularly scheduled governing board member election occurring in November of 2013.
3. That the Chancellor and/or his/her designee take all actions necessary to obtain the approval of this change from the Board of Governors of the California Community Colleges and provide whatever information or assistance may be required by the Board of Governors to complete this process.

ADOPTED, SIGNED AND APPROVED this 23rd day of May 2012.

President of the Governing Board for the
Mt. San Antonio Community College District

I, Fred Chyr, Clerk of the Governing Board of the Mt. San Antonio Community College District, do hereby certify that the foregoing Resolution was adopted by the Governing Board of said District at a meeting of said Board held on the 23rd day of May 2012, and that it was so adopted by the following vote:

AYES:

NOES:

ABSTAIN:

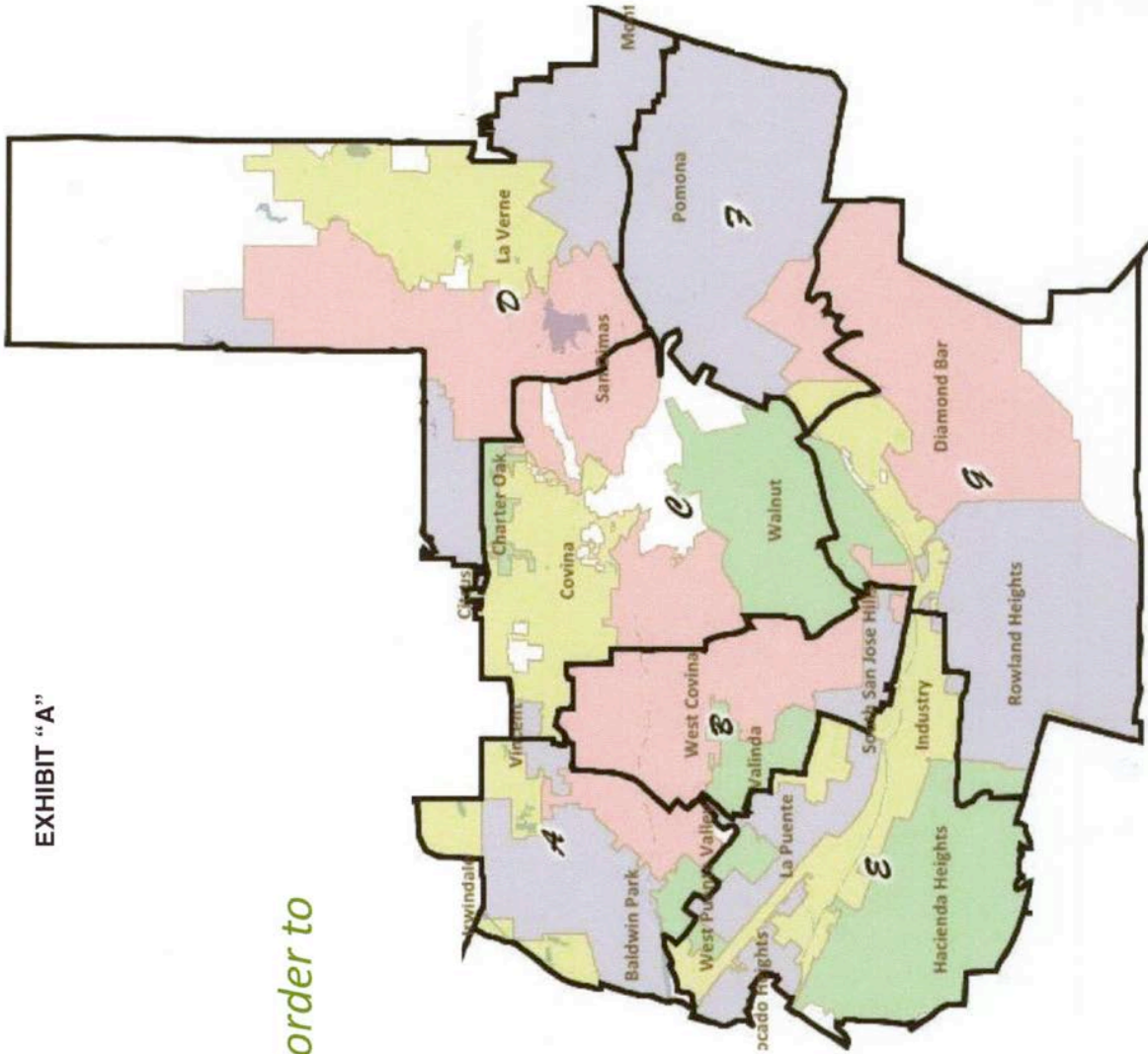
ABSENT:

Clerk of the Governing Board of the
Mt. San Antonio Community College District

Option B7

EXHIBIT "A"

Cities are split in order to focus on VRA.



	Population
A	114,873
B	112,783
C	112,602
D	109,655
E	112,621
F	112,055
G	108,503

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

DATE: May 23, 2012

ACTION

SUBJECT: Resolution No 11-08 – Authorization to Issue Current Refunding Bonds

BACKGROUND

On November 6, 2001, voters in the District approved the issuance of general obligation bonds in the maximum principal amount of \$221,000,000 for various purposes set forth in the ballot. The Board approved the issuance of the first Series “A” of General Obligation Bonds in the amount of \$40 million on May 2, 2002; Series “B” of General Obligation Bonds in the amount of \$75 million on February 18, 2004; Series “C” of General Obligation Bonds in the amount of \$79.9 million on September 29, 2006; and Series “D” of General Obligation Bonds in the amount of \$26 million on July 23, 2008.

On September 22, 2005, we advanced refunded (refinanced) portions of Series A and B. An advance refunding refers to the sale of new (refunding or refinancing) bonds, the proceeds of which are used to fund an escrow. The escrow will pay the old bonds until they can be retired at the call date, which is more than 90 days from the sale date of the new bonds.

A portion of the bonds sold in 2005 are now available for a current refunding. A current refunding means that the old bonds can be retired within 90 days of selling the new bonds.

ANALYSIS AND FISCAL IMPACT

Due to lower interest rates, the District currently has an opportunity to refinance its existing General Obligation Bonds to accomplish the following objectives:

1. Provide savings to the taxpayers by reducing the interest rate.
2. The savings will all accrue to the taxpayers and, if rates permit, will reduce the tax rate below \$25 per \$100,000 for Fiscal Year 2014 and Fiscal Year 2015.

Based on current market conditions, this refunding (refinancing) will provide the taxpayer with approximately \$2.5 million in savings and reduce the debt due by 8% on a net present value basis.

Prepared by: Linda M. Baldwin

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Action #2

SUBJECT: Resolution No 11-08 – Authorization to Issue Current Refunding Bonds

DATE: May 23, 2012

Funding Source

All necessary legal, financial, and contingent costs will be paid from the proceeds of the refunding bonds, as authorized in accordance with the provisions of the California Government Code.

RECOMMENDATION

It is recommended that the Board of Trustees approves Mt. San Antonio College's Resolution No. 11-08, authorizing the issuance of Refunding Bonds in accordance with the provisions of the California Government Code and to approve certain documents in connection with the refinancing.

RESOLUTION NO. 11-08**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT****RESOLUTION AUTHORIZING THE ISSUANCE OF MT. SAN ANTONIO
COMMUNITY COLLEGE DISTRICT (LOS ANGELES COUNTY, CALIFORNIA)
2012 GENERAL OBLIGATION REFUNDING BONDS**

WHEREAS, a duly called election was held in the Mt. San Antonio Community College District (hereinafter referred to as the "District"), on November 6, 2001 ("2001 Authorization") and thereafter canvassed pursuant to law; and

WHEREAS, at such election, there was submitted to and approved by the requisite vote of 55% or more of the qualified electors of the District a question as to the issuance and sale of general obligation bonds of the District for the various purposes set forth in the ballot submitted to the voters, in the maximum amount of \$221,000,000, payable from the levy of an *ad valorem* tax against the taxable property in the District; and

WHEREAS, pursuant to the 2001 Authorization, the District caused the issuance of (i) \$40,000,000 of its General Obligation Bonds, 2001 Election, Series A (the "2001 Bonds") and (ii) \$75,000,000 of its General Obligation Bonds, 2001 Election, 2004 Series B (the "2004 Bonds");

WHEREAS, to refund portions of the then-outstanding 2001 Bonds and 2004 Bonds, the District, on September 22, 2005, issued general obligation refunding bonds pursuant to Section 53550 *et seq.* of the California Government Code (the "Act") in an aggregate principal amount of \$75,745,842.80 and styled as "Mt. San Antonio Community College District, County of Los Angeles, California, General Obligation Refunding Bonds, 2001 Election, 2005 Series A (the "2005 Bonds"); and

WHEREAS, pursuant to the Act, the District is authorized to issue general obligation refunding bonds (the "Refunding Bonds") to refund all or a portion of the outstanding 2005 Bonds (so refunded, the "Refunded Bonds"); and

WHEREAS, all acts, conditions and things required by law to be done or performed have been done and performed in strict conformity with the laws authorizing the issuance of general obligation bonds of the District, and whereas the indebtedness of the District, including this proposed issue of Refunding Bonds, is within all limits prescribed by law; and

WHEREAS, this Board desires to appoint professionals related to the issuance of the Refunding Bonds;

NOW, THEREFORE, BE IT FOUND, DETERMINED AND RESOLVED BY THE BOARD OF TRUSTEES OF THE MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT AS FOLLOWS:

SECTION 1. Purpose. To refund all or a portion of the outstanding principal amount of the 2005 Bonds and to pay all necessary legal, financial, and contingent costs in connection therewith, the District hereby authorizes the issuance of the Refunding Bonds in one or more

series of bonds, to be styled as the "Mt. San Antonio Community College District (Los Angeles County, California) 2012 General Obligation Refunding Bonds," with appropriate series designation if more than one series of bonds is issued, in an aggregate principal amount not-to-exceed \$30,000,000. Additional costs authorized to be paid from the proceeds of the Refunding Bonds are all of the authorized costs of issuance set forth in Section 53550(e) and (f) and Section 53587 of the Government Code.

SECTION 2. Paying Agent. The Board does hereby authorize the appointment Treasurer and Tax Collector (the "Treasurer") of Los Angeles County (the "County") as Paying Agent (defined herein) for the Refunding Bonds on behalf of the District. The Treasurer is authorized to contract with any third party to perform the services of Paying Agent hereunder.

SECTION 3. Terms and Conditions of Sale. To best access the capital markets, the Refunding Bonds are hereby authorized to be sold at a negotiated sale upon the direction of the President of the District (the "President") or the Vice President, Administrative Services of the District (the "Vice President"). The Refunding Bonds shall be sold pursuant to the terms and conditions set forth in the Purchase Contract, as described below.

SECTION 4. Approval of Purchase Contract. The form of bond purchase contract (the "Purchase Contract") by and between the District and RBC Capital Markets, LLC, on behalf of itself and E. J. De La Rosa & Co., Inc. (collectively, the "Underwriters") for the purchase and sale of the Refunding Bonds, substantially in the form on file with the Secretary of the Board, is hereby approved and the President, the Vice President, the Associate Vice President, Fiscal Services and such other officer or employee of the District as the President or Vice President may designate (collectively, the "Authorized Officers"), each alone, are hereby authorized to execute and deliver the Purchase Contract, but with such changes therein, deletions therefrom and modifications thereto as the Authorized Officer executing the same may approve, such approval to be conclusively evidenced by his or her execution and delivery thereof; provided, however, that the maximum interest rates of the Refunding Bonds shall not exceed the maximum rate permitted by law, and the underwriting discount (but excluding original issue discount, if any) shall not exceed 0.6% of the aggregate principal amount of the Refunding Bonds issued. The Authorized Officers, each alone, are further authorized to determine the principal amount of the Refunding Bonds to be specified in the Purchase Contract for sale by the District up to \$30,000,000 and to enter into and execute the Purchase Contract with the Underwriters, if the conditions set forth in this Resolution are satisfied.

SECTION 5. Certain Definitions. As used in this Resolution, the terms set forth below shall have the meanings ascribed to them (unless otherwise set forth in the Purchase Contract):

- (a) **"Act"** means Sections 53550 *et seq.* of the California Government Code.
- (b) **"Bond Insurer"** means any insurance company which issues a municipal bond insurance policy insuring the payment of principal of and interest on the Refunding Bonds.
- (c) **"Bond Payment Date"** means, unless otherwise provided by the Purchase Contract, February 1 and August 1 of each year commencing August 1, 2012 with respect to the interest on the Refunding Bonds, and August 1 of each year commencing August 1, 2012 with respect to the principal payments on the Refunding Bonds.

(d) **“Code”** means the Internal Revenue Code of 1986, as the same may be amended from time to time. Reference to a particular section of the Code shall be deemed to be a reference to any successor to any such section.

(e) **“Depository”** means, initially, DTC, and thereafter the securities depository acting as Depository pursuant to Section 6(c) hereof.

(f) **“DTC”** means The Depository Trust Company, New York, New York, 55 Water Street, New York, New York 10041, Tel: (212) 855-1000 or Fax: (212) 855-7320, a limited purpose trust company organized under the laws of the State of New York, in its capacity as Depository for the Refunding Bonds.

(g) **“Escrow Agent”** means U.S. Bank National Association, or any other successor thereto, in its capacity as escrow agent for the Refunded Bonds.

(h) **“Escrow Agreement”** means that certain Escrow Agreement relating to the Refunded Bonds, by and between the District and the Escrow Agent.

(i) **“Federal Securities”** means the securities as permitted, in accordance with the respective authorizing resolution pursuant to which the 2005 Bonds were issued, to be deposited with the Escrow Agent for the purpose of defeasing the 2005 Bonds.

(j) **“Information Services”** means Financial Information, Inc.’s “Financial Daily Called Bond Service; Standard & Poor’s J.J. Kenny Information Services’ Called Bond Service; or Mergent Inc.’s Called Bond Department.

(k) **“Nominee”** means the nominee of the Depository, which may be the Depository, as determined from time to time pursuant to Section 6(c) hereof.

(l) **“Outstanding”** means, when used with reference to the Refunding Bonds, as of any date, Bonds theretofore issued or thereupon being issued under this resolution except:

(i) Refunding Bonds canceled at or prior to such date;

(ii) Refunding Bonds in lieu of or in substitution for which other Refunding Bonds shall have been delivered pursuant to Section 8 hereof; or

(iii) Refunding Bonds for the payment or redemption of which funds or Government Obligations in the necessary amount shall have been set aside (whether on or prior to the maturity or redemption date of such Refunding Bonds), in accordance with Section 19 of this Resolution

(m) **“Owners”** or **“Registered Owner”** means the registered owner of a Bond as set forth on the registration books maintained by the Paying Agent pursuant to Section 6 hereof.

(n) **“Participants”** means those broker-dealers, banks and other financial institutions from time to time for which the Depository holds book-entry certificates as securities depository.

(o) **“Paying Agent”** means, initially, the Treasurer, or any successor financial institution, acting as paying agent, verification agent, transfer agent, bond registrar for the Refunding Bonds.

(p) **“Record Date”** means the close of business on the fifteenth day of the month preceding each Bond Payment Date.

(q) **“Securities Depository”** means The Depository Trust Company, 55 Water Street, New York, New York 10041, Tel: (212) 855-1000 or Fax: (212) 855-7320 with Cede & Co. as its nominee.

(r) **“Term Bonds”** means those Refunding Bonds for which mandatory sinking fund redemption dates have been established in the Purchase Contract.

(s) **“Transfer Amounts”** means, with respect to each Outstanding Refunding Bond, the principal amount thereof.

SECTION 6. Terms of the Refunding Bonds.

(a) Denomination, Interest, Dated Dates. The Refunding Bonds shall be issued as bonds registered as to both principal and interest, in the denominations of \$5,000 or any integral multiple thereof. The Refunding Bonds will be initially registered to “Cede & Co.,” the nominee of DTC.

Each Refunding Bond shall be dated the date of delivery of the Refunding Bonds or such other date as shall appear in the Purchase Contract (the “Date of Delivery”), and shall bear interest at the rates set forth in the Purchase Contract from the Bond Payment Date next preceding the date of authentication thereof unless it is authenticated as of a day during the period from the 16th day of the month next preceding any Bond Payment Date to that Bond Payment Date, inclusive, in which event it shall bear interest from such Bond Payment Date, or unless it is authenticated on or before the first Record Date, in which event it shall bear interest from the Date of Delivery. Interest on the Refunding Bonds shall be payable on the respective Bond Payment Dates and shall be computed on the basis of a 360-day year of twelve 30-day months.

No Refunding Bond shall mature later than the final maturity date of the Refunded Bonds to be refunded from proceeds of such Refunding Bond.

(b) Redemption.

(i) Optional Redemption. The Refunding Bonds shall be subject to optional redemption prior to maturity as provided in the Purchase Contract.

(ii) Mandatory Redemption. Any Refunding Bonds issued as Term Bonds shall be subject to mandatory sinking fund redemption as provided in the Purchase Contract.

In the event that a portion of any Term Bond is optionally redeemed pursuant to Section 6(b)(i) hereof, the remaining sinking fund payments shall be reduced proportionately or as otherwise directed by the District, in integral multiples of \$5,000, in respect to the portion of such Term Bond optionally redeemed.

(iii) Selection of Refunding Bonds for Redemption. Whenever provision is made in this Resolution for the redemption of Refunding Bonds and less than all outstanding Refunding Bonds are to be redeemed, the Paying Agent, upon written instruction from the District, shall select Refunding Bonds for redemption as so directed and if not directed, in inverse order of maturity. Within a maturity, the Paying Agent shall select Refunding Bonds for redemption as directed by the District and, in the absence of such direction, by lot. Redemption by lot shall be in such manner as the Paying Agent shall determine; provided, however, the Purchase Contract may provide that, within a maturity, Refunding Bonds shall be selected for redemption on a "Pro Rata Pass-Through Distribution of Principal" basis in accordance with DTC procedures, provided further that, such pro-rata redemption is made in accordance with the operational arrangements of DTC then in effect.

With respect to redemption by lot, the portion of any Refunding Bond to be redeemed in part shall be in the principal amount of \$5,000 or any integral multiple thereof.

(iv) Notice of Redemption. When redemption is authorized or required pursuant to Section 6(b)(i) hereof, the Paying Agent, upon written instruction from the District, shall give notice (a "Redemption Notice") of the redemption of the Refunding Bonds. Such Redemption Notice shall specify: the Refunding Bonds or designated portions thereof (in the case of redemption of the Refunding Bonds in part but not in whole) which are to be redeemed; the date of redemption; the place or places where the redemption will be made, including the name and address of the Paying Agent; the redemption price; the CUSIP numbers (if any) assigned to the Refunding Bonds to be redeemed, the Refunding Bond numbers of the Refunding Bonds to be redeemed in whole or in part and, in the case of any Refunding Bond to be redeemed in part only, the principal amount of such Refunding Bond to be redeemed; and the original issue date, interest rate and stated maturity date of each Refunding Bond to be redeemed in whole or in part. Such Redemption Notice shall further state that on the specified date there shall become due and payable upon each Refunding Bond or portion thereof being redeemed at the redemption price thereof, together with the interest accrued to the redemption date thereon, and that from and after such date, interest with respect thereto shall cease to accrue.

With respect to any notice of redemption of Refunding Bonds pursuant to Section 6(b)(i) hereof, unless upon the giving of such notice such Refunding Bonds shall be deemed to have been defeased pursuant to Section 19 hereof, such notice shall state that such redemption shall be conditional upon the receipt by the Paying Agent (or an independent escrow agent selected by the District) on or prior to the date fixed for such redemption of the moneys necessary and sufficient to pay the principal of, and premium, if any, and interest on, such Refunding Bonds to be redeemed, and that if such moneys shall not have been so received said notice shall be of no force and effect, the Refunding Bonds shall not be subject to redemption on such date and the Refunding Bonds shall not be required to be redeemed on such date. In the event that such notice of redemption contains such a condition and such moneys are not so received, the redemption shall not be made and the Paying Agent shall within a reasonable time thereafter give notice, to the persons to whom and in the manner in which the notice of redemption was given, that such moneys were not so received.

The Paying Agent shall take the following actions with respect to such Redemption Notice:

(A) At least 20 but not more than 60 days prior to the redemption date, such Redemption Notice shall be given to the respective Owners of Refunding Bonds designated for redemption by registered or certified mail, postage prepaid, at their addresses appearing on the Bond Register.

(B) At least 20 but not more than 60 days prior to the redemption date, such Redemption Notice shall be given by (i) registered or certified mail, postage prepaid, (ii) telephonically confirmed facsimile transmission, or (iii) overnight delivery service to each of the Securities Depository.

(C) At least 20 but not more than 60 days prior to the redemption date, such Redemption Notice shall be given by (i) registered or certified mail, postage prepaid, or (ii) overnight delivery service to one of the Information Services.

Neither failure to receive any Redemption Notice nor any defect in any such Redemption Notice so given shall affect the sufficiency of the proceedings for the redemption of the affected Refunding Bonds. Each check issued or other transfer of funds made by the Paying Agent for the purpose of redeeming Refunding Bonds shall bear or include the CUSIP number identifying, by issue and maturity, the Refunding Bonds being redeemed with the proceeds of such check or other transfer. Such redemption notices may state that no representation is made as to the accuracy or correctness of the CUSIP numbers printed therein or on the Bonds.

(v) Partial Redemption of Refunding Bonds. Upon the surrender of any Refunding Bond redeemed in part only, the Paying Agent shall execute and deliver to the Owner thereof a new Refunding Bond or Refunding Bonds of like tenor and maturity and of authorized denominations equal in Transfer Amounts to the unredeemed portion of the Refunding Bond surrendered. Such partial redemption shall be valid upon payment of the amount required to be paid to such Owner, and the District shall be released and discharged thereupon from all liability to the extent of such payment.

(vi) Effect of Notice of Redemption. Notice having been given as aforesaid, and the moneys for the redemption (including the interest accrued to the applicable date of redemption) having been set aside as provided in Section 19 hereof, the Refunding Bonds to be redeemed shall become due and payable on such date of redemption.

If on such redemption date, money for the redemption of all the Refunding Bonds to be redeemed as provided in Section 6(b)(i) hereof, together with interest accrued to such redemption date, shall be held by the Paying Agent (or an independent escrow agent selected by the District), as provided in Section 19 hereof, so as to be available therefore on such redemption date, and if notice of redemption thereof shall have been given as aforesaid, then from and after such redemption date, interest with respect to the Refunding Bonds to be redeemed shall cease to accrue and become payable. All money held by or on behalf of the Paying Agent (or an independent escrow agent selected by the District) for the redemption of Refunding Bonds shall be held in trust for the account of the Owners of the Refunding Bonds to be so redeemed.

All Refunding Bonds paid at maturity or redeemed prior to maturity pursuant to the provisions of this Section 6 shall be cancelled upon surrender thereof and be

delivered to or upon the order of the District. All or any portion of a Refunding Bond purchased by the District shall be cancelled by the Paying Agent.

(vii) Refunding Bonds No Longer Outstanding. When any Refunding Bonds (or portions thereof), which have been duly called for redemption prior to maturity under the provisions of this Resolution, or with respect to which irrevocable instructions to call for redemption prior to maturity at the earliest redemption date have been given to the Paying Agent, in form satisfactory to it, and sufficient moneys shall be irrevocably held in trust for the payment of the redemption price of such Refunding Bonds or portions thereof, and accrued interest thereon to the date fixed for redemption, all as provided in this Resolution, then such Refunding Bonds shall no longer be deemed Outstanding and shall be surrendered to the Paying Agent for cancellation.

(c) Book-Entry System.

(i) Election of Book-Entry System. The Refunding Bonds shall initially be delivered in the form of a separate single fully-registered bond (which may be typewritten) for each maturity date of such Refunding Bonds in an authorized denomination. The ownership of each such Refunding Bond shall be registered in the register of bonds ("Bond Register") maintained by the Paying Agent in the name of the Nominee, as nominee of the Depository and ownership of the Refunding Bonds, or any portion thereof may not thereafter be transferred except as provided in Section 6(c)(i)(4).

The District and the Paying Agent shall have no responsibility or obligation to any Participant or to any person on behalf of which such Participant holds an interest in such Refunding Bonds. Without limiting the immediately preceding sentence, the District and the Paying Agent shall have no responsibility or obligation with respect to: (i) the accuracy of the records of the Depository, the Nominee, or any Participant with respect to any ownership interest in the Refunding Bonds; (ii) the delivery to any Participant or any other person, other than an Owner as shown in the Bond Register, of any notice with respect to the Refunding Bonds, including any notice of redemption; (iii) the selection by the Depository and its Participants of the beneficial interests in the Refunding Bonds to be prepaid in the event the District redeems the Refunding Bonds in part; (iv) or the payment by the Depository or any Participant or any other person, of any amount with respect to principal, premium, if any, or interest on the Refunding Bonds. The District and the Paying Agent may treat and consider the person in whose name each Refunding Bond is registered in the Bond Register as the Registered Owner of such the Refunding Bond for the purpose of payment of principal of and premium and interest on and to such Refunding Bond, for the purpose of giving notices of redemption and other matters with respect to such Refunding Bond, for the purpose of registering transfers with respect to such Refunding Bond, and for all other purposes whatsoever. The Paying Agent shall pay all principal of and premium, if any, and interest on the Refunding Bonds only to or upon the order of the respective Owner, as shown in the Bond Register, or his respective attorney duly authorized in writing, and all such payments shall be valid and effective to fully satisfy and discharge the District's obligations with respect to payment of principal of, and premium, if any, and interest on the Refunding Bonds to the extent of the sum or sums so paid. No person other than an Owner, as shown in the Bond Register, shall receive a certificate evidencing the obligation to make payments of principal of, and premium, if any, and interest on the Refunding Bonds. Upon delivery by the Depository to the Owner and the Paying Agent, of written notice to the effect that the Depository has determined to substitute a new nominee in place of the Nominee, and subject to the

provisions herein with respect to the Record Date, the word “Nominee” in this Resolution shall refer to such nominee of the Depository.

(1) Delivery of Letter of Representations. In order to qualify the Refunding Bonds for the Depository’s book-entry system, the District and the Paying Agent shall execute and deliver to the Depository a Letter of Representations. The execution and delivery of a Letter of Representations shall not in any way impose upon the District or the Paying Agent any obligation whatsoever with respect to persons having interests in the Refunding Bonds other than the Owners, as shown on the Bond Register. By executing a Letter of Representations, the Paying Agent shall agree to take all action necessary at all times so that the District will be in compliance with all representations of the District in such Letter of Representations. In addition to the execution and delivery of a Letter of Representations, the District and the Paying Agent shall take such other actions, not inconsistent with this Resolution, as are reasonably necessary to qualify the Refunding Bonds for the Depository’s book-entry program.

(2) Selection of Depository. In the event (i) the Depository determines not to continue to act as securities depository for the Refunding Bonds, or (ii) the District determines that continuation of the book-entry system is not in the best interest of the beneficial owners of the Refunding Bonds or the District, then the District will discontinue the book-entry system with the Depository. If the District determines to replace the Depository with another qualified securities depository, the District shall prepare or direct the preparation of a new single, separate, fully registered bond for each maturity date of such the Refunding Bond, registered in the name of such successor or substitute qualified securities depository or its Nominee as provided in subsection (4) hereof. If the District fails to identify another qualified securities depository to replace the Depository, then the Refunding Bonds shall no longer be restricted to being registered in such Bond Register in the name of the Nominee, but shall be registered in whatever name or names the Owners transferring or exchanging such Refunding Bonds shall designate, in accordance with the provisions of this Section 6(c).

(3) Payments to Depository. Notwithstanding any other provision of this Resolution to the contrary, so long as all outstanding Refunding Bonds are held in book-entry and registered in the name of the Nominee, all payments by the District or Paying Agent with respect to principal of and premium, if any, or interest on the Refunding Bonds and all notices with respect to such Refunding Bonds shall be made and given, respectively to the Nominee, as provided in the Letter of Representations or as otherwise instructed by the Depository and agreed to by the Paying Agent notwithstanding any inconsistent provisions herein.

(4) Transfer of Refunding Bonds to Substitute Depository.

(A) The Refunding Bonds shall be initially registered in the name of the Nominee. Registered ownership of such Refunding Bonds, or any portions thereof, may not thereafter be transferred except:

(1) to any successor of DTC or its Nominee, or of any substitute depository designated pursuant to Section 6(c)(i)(4)(A)(2) (“Substitute Depository”); provided that any successor of DTC or Substitute Depository shall be qualified under any applicable laws to provide the service proposed to be provided by it;

(2) to any Substitute Depository, upon (a) the resignation of DTC or its successor (or any Substitute Depository or its successor) from its functions as depository, or (b) a determination by the District that DTC (or its successor) is no longer able to carry out its functions as depository; provided that any such Substitute Depository shall be qualified under any applicable laws to provide the services proposed to be provided by it; or

(3) to any person as provided below, upon (a) the resignation of DTC or its successor (or any Substitute Depository or its successor) from its functions as depository, or (b) a determination by the District that DTC or its successor (or Substitute Depository or its successor) is no longer able to carry out its functions as depository.

(B) In the case of any transfer pursuant to Section 6(c)(i)(4)(A)(1) or (2), upon receipt of all outstanding Refunding Bonds by the Paying Agent, together with a written request of the District to the Paying Agent designating the Substitute Depository, a single new Refunding Bond, which the District shall prepare or cause to be prepared, shall be executed and delivered for each maturity of Refunding Bonds then outstanding, registered in the name of such successor or such Substitute Depository or their Nominees, as the case may be, all as specified in such written request of the District. In the case of any transfer pursuant to Section 6(c)(i)(4)(A)(3), upon receipt of all outstanding Refunding Bonds by the Paying Agent, together with a written request of the District to the Paying Agent, new Refunding Bonds, which the District shall prepare or cause to be prepared, shall be executed and delivered in such denominations and registered in the names of such persons as are requested in such written request of the District, provided that the Paying Agent shall not be required to deliver such new Refunding Bonds within a period of less than sixty (60) days from the date of receipt of such written request from the District.

(C) In the case of a partial redemption of any Refunding Bonds evidencing a portion of the principal maturing in a particular year, DTC or its successor (or any Substitute Depository or its successor) shall make an appropriate notation on such Refunding Bonds indicating the date and amounts of such reduction in principal, in form acceptable to the Paying Agent, all in accordance with the Letter of Representations. The Paying Agent shall not be liable for such Depository's failure to make such notations or errors in making such notations.

(D) The District and the Paying Agent shall be entitled to treat the person in whose name any Refunding Bond is registered as the Owner thereof for all purposes of this Resolution and any applicable laws, notwithstanding any notice to the contrary received by the Paying Agent or the District; and the District and the Paying Agent shall not have responsibility for transmitting payments to, communicating with, notifying, or otherwise dealing with any beneficial owners of the Refunding Bonds. Neither the District nor the Paying Agent shall have any responsibility or obligation, legal or otherwise, to any such beneficial owners or to any other party, including DTC or its successor (or Substitute Depository or its successor), except to the Owner of any Refunding Bonds, and the Paying Agent may rely conclusively on its records as to the identity of the Owners of the Refunding Bonds.

SECTION 7. Execution of Refunding Bonds. The Refunding Bonds shall be signed by the President of the Board of Trustees of the District, by his or her manual or facsimile signature and countersigned by the manual or facsimile signature of the Secretary or Clerk to

the Board, all in their official capacities. No Refunding Bond shall be valid or obligatory for any purpose or shall be entitled to any security or benefit under this Resolution unless and until the certificate of authentication printed on the Refunding Bond is signed by the Paying Agent as authenticating agent. Authentication by the Paying Agent shall be conclusive evidence that the Refunding Bond so authenticated has been duly issued, signed and delivered under this Resolution and is entitled to the security and benefit of this Resolution. There shall be attached to each Refunding Bond the legal opinion of Stradling Yocca Carlson & Rauth, a Professional Corporation, and, immediately preceding such legal opinion, a certificate executed with the manual or facsimile signature of the Secretary or Clerk to the Board of Trustees, said certificate to be in substantially the following form:

The following is a true copy of the opinion rendered by Stradling Yocca Carlson & Rauth, a Professional Corporation in connection with the issuance of, and dated as of the date of the original delivery of, the bonds. A signed copy is on file in my office.

William T. Scroggins
College President & CEO and
Secretary to the Board of Trustees

SECTION 8. Paying Agent; Transfer and Exchange. So long as any of the Refunding Bonds remain outstanding, the District will cause the Paying Agent to maintain and keep at its designated office all books and records necessary for the registration, exchange and transfer of the Refunding Bonds as provided in this Section. Subject to the provisions of Section 9 below, the person in whose name a Refunding Bond is registered on the Bond Register shall be regarded as the absolute Owner of that Refunding Bond for all purposes of this Resolution. Payment of or on account of the principal of and premium, if any, and interest on any Refunding Bond shall be made only to or upon the order of that person; neither the District nor the Paying Agent shall be affected by any notice to the contrary, but the registration may be changed as provided in this Section. All such payments shall be valid and effectual to satisfy and discharge the District's liability upon the Refunding Bonds, including interest, to the extent of the amount or amounts so paid.

Any Refunding Bond may be exchanged for Refunding Bonds of like tenor, maturity and Transfer Amount upon presentation and surrender at the designated office of the Paying Agent, together with a request for exchange signed by the Owner or by a person legally empowered to do so in a form satisfactory to the Paying Agent. A Refunding Bond may be transferred on the Bond Register only upon presentation and surrender of the Refunding Bond at the designated office of the Paying Agent together with an assignment executed by the Owner or by a person legally empowered to do so in a form satisfactory to the Paying Agent. Upon exchange or transfer, the Paying Agent shall complete, authenticate and deliver a new Refunding Bond or Refunding Bonds of like tenor and of any authorized denomination or denominations requested by the Owner equal to the Transfer Amount of the Refunding Bond surrendered and bearing or accruing interest at the same rate and maturing on the same date.

If manual signatures on behalf of the District are required in connection with an exchange or transfer, the Paying Agent shall undertake the exchange or transfer of Refunding Bonds only after the new Refunding Bonds are signed by the authorized officers of the District. In all cases of exchanged or transferred Refunding Bonds, the District shall sign and the Paying Agent shall authenticate and deliver Refunding Bonds in accordance with the provisions of this

Resolution. All fees and costs of transfer shall be paid by the requesting party. Those charges may be required to be paid before the procedure is begun for the exchange or transfer. All Refunding Bonds issued upon any exchange or transfer shall be valid obligations of the District, evidencing the same debt, and entitled to the same security and benefit under this Resolution as the Refunding Bonds surrendered upon that exchange or transfer.

Any Refunding Bond surrendered to the Paying Agent for payment, retirement, exchange, replacement or transfer shall be cancelled by the Paying Agent. The District may at any time deliver to the Paying Agent for cancellation any previously authenticated and delivered Refunding Bonds that the District may have acquired in any manner whatsoever, and those Refunding Bonds shall be promptly cancelled by the Paying Agent. Written reports of the surrender and cancellation of Refunding Bonds shall be made to the District by the Paying Agent as requested by the District. The cancelled Refunding Bonds shall be retained for three years, then returned to the District or destroyed by the Paying Agent as directed by the District.

Neither the District nor the Paying Agent will be required (a) to issue or transfer any Refunding Bonds during a period beginning with the opening of business on the 15th business day next preceding either any Bond Payment Date or any date of selection of Refunding Bonds to be redeemed and ending with the close of business on the Bond Payment Date or any day on which the applicable notice of redemption is given or (b) to transfer any Refunding Bonds which have been selected or called for redemption in whole or in part.

SECTION 9. Payment. Payment of interest on any Refunding Bond on any Bond Payment Date shall be made to the person appearing on the registration books of the Paying Agent as the Owner thereof as of the Record Date immediately preceding such Bond Payment Date, such interest to be paid by check mailed to such Owner on the Bond Payment Date at his address as it appears on such registration books or at such other address as he may have filed with the Paying Agent for that purpose on or before the Record Date. The Owner in an aggregate principal amount of \$1,000,000 or more may request in writing to the Paying Agent that such Owner be paid interest by wire transfer to the bank and account number on file with the Paying Agent as of the Record Date. The principal, and redemption price, if any, payable on the Refunding Bonds shall be payable upon maturity or redemption upon surrender at the designated office of the Paying Agent. The interest, principal and premiums, if any, on the Refunding Bonds shall be payable in lawful money of the United States of America. The Paying Agent is hereby authorized to pay the Refunding Bonds when duly presented for payment at maturity, and to cancel all Refunding Bonds upon payment thereof. The Refunding Bonds are general obligations of the District, payable without limit as to rate or amount solely from the levy of *ad valorem* property taxes upon all property subject to taxation within the District.

SECTION 10. Form of Refunding Bonds. The Refunding Bonds shall be in substantially the form included as Appendix A hereto, allowing those officials executing the Refunding Bonds to make the insertions and deletions necessary to conform the Refunding Bonds to this Resolution, the Purchase Contract and the Official Statement:

SECTION 11. Delivery of Refunding Bonds. The proper officials of the District shall cause the Refunding Bonds to be prepared and, following their sale, shall have the Refunding Bonds signed and delivered, together with a true transcript of proceedings with reference to the issuance of the Refunding Bonds, to the original purchaser upon payment of the purchase price therefor.

SECTION 12. Deposit of Proceeds of Refunding Bonds; Escrow Agreement. An amount of proceeds from the sale of the Refunding Bonds necessary to purchase certain Federal Securities, or to otherwise refund the Refunded Bonds, shall be transferred to the Escrow Agent for deposit in the “Mt. San Antonio Community College District, 2012 General Obligation Refunding Bonds Escrow Fund” (the “Escrow Fund”) established under the Escrow Agreement, which amount, if uninvested, shall be sufficient, or if invested, together with an amount or amounts of cash held uninvested therein, shall be sufficient to refund the Refunded Bonds all as set forth in a certificate of an Authorized Officer. Premium or proceeds received from the sale of the Refunding Bonds desired to pay all or a portion of the costs of issuing the Refunding Bonds may be deposited in the fund of the District held by a fiscal agent selected thereby and shall be kept separate and distinct from all other District funds, and those proceeds shall be used solely for the purpose of paying costs of issuance of the Refunding Bonds.

Any accrued interest received by the District from the sale of the Refunding Bonds shall be kept separate and apart in the fund hereby created and established and to be designated as the “Mt. San Antonio Community College District, 2012 General Obligation Refunding Bonds Debt Service Fund” (the “Debt Service Fund”) for the Refunding Bonds and used only for payments of principal of and interest on the Refunding Bonds. The Debt Service Fund shall be held by the County. A portion of the premium received by the District from the sale of the Refunding Bonds may be transferred to the Debt Service Fund or applied to the payment of cost of issuance of the Refunding Bonds, or some combination of deposits. Any excess proceeds of the Refunding Bonds not needed for the authorized purposes set forth herein for which the Refunding Bonds are being issued shall be transferred to the Debt Service Fund and applied to the payment of the principal of and interest on the Refunding Bonds. If, after payment in full of the Refunding Bonds, there remain excess proceeds, any such excess amounts shall be transferred to the general fund of the District.

The moneys in the Debt Service Fund, to the extent necessary to pay the principal of and interest on the Refunding Bonds as the same become due and payable, shall be transferred by the Treasurer to the Paying Agent which, in turn, shall pay such moneys to DTC to pay the principal of and interest on the Refunding Bonds. DTC will thereupon make payments of principal and interest on the Refunding Bonds to the DTC Participants who will thereupon make payments of principal and interest to the beneficial owners of the Refunding Bonds. Any moneys remaining in the Debt Service Fund after the Refunding Bonds and the interest thereon have been paid, or provision for such payment has been made, shall be transferred to the general fund of the District.

Except as required below to satisfy the requirements of Section 148(f) of the Code, interest earned on the investment of monies held in the Debt Service Fund shall be retained in the Debt Service Fund and used to pay principal of and interest on the Refunding Bonds when due.

SECTION 13. Rebate Fund.

(a) General. If necessary, there shall be created and established a special fund designated the “Mt. San Antonio Community College District 2012 General Obligation Refunding Bonds Rebate Fund” (the “Rebate Fund”). All amounts at any time on deposit in the Rebate Fund shall be held in trust, to the extent required to satisfy the requirement to make rebate payments to the United States (the “Rebate Requirement”) pursuant to Section 148 of the Code, as the same may be amended from time to time, and the Treasury Regulations promulgated thereunder (the “Rebate Regulations”). Such amounts shall be free and clear of

any lien hereunder and shall be governed by this Section and Section 14 of this Resolution and by that certain tax certificate concerning certain matters pertaining to the use and investment of proceeds of the Refunding Bonds, executed and delivered to the District on the date of issuance of the Refunding Bonds, including any and all exhibits attached thereto (the "Tax Certificate").

(b) Deposits.

(i) Within forty-five (45) days of the end of each fifth Bond Year (as such term is defined in the Tax Certificate) (1) the District shall calculate or cause to be calculated with respect to the Refunding Bonds the amount that would be considered the "rebate amount" within the meaning of Section 1.148-3 of the Rebate Regulations, using as the "computation date" for this purpose the end of such five Bond Years, and (2) the District shall deposit to the Rebate Fund from deposits from the District or from amounts available therefor on deposit in the other funds established hereunder, if and to the extent required, amounts sufficient to cause the balance in the Rebate Fund to be equal to the "rebate amount" so calculated.

(ii) The District shall not be required to deposit any amount to the Rebate Fund in accordance with the preceding sentence if the amount on deposit in the Rebate Fund prior to the deposit required to be made under this subsection (b) equals or exceeds the "rebate amount" calculated in accordance with the preceding sentence. Such excess may be withdrawn from the Rebate Fund to the extent permitted under subsection (g) of this Section.

(iii) The District shall not be required to calculate the "rebate amount" and the District shall not be required to deposit any amount to the Rebate Fund in accordance with this subsection (b), with respect to all or a portion of the proceeds of the Refunding Bonds (including amounts treated as the proceeds of the Refunding Bonds) (1) to the extent such proceeds satisfy the expenditure requirements of Section 148(f)(4)(B) or Section 148 (f)(4)(C) of the Code or Section 1.148-7(d) of the Treasury Regulations or the small issuer exception of Section 148(f)(4)(D) of the Code, whichever is applicable, and otherwise qualify for the exception of the Rebate Requirement pursuant to whichever of said sections is applicable, or (2) to the extent such proceeds are subject to an election by the District under Section 148(f)(4)(C)(vii) of the Code to pay a one and one-half percent (1½%) penalty in lieu of arbitrage rebate in the event any of the percentage expenditure requirements of Section 148(f)(4)(C) are not satisfied, or (3) to the extent such proceeds qualify for the exception to arbitrage rebate under Section 148(f)(4)(A)(ii) of the Code for amounts in a "bona fide debt service fund." In such event, and with respect to such amounts, the District shall not be required to deposit any amount to the Rebate Fund in accordance with this subsection (b).

(c) Withdrawal Following Payment of Refunding Bonds. Any funds remaining in the Rebate Fund after redemption of all the Refunding Bonds and any amounts described in paragraph (ii) of subsection (d) of this Section, including accrued interest, shall be transferred to the General Fund of the District.

(d) Withdrawal for Payment of Rebate. Subject to the exceptions contained in subsection (b) of this Section to the requirement to calculate the "rebate amount" and make deposits to the Rebate Fund, the District shall pay to the United States, from amounts on deposit in the Rebate Fund,

(i) not later than sixty (60) days after the end of (a) the fifth (5th) Bond Year, and (b) each fifth (5th) Bond Year thereafter, an amount that, together with all previous rebate payments, is equal to at least 90% of the “rebate amount” calculated as of the end of such Bond Year in accordance with Section 1.148-3 of the Rebate Regulations; and

(ii) not later than sixty (60) days after the payment of all Refunding Bonds, an amount equal to one hundred percent (100%) of the “rebate amount” calculated as of the date of such payment (and any income attributable to the “rebate amount” determined to be due and payable) in accordance with Section 1.148-3 of the Rebate Regulations.

(e) Rebate Payments. Each payment required to be made pursuant to subsection (d) of this Section shall be made to the Internal Revenue Service Center, Ogden, Utah 84201, on or before the date on which such payment is due, and shall be accompanied by Internal Revenue Service Form 8038-T, such form to be prepared or caused to be prepared by or on behalf of the District.

(f) Deficiencies in the Rebate Fund. In the event that, prior to the time of any payment required to be made from the Rebate Fund, the amount in the Rebate Fund is not sufficient to make such payment when such payment is due, the District shall calculate the amount of such deficiency and deposit an amount equal to such deficiency into the Rebate Fund prior to the time such payment is due.

(g) Withdrawals of Excess Amount. In the event that immediately following the calculation required by subsection (b) of this Section, but prior to any deposit made under said subsection, the amount on deposit in the Rebate Fund exceeds the “rebate amount” calculated in accordance with said subsection, upon written instructions from the District, the District may withdraw the excess from the Rebate Fund and credit such excess to the Debt Service Fund.

(h) Record Retention. The District shall retain records of all determinations made hereunder until three years after the retirement of the Refunding Bonds.

(i) Survival of Defeasance. Notwithstanding anything in this Resolution to the contrary, the Rebate Requirement shall survive the payment in full or defeasance of the Refunding Bonds.

SECTION 14. Security for the Refunding Bonds. There shall be levied on all the taxable property in the District, in addition to all other taxes, a continuing direct *ad valorem* tax annually during the period the Refunding Bonds are outstanding in an amount sufficient to pay the principal of and interest on the Refunding Bonds when due, which moneys when collected will be placed in the Debt Service Fund of the District and used for the payment of the principal of and interest on the Refunding Bonds when and as the same fall due, and for no other purpose. The District covenants to cause the County to take all actions necessary to levy such *ad valorem* tax in accordance with this Section 14 and Section 53559 of the Act.

SECTION 15. Arbitrage Covenant. The District will restrict the use of the proceeds of the Refunding Bonds in such manner and to such extent, if any, as may be necessary, so that the Refunding Bonds will not constitute arbitrage bonds under Section 148 of the Code and the applicable regulations prescribed under that Section or any predecessor section.

SECTION 16. Legislative Determinations. The Board determines that all acts and conditions necessary to be performed by the Board or to have been met precedent to and in the

issuing of the Refunding Bonds in order to make them legal, valid and binding general obligations of the District have been performed and have been met, or will at the time of delivery of the Refunding Bonds have been performed and have been met, in regular and due form as required by law; and that no statutory or constitutional limitation of indebtedness or taxation will have been exceeded in the issuance of the Refunding Bonds. Furthermore, the Board finds and determines pursuant to Section 53552 of the Act that the prudent management of the fiscal affairs of the District requires that it issue the Refunding Bonds without submitting the question of the issuance of the Refunding Bonds to a vote of the qualified electors of the District.

SECTION 17. Official Statement. The Preliminary Official Statement relating to the Refunding Bonds, substantially in the form on file with the Secretary to the Board, is hereby approved and the Authorized Officers, each alone, are hereby authorized and directed, for and in the name and on behalf of the District, to deliver such Preliminary Official Statement to the Underwriters to be used in connection with the offering and sale of the Refunding Bonds. The Authorized Officers, each alone, are hereby authorized and directed, for and in the name and on behalf of the District, to deem the Preliminary Official Statement “final” pursuant to 15c2-12 of the Securities Exchange Act of 1934, prior to its distribution and to execute and deliver to the Underwriters a final Official Statement, substantially in the form of the Preliminary Official Statement, with such changes therein, deletions therefrom and modifications thereto as the Authorized Officer executing the same shall approve. The Underwriters are hereby authorized to distribute copies of the Preliminary Official Statement to persons who may be interested in the purchase of the Refunding Bonds and is directed to deliver copies of any final Official Statement to the purchasers of the Refunding Bonds. Execution of the Official Statement shall conclusively evidence the District’s approval of the Official Statement.

SECTION 18. Insurance. In the event the District purchases bond insurance for the Refunding Bonds, and to the extent that the Bond Insurer makes payment of the principal or interest on the Refunding Bonds, it shall become the Owner of such Refunding Bonds with the right to payment of principal or interest on the Refunding Bonds, and shall be fully subrogated to all of the Owners’ rights, including the Owners’ rights to payment thereof. To evidence such subrogation (i) in the case of subrogation as to claims that were past due interest, the Paying Agent shall note the Bond Insurer’s rights as subrogee on the registration books for the Refunding Bonds maintained by the Paying Agent upon receipt of a copy of the cancelled check issued by the Bond Insurer for the payment of such interest to the Owners of the Refunding Bonds, and (ii) in the case of subrogation as to claims for past due principal, the Paying Agent shall note the Bond Insurer as subrogee on the registration books for the Refunding Bonds maintained by the Paying Agent upon surrender of the Refunding Bonds by the Owners thereof to the Bond Insurer or the insurance trustee for the Bond Insurer.

SECTION 19. Defeasance. All or any portion of the outstanding maturities of the Refunding Bonds may be defeased prior to maturity in the following ways:

(a) **Cash:** by irrevocably depositing with an independent escrow agent selected by the District an amount of cash which, together with amounts transferred from the Debt Service Fund, if any, is sufficient to pay and discharge all Refunding Bonds outstanding and designated for defeasance (including all principal and interest represented thereby and prepayment premiums, if any) at or before their maturity date; or

(b) **Government Obligations:** by irrevocably depositing with an independent escrow agent selected by the District noncallable Government Obligations, together with cash, if required, in such amount as will, in the opinion of an independent certified public accountant,

together with interest to accrue thereon and moneys transferred from the Debt Service Fund, if any, together with the interest to accrue thereon, be fully sufficient to pay and discharge all Refunding Bonds outstanding and designated for defeasance (including all principal and interest represented thereby and prepayment premiums, if any) at or before their maturity date;

then, notwithstanding that any of such Refunding Bonds shall not have been surrendered for payment, all obligations of the District with respect to all such designated outstanding Refunding Bonds shall cease and terminate, except only the obligation of the Paying Agent or an independent escrow agent selected by the District to pay or cause to be paid from funds deposited pursuant to paragraphs (a) or (b) of this Section, to the Owners of such designated Refunding Bonds not so surrendered and paid all sums due with respect thereto.

For purposes of this Section, "Government Obligations" shall mean:

Direct and general obligations of the United States of America, or obligations that are unconditionally guaranteed as to principal and interest by the United States of America (which may consist of obligations of the Resolution Funding Corporation that constitute interest strips), or "pre-refunded" municipal obligations rated in the highest rating category by Moody's Investors Service or Standard & Poor's. In the case of direct and general obligations of the United States of America, Government Obligations shall include evidences of direct ownership of proportionate interests in future interest or principal payments of such obligations. Investments in such proportionate interests must be limited to circumstances where (a) a bank or trust company acts as custodian and holds the underlying United States obligations; (b) the owner of the investment is the real party in interest and has the right to proceed directly and individually against the obligor of the underlying United States obligations; and (c) the underlying United States obligations are held in a special account, segregated from the custodian's general assets, and are not available to satisfy any claim of the custodian, any person claiming through the custodian, or any person to whom the custodian may be obligated; provided that such obligations are rated or assessed "AAA" by Standard & Poor's or "Aaa" by Moody's Investors Service.

SECTION 20. Other Actions, Determinations and Approvals.

(a) Officers of the Board, District officials and staff are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to proceed with the issuance of the Refunding Bonds and otherwise carry out, give effect to and comply with the terms and intent of this Resolution. Such actions heretofore taken by such officers, officials and staff are hereby ratified, confirmed and approved.

(b) The Board hereby finds and determines that both the total net interest cost to maturity on the Refunding Bonds plus the principal amount of the Refunding Bonds will be less than the total net interest cost to maturity on the Refunded Bonds plus the principal amount of the Refunded Bonds.

(c) The Board anticipates that the Refunded Bonds will be redeemed on the first optional redemption date therefor following the issuance of the Refunding Bonds.

(d) The Board hereby appoints U.S. Bank National Association as Escrow Agent for the Refunding Bonds and approves the Escrow Agreement in substantially the form on file with the Secretary to the Board. The Authorized Officers, each alone, are hereby authorized to

execute the Escrow Agreement with such changes as they shall approve, such approval to be conclusively evidenced by either individual's execution and delivery thereof.

(e) The Board hereby appoints Stradling Yocca Carlson & Rauth, a Professional Corporation, San Francisco, California, as Bond Counsel and Disclosure Counsel with respect to the issuance of the Refunding Bonds. The Board hereby appoints RBC Capital Markets, LLC and E. J. De La Rosa & Co., Inc. as Underwriters with respect to the issuance of the Refunding Bonds.

(f) The provisions of this Resolution as they relate to the terms of the Refunding Bonds may be amended by the Purchase Contract; if the Purchase Contract so provides, the Refunding Bonds may be issued as crossover refunding bonds pursuant to Section 53558(b) of the Government Code.

SECTION 21. Resolution to Treasurer and Tax Collector. The Clerk of this Board is hereby directed to provide a certified copy of this Resolution to the Treasurer immediately following its adoption.

SECTION 22. Continuing Disclosure. The District hereby covenants and agrees that it will comply with and carry out all of the provisions of that certain Continuing Disclosure Certificate executed by the District and dated the date of issuance and delivery of the Refunding Bonds, as originally executed and as it may be amended from time to time in accordance with the terms thereof. The Board hereby approves the Continuing Disclosure Certificate substantially in the form appended to the Preliminary Official Statement, and the Authorized Officers, each alone, are hereby authorized to execute the Continuing Disclosure Certificate with such changes as they shall approve, such approval to be conclusively evidenced by either individual's execution and delivery thereof. Any Bondholder may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the District to comply with its obligations under this Section. Noncompliance with this Section shall not result in acceleration of the Refunding Bonds.

SECTION 23. Recitals. All the recitals in this Resolution above are true and correct and this Board so finds, determines and represents.

[REMAINDER OF PAGE LEFT BLANK]

SECTION 24. Effective Date. This Resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 23rd day of May, 2012, by the following vote:

AYES: MEMBERS _____

NOES: MEMBERS _____

ABSTAIN: MEMBERS _____

ABSENT: MEMBERS _____

Rosanne Bader
President, Board of Trustees
Mt. San Antonio Community College District

Attest:

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

SECRETARY'S CERTIFICATE

I, William T. Scroggins, Secretary to the Board of Trustees of the Mt. San Antonio Community College District, hereby certify as follows:

The foregoing is a full, true and correct copy of a resolution duly adopted at a regular meeting of the Board of Trustees of said District duly and regularly and legally held at the regular meeting place thereof on May 23, 2012, of which meeting all of the members of the Board of said District had due notice and at which a quorum was present.

I have carefully compared the same with the original minutes of said meeting on file and of record in my office and the foregoing is a full, true and correct copy of the original resolution adopted at said meeting and entered in said minutes.

Said resolution has not been amended, modified or rescinded since the date of its adoption, and the same is now in full force and effect.

Dated: May 23, 2012

William T. Scroggins
College President & CEO and
Secretary to the Board of Trustees

(Form of Legal Opinion)

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>May 23, 2012</u>	ACTION
SUBJECT:	<u>Street and Traffic Signal Improvements for Bonita and Temple Avenues and Bonita Avenue and Walnut Drive (Bid No. 2909) [PLACEHOLDER]</u>	

BACKGROUND

These intersection improvements are being combined into one construction project due to the similar nature of construction, which will allow a potential cost savings through economy of scale. The two intersections involve the upgrade and installation of traffic signal equipment as well as the widening of the intersection at Temple and Bonita Avenues. Through previously conducted traffic studies, it was determined that the aforementioned intersection would greatly benefit from the widening, which would allow not only more efficient movement of vehicles in and out of the campus at Bonita Avenue, but the upgraded traffic signal would allow for the enhanced safety of pedestrians crossing Temple Avenue.

Through a joint project with the City of Walnut, an additional left turn lane (eastbound Temple Avenue to northbound Bonita Avenue) was added to reduce the wait of vehicles at this intersection attempting to enter the campus parking lots. This improvement increases the efficiency of vehicles entering the campus, which ultimately would dictate improvements to the intersection of Bonita Avenue and Walnut Drive. In order to attempt to enhance the overall movement of traffic on to the campus, this intersection will be signalized, as well.

ANALYSIS AND FISCAL IMPACT

Due to time constraints in meeting the Board submittal deadline, a recommendation and bid summary backup will be presented to the Board of Trustees at its regular meeting on May 23, 2012.

Funding Source

Measure RR Bond Anticipation Note funds.

RECOMMENDATION

A recommendation will be presented to the Board of Trustees at its regular meeting on May 23, 2012.

Prepared by:	<u>Thomas G. Meikle</u>	Reviewed by:	<u>Linda M. Baldwin/Michael D. Gregoryk</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Action #3</u>

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

DATE: May 23, 2012

DISCUSSION

SUBJECT: Proposed Revisions to Board Policy 3565 – Smoking on Campus

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives for first reading and discussion proposed revisions to Board Policy 3565 – Smoking on Campus for first reading and discussion.

Prepared by: Denise Lindholm

Recommended by: Bill Scroggins

Agenda Item: Discussion

SUBJECT: Proposed Revisions to Board Policy 3565 – Smoking on Campus

DATE: May 23, 2012

Chapter 3 – General Institution

BP 3565 Smoking on Campus

References:

~~California Health and Safety Code Sections 104350-104495; 104555-104558; 118875-118915; 118920-118945; 19994.30-19994.35~~

Government Code Sections 19994.30-19994.35, Section 7597.1

~~Student, employee, and visitor health is a primary concern of Mt. San Antonio College. Because of the clear evidence of the harmful nature of smoke inhalation and because of the general concern over air contamination, Mt. SAC in accordance with State law, bans smoking within all campus buildings and in any other outdoor area within 20 feet of a main exit, entrance, or operable window of a campus building. This includes all College leased and College occupied buildings. Further, smoking is banned in the swimming pool area, Hilmer Lodge Stadium, and in all College vehicles.~~

In an effort to provide a healthy, productive working and learning environment, the Board of Trustees will assure that:

- a. **Smoking will be limited to designated areas only.**
- b. **The sale and advertising of cigarettes and tobacco products, in any manner, is prohibited on District property. The prohibition includes free samples distributed by vendor or event sponsors.**
- c. **Advertising and sponsorship of District events by tobacco companies will not be permitted.**
- d. **Students and employees have access to information regarding programs that reduce tobacco product use or support cessation efforts.**

Violations of this policy will result in the issuance of a citation and will be subject to a fine. The fine shall be equal to the average fine levied for parking violations with repeat violations resulting in higher fines.

Approved April 28, 2004

Chapter 3 - General Institution

AP 3565 Smoking on Campus

Reference:

Government Code Sections 7596, 7597, 7597.1 (AB 795) and 7598
AP 6750 - Parking

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

“Tobacco” means 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.

Designated Smoking Areas

Smoking 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

- a. 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.
- b. Appeals Process:
 - 1) Appeals may be submitted in writing within twenty-one (21) calendar days of issuance of the citation.
 - 2) The Appeals Committee shall consist of one representative from each of the bargaining units, one District representative, and one student representative.
- c. Failure to pay citations will result in:
 - 1) Students – a hold will be placed on the student’s account.
 - 2) Employees – Parking permits will be held until fines are paid.
- d. Repeat violations will result in an increase of 100% of the original fine, not to exceed \$100.

- e. **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

Chapter 2 - Board of Trustees

AP 2410 Process for Revision of Administrative Procedures or Board Policies

Administrative Procedures (AP) and Board Policies (BP) are revised, updated, or edited for a variety of reasons including changes to Title 5 language, recommendations from the Community College League of California, Academic Senate resolutions, or recommendations from units across the campus. It is important to follow a systematic review process for these revisions to ensure accuracy and broad institutional dialogue as the basis for building consensus.

The revision process assumes appropriate review and discussion by designated groups on campus whose work is affected by changes to policies and procedures. These groups may include the Academic Senate, the Classified Unions, and the Faculty Association, along with the appropriate councils and committees whose purpose and function determine their participation given the particular issues under discussion.

The revision process begins with the proposal being transmitted to the President's office for review by the President's Cabinet to determine the impact of statutory or regulatory language, the integration with existing policies and procedures, and the accuracy and clarity of the language of the proposal. Cabinet comments will be attached to the original proposal. The proposal then goes as originally written to the President's Advisory Council (PAC) for a first reading. PAC, as the body that represents all factions impacted by policies and procedures, provides input. The revision process begins with the determination of whether a proposed or revised policy and/or procedure is appropriate for institutional review and/or whether it may be considered an "Academic and Professional" matter.

The Academic Mutual Agreement Council (AMAC) determines whether a proposed policy and procedure should be considered an academic and professional matter. The Classified Governance Group Unions and the Faculty Association will determine if the proposal is negotiable. make recommendations regarding non-academic policies and procedures appropriate for institutional review. **The collective bargaining unit(s) will have 30 days to notify Human Resources of their intent to negotiate the issue; otherwise, the new or revised procedure or policy will proceed through this review process.**

If the issue is neither negotiable nor an "Academic or Professional" matter, the proposal will proceed through institutional review. This review shall involve input from all groups represented on PAC and may include review by the appropriate council or committee. Upon completion of institutional review, the matter will return to PAC for a second reading as an action item. This action will be a recommendation to the President to adopt the BP or AP.

Next, an administrator is assigned by AMAC members to take the proposed revisions for editing and review by the appropriate council or committee.

If the issue is deemed an “Academic and Professional” matter, the new or revised AP or BP will go from ~~to~~ to the appropriate council or committee, and then to the Academic Senate Executive Board and the full Senate. ~~Once reviewed by the Academic Senate Executive Board, the revision will go to the full Senate.~~ If the Senate approves the new or revised AP or BP, the document revision, ~~the proposed revision returns to the Academic Mutual Agreement Council.~~ Should the Academic Mutual Agreement Council then approve the proposed creation or revision, the BP or AP will go the College President, who will then share the outcome with PAC as an information item only. If the President proposes any change of language to the policy or procedure, it will be returned to AMAC for reconsideration or additional review.

If the issue has been deemed negotiable, the appropriate collective bargaining units will work with Human Resources to reach an agreement. After an agreement has been reached, the BP or AP will go to the College President, who will share the outcome with PAC as an information item only.

Issues that are both “Academic and Professional” and negotiable will be discussed by the affected groups so as to determine which aspects of the BP or AP are appropriate to which organization.

Upon the President’s approval of an Administrative Procedure, APs or BPs as presented, the changes are considered to have been adopted by the College, and the new or modified AP shall be shared with the Board of Trustees as an information item and ~~and the modified AP shall be posted to the web.~~ However, if the revision is a proposed Board Policy, then it must also be approved by the Board of Trustees before it will be considered adopted by the College and posted to the web.

~~If the issue is deemed appropriate for institutional review, the proposed new procedure or policy or revision goes directly to the appropriate council or committee for review and then to the College President for approval. In addition, if the issue is a working condition it will also be forwarded to the appropriate collective bargaining unit for its approval before it goes to the College President. The collective bargaining units will have 30 days to respond; if no response is forthcoming, the new or revised procedure or policy will proceed to the next step of the review process. Upon approval by the College President, the proposed revision is then considered by the President’s Advisory Council. Should the President’s Advisory Council then approve the proposed revision to an Administrative Procedure, the changes are considered to have been adopted by the college and the modified AP shall be posted to the web. If the revision is a Board Policy, it must also be approved by the Board of Trustees before it will be considered adopted by the college and posted to the web.~~

Approved: April 25, 2011
Revised: April 11, 2012

According to Title 5, Article 2, Section 53200, "Academic and Professional matters" include the following:

1. Curriculum including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Education program development
5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development
11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate