



# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 25, 2012

6:00 p.m. Open and Adjourn to 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

- **Public Employee Discipline/Dismissal/Release, per California Government Code Section 54957** (two positions)
- **Conference with Labor Negotiator Annette Loria, Vice President, Human Resources, per California Government Code Section 54957.6.**  
Faculty Association; CSEA, Chapter 262; and CSEA, Chapter 651

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

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

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

### **ADMINISTER OATH OF OFFICE TO STUDENT TRUSTEE**

- Elisa Marin

### **INTRODUCTIONS AND RECOGNITION**

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

#### Classified Employees

**Beverly Heasley**, Training & Applications Specialist (Information Technology)  
**Nina Vento**, Account Clerk II (Facilities Planning & Management)

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

#### Management Employee

**Tamika Addison**, Director, Child Development Center (Child Development Center)

- **Recognition**

- Awarding of Certificates of Service to the following retiring classified staff members:
  - **Carsandra Taylor**, Athletic Trainer (Kinesiology/Athletics Division), 35 years of service
  - **Denise Flores**, Vault Cashier (Auxiliary Services), 12 years of service
  - **Bridget Gamble**, Dining Services Supervisor (Auxiliary Services), 17 years of service

### **APPROVAL OF MINUTES**

Approval of minutes of the regular meeting of June 27, 2012. (See backup packet Pages 1 through 17.)

### **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's Report – Bill Scroggins, President & CEO

## 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.

### HUMAN RESOURCES

1. Consideration of approval of Personnel Transactions, dated July 25, 2012. (See backup packet Pages 18 through 31.)

### INSTRUCTION and STUDENT SERVICES

2. Consideration of approval of an agreement with the Chancellor's Office of the California Community Colleges for a Student Right-To-Know subscription agreement. (See backup packet Page 32.)
3. Consideration of approval for the Men's Water Polo team to participate in a tournament at the Naval Academy in Annapolis, MD, from August 31-September 2, 2012. (See backup packet Page 33.)
4. Consideration of approval of the continuance of a Natural Sciences Division Field Trip account to facilitate the collection of fees and to allow for the prepayment of deposits for Natural Sciences Division field trip learning experiences. (See backup packet Page 34.)
5. Consideration of approval of activities and purchases and acceptance of funds for the Family and Consumer Sciences Discipline/Industry Collaborative grant. (See backup packet Page 35.)
6. Consideration of approval of activities and acceptance of funds for the World Water Forum College grant. (See backup packet Page 36.)
7. Consideration of approval of a contract with The Regents of the University of California for the Scholarships in Science, Technology, Engineering, and Mathematics grant. (See backup packet Page 37.)
8. Consideration of approval of activities and purchases and acceptance of funds for the Talent Expansion in Science and Technology – An Urban Partnership grant. (See backup packet Page 38.)
9. Consideration of approval of activities and acceptance of funds for the Basic Skills grant. (See backup packet Page 39.)
10. Consideration of approval of a contract with Cole-Schaefer Ambulance Service for coverage at all home football games for the 2012 football season. (See backup packet Page 40.)

11. Consideration of approval of an agreement with ArbiterSports RefPay to pay officials assigned through the ArbiterSports Assigning System. (See backup packet Page 41.)
12. Consideration of approval of a contract with Dr. Thomas Bryan for health screenings and for coverage at the football games. (See backup packet Page 42.)
13. Consideration of approval of activities and acceptance of funds for two Child Development Center contracts with the California Department of Education, Child Development Division. (See backup packet Page 43.)
14. Consideration of approval of expenditures for the Child Development Center for the 2012-13 academic year. (See backup packet Page 44.)
15. Consideration of approval of a contract between the Child Development Center and Sodexo American, LLC Food Services for lunches for enrolled children. (See backup packet Page 45.)
16. Consideration of approval of Community Services programs/courses for Fall 2012. (See backup packet Pages 46 through 50.)
17. Consideration of approval of additions and changes for Community Services. (See backup packet Pages 51 and 52.)
18. Consideration of approval of Associated Students Expenditure Funding for 2012-13. (See backup packet Page 53.)
19. Consideration of approval of a contract with Cal Poly Pomona Foundation, Inc. for the Achieving in College, Ensuring Success (ACES) Program Student Retreat. (See backup packet Page 54.)

## **ADMINISTRATIVE SERVICES**

20. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet Pages 55 through 60.)
21. 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 61 and 62.)
22. Consideration of approval to purchase a Cessna 172SP Aircraft for the Aeronautics program. (See backup packet Page 63.)
23. Consideration of approval of the contract with IBM to provide immediate expert services when requested. (See backup packet Page 64.)
24. Consideration of approval of contracts with SchoolDude and Ron Turly Associates, Inc. for facilities management software. (See backup packet Page 65.)
25. Consideration of approval of the renewal contracts with Millennium Better Security, Inc., Capital Protection, and Event Guard Services. (See backup packet Page 66.)

26. Consideration of approval to reduce from 10% to 5% the retention for Columbia Steel, Inc. for the Design Technology Center – Structural Steel & Miscellaneous Metal package (Bid No. 2847.) (See backup packet Page 67.)
27. Consideration of ratification of the following Change Order:
  - Bid No. 2865      Physical Education Program Building Renovation – Construction Electric (Electrical Contractor) – Change Order No. 6. (See backup packet Pages 68 and 69.)
28. Consideration of approval of the following Contract Amendment:
  - Contract              Agricultural Sciences Complex – GNA-Brook Fire Protection (Annual Fire Sprinkler Inspection) – Amendment No. 1. (See backup packet Page 70.)
29. Consideration of ratification of the following Contract Amendment:
  - Contract              Child Development Center – tBP Architecture (Professional Design and Consulting Services Contractor) – Amendment No. 13. (See backup packet Page 71.)
30. Consideration of approval of the following Completion Notices:
  - Bid No. 2853      Design Technology, Electrical – Brewster Electric, Inc., (Contractor)
  - Bid No. 2865      Physical Education Building, Electrical – Construction Electric, Inc., (Contractor)
31. Consideration of approval of the following Proposed Gifts and Donations to the College:
  - Jesse Mezquita – 18” x 24” mounted ink jet print entitled “Winter Storm Yosemite,” valued by donor at \$500, to be used by the Technology & Health Division.
  - Jesse Mezquita – 18” x 24” mounted ink jet print entitled “Painting with Developer Reflections,” valued by donor at \$500, to be used by the Technology & Health Division.

## **ACTION ITEMS**

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

1. Consideration of approval of the following Bids:
  - Bid No. 2912      Technology Building Fire Alarm Replacement – Advanced Building & Electronic Control Systems, Inc. (Contractor). (See backup packet Page 72.)
  - Bid No. 2919      Media Equipment and Control Systems – Compview, Inc. (Contractor). (See backup packet Page 73.)
2. Consideration of approval of Year Two Re-Opener Agreement between the Faculty Association and the District for 2011-14. (See backup Pages 74 through 78.)
3. Consideration of approval of the Content Review Implementation Plan. (See backup packet Pages 79 through 91.)

## **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.**

1. Discuss the Draft International Students Development Plan. (See backup packet Page 92.)
2. Receive for first reading and discussion proposed revisions to Board Policy 5140 – Students with Disabilities. (See backup packet Pages 93 and 94.)
3. Receive for first reading and discussion new Board Policy 3440 – Individuals with Disabilities. (See backup packet Pages 95 and 96.)
4. Receive for first reading and discussion new Board Policy 7211 – Minimum Qualifications and Equivalencies. (See backup packet Pages 97 and 98.)
5. Receive for first reading and discussion proposed revisions to Board Policy 4260 – Prerequisites, Corequisites, and Advisories. (See backup packet Pages 99 through 102.)

## **INFORMATION ITEM**

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

1. Receive proposed revisions to Administrative Procedure 5140 – Students with Disabilities, and new Administrative Procedure 5141 – Students with Disabilities: Accessibility of Instructional Print Media. (See backup packet Pages 103 through 114.)

# ADJOURNMENT

**Future Board Meetings:** August 22, 2012  
September 12, 2012 (2<sup>nd</sup> Wednesday)  
October 24, 2012

## **Upcoming Events**

July 23-25, 2012                    **International Students Orientation** – Building 9C Stage Area  
August 2, 2012                    **Citizens Oversight Committee Meeting** – 6:00 p.m., Founders Hall

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**

**July 25, 2012**





# MT. SAN ANTONIO COLLEGE

## REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 27, 2012

### MINUTES

#### CALL TO ORDER

- The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 5:58 p.m. on Wednesday, June 27, 2012. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present.
- Trustee Bader read the Closed Session Agenda and asked for comments. No comments were made.
- Trustee Bader indicated that there is a need to act immediately on an item that came to the attention of the Board, just yesterday, to add the following to the Closed Session Agenda:
  - **Conference with Legal Counsel – Anticipated Litigation** – Initiation of litigation pursuant to subdivision (c) of Section 54956.9: (one case)

It was moved by Trustee Baca, seconded by Trustee Chen Haggerty, and passed to add the item to the Closed Session Agenda:

#### STAFF PRESENT

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

#### 1. PUBLIC COMMUNICATION

None.

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

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

## 2. CLOSED SESSION

The Board adjourned to Closed Session at 6:00 p.m. to discuss the following items:

- **Conference with Labor Negotiator Annette Loria, Vice President, Human Resources, per California Government Code Section 54957.6.**  
Faculty Association; CSEA, Chapter 262; and CSEA, Chapter 651
- **Conference with Legal Counsel – Anticipated Litigation** – Initiation of litigation pursuant to subdivision (c) of Section 54956.9: (one case)

## 3. PUBLIC SESSION

The public meeting reconvened at 6:00 p.m. The Pledge of Allegiance was led by Linda Baldwin, Associate Vice President, Administrative Services.

## 4. INTRODUCTIONS AND RECOGNITION

### • Introductions

- The following newly appointed classified staff members were introduced to the Board:

#### Classified Employees

**Elizabeth Estevez**, Clerical Specialist (Trio)  
**Lia Mason**, Account Clerk III (Fiscal Services)

### • Recognition

- Certificates of Service were awarded to the following retiring classified and faculty staff members:
  - **Linda Baldwin**, Associate Vice President, Fiscal Services, 11 years of service
  - **Lane Braver**, Professor, Emergency Medical Services, 25 years of service
  - **Cathy Gagnon**, Professor, Emergency Medical Services, 25 years of service
  - **Katsuyuki Kusaba**, Computer Operator, Information Technology, 10 years of service
  - **Americo Marano**, Professor, Foreign Languages, 26 years of service
  - **William Smith**, Laboratory Technician, Fine Arts, 31 years of serviceCertificates of Services will be mailed to those who were not able to attend.
- Congratulated 2012 Presidential Award winner:
  - **Evelyn Hill-Enriquez**, Outstanding Curriculum Efforts (\$2,000), American Language
- Congratulated 2012 Educators of Distinction:
  - **Jennifer MacDonald**, Biological Sciences
  - **Elmer Rodriguez**, Student Services
  - **Edwin Romero**, Student Life

- Congratulated National Cyber League Championship winners, who were led by Professor Jim Gau.
  - **Christopher Nila (Captain)**
  - **Jimmy Tu**
  - **Philip Weniger**
  - **Raymond Wu**
  - **Brian Baligad**
  - **Yin Feng Cai**
  - **Robert Murray**
  - **Lam Cun**
- **Bruno Hernandez** for his year of service to the students of Mt. SAC by serving as their representative on the Board of Trustees.

## 5. APPROVAL OF MINUTES

It was moved by Student Trustee Hernandez, seconded by Trustee Hall, to approve the minutes of the regular meeting of May 23, 2012. Motion carried. Student Trustee concurred.

## 6. REPORTING OF ACTION TAKEN IN CLOSED SESSION

None.

## 7. PUBLIC COMMUNICATION

Professor Barbara Gonzales informed the Board of a project where faculty will be bringing forward authentic research on the issue of so-called Remediation. This seems to be based on research that is biased and incomplete. She asked if we should trust the research paid for by vendors and foundations. She believes that pre-collegiate level students, curricula, and programs are being mischaracterized and dismissed. Mt. SAC's Developmental Education Team, the Learning Assistance Center, and other developmental educators are spending their time meeting and going over the research and doing some writing, looking at things such as this so-called Remediation.

Professor Thomas Edson spoke regarding the proposed International Students Program. He reported that, over the course of this recent semester, Vice President Yamagata-Noji, at the direction of Dr. Scroggins, has initiated a substantial revision of the International Students Program at Mt. SAC. This planning process has proceeded apace not only without any involvement of the Academic Senate, its officers, or formal appointees of the Senate, but also in direct conflict with Academic Senate Resolution 2012-06, which explicitly called upon Dr. Scroggins to take no further action on any expansion of the International Students Program until the potential impact to the College is fully researched through a shared governance procedure. As such, this initiative directly violates California statutory law and conflicts with Mt. SAC's long-standing and mutually respected forms of shared governance. Mr. Edson requested Dr. Scroggins to cease current planning efforts with regards to the International Students Program immediately, and state in written form to the Academic Senate President that he will cease.

## 8. REPORTS

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

- He introduced Ahmad Azawi, the new Associated Students President.
- He thanked the Board and College administration for working so well with him during the past year.

B. Dan Smith, Academic Senate Vice President, reported the following:

- The full Senate met on May 24 and approved a Student Success Plan.
- The full Senate also met on June 7 and voted to recommend the following items:
  - AP 4105 – Distance Learning
  - AP 4260 – Prerequisites and Corequisites
  - AP 4270 – Use of General Education Courses Completed at Other Accredited Institutions
  - AP 7120 – Faculty Hiring
  - Content Review Implementation Plan
  - Basic Skills Funding Plan
  - Study Abroad Task Force Recommendations
  - Associates in Transfer Degrees
  - Resolution 12-08 – Discussion, Debate, and Information Dissemination
  - Resolution 12-09 – Professional Concerns Related to Partnership with MyEDU
- Members of the Academic Senate Executive Board are scheduled to meet with Dr. Scroggins on July 12 to discuss the following resolutions and the future involvement of the Academic Senate: Regarding Resolution 12-03 – Introduction of Education Policy and Planning Models; Resolution 12-04 – Support for the Academic Senates in the Central Valley C-6 Consortium; and Resolution 12-06 – Expansion of the International Students Program.
- The Academic Senate, through Resolution 12-06, insists that no action be taken on any expansion of the International Students Program until the potential impact to the College is fully researched through a procedure agreed to through the shared governance channels. They called upon the Board of Trustees to support the creation of a planning group that involves all constituents of the campus.
- Eric Kaljumagi, Academic Senate President, and Dan Smith, Academic Senate Vice President attended the Academic Senate for California Community Colleges' Leadership Institute on June 14-16. Past president Michelle Grimes-Hillman also attended as she is continuing as a State Senate Executive Board member.

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

- At the close of this year, there are some senator vacancies. They are currently working on filling those vacancies in order to maintain a full senate for the next year, and they hope to have them filled before the July meeting.
- She thanked the classified senators and executive board for their hard work this year. She said it has been a pleasure serving her fellow classified colleagues in this leadership role and wished the incoming Senate great success.
- Since this is her last meeting, she thanked everyone for their support during her year as the Classified Senate President.

- She congratulated and welcomed DeeJay Santiago, who will be taking over as the Classified Senate President.

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

- She congratulated the Educators of Distinction, Linda Baldwin, and Presidential awardees.
- After concluding run-off elections for three positions, the 2012-13 Faculty Association Executive Board is:
  - Jennifer Galbraith, President
  - Luisa Howell, Vice President
  - Liz Ward, Secretary
  - Paul Sharpe, Treasurer
  - Deidre Vail, Tim Revell, Carol Impara, Jeff Archibald, Michelle Grimes-Hillman, Full-time Directors
  - Linda Chan, Michael Sanetrick, CTA State Council Representative Joan Sholars, and Linda Chan, Part-time Director
  - Eric Kaljumagi, Academic Senate President
  - Dan Smith, Academic Senate Vice President
- Reopener negotiations between the District and the Faculty Associated have concluded. She thanked Annette Loria (lead), Dr. Terri Long, and Rosa Royce, the District's team. The Faculty Association believes that they were able to come to mutual agreements on several issues that are in the best interest of the College.
- Ratification ballots were sent to all Faculty Associated members prior to finals week. The Faculty Associated is pleased to report that 91% of the Faculty Association members, who voted, voted to ratify the changes to the Faculty Agreement. The changed Agreement should come before the Board shortly for their approval.

E. Laura Martinez, CSEA Chapter 262 President, reported the following:

- She thanked Marchelle Nairne-Proulx for her leadership skills and welcomed DeeJay Santiago.
- Chapter 262 extended their appreciation to Bruno Hernandez for his valuable service and representation of Mt. SAC students.
- She attended her first commencement and was astounded by the hard work of so many people and departments who made it a memorable event for Mt. SAC's graduates.
- In February, Chapter 262 concluded negotiations with the District. The process was long and occasionally frustrating, but was handled with mutual respect and a willingness by both teams to do what was best for Mt. SAC. However, she is concerned about the current trend of negotiations between the District and Chapter 651. The very nature of negotiations is to strive for compromise on the issues. Without such compromise, the negotiation process erodes into one party simply insisting their point of view be adopted. The longer such a process continues, the more divided the parties become. Given the current budget crisis and with consideration of the major financial initiative to be determined by California voters in November, she remains hopeful for negotiations to be concluded efficiently and equitably. At this crucial time, Mt. SAC needs all its people and efforts focused on serving students by preserving this institution upon which they rely so heavily.

F. Johnny Jauregui, CSEA Chapter 651 President, reported the following:

- He thanked Student Trustee Bruno Hernandez for his service.
- Chapter 651 is looking into training on communication skills in order to get information to their constituents.
- He encouraged the Board to approve the purchase of the aerial lift that is being proposed tonight.
- Regarding negotiations, Chapter 651 believes that the Board deserves the respect to have full disclosure and information. Chapter 651 does not believe that the proposed impasse is appropriate, and he doesn't believe that the District is negotiating in good faith.

## 9. BOARD COMMUNICATION

A. All Board members shared the following comments:

- Congratulated all the graduates.
- Congratulated and welcomed the new employees.
- Congratulated the retirees.
- Congratulated the 2012 Presidential Award winner.
- Congratulated the 2012 Educators of Distinction.
- Congratulated and thanked Student Trustee Bruno Hernandez for his year of service to the students of Mt. SAC by serving as their representative on the Board of Trustees.
- Congratulated the National Cyber League team for their award.
- Thanked Marchelle Nairne-Proulx and Alex Mendoza for their service over the past year.

B. Trustee Hall reported the following:

- He's been busy with all the awards events in the last month, attending the Honors Program ceremony, the graduation ceremony, the Student Scholarship ceremony (one sponsored by the Foundation and one sponsored by the Faculty Association), the Student Leadership Awards ceremony, and the Transfer Achievement celebration.
- He congratulated the Athletics Department for finishing second in the National Association Two-Year College Athletic Administrators Cup Championship.
- He participated in the Relay for Life event last weekend.
- He and Trustee Chen Haggerty are involved in raising money for Mt. SAC's Singcopation group, who has an invitation to perform in China in November.
- He attended the Walnut History Book ceremony last week at Walnut City Hall. He mentioned that one of the chapters in the book is about Mt. SAC and the impact the College has had on the city of Walnut.

C. Trustee Chen Haggerty reported the following:

- She mentioned that it's an honor for Mt. SAC's singers to be invited to China. A German company is sponsoring the group's in-country costs, and all the College has to do is raise money for their travel.
- She attended the Student Leadership Awards ceremony.
- She attended the Faculty/Management Recognition ceremony.
- Graduation was exciting.

D. Trustee Chyr reported the following:

- He acknowledged Linda Baldwin, who is well respected by all for her work, ethics, and dedication. He said she was and will always be a treasure and the heart of Fiscal Services.
- He attended graduation and said it has been a highlight of his for 16 years.
- Regarding the Wellness Center, he received numerous e-mails encouraging the Board to keep it open. He urged all parties to get together to discuss the ways to bridge the gap.
- Regarding the International Students Program, he still wants to see an active plan with active participants from the entire Mt. SAC community – faculty and staff to ensure that the end product is designed to serve the students that it impacts. He doesn't want to see a program that is forced on to the community. He said it's important that this is an open process. This endeavor requires active participation by all that will be impacted.

E. Trustee Baca reported the following:

- He attended a number of events and activities over the past month, such as the Students of Distinction, Relay for Life in Diamond Bar, graduation, the Adult School GED commencement.
- He congratulated Linda Baldwin and said she will be missed.

F. Student Trustee Hernandez reported the following:

- He attended commencement and led the Pledge of Allegiance.
- Alex Mendoza did a great job with his speech at commencement.
- Regarding the Wellness Center, it's a nice facility, and it has very good equipment.
- As the Student Trustee, his biggest concern was the transition of the current regime with the new one. He believes the current Executive Board members led by example, and that he's confident that the College is in good hands with the new leadership. He said it was an honor to serve on the Board for the past year, and that it was a life-changing experience.

G. Trustee Bader reported the following:

- She congratulated members of the Track and Field team for trying out for the Olympic trials and for the Junior National Championships.
- She attended Sophia Clarke's funeral. Mrs. Clarke did so much for the students of Mt. SAC. She started out selling popcorn at the football games. She dedicated part of her fortune to the Sophia Clarke Theater. There was even a Sophia Clarke Day



for the City of Walnut, where she was honored for a whole day. The students bought her a replica of a big popcorn machine. Her passing is a great loss to students.

- She attended the Scholarship Awards ceremony.
- She attended the Faculty/Management Awards ceremony.
- She attended commencement and would like to come up with a plan to get more students to walk.
- She talked about the Wellness Center and is very interested in looking at keeping it open. She said there was a meeting, and she's looking forward to hearing about the results.

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

- He congratulated and welcomed new employees.
- He congratulated retirees, especially Linda Baldwin.
- He congratulated 2012 Presidential Award winner.
- He congratulated 2012 Educators of Distinction.
- He congratulated the National Cyber League team for their award.
- He talked about the Stars of Excellence program and its uniqueness. Research shows that Mt. SAC's graduates are employed at just a couple of percentage points below the general population.
- He congratulated and thanked Student Trustee Bruno Hernandez for his year of service to the students of Mt. SAC by serving as their representative on the Board of Trustees.
- He congratulated and thanked Marchelle Nairne-Proulx for her year of service.
- He attended the Classys Awards and said it was fantastic.
- He talked about a meeting regarding the Wellness Center, where Trustee Hall was present, and a transition plan was established. The operations of the community portion of the Wellness Center will be continued through fee-based classes, the primary areas that constitute the community participation in the Wellness Center. Rather than a membership platform, that is not sustainable, each of the components will be offered separately through fee-based classes in the Continuing Education program. Joe Jennum, Dean of Athletics, will be helping with the scheduling of these classes, which will begin in September. He commended Donna Burns, Dean of Continuing Education, for running such an efficient operation. A letter will go out to all the members, letting them know that their membership is being extended through the first of September, at no additional cost to them.
- He commented on the State Budget, which was passed today. He said that the increase in student fees fell short by \$100 million of the projections, and that money disappeared for Mt. SAC.

Regarding Redevelopment, there was a presumption that \$116 million in this fiscal year would be transitioned to community colleges because of the dissolution of redevelopment. That did not occur. However, an agreement has been reached due to negotiations at the State level that, if the dollars that are presumed to come to

Mt. SAC don't materialize, they will be backfilled on a dollar-for-dollar basis. The redevelopment monies presumed for next year's budget are \$341 million in general fund pass-through money, and that includes \$140 million in tax increment money and \$200 million in liquidation of assets that would come to community colleges. He mentioned that Trustee Hall, Vice President Gregoryk, and he serve on oversight boards for the redevelopment agencies, and they're not seeing that. However, there is language that no more general funds would be taken that are actually received by the community colleges, which is a safety net.

The bottom line is that, if the Governor's tax initiative passes, community colleges will get \$50 million in growth money and, if it does not pass, we'll lose the buy-down money plus there will be \$338 million reduced from this year's level of allocation; that's about a 7% cut, and it would reduce the number of students we serve by about 6%. For Mt. SAC, that would be about 1,500 FTES or, in terms of actual students, about 3,000 students less.

- On the issue of International Students, as Trustee Chyr pointed out at the February meeting, it was asked to bring to the Board an outline of what a program like that would look like. No action has been taken in expanding the International Students Program. Research is being done at this time only. No action will be taken without direction from the Board to do so.
- He was very excited to participate in his first Mt. SAC graduation, and he was impressed with the passion and energy by all.
- At the request of Trustee Bader, he read excerpts from the Brown Act and Public Comment California Government Code.
- He read excerpts from BP 2345 – Public Participation at Board Meetings.
- He read excerpts from BP 2350 – Speakers.
- President Scroggins asked Mike Gregoryk, Vice President, Administrative Services, along with Linda Baldwin, Associate Vice President, Fiscal Services, to present the 2012-13 Tentative Budget.

Mr. Gregoryk told the Board that the College's reserves are shrinking and could get as low as \$6.9 million, which equals a 4.9% fund balance. This is considerably lower than the Board-preferred 10% fund balance. Mr. Gregoryk said that a fund balance below 5% could jeopardize Mt. SAC's fiscal independence status, which the College has worked three years to obtain. For 2012-13, the College's estimated revenue adds up to \$135 million, while the estimated expenditures total \$146 million, resulting in a structural deficit of \$11 million. Mr. Gregoryk noted that the entire College has worked for several years to reduce costs stating that, since 2009-10, the College has made a total of \$12 million in reductions. He said that, regardless of whether Governor Brown's tax initiative passes or not, more cuts will need to be made. Moving forward, the College will need to pull together as a team while administrators and the Board evaluate vacant positions, existing programs and services, and review the organizational structure.

## 11. BOARD INFORMATIONAL REPORT

Meghan Chen, Dean, Library & Learning Resources, along with Victor Belinski, Chief Technology Officer, presented a Moodlerooms Transition Update. Dean Chen told the Board that Information Technology (IT), the Online Learning Support Center (OLSC), and participating faculty have been making notable progress over some time in preparation of

the June 30, 2012, end to BlackBoard's contract. The Online Learning Support Center team communicated with faculty regularly through a variety of means in advance of the change. E-mails, portal announcements, department meetings, division meetings, a newsletter, and the OLSC webpage were all used to provide information on the impending change and on trainings available. Additional publicity included technology "boot camps" in winter 2012 and spring 2012. In fall 2011, one class used Moodlerooms as a pilot. Faculty had the choice of teaching with Blackboard or Moodlerooms as the number of faculty choosing to teach with Moodlerooms gradually increased from 12 classes in winter 2012 to 125 classes in spring 2012. In terms of number of users with Moodlerooms accounts, well over 90,000 accounts are being used in contrast to 30,000-35,000 accounts in Blackboard. The number of Moodlerooms users is expected to rise exponentially beginning in fall 2012 because more classes in credit and non-credit classes will use it.

## 12. CONSENT AGENDA

- Trustee Bader indicated the following changes and corrections to the Consent Agenda:
  - Item #1: Personnel Transactions
    - Page 18: Remove Laura Demetria from approval for a Temporary Out-of-Class Assignment.
    - Page 19: Remove Kathy Killiany from approval for a Temporary Out-of-Class Assignment.
    - Page 21: Remove Judith Hervey from New Hires/Academic Employment.
    - Page 34: Under Hourly Non-Academic Employees – Susana Valencia's Hire Date should read "7/1/12-6/30/13."
    - Page 36: Under Professional Expert Employees – New Assignments – Trevor Lazar's Hire Date should read "7/1/12-6/30/13."
    - Page 36: Under Professional Expert Employees – New Assignments – Lianne Maldonado-Greenlee's Title should read "Project Administrator," her Department should read "Continuing Education," her Pay Rate should read "\$60.00," and her Hire Date should read "7/1/12-6/30/13."
    - Page 37: Under Professional Expert Employees – Extended Assignments – Usha Bera's Hire Date should read "6/25/12-6/30/12."
    - Page 37: Under Professional Expert Employees – Extended Assignments – Steven Burgoon's Hire Date should read "5/1/12-6/30/12."
  - Item #44: Purchase Chairs for Design Technology Center
    - Page 113: The amount for Interior Office Solutions, Inc. should read "\$167,845.67" (not "\$169,845.67").

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

## HUMAN RESOURCES

1. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 13.

**INSTRUCTION and STUDENT SERVICES**

2. Approval of an agreement with OCLC Worldshare Management System to provide a world-wide, cloud-based library platform replacing the current SirsiDynix subscription.
3. Approval of new courses for the 2012-13 academic year.
4. Approval of new AA-T and AS-T degrees, an AS degree, and credit programs for the 2012-13 academic year.
5. Approval of an externship agreement with La Puente Valley Regional Occupation Program for the Career Technical Education Community Collaborative grant.
6. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 14.
7. Approval of agreements with various medical directors for the Paramedic, Radiologic Technology, and Respiratory Therapy programs.
8. Approval of agreements with physical exam contractors for Health Sciences faculty.
9. Approval of program fees for students in the Technology and Health Division.
10. Ratification of the Track & Field athlete's and staff member's travel expenses to the USA Track & Field Olympic Trials in Eugene, OR, from June 27-July 1.
11. Ratification of the Track & Field athletes' and staff member's travel expenses to the USA Junior National Championships at Indiana University in Bloomington, IN, from June 13-June 17, 2012.
12. Ratification of the Cyber League Team's and staff member's travel expenses to the National Cyber League Championship Playoffs on June 10, 2012, in Lake Buena Vista, FL.
13. Approval of activities for the Enrollment Growth and Retention for Associate Degree Nursing Programs grant.
14. Approval of activities for the Campus Suicide Prevention grant.
15. Approval of activities for the Talent Expansion in Science and Technology – An Urban Partnership grant.
16. Approval of a contract with California Council on Gerontology and Geriatrics for the Family and Consumer Sciences Discipline/Industry Collaborative grant.
17. Approval of activities for the CTE Transitions grant.
18. Approval of activities for the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) Title 1C grant activities.

19. Approval of additions and changes in the Continuing Education Division.
20. Approval of Student Services Expenditure Funding for 2012-13.

### **ADMINISTRATIVE SERVICES**

21. Approval of the Appropriation Transfers and Budget Revisions Summary.
22. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
23. Approval of the Tentative Budget for Fiscal Year 2012-13.
24. Approval of the Annual Investment Policy Statement.
25. Approval of Resolution No. 11-11 - Open New Bank Accounts and Close Existing Bank Account.
26. Approval of Aircraft Repair Services with Nostalgia Airways, Inc. dba NAI Aircraft Services for Fiscal Year 2012-13.
27. Approval for the Annual Advertisements for Goods and Services for Fiscal Year 2012-13.
28. Approval of the sale of Miscellaneous Surplus Items for Fiscal Year 2012-13.
29. Approval of an Assessment Fee for the Secondary Internet Circuit for Fiscal Year 2012-13.
30. Approval of the transfer of the AudienceView Software Contract from Auxiliary Services to the Mt. San Antonio Community College District.
31. Approval of the renewal of the College's Student Accident/Athletic Insurance Coverage with Student Insurance Company for the period July 1, 2012, through July 1, 2013.
32. Approval of the renewal of the College's Fine Arts Insurance Coverage with Huntington T. Block Insurance Agency for the period July 1, 2012, through July 1, 2013.
33. Approval of the renewal of the College's Aviation Insurance Policy with Falcon Insurance Agency of California, Inc. for the period July 1, 2012, through July 1, 2013.
34. Approval of the General Liability/Property Coverage Renewal with ASCIP for the period July 1, 2012, through July 1, 2013.
35. Approval of payment to the City of Walnut for the proposal to update the Multi-Jurisdictional Hazard Mitigation Plan.

36. Approval to reject a Claim Against the District by Christyl Sturrock, and that Administrative Services is instructed to notify the claimant and her legal counsel of the rejection in accordance with Government Code Sections 910 through 915.4.
37. Approval to reject a Claim Against the District by Camille Robertson, and that Administrative Services is instructed to notify the claimant and her legal counsel of the rejection in accordance with Government Code Sections 910 through 915.4.
38. Approval to reject a Claim Against the District by Nayomie Jarvis, and that Administrative Services is instructed to notify the claimant and her legal counsel of the rejection in accordance with Government Code Sections 910 through 915.4.
39. Approval of an Addendum to the Lease Agreement with Valley Academies Foundation.
40. Approval to declassify and destroy documents which are classified as Class 3 records, per Article 2, Sections 16023 through 16028, of Title 5, California Administrative Code.
41. Approval of a Renewal Agreement with AT&T Mobility for the period October 1, 2012, through September 30, 2017.
42. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 15.
43. Approval of an agreement with the Los Angeles County Sheriff's Department to provide necessary and additional law enforcement services and assistance in providing for the safety, security, and order on or near the campus at regular and extracurricular school functions.
44. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 16.
45. Approval of agreements to provide Professional Design and Consulting Services with Cambridge West Partnership for the Facilities Master Plan project; H2 Environmental Consulting Services, Inc. for the Asbestos Air Monitoring and Lead Specifications project; Helix Environmental Planning for the 2012 Environmental Impact Report; P2S Engineering, Inc. for the Agricultural Sciences Complex HVAC Investigation project; Steven Fader Architects for the Founders Hall Improvements project; PAL id studio for the Campus Standards project; and Integrated Design Services for the Campus Structural Engineering Support Services project.
46. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 17.
47. This item was pulled from the Consent Agenda and acted on separately by the Board. See paragraph 18.

48. Approval of the following Contract Amendment:

- Contract Agricultural Science Complex and Music Building – Schindler Elevator Company (Annual Elevator Maintenance Agreement) – Amendment No. 1.

49. Ratification of the following Contract Amendments:

- Contract Agricultural Science Complex – Hill Partnership (Professional Design and Consulting Services) – Amendment No. 6.
- Contract Administration Building Remodel – PAL id studio (Professional Design and Consulting Services) – Amendment No. 2.
- Contract Child Development Center –tBP Architecture (Professional Design and Consulting Services) – Amendment No. 12.

50. Approval of the following Completion Notices:

- Bid No. 2855 Administration Building Remodel, General Construction - Angeles Contractor, Inc. (Contractor)
- Bid No. 2857 Administration Building Remodel, Plumbing and Sites Utilities - Empyrean Plumbing, Inc. (Contractor)
- Bid No. 2858 Administration Building Remodel, Mechanical/HVAC - DSG Mechanical Corporation (Contractor)
- Bid No. 2862 Physical Education Building, Plumbing - Empyrean Plumbing, Inc. (Contractor)
- Bid No. 2864 Physical Education Building, Mechanical/HVAC - ACH Mechanical Contractors, Inc. (Contractor)

51. Approval of the following Proposed Gifts and Donations to the College:

- TGS Management – Various Cisco Networking Switches, valued by donor at \$100,000, to be used by the Information Technology department.

Motion carried. Student Trustee concurred.

**13. PERSONNEL TRANSACTIONS**

Trustee Chyr asked why there were so many corrections to this item. Human Resources Vice President Annette Loria indicated that most of the changes were due to typographical errors, and President Scroggins added that the two “Out-of-Class” employees were pulled because there wasn’t an appropriate job classification that properly described the work that was being done. The new hire that was removed was because the individual rescinded her acceptance of the offer of employment.

It was moved by Trustee Hall, seconded by Trustee Chyr, to approve this item. Motion carried. Student Trustee concurred.

#### **14. AGREEMENT WITH SOUTHERN ILLINOIS UNIVERSITY CARBONDALE**

Trustee Baca asked if there might be other areas of education that may emerge in the future. Vice President of Instruction Ginny Burley indicated that, as far as she knows, this is the only option in the area for students in Fire Technology, so it would be a good investment for them to establish this contract with Mt. SAC. Since the first Baccalaureate program was such a success, they felt confident that this one would offer significant opportunities to not only Mt. SAC students, but other students in the region.

Trustee Hall indicated that he knows that Southern Illinois University is known for their Aviation Science program; but, are they also known for their Fire Technology program? Vice President Burley didn't know the answer; however, since Mt. SAC has had to eliminate a number of program offerings that would give students higher or more advanced certification for employment, this would give Mt. SAC students an opportunity that would give them an advantage.

It was moved by Trustee Baca, seconded by Trustee Chen Haggerty, to approve this item. Motion carried. Student Trustee concurred.

#### **15. PURCHASE OF ALTEC AERIAL LIFT TRUCK**

Trustee Bader asked if a rental or lease had been considered. Vice President Mike Gregoryk explained that the current truck, owned by the College, is 25 years old and has become dangerous to use and has been scrapped. Gary Nellesen, Director, Facilities Planning & Management said that the old truck could no longer be certified. Options were considered, and it was concluded that road-worthy equipment was necessary. A lease vs. buy was considered; however, the need to respond effectively to urgent situations, such as replacing parking lot lights, wasn't reasonable. The purchase of a new truck provides safety to students and employees. Mr. Nellesen indicated that the payback would be four to five years. Right now, Classified work is being outsourced.

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

#### **16. PURCHASE CHAIRS FOR DESIGN TECHNOLOGY CENTER**

Dr. Scroggins indicated that there's a typographical error in the bid amount for Interior Office Solutions, Inc. The amount should read "\$167,845.67" (not "\$169,845.67").

It was moved by Trustee Chyr, seconded by Trustee Chen Haggerty, to approve this item. Motion carried. Student Trustee concurred.

#### **17. ASTRONOMY TELESCOPE DOME ADDITION (BID NO. 2911) (GDL BEST CONTRACTORS, INC.)**

Trustee Bader asked when the new bid process will start. Gary Nellesen, Director, Facilities Planning & Management, indicated that this may be a good candidate for the lease/lease-back process. This process should begin sometime in October, and it will be modeled after the San Diego Community College's process. Vice President Mike Gregoryk and Mr. Nellesen will be giving a presentation to CMPCT on the lease/lease-back process, and they would be happy to give the same presentation to Board members.



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

## **18. CHANGE ORDERS**

Trustee Chyr asked about the percentage of Change Orders. Director Nellesen said that these changes were initiated many months ago. President Scroggins said that the Design Technology Center changes were owner-directed to suit campus standards, with students gathering areas in mind. Mr. Nellesen indicated that the Administration Building Change Orders should be coming to an end soon. He said that, today, he received three binders from Lend Lease with close-out information and documents for all the open projects. The close-out fee will not be paid to Lend Lease until all the close-out work is done.

It was moved by Trustee Hall, seconded by Student Trustee Hernandez, to ratify the following Change Orders:

- Bid No. 2844 Design Technology Center – Evans Brothers, Inc. (Site Prep & Site Utility Relocation Contractor) – Change Order No. 6.
- Bid No. 2847 Design Technology Center – Columbia Steel (Structural Steel Contractor) – Change Order No. 4.
- Bid No. 2849 Design Technology Center – RC Construction (General Contractor) - Change Order No. 15.
- Bid No. 2852 Design Technology Center – West Tech Mechanical (HVAC Contractor) – Change Order No. 6.
- Bid No. 2853 Design Technology Center – Brewster Electric (Electrical Contractor) – Change Order No. 16.
- Bid No. 2855 Administration Building Remodel – Angeles Contractor, Inc. (General Contractor) – Change Order No. 14.
- Bid No. 2857 Administration Building Remodel – Emphyrean Plumbing, Inc. (Plumbing Contractor) – Change Order No. 5.
- Bid No. 2862 Physical Education Program Building Renovation – Emphyrean Plumbing, Inc. (Plumbing Contractor) – Change Order No. 4.

Motion carried.

## **19. ASSOCIATED STUDENTS PROPOSED BUDGET FOR FISCAL YEAR 2012-13**

President Scroggins said this is the annual presentation of the Associated Students budget for Board consideration and approval. The student budget is set up so that student activities fees collected one year serve as the students' budget for the next year.

Alex Mendoza, Associated Students President, presented the Associated Students proposed budget for fiscal year 2012-13. There was a total request of \$729,203, and a total of \$573,000 was funded, representing a 2% decrease from last year's budget. This decrease is due to a decrease in student enrollment and an increase in students waiving the optional Student Activities fee.

Trustee Chyr asked what criteria is used in determining funding. Mr. Mendoza indicated that every request for Associated Students funding must directly impact students, overall. Trustee Chyr asked for an example of a request that was not funded, and Mr. Mendoza said that approximately 90% of all requests were funded. However, the Honors Society asked for computers; but, because it wasn't going to benefit all students, that request was denied. Also, the Child Development Center asked for funding for salaries, and it was denied.

It was moved by Trustee Baca, seconded by Trustee Hall, to approve the Associated Students Proposed Budget for Fiscal Year 2012-13. Motion carried. Student Trustee concurred.

## **20. PROPOSED REVISIONS TO BOARD POLICY 3565 – SMOKING ON CAMPUS**

At its last meeting, the Board received for first reading and discussion proposed revisions to Board Policy 3565 – Smoking on Campus.

It was moved by Trustee Chen Haggerty, seconded by Trustee Chyr, to approve proposed revisions to Board Policy 3565 – Smoking on Campus. Motion carried. Student Trustee concurred.

## **21. CLOSED SESSION**

The Board adjourned to Closed Session at 10:01 p.m. to discuss the following item:

- **Conference with Legal Counsel – Anticipated Litigation** – Initiation of litigation pursuant to subdivision (c) of Section 54956.9: (one case)

The meeting adjourned in memory of Sophia Clarke, a friend of Mt. SAC. Also, in memory of Shane Todd, who was the grandson of one of Mt. SAC's former Board members, and passed away in Singapore last week. He was a 31-year-old electrical engineer and Ph.D.

## **22. PUBLIC SESSION**

The public meeting reconvened at 11:05 p.m.

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

The Board has entered into a settlement agreement with the City of Industry. The vote was 4-1.

## **24. ADJOURNMENT**

The meeting adjourned at 11:09 p.m.

WTS:dl

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

**DATE:** July 25, 2012

**CONSENT**

**SUBJECT** Personnel Transactions

**CLASSIFIED EMPLOYMENT**

**Promotion**

Name: Valenzuela, Emma  
 Position: Coordinator, Budgeting & Accounting New: Yes  
 Department: Fiscal Services  
 Range/Step: A-105, Step 6 Salary: \$6,179.90/month  
 Job FTE: 1.000  
 Effective: 6/28/12  
 Prior Position: Budget & Accounting Technician

**Temporary Out-of-Class Assignments**

Name: Chatarpaul, Rajwattie  
 To: Additional Assignment of Receptionist/Clerical Assistant  
 Department: CalWORKs  
 Range/Step: A-59, Step 2 Salary: \$2,412.67/month  
 Effective: 7/1/12  
 End Date: 12/31/12  
 Remarks: Change in Job FTE from 0.475 to 0.750

Name: Clarrett, Mercedes  
 To: Additional Assignment of Receptionist/Clerical Assistant  
 Department: CalWORKs  
 Range/Step: A-59, Step 6 Salary: \$3,910.15/month  
 Effective: 7/1/12  
 End Date: 12/31/12  
 Remarks: Change in Job FTE from 0.475 to 1.000

Name: Demetria, Laura  
 From: Clerical Specialist  
 To: Facilities Specialist  
 Department: Facilities Planning & Management  
 Range/Step: A-81, Step 6 Salary: \$4,867.06/monthly  
 Effective: 7/1/2012  
 End Date: 12/31/2012

Prepared by: Human Resources Staff

Reviewed by: Annette Loria

Recommended by: Bill Scroggins

Agenda Item: Consent #1

**SUBJECT:** Personnel Transactions

**DATE:** July 25, 2012

**Temporary Out-of-Class Assignments** (continued)

Name: Duffin, Duneen  
 To: Additional Assignment of Clerical Specialist  
 Department: AANAPISI  
 Range/Step: A-69, Step 6 Salary: \$4,103.28/month  
 Effective: 7/1/12  
 End Date: 12/31/12  
 Remarks: Change in Job FTE from 0.475 to 0.950

Name: Hernandez, Gabriela  
 From: Account Clerk III  
 To: Budget & Accounting Technician  
 Department: Fiscal Services  
 Range/Step: A-95, Step 5 Salary: \$5,328.17/month  
 Effective: 7/1/12  
 End Date: 12/31/12  
 Remarks: Step Placement Correction

Name: Killiany, Kathy  
 From: Coordinator, Health Careers  
 Resource Center  
 To: Coordinator, Special Projects-  
 Technology & Health  
 Department: Technology & Health Division  
 Range/Step: A-118, Step 6 Salary: \$7,033.28/monthly  
 Effective: 7/1/2012  
 End Date: 12/31/2012

Name: Neighbor, Scott  
 From: Parking Officer  
 To: Public Safety Officer  
 Department: Public Safety  
 Range/Step: A-88, Step 4 Salary: \$4,733.03/month  
 Effective: 7/1/12  
 End Date: 12/31/12

Name: Rodriguez, Caitlin  
 From: Secretary  
 To: Administrative Secretary  
 Department: Facilities, Planning & Management  
 Range/Step: A-88, Step 3 Salary: \$4,507.65/month  
 Effective: 7/1/12  
 End Date: 12/31/12

**SUBJECT:** Personnel Transactions

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**DATE:** July 25, 2012

**Resignation/Termination**

Michelle Sanchez, Library Page, Library, effective 6/30/12

**Retirement**

Carsandra Taylor, Athletic Trainer, Kinesiology/Athletics Division, effective 8/31/12

**TEMPORARY EMPLOYMENT**

**Substitute Employees**

Per employment list (see Page 6).

**Hourly Non-Academic Employees**

Per employment list (see Page 6).

**Professional Experts Employees**

Per employment list (see Pages 7 and 8).

New rates and titles effective 7/1/12:

Aquatics Summer Swim Program Coordinator	\$24.00/hour
Aquatics Summer Swim Program Assistant Coordinator	\$22.50/hour

**Student Employees**

Per employment list (see Pages 9 through 14).

**ACADEMIC EMPLOYMENT**

**New Hires**

Name:	Briggs, Christopher	
Position:	Professor, Biological Sciences	New: Yes
Department:	Biological Sciences	
Column/Step	I-1	Salary: \$55,417/annual
Job FTE:	1.000	
Effective:	8/27/12	

Name:	Maloney, Clark	
Position:	Professor, Kinesiology & Head Coach	New: No
Department:	Kinesiology & Athletics	
Column/Step	I-1	Salary: \$55,417/annual
Job FTE:	1.000	
Effective:	8/27/12	

**SUBJECT:** Personnel Transactions

**DATE:** July 25, 2012

**New Hires** (continued)

Name: Pilato, Nikk  
 Position: Professor, Music & Band Director      New: No  
 Department: Music  
 Column/Step I-1      Salary: \$55,417/annual  
 Job FTE: 1.000  
 Effective: 8/27/12

Name: Roche, William  
 Position: Professor, Computer Information Systems      New: Yes  
 Department: Computer Information Systems  
 Column/Step I-1      Salary: \$55,417.00/annual  
 Job FTE: 1.000  
 Effective: 8/27/12

Name: Rowley, Dianne  
 Position: Professor, Learning Assistance      New: Yes  
 Department: Learning Assistance Center  
 Column/Step I-1      Salary: \$55,417/annual  
 Job FTE: 1.000  
 Effective: 8/27/12

Name: Thay, Cecelia  
 Position: Professor, Child Development      New: Yes  
 Department: Child Development  
 Column/Step I-1      Salary: \$55,417/annual  
 Job FTE: 1.000  
 Effective: 8/27/12

**Initial Salary Placement Adjustments**

Name: James, Stephen  
 Position: Professor, Industrial Design  
 Department: Architecture & Engineering Design Technology  
 Column/Step I-9      Salary: \$80,550/annual  
 Job FTE: 1.000  
 Effective: 8/27/12  
 Remarks: Initially placed on Column I, Step 1

**SUBJECT:** Personnel Transactions

**DATE:** July 25, 2012

**Initial Salary Placement Adjustments** (continued)

Name: Jobbitt, Rafaela  
 Position: Professor, History  
 Department: History & Art History  
 Column/Step I-3 Salary: \$61,741/annual  
 Job FTE: 1.000  
 Effective: 8/27/12  
 Remarks: Initially placed on Column I, Step 1

Name: Kauk, Melissa  
 Position: Professor, Fine Arts  
 Department: Fine Arts  
 Column/Step II-4 Salary: \$68,799/annual  
 Job FTE: 1.000  
 Effective: 8/27/12  
 Remarks: Initially placed on Column I, Step 1

**Contract Renewal – Correction**

Name: Felix, Diana  
 Position: Counselor/Coordinator  
 Department: Student Support Services  
 Column/Step II-4 Salary: \$76,661.74/annual  
 Job FTE: 1.000/11 months  
 Effective: 6/6/11–6/30/12; and 7/1/12–6/30/13  
 Remarks: Date corrections

**Approval of Stipend**

*Master's Degree - \$1,500*

Lizbet Sanchez, Professor, Foreign Languages

**Approval of Payment for Work Experience Instructor/Coordinator – Spring 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>
Lannom, David	25	\$3,536.55

**Resignation**

Christopher McDonald, Professor, Mathematics, effective 6/25/12

**SUBJECT:** Personnel Transactions**DATE:** July 25, 2012**MANAGEMENT EMPLOYMENT****New Hire**

Name: William Lambert  
 Position: Executive Director of Development and the Mt. SAC Foundation      New: No  
 Department: Foundation  
 Range/Step: M-14, Step 3      Salary: \$9,327.00/month  
 Job FTE: 1.000  
 Effective: 8/6/12

**Promotion**

Name: Jones, Lorraine Y.  
 Position: Director, Equal Employment Opportunity (EEO) Programs      New: Yes  
 Department: Human Resources  
 Range/Step: M-17, Step 2      Salary: \$10,308.08/month  
 Job FTE: 1.000  
 Effective: 8/1/12

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

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Gutierrez, Jose	Custodian	Custodial Services	16.65	07/05/12-06/30/13
Homs, Jamil	Refuse & Recyclable Collector	Grounds	19.17	06/01/12-06/30/12
Homs, Jamil	Refuse & Recyclable Collector	Grounds	19.17	07/01/12-04/30/13
Juarez, Kimberly	Library Technician I	Library	16.48	07/12/12-09/30/12
Lopez-Sanchez, Lizbet	Executive Assistant II	Administrative Services	30.47	05/01/12-05/04/12
Olalia, Allison	Lab Tech, Art	Fine Arts	21.57	08/06/12-12/14/12
Quinlan, Beth	Secretary	Administrative Services	21.57	07/01/12-07/04/12
Williams, Terry	Custodian	Custodial Services	16.98	07/02/12-12/31/12

**Hourly Non-Academic Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Alayass, Khaoula	Instructional Aide	Child Development Center	8.00	07/01/12-08/24/12
Anaya, Sandra	Instructional Aide	Child Development Center	8.00	07/01/12-08/24/12
Cadiz, Lisbeth	Instructional Aide	Child Development Center	8.00	07/01/12-08/24/12
Cesar, Veronica	Mailroom Operator Aide	Mailroom	10.87	07/01/12-06/30/13
Cruz-Nguyen, Jennifer	Study Skills Assistant II	Adult Basic Education	11.32	06/28/12-06/30/12
Duenas, Cristal	Instructional Aide	Child Development Center	8.00	07/01/12-08/24/12
Heredia, Jessica	Instructional Aide	Child Development Center	8.00	07/01/12-08/24/12



**SUBJECT:** Personnel Transactions**DATE:** July 25, 2012**Hourly Non-Academic Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Holoman, Regina	Instructional Aide	Child Development Center	8.00	07/01/12-08/24/12
Manahan, Justinne	Study Skills Assistant I	Learning Assistance Ctr.	10.27	08/27/12-02/17/13
Ortiz, David	Comp. Svcs. Oper. Spec.	Counseling	15.87	07/02/12-12/21/12
Rojas, Lupita	Instructional Aide	Child Development Center	8.00	07/01/12-08/24/12
Steen, Allison	Instructional Aide	Child Development Center	8.00	07/01/12-08/24/12

**Professional Expert Employees – Extended Assignments**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Antwine, Nakia	Interpreter III	Admissions & Records	30.00	06/15/12-06/16/12
Antwine, Nakia	Interpreter III	Continuing Education	30.00	06/26/12-06/30/12
Antwine, Nakia	Interpreter III	Continuing Education	30.00	07/01/12-06/30/13
Antwine, Nakia	Interpreter III	DSPS	30.00	07/02/12-06/30/13
Armellini, Daniel	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Barajas, Orel	Interpreter I	DSPS	18.00	07/02/12-06/30/13
Barkman, John	Project Coordinator	Business Division	35.00	07/02/12-06/30/13
Barr, Thomas	Proctor, EMT	Medical Services	12.48	07/01/12-06/30/13
Bartling, Kathrine	Interpreter I	DSPS	18.00	07/02/12-06/30/13
Beach, Melissa	Health Promotion Spec.	Health Services	24.00	06/11/12-06/30/12
Beach, Melissa	Health Promotion Spec.	Health Services	24.00	07/01/12-06/30/13
Becker, Sarah	Teaching Aide	Adult Basic Education	13.27	07/01/12-06/30/13
Benavides, Michelle	Interpreter II	DSPS	22.00	07/02/12-06/30/13
Blake, Nicholas	Teaching Aide	Adult Basic Education	13.27	07/01/12-06/30/13
Brink, Janna	Project Coordinator	ESL	35.00	07/01/12-06/30/13
Brown-Adams, Bianca	Aquatics Assistant III	Continuing Education	12.00	06/25/12-06/30/12
Brown-Adams, Bianca	Aquatics Assistant III	Continuing Education	12.00	07/01/12-08/30/12
Bui, Huu	Project Expert/Specialist	EOPS	25.00	07/01/12-12/20/12
Cardona, Fernando	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Carlton, Kimberly	Aquatics Assistant IV	Kinesiology & Athletics	13.00	07/01/12-09/01/12
Carr, Brian	Interpreter I	DSPS	18.00	07/02/12-06/30/13
Castro, Sarai	Interpreter I	DSPS	18.00	07/02/12-06/30/13
Cavanaugh, Sean	Proctor, EMT	Medical Services	12.48	07/01/12-06/30/13
Christensen, Jared	Interpreter III	DSPS	30.00	07/02/12-06/30/13
Collins, Gregory	Project Coordinator	Adult Basic Education	35.00	07/01/12-06/30/13
Corral, Benjamin	Lecturer-Fire Technology	Fire Technology	37.26	07/01/12-06/30/13
Cutler, Jalane	Interpreter III	DSPS	30.00	07/02/12-06/30/13
Dave, Mala	Teaching Aide	Adult Basic Education	13.27	07/01/12-06/30/13
Davis Soriano, Michelle	Real Time Captioner V	DSPS	40.00	07/02/12-06/30/13
De Leon Ramos, Melly	ECD Master Teacher I	Child Development Ctr.	13.27	07/01/12-02/22/13
Dorough, Darlene	Interpreter II	DSPS	22.00	07/02/12-06/30/13
Dupree Boyd, Ronnecia	Real Time Captioner IV	DSPS	32.00	07/02/12-06/30/13
Egan, Melissa	Health Promotion Spec.	Health Services	24.00	06/11/12-06/30/12
Egan, Melissa	Health Promotion Spec.	Health Services	24.00	07/01/12-06/30/13
Eiseman, Stephanie	Interpreter I	DSPS	18.00	07/02/12-06/30/13
Espinoza, Juan	EMS Licensing Examiner III	Medical Services	25.00	07/01/12-06/30/13

**SUBJECT:** Personnel Transactions**DATE:** July 25, 2012**Professional Expert Employees – Extended Assignments** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Espinoza, Juan	Paramedic Specialist	Medical Services	15.60	07/01/12-06/30/13
Esquivel, Bailey	Aquatics Assistant V	Continuing Education	14.00	06/01/12-06/30/12
Esquivel, Bailey	Aquatics Assistant V	Continuing Education	14.00	07/01/12-08/30/12
Fendors, Frances	Web Designer Specialist	ESL	16.00	07/01/12-06/30/13
Fernandez, Rudy	Paramedic Specialist	Medical Services	15.60	07/01/12-06/30/13
Flores, Claudia	Project/Program Aide	ESL	19.76	07/01/12-06/30/13
Franco Iwanaga, Susan	Project/Program Aide	Adult Basic Education	19.76	07/01/12-06/30/13
Gilbreath, Fern	Interpreter IV	Admissions & Records	38.00	06/15/12-06/16/12
Gilbreath, Fern	Interpreter IV	DSPS	38.00	07/02/12-06/30/13
Gilchrist, Gail	Program Supervisor	Adult Basic Education	16.64	07/01/12-06/30/13
Gleicher, Ginger	Interpreter V	Professional Organ. Dev.	45.00	06/21/12-06/30/12
Gleicher, Ginger	Interpreter V	DSPS	45.00	07/02/12-06/30/13
Gonzalez, Amanda	Project/Program Aide	Health Services	19.76	06/11/12-06/30/12
Gonzalez, Amanda	Project/Program Aide	Health Services	19.76	07/01/12-06/30/13
Goodson, Kathy	Interpreter V	DSPS	45.00	07/02/12-06/30/13
Guerrero, Karina	Project Expert/Specialist	Upward Bound	25.00	07/01/12-08/31/12
Hardman, Elizabeth	Teaching Aide	Adult Basic Education	13.27	07/01/12-06/30/13
Hom, Brianna	Aquatics Assistant I	Kinesiology & Athletics	10.00	07/01/12-09/01/12
Howell, Abigail	Program Supervisor	Adult Basic Education	16.64	07/01/12-06/30/13
Hurter, Shane	Aquatics Assistant V	Kinesiology & Athletics	14.00	07/01/12-09/01/12
Iwata, David	Aquatics Assistant III	Continuing Education	12.00	07/01/12-06/30/13
Jeckell, Andrew	EMS Licensing Examiner III	Medical Services	25.00	07/01/12-06/30/13
Jeckell, Andrew	Paramedic Specialist	Medical Services	15.60	07/01/12-06/30/13
Johnson, Lesley	Project Administrator	Adult Basic Education	60.00	07/01/12-06/30/13
Jueschke, Christopher	Interpreter I	Continuing Education	18.00	07/01/12-06/30/13
Jueschke, Christopher	Interpreter I	DSPS	18.00	07/02/12-06/30/13
Kelly, Meagan	Interperter II	DSPS	22.00	07/02/12-06/30/13
Kim, Stacy	Proctor, EMT	Medical Services	12.48	07/01/12-06/30/13
Moreno, Yvonne	Interpreter IV	Admissions & Records	38.00	06/15/12-06/15/12
Padilla, E. Horacio	Interpreter IV	Admissions & Records	38.00	06/15/12-06/15/12
Pedersen, Ryan	Aquatics Assistant II	Continuing Education	11.00	06/01/12-06/30/12
Pedersen, Ryan	Aquatics Assistant II	Continuing Education	11.00	07/01/12-08/30/12
Pellom, Carrie	Interpreter V	Admissions & Records	45.00	06/15/12-06/15/12
Pezzolla, Amber	Aquatics Assistant III	Continuing Education	12.00	06/01/12-06/30/12
Pezzolla, Amber	Aquatics Assistant III	Continuing Education	12.00	07/01/12-08/30/12
Pezzolla, Megan	Aquatics Assistant III	Continuing Education	12.00	06/25/12-06/30/12
Pezzolla, Megan	Aquatics Assistant III	Continuing Education	12.00	07/01/12-08/30/12
Story, Alicia	Project Expert/Specialist	Continuing Education	12.00	06/25/12-06/30/12
Stuard, Elizabeth	Interpreter III	Admissions & Records	30.00	06/15/12-06/15/12
Swafford, Kristen	Aquatics Assistant II	Continuing Education	11.00	06/01/12-06/30/12
Swafford, Kristen	Aquatics Assistant II	Continuing Education	11.00	07/01/12-08/30/12
Tachasooksaree, Suchada	Aquatics Assistant V	Continuing Education	14.00	06/01/12-06/30/12
Tachasooksaree, Suchada	Aquatics Assistant V	Continuing Education	14.00	07/01/12-08/30/12
Tyra, Marie	Project Administrator	Business Division	60.00	07/01/12-06/30/13
Utama, Michelle	Aquatics Assistant III	Kinesiology & Athletics	12.00	07/01/12-09/01/12

**SUBJECT:** Personnel Transactions**DATE:** July 25, 2012**Professional Expert Employees – Extended Assignments** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Wittenberg, Claudia	Project Expert/Specialist	A/C, Welding & Water	25.00	06/18/12-06/30/12
Wittenberg, Claudia	Project Expert/Specialist	A/C, Welding & Water	25.00	07/01/12-06/30/13

**Student Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Aden, Saxon	Student Assistant II	Admissions & Records	8.75	06/15/12-06/16/12
Aden, Saxon	Student Assistant III	DSPS	10.00	07/02/12-08/24/12
Aguero, Jesse	Student Assistant V	The Writing Center	12.50	07/02/12-08/24/12
Andrade, Bridget	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Angulo, Nancy	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Arce, Adriana	Student Assistant III	Admissions & Records	10.00	06/15/12-06/16/12
Arce, Adriana	Student Assistant III	DSPS	10.00	07/02/12-08/24/12
Arellano, Laura	Student Assistant III	Child Development Ctr.	10.00	07/01/12-08/24/12
Arellano, Laura	Student Assistant II	Child Development Ctr.	8.75	07/01/12-08/24/12
Attrill, Christina	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Barron, Francisco	Student Assistant II	Assessment & Matric.	8.75	07/01/12-08/26/12
Bastidas, Stefany	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Bedard, Adrian	Student Assistant III	Learning Assistance Ctr.	10.00	07/01/12-08/05/12
Bera, Usha	Student Assistant III	The Writing Center	10.00	07/02/12-08/24/12
Berdin, Leandra	Student Assistant III	EOPS	10.00	07/01/12-08/24/12
Blaza, Michael	Student Assistant II	Bridge Program	8.75	07/01/12-08/24/12
Bonilla, Mario	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Briggs, Charles	Student Assistant IV	ACES Program	11.25	07/01/12-08/24/12
Briggs, Charles	Student Assistant IV	ACES Program	11.25	07/01/12-08/24/12
Brown, Chester	Student Assistant V	Tutorial Services	12.50	07/01/12-08/05/12
Brown, Jenny	Student Assistant III	Business Division	10.00	07/02/12-08/23/12
Bruce, Katharine	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Bushnell, Brianna	Student Assistant IV	ACES Program	11.25	07/01/12-08/24/12
Bushnell, Brianna	Student Assistant IV	ACES Program	11.25	07/01/12-08/24/12
Cabrera, Elisamarie	Student Assistant II	DSPS	8.75	07/02/12-08/24/12
Calderon, Phillip	Student Assistant III	The Writing Center	10.00	07/02/12-08/24/12
Cantu, Martin	Student Assistant III	Learning Assistance Ctr.	10.00	07/01/12-08/05/12
Cardona, Leonard	Student Assistant IV	Information Technology	11.25	07/02/12-08/03/12
Carrera, Michael	Student Assistant V	Information Technology	12.50	07/02/12-08/03/12
Casillas, Vanessa	Student Assistant III	DSPS	10.00	07/02/12-08/24/12
Chan, Sabrina	Student Assistant III	Career & Transfer Svcs.	10.00	07/01/12-08/24/12
Chang, Desmond	Student Assistant III	DSPS	10.00	07/02/12-08/24/12
Change, Aileen	Student Assistant V	Tutorial Services	12.50	07/02/12-08/02/12
Chao, Steven	Student Assistant II	Tutorial Services	8.75	07/01/12-08/05/12
Chen, Hui	Student Assistant I	ESL	8.00	07/01/12-08/26/12
Chen, Natalie	Student Assistant II	Bridge Program	8.75	07/01/12-08/24/12
Chen, Tzu-Pu	Student Assistant II	Tutorial Services	8.75	07/01/12-08/05/12
Conrad, Mark	Student Assistant IV	Computer Information Sys.	11.25	07/02/12-08/23/12
Coprigh, Jazzmine	Student Assistant IV	Learning Assistance Ctr.	11.25	07/02/12-08/04/12

**SUBJECT:** Personnel Transactions**DATE:** July 25, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Cordova, Jennifer	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Coronado, Leila	Student Assistant V	Tutorial Services	12.50	07/02/12-08/02/12
Cortez, David	Student Assistant V	Learning Assistance Ctr.	12.50	07/01/12-08/05/12
Costales, Jeffrey	Student Assistant III	Bridge Program	10.00	07/01/12-08/24/12
Co-Untian, Zire	Student Assistant II	DSPS	8.75	07/02/12-08/24/12
Cruz, Steven	Student Assistant II	Tutorial Services	8.75	07/01/12-08/05/12
Davalos, Alexandria	Student Assistant III	High School Outreach	10.00	07/01/12-08/24/12
Davis, Brandon	Student Assistant II	DSPS	8.75	07/02/12-08/24/12
Del Real, Javier	Student Assistant II	Tutorial Services	8.75	07/01/12-08/05/12
Delgado, Nicole	Student Assistant II	Assessment & Matric.	8.75	07/01/12-08/26/12
Diaz Bernal, Lidia	Student Assistant II	Assessment & Matric.	8.75	07/01/12-08/26/12
Diaz, Derek	Student Assistant III	DSPS	10.00	07/02/12-08/24/12
Diaz, Walter	Student Assistant II	Learning Assistance Ctr.	8.75	07/01/12-08/05/12
Divens, Dianne	Student Assistant IV	Business Division	11.25	07/07/12-08/24/12
Doo, Ammar	Student Assistant III	Tutorial Services	10.00	07/01/12-08/05/12
Doyle, Sean	Student Assistant III	The Writing Center	10.00	07/01/12-08/24/12
Duenas, David	Student Assistant IV	The Writing Center	11.25	07/02/12-08/24/12
Ecarma, Michelle	Student Assistant I	ESL	8.00	07/01/12-08/26/12
Edwards, Ann Christin	Student Assistant V	Learning Assistance Ctr.	12.50	07/02/12-08/04/12
Ekeke, Angelica	Student Assistant III	The Writing Center	10.00	07/02/12-08/24/12
El Mosalamy, Sandra	Student Assistant II	Assessment & Matric.	8.75	07/01/12-08/26/12
Espinosa, Lisa	Student Assistant III	Career & Transfer Svcs,	10.00	07/01/12-08/24/12
Esquivel, Griselda	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Estrada, Karla	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Fabian, Jessica	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Fallon, Madison	Student Assistant V	Learning Assistance Ctr.	12.50	07/01/12-08/05/12
Fears, Cortney	Student Assistant III	Learning Assistance Ctr.	10.00	07/02/12-08/04/12
Fenn, Alex	Student Assistant IV	ACES Program	11.25	07/01/12-08/24/12
Fenn, Alex	Student Assistant IV	ACES Program	11.25	07/01/12-08/26/12
Flores, Cintia	Student Assistant III	Bridge Program	10.00	07/01/12-08/24/12
Flores, Diana	Student Assistant V	The Writing Center	12.50	07/02/12-08/24/12
Fotiadis, Joanna	Student Assistant II	Bridge Program	8.75	07/01/12-08/24/12
Frey, Nicholas	Student Assistant I	ESL	8.00	07/01/12-08/26/12
Gaeta, Fatima	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Gaitan, Rashelle	Student Assistant II	Bridge Program	8.75	07/01/12-08/24/12
Garavito, Christine	Student Assistant IV	The Writing Center	11.25	07/02/12-08/24/12
Garcia, Aaron	Student Assistant II	Information Technology	10.00	07/02/12-08/03/12
Garrido, Olivia	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Gomez, Nicolle	Student Assistant II	Assessment & Matric.	8.75	07/01/12-08/26/12
Gomez, Tanya	Student Assistant V	Tutorial Services	12.50	07/01/12-08/05/12
Gonzalez, Amanda	Student Assistant I	DSPS	8.00	06/11/12-06/15/12
Gonzalez, Martin	Student Assistant II	Bridge Program	8.75	07/01/12-08/24/12
Gordy, Kamille	Student Assistant II	Child Development Ctr.	8.75	07/01/12-08/24/12
Green, Kristyn	Student Assistant IV	DSPS	11.25	07/02/12-08/24/12
Gregoryk, Jason	Student Assistant V	Energy Services	12.50	07/01/12-08/24/12

**SUBJECT:** Personnel Transactions**DATE:** July 25, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Gunn, Amanda	Student Assistant III	Learning Assistance Ctr.	10.00	07/01/12-08/05/12
Gutierrez, Andrea	Student Assistant V	The Writing Center	12.50	07/01/12-08/24/12
Gutierrez, Vanessa	Student Assistant III	Child Development Ctr.	10.00	07/01/12-08/24/12
Gutierrez, Vanessa	Student Assistant II	Child Development Ctr.	8.75	07/01/12-08/24/12
Hardman, Eric	Student Assistant IV	Adult Basic Education	11.25	07/01/12-08/24/12
Harris, Shanna	Student Assistant III	Child Development Ctr.	10.00	07/01/12-08/24/12
Hernandez, Alma	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Hernandez, Cecilia	Student Assistant I	ESL	8.00	07/01/12-08/26/12
Hernandez, Priscilla	Student Assistant V	Adult Basic Education	12.50	07/01/12-08/24/12
Herrador, Gracie	Student Assistant IV	Learning Assistance Ctr.	11.25	06/25/12-06/30/12
Herrador, Gracie	Student Assistant IV	Learning Assistance Ctr.	11.25	07/02/12-08/04/12
Hillman, Michael	Student Assistant I	Earth Sciences & Astron.	8.00	07/01/12-08/26/12
Ho, Dang	Student Assistant II	Admissions & Records	8.75	06/18/12-06/30/12
Ho, Dang	Student Assistant II	Admissions & Records	8.75	07/01/12-08/26/12
Ho, Ying Hsing	Student Assistant V	Tutorial Services	12.50	07/02/12-08/02/12
Hoang, Debra	Student Assistant IV	Learning Assistance Ctr.	11.25	07/02/12-08/04/12
Hosbach, Shelly	Student Assistant III	Admissions & Records	10.00	07/01/12-08/26/12
Hyatt, Amber	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Hyatt, Amber	Student Assistant II	Child Development Ctr.	8.75	07/01/12-08/24/12
Ibarra, Crystal	Student Assistant IV	ACES Program	11.25	07/01/12-08/24/12
Ibarra, Crystal	Student Assistant IV	ACES Program	11.25	07/01/12-08/24/12
Irianto, Igor	Student Assistant III	Tutorial Services	10.00	07/01/12-08/05/12
Jett, Dakota	Student Assistant III	Learning Assistance Ctr.	10.00	07/01/12-08/05/12
John, Elisha	Student Assistant III	Adult Basic Education	10.00	07/01/12-08/24/12
Johnson, Heather	Student Assistant III	EOPS	10.00	07/01/12-08/24/12
Jones, Ashley	Student Assistant III	Career & Transfer Svcs.	10.00	07/01/12-08/24/12
Juarez, Maria	Student Assistant V	Adult Basic Education	12.50	07/01/12-08/24/12
Juarez, Monica	Student Assistant I	ESL	8.00	07/01/12-08/26/12
Juarez, Yesenia	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Ketagodage, Mahisha	Student Assistant II	Learning Assistance Ctr.	8.75	07/01/12-08/05/12
Kim, Jung	Student Assistant I	ESL	8.00	07/01/12-08/26/12
Kincy, Sade	Student Assistant III	Business Division	10.00	07/02/12-08/05/12
Knauer, Jonathan	Student Assistant III	Music	10.00	04/27/12-06/17/12
Kroner, Desiree	Student Assistant III	Tutorial Services	10.00	07/02/12-08/02/12
Laine, Richard	Student Assistant III	Information Technology	10.00	07/02/12-08/03/12
Lakey, Kenny	Student Assistant III	The Writing Center	10.00	07/02/12-08/24/12
Lee, Timothy	Student Assistant II	Tutorial Services	8.75	07/01/12-08/05/12
Lennear, Claudia	Student Assistant V	Learning Assistance Ctr.	12.50	07/01/12-08/05/12
Lin, Henry	Student Assistant II	Tutorial Services	8.75	07/01/12-08/05/12
Lising, Jacquelyn	Student Assistant V	Learning Assistance Ctr.	12.50	07/01/12-08/05/12
Liu, Yue	Student Assistant III	Tutorial Services	10.00	07/01/12-08/05/12
Lopez, Jasmin	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Lopez, Lorena	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Lopez, Marisol	Student Assistant IV	Tutorial Services	11.25	07/02/12-08/02/12
Lopez, Melissa	Student Assistant IV	Bridge Program	11.25	07/01/12-08/24/12

**SUBJECT:** Personnel Transactions**DATE:** July 25, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Lopez, Veronica	Student Assistant III	Career & Transfer Svcs.	10.00	07/01/12-08/26/12
Lu, Alice	Student Assistant V	Tutorial Services	12.50	07/01/12-08/05/12
Luna, Sabrina	Student Assistant II	Admissions & Records	8.75	06/18/12-06/30/12
Luna, Sabrina	Student Assistant II	Admissions & Records	8.75	07/01/12-08/26/12
Luna, Valeria	Student Assistant III	DSPS	10.00	07/02/12-08/24/12
Ma, Isaiah	Student Assistant III	Learning Assistance Ctr.	10.00	07/01/12-08/05/12
Maddox, Hayley	Student Assistant III	Kinesiology & Athletics	10.00	07/01/12-09/01/12
Mahan, Megan	Student Assistant II	Admissions & Records	8.75	06/15/12-06/15/12
Mahan, Megan	Student Assistant II	DSPS	8.75	07/02/12-08/24/12
Mancera, Agustin	Student Assistant I	ESL	8.00	07/01/12-08/26/12
Marin, Michelle	Student Assistant III	The Writing Center	10.00	07/02/12-08/24/12
Martinez, Arely	Student Assistant III	The Writing Center	10.00	07/02/12-08/24/12
Martinez, Irene	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Martinez, Natalie	Student Assistant III	Bridge Program	10.00	07/01/12-08/24/12
Martinez, Santana	Student Assistant II	Child Development Ctr.	8.75	07/01/12-08/24/12
Martinez, Santana	Student Assistant III	Child Development Ctr.	10.00	07/01/12-08/24/12
Matthews, Kathleen	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
McGurty, Garrett	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Melendez, Hailey	Student Assistant IV	The Writing Center	11.25	07/02/12-08/24/12
Melone, Michael	Student Assistant I	ESL	8.00	07/01/12-08/26/12
Mendez, Joseph	Student Assistant IV	Learning Assistance Ctr.	11.25	07/02/12-08/04/12
Mendez, Yvonne	Student Assisant V	EOPS/CARE/CalWORKs	12.50	07/01/12-08/26/12
Mendoza, Lidia	Student Assistant III	Fashion	10.00	07/02/12-08/02/12
Mercado, Leticia	Student Assistant II	Child Development Ctr.	8.75	07/01/12-08/24/12
Mercado, Leticia	Student Assistant III	Child Development Ctr.	10.00	07/01/12-08/24/12
Montiel, Eric	Student Assistant I	Event Services	8.00	07/01/12-08/26/12
Morales, Samantha	Student Assistant IV	Adult Basic Education	11.25	07/01/12-08/24/12
Mosavi, Sayedah	Student Assistant III	Learning Assistance Ctr.	10.00	07/01/12-08/05/12
Murillo, Nancy	Student Assistant II	Bridge Program	8.75	07/01/12-08/24/12
Murthy, Sowmya	Student Assistant I	DSPS	8.00	07/02/12-08/24/12
Myers, Andrea	Student Assistant III	Admissions & Records	10.00	07/01/12-08/26/12
Nava, Florie	Student Assistant III	Business Division	10.00	07/02/12-08/05/12
Navarro, Jonathan	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Nazaroff, Jonathon	Student Assistant V	The Writing Center	12.50	07/02/12-08/24/12
Nguyen, Joelle Bao-Ngoc	Student Assistant III	Admissions & Records	10.00	07/01/12-08/26/12
Noriega, Edward	Student Assistant III	Tutorial Services	10.00	07/01/12-08/05/12
Noriega, Jessica	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Ojeda, Evelyn	Student Assistant V	Information Technology	12.50	07/02/12-08/03/12
Orozco, Cynthia	Student Assistant II	Bridge Program	8.75	07/01/12-08/24/12
Ortiz, Karina	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Palma, Amy	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Pang, Tao	Student Assistant II	Tutorial Services	8.75	07/01/12-08/05/12
Pantoja, Eric	Student Assistant III	Tutorial Services	10.00	07/01/12-08/05/12
Partida, Leticia	Student Assistant IV	Learning Assistance Ctr.	11.25	07/02/12-08/04/12
Payne, Jonathan	Student Assistant I	Earth Sciences & Astron.	8.00	07/01/12-08/26/12

**SUBJECT:** Personnel Transactions**DATE:** July 25, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Pearson, Joanne	Student Assistant II	Child Development Ctr.	8.75	07/01/12-08/24/12
Pennings, Megan	Student Assistant III	Career & Transfer Svcs.	10.00	07/01/12-08/26/12
Perez, Jesse	Student Assistant I	DSPS	8.00	07/02/12-08/24/12
Perez, Jorge	Student Assistant II	Learning Assistance Ctr.	8.75	07/01/12-08/05/12
Perez, Rosemary	Student Assistant II	Child Development Ctr.	8.75	07/01/12-08/24/12
Pham, Nicole	Student Assistant III	DSPS	10.00	07/02/12-08/24/12
Pham, Tuan	Student Assistant V	Learning Assistance Ctr.	12.50	07/01/12-08/05/12
Piercy, Marylinda	Student Assistant IV	Tutorial Services	11.25	07/02/12-08/02/12
Pineda, John	Student Assistant II	Admissions & Records	8.75	06/15/12-06/15/12
Pineda, John	Student Assistant II	DSPS	8.75	07/02/12-08/24/12
Placencia, Ruben	Student Assistant II	Bridge Program	8.75	07/01/12-08/24/12
Pryor, Melissa	Student Assistant IV	Kinesiology & Athletics	11.25	07/01/12-09/01/12
Quintana, Krystal	Student Assistant I	ESL	8.00	07/01/12-08/26/12
Quintero, Catalina	Student Assistant IV	Learning Assistance Ctr.	11.25	07/01/12-08/05/12
Quinteros, Monica	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Randall, Jasmine	Student Assistant II	Admissions & Records	8.75	06/15/12-06/15/12
Randell, Jasmine	Student Assistant II	DSPS	8.75	07/02/12-08/24/12
Rangel, Sergio	Student Assistant V	DSPS	12.50	07/02/12-08/24/12
Redinger, Haley	Student Assistant II	Chemistry	8.75	07/02/12-08/26/12
Redman, Roy	Student Assistant III	DSPS	10.00	07/02/12-08/24/12
Relock, Chase	Student Assistant II	Tutorial Services	8.75	07/01/12-08/05/12
Requeno, Carlos	Student Assistant V	Information Technology	12.50	07/02/12-08/03/12
Rettig, Oswald	Student Assistant II	Learning Assistance Ctr.	8.75	07/01/12-08/05/12
Rieke, Maricela	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Rivas, Cindy	Student Assistant II	The Writing Center	8.75	07/02/12-08/24/12
Rivera, Maria	Student Assistant IV	Tutorial Services	11.25	06/25/12-06/30/12
Rivera, Maria	Student Assistant IV	Tutorial Services	11.25	07/02/12-08/02/12
Roberts, Sabrina	Student Assistant V	Learning Assistance Ctr.	12.50	07/01/12-08/05/12
Roberts, Sabrina	Student Assistant V	The Writing Center	12.50	07/02/12-08/24/12
Rogoff, Samantha	Student Assistant IV	Tutorial Services	11.25	07/02/12-08/02/12
Rosas, Laura	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Rosas, Lupita	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Ruano, Gabriel	Student Assistant I	Kinesiology & Athletics	8.00	04/01/12-06/30/12
Ruiz, Edna	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Rusich, Brittany	Student Assistant II	ESL	8.75	07/01/12-08/26/12
Salgado, Lillian	Student Assistant III	Child Development Ctr.	10.00	07/01/12-08/24/12
Salgado, Lillian	Student Assistant II	Child Development Ctr.	8.75	07/01/12-08/24/12
Sanchez, Christian	Student Assistant II	The Writing Center	8.75	07/02/12-08/24/12
Schafer, Maria	Student Assistant II	DSPS	8.75	07/02/12-08/24/12
Schiewe, Nicole	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Schlickemeyer, Courtney	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Serrano, Ruby	Student Assistant IV	Business Division	11.25	07/01/12-08/24/12
Shelton, Rachel	Student Assistant II	DSPS	8.75	07/02/12-08/24/12
Sitacarini, Stephanie	Student Assistant III	High School Outreach	10.00	07/02/12-08/25/12
Snuggs, Lindsey	Student Assistant II	Learning Assistance Ctr.	8.75	07/01/12-08/05/12

**SUBJECT:** Personnel Transactions**DATE:** July 25, 2012**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Solis, Robyn	Student Assistant II	Biological Sciences	8.75	07/01/12-08/26/12
Sommers, Christina	Student Assistant V	Learning Assistance Ctr.	12.50	07/01/12-08/05/12
Steen, Allison	Student Assistant III	Child Development Ctr.	10.00	07/01/12-08/24/12
Stegner, Lisa	Student Assistant V	The Writing Center	12.50	07/02/12-08/24/12
Sumaran, Liliann	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Tan, Katy	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Tangen, Kailee	Student Assistant I	Continuing Education	8.00	06/25/12-06/30/12
Tangen, Kailee	Student Assistant I	Continuing Education	8.00	07/01/12-08/15/12
Tangen, Kakee	Student Assistant IV	Administrative Services	11.25	07/01/12-08/31/12
Than, Kim	Student Assistant V	Tutorial Services	12.50	07/01/12-08/05/12
Toscano, Nancy	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Tran, Huy	Student Assistant III	The Writing Center	10.00	07/02/12-08/24/12
Tran, Michelle	Student Assistant II	Bridge Program	8.75	07/01/12-08/24/12
Trivedi, Ruchi	Student Assistant III	Adult Basic Education	10.00	07/01/12-08/24/12
Trujillo, Wendy	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Tsai, Hsin-Hsiang	Student Assistant III	DSPS	10.00	07/02/12-08/24/12
Tschirgi, Brian	Student Assistant II	Admissions & Records	8.75	06/15/12-06/15/12
Tschirgi, Brian	Student Assistant II	DSPS	8.75	07/02/12-08/24/12
Tse, Camille	Student Assistant III	Tutorial Services	10.00	07/02/12-08/02/12
Uribe-Pitts, Andrea	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Valles, Matthew	Student Assistant II	Bridge Program	8.75	07/01/12-08/24/12
Varona, Elise	Student Assistant II	The Writing Center	8.75	07/02/12-08/24/12
Vigneswaran, Thenushiya	Student Assistant II	Bridge Program	8.75	07/01/12-08/24/12
Villa, Gilbert	Student Assistant II	Bridge Program	8.75	07/01/12-08/24/12
Wang, Jialun	Student Assistant IV	Tutorial Services	11.25	07/01/12-08/05/12
Wittenberg, Erin	Student Assistant I	ESL	8.00	07/01/12-08/26/12
Wong, William	Student Assistant II	Child Development Ctr.	8.75	07/01/12-08/24/12
Wong, William	Student Assistant III	Child Development Ctr.	10.00	07/01/12-08/24/12
Woodcock, Jennifer	Student Assistant III	The Writing Center	10.00	07/02/12-08/24/12
Wooster, Melissa	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Ybanez, Richard	Student Assistant II	Biological Sciences	8.75	07/01/12-08/26/12
Yeo, Cody	Student Assistant V	Kinesiology & Athletics	12.50	07/01/12-09/01/12
Zamarripa, Ruth	Student Assistant I	Child Development Ctr.	8.00	07/01/12-08/24/12
Zuniga, Lizbeth	Student Assistant II	Bridge Program	8.75	07/01/12-08/24/12



<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>July 25, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Student Right-To-Know Reporting Subscription Agreement</u>	

**BACKGROUND**

In order to develop reports required for the federal Student Right-To-Know Act (SRTK) for Mt. SAC's first-time freshmen cohorts in Fall 2012, the Chancellor's Office of the California Community Colleges will provide Mt. SAC the operational definitions and data collection and reporting requirements necessary to submit data and/or generate reports which will comply with federal law, secure transfer data, and match it with data supplied by Mt. SAC.

**ANALYSIS AND FISCAL IMPACT**

The subscription agreement is the standard agreement between Mt. SAC and the Chancellor's Office of the California Community Colleges to facilitate compliance by community college districts with the information reporting requirements of the federal Student-Right-To-Know Act (SRTK). The yearly cost for these services is \$3,900.

The agreement shall be for fiscal year 2012-13, effective July 26, 2012.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the agreement with the Chancellor's Office of the California Community Colleges to provide these subscription services.

Prepared by: Barbara McNeice-Stallard      Reviewed by: Virginia R. Burley  
Recommended by: Bill Scroggins      Agenda Item: Consent #2

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

**DATE:** July 25, 2012

**CONSENT**

**SUBJECT:** Men's Water Polo Tournament in Maryland

**BACKGROUND**

The Mt. SAC Men's Water Polo team has once again been invited to participate in a tournament at the Naval Academy in Annapolis, MD. The dates of the trip are August 31–September 2, 2012. This trip will provide an opportunity for Mt. SAC's student-athletes to be seen by other University coaches in the only other part of the country where Water Polo is played competitively: on the east coast. The visit will also serve as a learning experience for teammates and coaches. Head Coach, Marc Ruh, will accompany the team.

**ANALYSIS AND FISCAL IMPACT**

All costs will be covered through fund-raising activities. There is no cost to the District.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves travel for the Men's Water Polo team to Annapolis, MD.

Prepared by: Joseph E. Jennum

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #3

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>July 25, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Natural Sciences Division Field Trip Prepayment Authorization</u>	

**BACKGROUND**

Each semester in the Natural Sciences Division, several departments offer students the opportunity to participate in field trip learning experiences. For those trips which require us to collect student fees for the trips, the Division maintains a budget account with approval to prepay the deposits to reserve these trips. The charge to students will always be calculated by the actual cost of the trip divided by the participants. Students will pay the fees to the Bursar's Office.

**ANALYSIS AND FISCAL IMPACT**

There is no cost to the District.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the prepayment of deposits for the Natural Sciences Division field trip learning experiences.

Prepared by: Matthew Judd Reviewed by: Virginia R. Burley  
Recommended by: Bill Scroggins Agenda Item: Consent #4

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

**DATE:** July 25, 2012

**CONSENT**

**SUBJECT:** Family and Consumer Sciences Discipline/Industry Collaborative Grant:  
Acceptance of Funds and Approval of Activities and Purchases

**BACKGROUND**

Mt. San Antonio College has a grant titled "Family and Consumer Sciences (FCS) 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 for FY 2012-13, permission is requested to:

- purchase food for grant-related meetings (not to exceed \$10,000 per event);
- purchase promotional items for meetings and events (not to exceed \$3,000 per event);
- reimburse non-Mt. SAC employees for travel costs associated with participating in grant-sponsored events; and
- provide advance payment (deposits) to vendors for grant-related activities.

**ANALYSIS AND FISCAL IMPACT**

This grant (\$270,000) is renewable annually, with a current project period of July 1, 2012, through June 30, 2013. The funding agency has approved the expenditure of grant funds to support the following: non-instructional salaries for project coordination, marketing and web site maintenance, content development, event planning; employee benefits; non-instructional supplies and materials; consultant services; travel and professional development; subcontracts to other California community colleges; costs associated with hosting events (e.g., facilities, audiovisual, catering, logistics); printing; postage; and indirect costs.

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

**Funding Source**

California Community Colleges Chancellor's Office.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the acceptance of funds for the FCS Discipline/Industry Collaborative grant, and the activities and purchases, as defined above.

Prepared by: Adrienne J. Price Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins Agenda Item: Consent #5

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>July 25, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>World Water Forum College Grant: Acceptance of Funds and Approval of Activities</u>	

**BACKGROUND**

Mt. San Antonio College has a World Water Forum College grant titled "Mt. SAC Water Forum," funded by the Metropolitan Water District of Southern California. The purpose of the grant is to host a mini forum that is a contest/poster display for our speech students. Students will focus their informative and/or persuasive speeches on water issues. An estimated 400 students will participate in the forum, which will be scheduled during the Fall semester.

As part of the grant activities, permission is requested to:

- purchase food for the event (not to exceed \$2,000) and
- purchase promotional items for the event (not to exceed \$1,000).

**ANALYSIS AND FISCAL IMPACT**

The funding agency has approved the expenditure of grant funds (\$10,000) to support the following: instructional and non-instructional supplies, publicity (advertisements and invitations), printing/publication, salaries and corresponding employee benefits, meals/refreshments, facilities, and website/video development.

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

**Funding Source**

Metropolitan Water District of Southern California.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the acceptance of funds and the activities for World Water Forum College grant, as defined above.

Prepared by: _____	Adrienne J. Price	Reviewed by: _____	Virginia R. Burley
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Consent #6

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

**DATE:** July 25, 2012

**CONSENT**

**SUBJECT:** Scholarships in Science, Technology, Engineering, and Mathematics  
Grant: Contract with The Regents of the University of California

**BACKGROUND**

Mt. San Antonio College has a grant titled "Scholarships in Science, Technology, Engineering, and Mathematics," funded by the National Science Foundation. The purpose of the grant is to provide scholarships for academically talented but financially needy students, enabling them to enter the workforce following the completion of an associate degree and/or to successfully transfer to a baccalaureate degree-granting institution in science, technology, engineering, and mathematics disciplines.

As part of the grant activities, permission is requested to enter into contract with The Regents of the University of California, on behalf of its Irvine campus.

**ANALYSIS AND FISCAL IMPACT**

The College will subcontract \$10,000 to The Regents of the University of California, on behalf of its Irvine campus, to oversee Mt. SAC student summer research projects. The contract will commence on June 25, 2012, and will terminate on September 30, 2012.

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

**Funding Source**

National Science Foundation.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with The Regents of the University of California, on behalf of its Irvine campus, as defined above.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #7

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>July 25, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Talent Expansion in Science and Technology – An Urban Partnership Grant: Acceptance of Funds and Approval of Activities and Purchases</u>	

**BACKGROUND**

Mt. San Antonio College has a sub-grant titled “TEST-UP: Talent Expansion in Science and Technology – An Urban Partnership,” funded by the National Science Foundation and passed through California State University, Fullerton (CSUF), Auxiliary Services Corporation. The purpose of the collaborative project – including CSUF, Santa Ana College, and Mt. San Antonio College – is to produce additional and better-prepared community college students who transfer to CSUF in the science, technology, engineering, and mathematics disciplines.

As part of the grant activities for FY 2012-13, permission is requested to:

- reimburse students for costs associated with orientation activities at CSUF;
- purchase food for grant-related meetings (not to exceed \$3,000 per event);
- purchase promotional items for meetings and events (not to exceed \$2,000 per event);
- reimburse non-Mt. SAC employees for travel costs associated with participating in grant-sponsored events; and
- pay for grant-related student travel and conference costs.

**ANALYSIS AND FISCAL IMPACT**

This grant is currently in its fifth year of funding (\$121,733) for a five-year award (\$508,192) that is set to end June 30, 2013. The funding agency has approved the expenditure of grant funds to support instructional salaries for project coordination and implementation of grant activities; non-instructional salaries for student workers, lab technicians, and other support personnel; employee benefits; instructional and non-instructional supplies and materials; participant support costs; travel and professional development; and indirect costs.

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

**Funding Source**

National Science Foundation through California State University, Fullerton, Auxiliary Services Corporation.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the acceptance of funds and the grant activities and purchases for the TEST-UP grant, as defined above.

Prepared by:	<u>Adrienne J. Price</u>	Reviewed by:	<u>Virginia R. Burley</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #8</u>

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b> <u>July 25, 2012</u>		<b>CONSENT</b>
<b>SUBJECT:</b> <u>Basic Skills Grant: Acceptance of Funds and Approval of Activities</u>		

**BACKGROUND**

Mt. San Antonio College has submitted a local plan for acceptance of funds through the Basic Skills Grant to the California Community Colleges Chancellor’s Office. This grant funds activities that support development of the basic skills programs and services in alignment with identified categories associated with the statewide Basic Skills Initiative.

**ANALYSIS AND FISCAL IMPACT**

Mt. San Antonio College has completed a self-assessment of its programs and activities serving ESL/basic skills students. The College utilized the assessment tool developed for the Chancellor’s Office Basic Skills Initiative and will submit an action and expenditure plan for funds received to the Chancellor’s Office.

Additional activities include:

- Providing professional development for faculty, counselors, classified staff, administrators, and students which, at times, necessitates food, beverages and facilities rental; and
- Community outreach with area school districts and consortium partners, which may necessitate food and beverages, promotional items, advertising, and marketing endeavors.

Expenditures for food, beverages, promotional, and marketing endeavors are not to exceed \$35,000 for academic year 2012-13.

**Funding Source**

California Community Colleges Chancellor’s Office, Basic Skills grant.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the acceptance of funds and activities for the Basic Skills grant, as presented.

Prepared by: <u>Terri S. Long</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #9</u>



<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>July 25, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Ambulance Contract for Mt. SAC 2012 Football Season</u>	

**BACKGROUND**

As mandated by the California Community College Athletics Association and the Southern California Football Association, Mt. San Antonio College is required to have an ambulance present at home football games. Mt. San Antonio College requests permission to use Cole-Schaefer Ambulance Service for coverage at all five Mt. San Antonio College home football games for the 2012 season.

**ANALYSIS AND FISCAL IMPACT**

The cost of \$1,800 has been budgeted through the Kinesiology Division budget to pay Cole-Schaefer Ambulance Service for their coverage at all home football games. This agreement will be effective August 29, 2012, through December 31, 2012.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the agreement with Cole-Schaefer Ambulance Service, as presented.

Prepared by: Joseph E. Jennum Reviewed by: Virginia R. Burley  
Recommended by: Bill Scroggins Agenda Item: Consent #10

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

**DATE:** July 25, 2012

**CONSENT**

**SUBJECT:** ArbiterSports RefPay Contract Agreement

**BACKGROUND**

The Kinesiology Division requests permission to use ArbiterSports RefPay to pay sports officials. RefPay is designed to allow the Division to electronically pay officials assigned through the ArbiterSports Assigning System. Officials from Athletic and Special Events are paid through RefPay.

**ANALYSIS AND FISCAL IMPACT**

The integration of RefPay and ArbiterSports will allow for officials to be paid in a much quicker and more accurate fashion, eliminating the need for printing checks as well as the problems that can arise from lost checks. Amount not to exceed \$75,000.

**Funding Sources**

- Unrestricted General Fund
- Cross Country Invitational budget
- Mt. SAC Relays budget
- LA84 Youth Days budget

**RECOMMENDATION**

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

Prepared by: Joseph E. Jennum

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #11

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>July 25, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Physician's Contract for 2012-13 Health Screenings and the Football Season</u>	

**BACKGROUND**

As mandated by the California Community College Athletic Association and the Southern California Football Conference, Mt. San Antonio College is required to have a physician present at all football games. Dr. Thomas Bryan will provide coverage for the football games. Dr. Bryan also provides health screenings to our new athletes throughout the year.

**ANALYSIS AND FISCAL IMPACT**

1. \$11,250 has been budgeted to pay for health screenings and the cost of physician coverage for all football games.
2. This agreement will be effective July 26, 2012, through June 30, 2013.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the agreement with Dr. Thomas Bryan, as presented.

Prepared by: <u>Joseph E. Jennum</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #12</u>

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>July 25, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Child Development Center Activities and Acceptance of Funds</u>	

**BACKGROUND**

The Mt. San Antonio College Child Development Center has received two contracts from the California Department of Education, Child Development Division. Contract No. CCTR-2117 provides general childcare for infants, toddlers, and kindergarten. Contract No. CSPP-2222 provides State funding for preschool three to five years old

**ANALYSIS AND FISCAL IMPACT**

Contract No. CCTR-2117 provides funding of \$244,746 for general childcare and childcare for infants and toddlers. The contract period is July 1, 2012, through June 30, 2013.

Contract No. CSPP-2222 provides funding of \$209,783 for preschool children. The contract period is July 1, 2012, through June 30, 2013.

Program operations will be carried out with grant funds. Matching funds are not required

**Funding Source**

California Department of Education, Child Development Division.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves these two contracts with the California Department of Education, Child Development Division.

Prepared by: <u>Tamika Addison/Joumana McGowan</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #13</u>

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>July 25, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Child Development Center Expenditures</u>	

**BACKGROUND**

The Child Development Center hosts several events and meetings throughout the year including, but not limited to, the annual Open House/Back-to-School Night, the children’s graduation ceremony, staff training meetings, advisory board meetings, and parent education workshops. Approval is requested for purchase of specific items related to these activities, such as special supplies, food and beverages, and miscellaneous items.

**ANALYSIS AND FISCAL IMPACT**

The Child Development Center events relate to professional staff development training, planning sessions, and student/parent participation, all of which are essential and required elements of the program for the 2012-13 academic year. The amount of these expenditures should not exceed \$1,000.

All expenditures related to the special events and meetings are provided with existing Child Development Center budgets.

**Funding Source**

- Unrestricted General Fund.
- Restricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the expenditures of the Child Development Center funds for costs associated with various special events/meetings for the 2012-13 academic year.

Prepared by: Tamika Addison/Joumana McGowan Reviewed by: Virginia R. Burley  
Recommended by: Bill Scroggins Agenda Item: Consent #14

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>July 25, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<u>Contract Approval – Child Development Center Agreement with Sodexo American, LLC Food Services</u>	

**BACKGROUND**

The Child Development Center provides meals for all children enrolled on a daily basis as a required mandate of receiving State funding. The Child Development Center participates in the Federal Child and Adult Care Food Program (CACFP) which funds these meals. The Child Development Center currently does not have the facilities necessary to prepare lunches according to CACFP guidelines and regulations. Therefore, the Center is entering into an agreement with Sodexo America, LLC, to provide appropriate meals and required staffing for the children’s program.

**ANALYSIS AND FISCAL IMPACT**

Sodexo America, LLC, will prepare and deliver all Child Development Center children’s lunches from July 1, 2012, to June 30, 2013. Funds for these meals are provided by the Federal Child and Adult Care Food Program on a cost reimbursement basis (approximately \$85,000 annually). Additional District funds are not required.

Funding Source

Federal Child and Adult Care Food Program.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with Sodexo for lunches for the children enrolled in the Child Development Center.

Prepared by: <u>Tamika Addison/Joumana McGowan</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #15</u>

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

**DATE:** July 25, 2012

**CONSENT**

**SUBJECT:** Community Services Program/Courses for Fall 2012

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

<b>Course Title/Program</b>	<b>Presenter</b>	<b>Remuneration</b>	<b>Fee</b>
<b>CAREER AND PROFESSIONAL DEVELOPMENT</b>			
FAA Computerized Testing Service (CATS)	Various	No Pay	\$150
FAA Computerized Testing Service (CATS for Aircraft Owners & Pilots Association Members)	Various	No Pay	\$140
Flight Simulator – Basic (IGAT)	Various	Hourly	\$50/hr
Flight Simulator – Advanced (ATC-810)	Various	Hourly	\$60/hr
Precision Flight Controls G1000	Various	Hourly	\$70/hr
Bookkeeping Preparation	Jean's Complete Bookkeeping & Tax Service, Inc. (Grabowski, Jean)	50%	\$696
Project Management Basics I	Fong, Chi Kwan	40%	\$125
Project Management Basics II	Fong, Chi Kwan	40%	\$125
Construction Management Basics	Fong, Chi Kwan	40%	\$125
*Environmental Sustainability & LEED	Fong, Chi Kwan	40%	\$115
Phlebotomy Technician I/Externship	Harinath, Geetha Salcedo, Rita Chitjian, Janice	\$50/hr. \$45/hr. \$45/hr.	\$1,600
Makeup Artistry Certification	Simon, Carolyn	50%	\$347
Threading A to Z	Mikhael, Sameira	40%	\$90
Become A Notary Public	Notary Public Seminars, Inc. (Christensen, Carrie)	40% + 50% of proctor fees	\$101
Renew Your Notary Commission	Notary Public Seminars, Inc. (Christensen, Carrie)	40%	\$52
Water Distribution I	Ruffner, Jeff	50%	\$149 Material Fee \$15

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #16

**SUBJECT:** Community Services Program/Courses for Fall 2012

**DATE:** July 25, 2012

<b>Course Title/Program</b>	<b>Presenter</b>	<b>Remuneration</b>	<b>Fee</b>
<b>CAREER AND PROFESSIONAL DEVELOPMENT</b> (continued)			
Water Distribution Exam Review	Ruffner, Jeff	40%	\$49 Material Fee \$20
Introduction to Water Systems	Shamma, John	50%	\$149 Material Fee \$20
Water Treatment	Ariza, Ernest	50%	\$149 Material Fee \$20
Math for Water Operators	Ariza, Ernest Shamma, John	30% 20%	\$149 Material Fee \$20
T1-T2 Water Treatment Operator Exam Review	Ariza, Ernest	50%	\$49 Material Fee \$15
Cross Connection Control Certified Specialist	Higham, Thomas	50%	\$149
Medical Insurance Billing Specialist Certificate Program:			
Medical Insurance Billing Principles	Capili, Joselito	40%	\$183
Coding: ICD 9-CM	Capili, Joselito	40%	\$183
Medical Insurance Computerized Billing	Capili, Joselito	40%	\$183
Collection of Unsecured Assets	Capili, Joselito	40%	\$124
Computerized Insurance Billing	Capili, Joselito	40%	\$183
Legal Issues and Risk Management	Jobal Enterprises (Villanueva, Bal)	40%	\$98
Medical Terminology	Jobal Enterprises (Villanueva, Bal)	40%	\$183
Community Health Programs:	Primary/Assistant Instructors:	Single	\$65
BLS Healthcare Provider	Baca, Michael	Instructor 40%	\$45
BLS Healthcare Provider Renewal	Burkholder, Barry		\$50
Heartsaver CPR AED – Adult & Pediatric	Coppolecchia, Sonya	10 students or more:	\$65
Heartsaver First Aid CPR –Adult & Pediatric	Davis, Rita	Primary	\$180
Advanced Cardiac Life Support	English, Wendi	Instructor 35%	\$125
Advanced Cardiac Life Support Renewal	Gagnon, Cathy	and Assistant	\$180
Pediatric Advanced Life Support	Gergis, Nasr	Instructor 15%	\$125
Pediatric Advanced Life Support Renewal	Gonzalez, Gail		\$250
BLS Instructor Course	Malone, Kristine Trinidad, Larry Trumble, Jennifer Wellins, Katie Wellins, Patrick		
	Rudd, Terry	50% if one instructor; 25% if two	
Woodworking – Beginning	Shreve, Robin	50%	\$127
Woodworking – Intermediate/Advanced	Shreve, Robin	50%	\$127
<b>CHILDREN AND TEENS</b>			
Commercial Acting for Kids (6-12)	June Chandler, Inc.	40%	\$81



**SUBJECT:** Community Services Program/Courses for Fall 2012**DATE:** July 25, 2012

<b>Course Title/Program</b>	<b>Presenter</b>	<b>Remuneration</b>	<b>Fee</b>
<b>CHILDREN AND TEENS</b> (continued)			
Beginning Piano for Children (Kids 1)	Strout, Dr. J. Thomas	\$80 per student	\$139
Beginning Piano for Children (Kids 2)	Strout, Dr. J. Thomas	\$80 per student	\$139
Ice Skating for Tots	Center Ice Arena	60%	\$57
Tot and Me Ice Skating	Center Ice Arena	60%	\$82/ pair
Ice Skating for Kids	Center Ice Arena	60%	\$57
Ice Skating for Teens and Adults	Center Ice Arena	60%	\$57
Children's Tennis Program	Instructor: Marshall, Andre Coordinator: Schreuders, Grace	45%  5% of each registration	\$72
<b>DRIVER EDUCATION</b>			
Traffic Violator School	Hernandez, Rudolph Syrja, Randal	50% 50%	\$37
California Motorcycle Training	Arroyo's Motorcycle Training  (Contractor costs include instructor payment, motorcycles, fuel, and motorcycle maintenance)	68%	Age 21 and over \$250  Under age 21 \$150 50% of course fee
Motorcycle Training Cancellation/ Re-registration fee			
<b>ONLINE LEARNING</b>			
Online Learning Courses	Education To Go, Inc.	\$60- \$85/student	\$95- \$120
Online Career Training Programs	Education To Go, Inc.	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
<b>PERSONAL ENRICHMENT</b>			
Acting for Film and Television (Age 18+)	June Chandler, Inc.	40%	\$129
Color Analysis with an Emphasis on Makeup Application	Simon, Carolyn	50%	\$42
Basic Salsa Dancing	Ramirez, Rudy	40%	\$55
Belly Dance	Smith, Catharae	40%	\$50
*How to Avoid Foreclosure	Marshall Reddick Realty, Inc.	40%	\$49 Single \$79 Couple

**SUBJECT:** Community Services Program/Courses for Fall 2012**DATE:** July 25, 2012

<b>Course Title/Program</b>	<b>Presenter</b>	<b>Remuneration</b>	<b>Fee</b>
<b>PERSONAL ENRICHMENT</b> (continued)			
*Maximize Profit in your IRA, 401k, or 403b	Marshall Reddick Realty, Inc.	40%	\$49 Single \$79 Couple
Profiting with Foreclosures	Marshall Reddick Realty, Inc.	40%	\$49 Single \$79 Couple
Retirement Planning Today	Yoon, Edward	40%	\$61
Beginning Conversational Russian I	Sproesser, Zoia	40%	\$101
Beginning Conversational Russian II	Sproesser, Zoia	40%	\$101
Hindi	Chaplot, Surekha	40%	\$92
<b>SPORTS AND FITNESS</b>			
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	\$72-\$94
Conditioning for Sports (Various)	PE Trust Various Instructors	40% No Pay	\$46
Zumba	Centeno, Alejandra	40%	\$35
Filipino Martial Arts	DelCastillo, Steve	40%	\$65
Kick Boxing	Wilson, Lipon	40%	\$65
Brazilian Jiu-Jitsu	Wilson, Lipon	40%	\$65
*Yaw-Yan Ardigma Filipino Kickboxing	DelCastillo, Steve	40%	\$65
<b>SWIM PROGRAMS</b>			
Master Swim	Boehle, Louis	50%	\$120
Open Fitness Swim	Boehle, Louis Lepp, Jodi Rieben, Mike Iwata, David	\$21/hr.	\$110
Swim Session Cards		-0-	\$20-\$60

**SUBJECT:** Community Services Program/Courses for Fall 2012

**DATE:** July 25, 2012

Funding Source

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, as presented.

<b>BOARD OF TRUSTEES</b>	
<b>MT. SAN ANTONIO COLLEGE</b>	
DATE: <u>July 25, 2012</u>	<b>CONSENT</b>
SUBJECT: <u>Continuing Education Division Additions and Changes</u>	

**BACKGROUND**

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

**ANALYSIS AND FISCAL IMPACT**

1. Adult Basic Education - Program Changes:

Program	From	To
<u>High School Summer School Program</u> Alhambra Unified School District (effective 7-1-2012)		
• San Gabriel High School - Meyka, Marissa	\$6,000	\$4,000
• Mark Keppel High School - Scanlan, John	\$6,000	\$7,000
• Alhambra High School - Takeshita, Christopher	\$6,000	\$7,000

2. Community Services - Program Changes:

Program Remuneration	From	To
Become a Notary in One Day	40%	40% + 50% of proctor fees
Introduction to Water Systems	Ariza, Ernest	Shamma, John

3. Contract Renewals:

Contract	Amount
<u>Older Adult Program:</u> San Dimas Swim and Racquet Club 990 W. Covina Blvd., San Dimas CA 91773	\$30/hour Not to exceed \$10,980
2012-13 School Year Healthy Aging - Aquatic Resistance Course	

Prepared by: Donna Burns Reviewed by: Virginia R. Burley  
 Recommended by: Bill Scroggins Agenda Item: Consent #17

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

**DATE:** July 27, 2012

4. Changes to Existing Contract:

<b>Agency (Description of Services)</b>	<b>From</b>	<b>To</b>
All Americas, Inc., Contract #1213-002 Additional Instructors @ \$50/hour		Aghyarian, Meray Hayes, Mihaela
All Americas, Inc., Contract #1213-003	Curriculum Development: Staff - \$800  Additional Staff @ \$25/hour, not to exceed 60 hours	Evans, Douglas – 10 hours @ \$40/hour Staff - \$400  He, Wei Phou @ \$20/hour not to exceed 60 hours
All Americas Inc., Contract #1213-004	\$1,325 5 hours of instruction Instruction Staff - \$500  Assistant Staff - \$200  Supplies - \$50	\$2,650 10 hours of instruction Kay, Gary - \$800  He, Wei Phou – 10 hours @ \$20/hour  Supplies - \$100

Funding Sources

- Adult Basic Education Unrestricted General Fund.
- Community Services Student Registration Fees.
- Contracts - Contracting Agency.
- Contract Renewal - Unrestricted General Fund.

**RECOMMENDATION**

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

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

**DATE:** July 25, 2012

**CONSENT**

**SUBJECT** Associated Students Expenditure Funding for 2012-13

**BACKGROUND**

Beginning with the 2009-10 fiscal year, Associated Students (A.S.) funds were deposited and accounted for by Fiscal Services. Because of this, Board approval is necessary for the expenditure of any A.S. funds including funds to be spent for College departments, personnel, activities, special events, celebrations, special programs, conferences, banquets, A.S. elections costs, and direct support to students.

**ANALYSIS AND FISCAL IMPACT**

Associated Students is requesting approval for the expenditure of funds from July 1, 2012, through June 30, 2013.

Approval is needed to expend funds for specific items such as catering, prepaid deposits, donations, promotional items, special supplies, recognition items, food, non-alcoholic beverages, uniform items, and contracted services with vendors including, but not limited to; In-N-Out, Magic Jumper, League of Women Voters, and Swank Motion Pictures.

**Funding Source**

Associated Students.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the expenditures of the Associated Students funds for costs associated with various special events for the 2012-13 academic year.

Prepared by: Maryann Tolano-Leveque

Reviewed by: Audrey Yamagata-Noji

Recommended by Bill Scroggins

Agenda Item: Consent #18

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>July 25, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Contract with Cal Poly Pomona Foundation, Inc. for the Achieving in College, Ensuring Success (ACES) Program Student Retreat</u>	

**BACKGROUND**

Mt. San Antonio College’s Achieving in College, Ensuring Success (ACES), a federally-funded Student Support Services grant, is requesting approval of a contract with Cal Poly Pomona Foundation, Inc. for its Leadership Retreat to be held at Kellogg West Conference Center and Lodge, August 13-15, 2012. The ACES Retreat is designed to give students an opportunity to participate in a series of team-building and leadership-building activities. The purpose of the ACES Program grant is to provide low-income and potential first-generation college students with services and activities that will enable them to succeed in school, graduate from Mt. San Antonio College, and successfully enter and graduate from postsecondary education.

**ANALYSIS AND FISCAL IMPACT**

The ACES Retreat will host 17 students and three staff. Estimated costs will not exceed \$7,000 and will cover the cost of the use of facilities, food, and lodging for 17 students and three staff.

Funding Source

U. S. Department of Education, Student Support Services grant.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contract with Cal Poly Pomona Foundation, Inc. for the ACES Program Student Retreat.

Prepared by: Juan Carlos Astorga Reviewed by: Audrey Yamagata-Noji  
Recommended by: Bill Scroggins Agenda Item: Consent #19

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>July 25, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b>	<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 06/12/12 - 06/30/12**

**Unrestricted General Fund - 11 and 13**

From:

<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$ 5,021
4000	Supplies/Materials	950
5000	Other Operating Expenses/Services	8,682
<b>Total</b>		<b>\$ 14,653</b>

To:

<u>Budget Classification</u>		<u>Amount</u>
1000	Academic Salaries	\$ 1,571
6000	Capital Outlay	2,115
7000	Other Outgo	10,967
<b>Total</b>		<b>\$ 14,653</b>

Prepared by: Rosa Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #20



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

**DATE:** July 25, 2012

**Restricted General Fund - 17**

From:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 5,711
2000 Classified/Other Nonacademic Salaries	9,463
4000 Supplies/Materials	7,089
5000 Other Operating Expenses/Services	16,430
<b>Total</b>	<b>\$ 38,693</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
3000 Employee Benefits	\$ 31,523
6000 Capital Outlay	335
7000 Other Outgo	6,835
<b>Total</b>	<b>\$ 38,693</b>

**Capital Outlay Projects/Redevelopment Fund - 43**

From:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 15,000
<b>Total</b>	<b>\$ 15,000</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 15,000
<b>Total</b>	<b>\$ 15,000</b>

**BAN Construction Fund - 44**

From:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 93,745
6000 Capital Outlay	217,832
<b>Total</b>	<b>\$ 311,577</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 276,100
3000 Employee Benefits	35,477
<b>Total</b>	<b>\$ 311,577</b>

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

**DATE:** July 25, 2012

**Associated Students Trust Fund - 71**

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 264
5000 Other Operating Expenses/Services	167
<b>Total</b>	<b>\$ 431</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 391
3000 Employee Benefits	40
<b>Total</b>	<b>\$ 431</b>

**Other Trust Funds - 79**

From:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 630
<b>Total</b>	<b>\$ 630</b>

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 630
<b>Total</b>	<b>\$ 630</b>

**SUBJECT:** Appropriation Transfers and Budget Revisions Summary**DATE:** July 25, 2012

**BUDGET REVISIONS**  
**For the period 06/12/12 - 06/30/12**

**Unrestricted General Fund - 11 and 13**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
888500 Study Abroad Travel Fees	\$ 650
889000 Fashion Symposium	95
889000 Self-Insured Retention Trust	4,836
889000 Facilities Planning and Management- Settlement	18,394
891002 Aircraft, Manufacturing Technology-Sale of Equipment and Supplies	8,180
<b>Total</b>	<b>\$ 32,155</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 8,480
5000 Other Operating Expenses/Services	24,713
7950 Unassigned Fund Balance - Self-Insured Retention Trust	(1,038)
<b>Total</b>	<b>\$ 32,155</b>

**Restricted General Fund - 17**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
886000 Mt. SAC Pilot Course-Rental Portion	\$ 953
<b>Total</b>	<b>\$ 953</b>

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 667
5000 Other Operating Expenses/Services	286
<b>Total</b>	<b>\$ 953</b>

**Capital Outlay Projects Fund - 41**

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
886000 Interest	\$ 32,379
889000 Energy Projects-District	7,480

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

**DATE:** July 25, 2012

891001	Insurance Reimbursement-Design and Online Technology Project	\$	<u>22,269</u>
<b>Total</b>		\$	<b>62,128</b>

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
6000	Capital Outlay	\$	29,749
7950	Unassigned Fund Balance		<u>32,379</u>
<b>Total</b>		\$	<b>62,128</b>

**Bond Construction Fund - 42**

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
886000	Interest	\$	<u>26,961</u>
<b>Total</b>		\$	<b>26,961</b>

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
7920	Restricted Fund Balance	\$	<u>26,961</u>
<b>Total</b>		\$	<b>26,961</b>

**Capital Outlay Projects/Redevelopment Fund - 43**

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
886000	Interest	\$	421
889000	RDA, Glendora		<u>2,674</u>
<b>Total</b>		\$	<b>3,095</b>

Expenditures:

<u>Budget Classification</u>			<u>Amount</u>
7920	Restricted Fund Balance	\$	<u>3,095</u>
<b>Total</b>		\$	<b>3,095</b>

**BAN Construction Fund - 44**

Revenue:

<u>Budget Classification</u>			<u>Amount</u>
886000	Interest	\$	<u>57,052</u>
<b>Total</b>		\$	<b>57,052</b>

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

**DATE:** July 25, 2012

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ <u>57,052</u>
<b>Total</b>	<b>\$ 57,052</b>

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$14,653), Restricted General Fund (\$38,693), Capital Outlay Projects/Redevelopment Fund (\$15,000), BAN Construction Fund (\$311,577), Associated Students Trust Fund (\$431), and Other Trust Funds (\$630) 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 (\$32,155), Restricted General Fund (\$953), Capital Outlay Projects Fund (\$62,128), Bond Construction Fund (\$26,961), Capital Outlay Projects/Redevelopment Fund (\$3,095), and BAN Construction Fund (\$57,052) pursuant to the California Code of Regulations, Title 5, Section 58308.

<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b> <u>July 25, 2012</u>		<b>CONSENT</b>
<b>SUBJECT:</b> <u>Independent Contractors</u>		

**BACKGROUND**

Approval of Independent Contractors.

**ANALYSIS AND FISCAL IMPACT**

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

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Denise Lane	Child Development Center	Provide mandated Pediatric CPR and First Aid classes	8/1/12-6/30/13	\$1,500
Jeff Ryan	LA84 Foundation/ Mt. SAC Relays Youth Days Grant	Perform setup and maintenance of online registration system for the 2012 Mt. SAC Relays Youth Days program	3/1/12-7/31/12	\$500
Alcie Villoria	Marketing & Public Affairs	Graphic Designer for 2012-13 Performing Arts Center seasonal brochure and poster design for events	7/26/12-6/27/13	\$5,000

Prepared by: <u>Rosa Royce</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #21</u>

**SUBJECT:** Independent Contractors

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**DATE:** July 25, 2012

Funding Sources

- Restricted General Fund – LA84 Foundation/Mt. SAC Relays Youth Days Grant.
- Unrestricted General Fund – Marketing & Public Affairs and Child Development Center.

**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:** July 25, 2012

**CONSENT**

**SUBJECT:** Aircraft Purchase - Aeronautics Program

**BACKGROUND**

The Aeronautics program has documented the need to purchase a 2001 Cessna 172SP (Registration No. N3505R) to complement its existing aircraft inventory. This aircraft would provide learning opportunities in newer technology and decrease the time demands and related servicing on existing aircraft.

**ANALYSIS AND FISCAL IMPACT**

The total purchase price of the Cessna 172SP is not to exceed \$135,000 including broker, escrow, title/insurance, and inspection fees and taxes as indicated below:

- Aircraft purchase price - \$111,000 + tax
- Broker fee - \$1,500
- Escrow fees - \$550
- Title fees/insurance - \$525
- Annual insurance premium - \$9,085
- Inspection fees - \$2,000-\$2,500

The aircraft will be purchased from Keith and Joanne Longie, Scottsdale, AZ. Brokerage services will be provided by Apodaca Investigative Agency, Walnut, CA. Escrow and Title Services will be handled by AIC Title Service LLC, Oklahoma City, OK. The annual insurance premium will be paid to Falcon Insurance.

**Funding Sources**

- Restricted General Fund - California Community Foundation Grant and income generated funds supported by student fees.
- Unrestricted General Fund – annual aircraft insurance premium.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the purchase of the Cessna 172SP Aircraft from Keith and Joanne Longie, Scottsdale, AZ.

Prepared by: Thomas G. Meikle

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #22



<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>July 25, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Contract with IBM for Expert Services</u>	

**BACKGROUND**

Occasionally, Information Technology requires the expert services of IBM to assist with installation or repair of hardware or software that is not currently covered under IBM maintenance. Although rarely used, it is necessary to establish the contract for a limited number of hours so IBM can schedule a technician to provide immediate service, when requested.

**ANALYSIS AND FISCAL IMPACT**

The services contract is established for use in case of an emergency or critical technology need. The contract includes 20 hours of technical assistance at \$210 per hour, not to exceed \$4,200. The College will be invoiced for actual hours used during the 2012-13 fiscal year.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: Victor A. Belinski Reviewed by: Michael D. Gregoryk  
Recommended by: Bill Scroggins Agenda Item: Consent #23

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

**DATE:** July 25, 2012

**CONSENT**

**SUBJECT:** Contracts with SchoolDude and Ron Turley Associates, Inc. for Facilities Management Software

**BACKGROUND**

SchoolDude and Ron Turley Associates, Inc. (RTA, Inc.) supply facilities and fleet management software modules that are widely used by educational institutions to ensure timely and cost-effective management of college resources. In a large institution such as Mt. San Antonio College, automated tracking, maintenance scheduling, and reporting systems are critical in supplying efficient support for the College's facilities.

**ANALYSIS AND FISCAL IMPACT**

SchoolDude will supply the following for improving maintenance operations:

- MaintenanceDirect – an online work management tool that streamlines the entire work order process from request to completion.
- PMDirect – an online preventive maintenance scheduling tool that creates, assigns, and manages recurring maintenance tasks efficiently.
- TripDirect – an online trip planning and management tool that streamlines the educational workflow process from request and approval to vehicle and driver scheduling.

The first year cost is \$36,383, which includes setup and training. The ongoing annual support cost is \$19,897.

RTA, Inc. will supply the following for improving fleet operations:

- Fleet Management module, which includes parts inventory, and tracking and scheduling of fleet maintenance activities.

The first year cost is \$27,978, which includes setup and training. The ongoing annual support cost is \$4,136.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the contracts with SchoolDude and RTA, Inc., as presented.

Prepared by: Gary L. Nellesen/Victor A. Belinski

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #24

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>July 25, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Contract Renewal to Provide Crowd Management Services</u>	

**BACKGROUND**

The College currently contracts with outside agencies to provide crowd management services for various large public events held on campus. These events include select events in the Performing Arts Complex, football games, and special events such as graduation and the Mt. SAC Relays.

**ANALYSIS AND FISCAL IMPACT**

California Education Code §88003.1 (b)(7) allows contracting for personnel services when the services needed are of such urgent, temporary, or occasional nature that the delay incumbent in their implementation under community college district's regular or ordinary hiring process would frustrate the very purpose. Providing security for large public events is such an allowable service.

The College has been using the services of Millennium Better Security, Los Angeles, CA, Capital Protection, Rancho Cucamonga, CA, and Event Guard Services, Duarte, CA, on an as-needed basis for crowd management control for its large public events. Approval is being sought to renew the contracts with these companies for the period July 1, 2012, through June 30, 2013.

<u>Company</u>	<u>Hourly Rates (Unarmed Guard)</u>	<u>Hourly Rates (Supervisor)</u>
Millennium Better Security	\$16.50	\$40.00
Capital Protection	\$18.00	\$20.00
Event Guard Services	\$15.60	\$16.80

The costs for fiscal year 2012-13 are not expected to exceed \$11,000.

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the renewal contracts with Millennium Better Security, Inc., Capital Protection, and Event Guard Services, as presented.

Prepared by: Thomas G. Meikle                      Reviewed by: Michael D. Gregoryk  
 Recommended by: Bill Scroggins                      Agenda Item: Consent #25

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

**DATE:** July 25, 2012

**CONSENT**

**SUBJECT:** Reduce Retention for Columbia Steel, Inc. - Design Technology Center -  
Structural Steel & Miscellaneous Metal (Bid No. 2847)

**BACKGROUND**

On August 26, 2009, the Board of Trustees awarded to Columbia Steel, Inc., the Design Technology Center – Structural Steel & Miscellaneous Metal package (Bid No. 2847). The work for this project is 99% complete and Columbia Steel 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 No. 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. Columbia Steel'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 fund.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves reducing to 5% the retention for Columbia Steel, Inc. on their contract for the Design Technology Center – Structural Steel & Miscellaneous Metal package (Bid No. 2847).

Prepared by: Thomas G. Meikle

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #26

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

**DATE:** July 25, 2012

**CONSENT**

**SUBJECT:** Physical Education Program Building Renovation (Change Order)

**BACKGROUND**

Physical Education Program Building Renovation (Change Order).

As of May 1, 2012, Change Orders for the Physical Education Program Building Renovation project totaled \$271,042.51, or 9.14% of all contracts. Changes totaling 2.79% of all contracts were owner-requested changes, 4.95% were required by the Architect, 0.19% was required to update Campus Standards, 0.03% was to address unforeseen conditions, and 1.18% were for 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:

<b>Bid No.</b>	2865	<b>Contractor:</b>	Construction Electric (Electrical Contractor)	<b>CO No.</b>	6
<b>Item</b>	<b>Change and Justification:</b>			<b>Amount</b>	<b>Time</b>
1	Install conduit for economizer units shown on plans as power was not shown on the contract documents. <i>Architect/engineer requirement-additional details required.</i>			\$1,124.62	0 days
2	Rough-in the necessary electrical infrastructure to accommodate the newly installed hand dryers in the team locker rooms. <i>Owner-directed change-added scope.</i>			\$2,383.00	0 days
3	Relocate the ceiling-mounted outlets in the Dance Room No.102 to address program needs. <i>Owner-directed change-added scope.</i>			\$471.00	0 days
	Total			\$3,978.62	0 days
	Original Contract Amount				\$452,000.00
	Net Change by Previous Change Orders				\$51,352.00
	Net Sum Prior to This Change Order				\$503,352.00
	Amount of Change Order No. 6				\$3,978.62
	New Contract Sum				\$507,330.62
	Percentage of Change to Contract, to Date				12.24%

Prepared by: Gary L. Nellesen

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

Recommended by: Bill Scroggins

Agenda Item: Consent #27

**SUBJECT:** Physical Education Program Building Renovation (Change Order)

**DATE:** July 25, 2012

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

<b>Physical Education Program Building Remodel</b>	<b>Date</b>	<b>Amount</b>	<b>%</b>	<b>Bid No. 2865 Construction Electric (Electrical Contractor)</b>
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. 4	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.
C. O. No. 5	May 2012	\$3,338.00	.074%	Modify seismic bracing; Install hand dryers; Modify miscellaneous electrical conductor reconnections; Convert power for ice machine and whirlpool; Extend conduit for roll-up door; Add infrastructure to lighting raceway in Room 102.

Funding Source

Measure RR Bond Anticipation Note.

**RECOMMENDATION**

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

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

**DATE:** July 25, 2012

**CONSENT**

**SUBJECT:** Annual Maintenance Agreement (Contract Amendment)

**BACKGROUND**

In order to provide for the ongoing maintenance and safe operation of certain specialized equipment and systems, it is necessary to retain the services of qualified professionals.

**ANALYSIS AND FISCAL IMPACT**

The following contract is presented for approval:

	<b>Consultant:</b>	GNA-Brook Fire Protection	<b>No.</b>	1
	<b>Project:</b>	Annual Fire Sprinkler Inspection		
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	
	Addition of the Swine Nursery and the Agricultural Sciences Complex to the fire sprinkler inspection contract for the remaining year of the three-year term.		\$500.00	
	Total		\$500.00	
	Original Contract Amount		\$16,800.00	
	Net Change by Previous Amendments		\$0.00	
	Net Sum Prior to This Amendment		\$16,800.00	
	Amount of Amendment No. 1		\$500.00	
	New Contract Sum		\$17,300.00	

**Funding Source**

Unrestricted General Fund.

**RECOMMENDATION**

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

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #28

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>July 25, 2012</u>	<b>CONSENT</b>
<b>SUBJECT:</b> <u>Professional Design and Consulting Services (Contract Amendment)</u>	

**BACKGROUND**

In order to commence design on construction and renovation projects, it is necessary to retain the services of qualified professionals. These services will be submitted to the surety for reimbursement.

**ANALYSIS AND FISCAL IMPACT**

The following contract amendment is presented for ratification:

	<b>Consultant:</b>	tBP Architecture	<b>No.</b>	13
	<b>Project:</b>	Child Development Center		
<b>Item</b>	<b>Change and Justification:</b>		<b>Amount</b>	
	Additional landscape services for the Child Development Center due to project delays caused by the general building contractor.		\$2,900.00	
	Total		\$2,900.00	
	Original Contract Amount		\$425,000.00	
	Net Change by Previous Amendments		\$1,051,423.55	
	Net Sum Prior to This Amendment		\$1,476,423.55	
	Amount of Amendment No. 13		\$2,900.00	
	New Contract Sum		\$1,479,323.55	

**Funding Source**

Measure RR Bond Anticipation Note.

**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 #29



<b>BOARD OF TRUSTEES</b>		
<b>MT. SAN ANTONIO COLLEGE</b>		
<b>DATE:</b>	<u>July 25, 2012</u>	<b>ACTION</b>
<b>SUBJECT:</b>	<u>Technology Building Fire Alarm Replacement (Bid No. 2912)</u>	

**BACKGROUND**

The fire alarm system in the Technology Building is outdated, presents a safety issue, and is in need of immediate replacement in order to bring the building up to the standards and requirements of the National Fire Protection Agency, the Division of the State Architect, and the State Fire Marshall. The project will consist of a complete fire alarm system replacement which includes new control panel and initiating devices, manual pull stations, and ceiling and duct-mounted smoke detectors. This project also includes new notification circuit expander panels and devices including audible horns, visual strobe devices, and new conduit and wiring. Interface connections will be provided for power shut-down of HVAC equipment upon detection of smoke and for monitoring the building sprinkler system. The existing fire alarm system will remain fully operational throughout the construction period.

**ANALYSIS AND FISCAL IMPACT**

Seventeen contractors were invited to participate in the bid process. Fourteen contractors attended the job walk with five bids received and publicly opened on June 21, 2012. A summary of bids is as follows:

<u>Company Name and Location</u>	<u>Bid Amount</u>
Advanced Building & Electronic Control Systems, Inc., Stanton, CA	\$275,525
Minako America Corporation dba Minco Construction, Gardena, CA	\$307,000
Champion Electric, Inc., Riverside, CA	\$316,000
First Fire Systems, Inc., Los Angeles, CA	\$346,000
M. Wilson Co. Contractors, Inc., La Verne, CA	\$443,000

**Funding Source**

2010-11 Redevelopment.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves Bid No. 2912 – Technology Building Fire Alarm Replacement, and awards the project to Advanced Building & Electronic Control Systems, Inc., as presented.

Prepared by: <u>Thomas G. Meikle</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Action #1</u>

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

**DATE:** July 25, 2012

**ACTION**

**SUBJECT:** Purchase of Media Equipment and Control Systems (Bid No. 2919)

**BACKGROUND**

In fall 2012, the College will occupy the new Design Technology building. The classrooms and laboratories in this building will be equipped with media presentation systems that meet the current College standard for classroom systems. During previous installations of these systems, it has been determined that the most efficient and cost-effective model for procuring these systems is for the College to purchase the required equipment directly from suppliers. The College will then supervise the installation of the equipment by contractors and College staff. This allows the College to avoid contractor markup on equipment and provides Mt. SAC with tight control over equipment specifications and installation procedures. This process also lets us take advantage of statewide educational agreements offered by several manufacturers of media equipment.

Since all of these items are essentially commodity purchases, each item will be awarded individually to the qualified vendor with the lowest price on that item.

**ANALYSIS AND FISCAL IMPACT**

Bids opened on July 5, 2012. Twelve bids were requested and five were received. The following summary and recommendation for award is based on the lowest bid received for each item.

<u>Company Name and Location</u>	<u>Bid Amount</u>
Compview Inc., Beaverton, OR	\$141,238.21
VMI Inc., Garden Grove, CA	\$147,784.25
Enko Systems Inc., San Bernardino, CA	\$162,416.00
Full Compass Systems, Madison, WI	Partial Bid
VTP Inc., Burbank, CA	Partial Bid

**Funding Sources**

- Measure R Bond
- Measure RR Bond Anticipation Note
- State Capital Outlay funds

**RECOMMENDATION**

It is recommended that the Board of Trustees approves award of the Purchase of Media Equipment and Control Systems – Bid No. 2919 to Compview Inc., as presented.

Prepared by: Thomas G. Meikle Reviewed by: Michael D. Gregoryk  
Recommended by: Bill Scroggins Agenda Item: Action #1

<b>BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>July 25, 2012</u>	<b>ACTION</b>
<b>SUBJECT</b> <u>Year Two Re-Opener Agreement Between the Faculty Association and the District for 2011-14</u>	

**BACKGROUND**

The current negotiated agreement between the District and the Faculty Association expires on June 30, 2014. The parties have negotiated a re-opener agreement for year two of the three-year contract. The Association brought the tentative agreement before its membership and achieved ratification.

**ANALYSIS AND FISCAL IMPACT**

The District and the Association used the traditional approach to negotiations, distributing written proposals and counter proposals on each major item and then securing a tentative agreement. Both parties ensured that negotiations remained focused on what impact each item would have on students, educational programs, and student outcomes. Both parties achieved the desired outcomes.

The attached pages provide a summary of the items tentatively agreed upon by both parties.

**Funding Source**

Unrestricted and Restricted General Funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Year Two Re-Opener Agreement between the Faculty Association and the District for 2011-14, effective July 1, 2012.

Prepared by: Annette Loria

Recommended by: Bill Scroggins

Agenda Item: Action #2

**SUBJECT:** Year Two Re-Opener Agreement Between the Faculty Association and  
the District for 2011-14

**DATE:** July 25, 2012

**SUMMARY OF AGREEMENTS  
Spring 2012 Re-Opener Negotiations  
Mt. San Antonio Community College District and the Faculty Association**

The Mt. San Antonio Community College District and the Faculty Association reached a Tentative Agreement for year two of the three-year contract in effect through July 1, 2011, through June 30, 2014, if approved by the Board of Trustees. Highlights of the issues agreed upon are as follows:

**Article 7: Salaries**

The District and the Faculty Association approved the following adjustments to salary (Appendix A and Appendix C):

***For 2012-13: Funded COLA***  
***For 2013-14: Determined through re-openers***

**Article 8: Contract Employee Benefits**

Increased the District's contribution from \$2,000 to \$2,500 per fiscal year toward the medical insurance premiums for each eligible adjunct employee. No adjustment to the maximum annual Adjunct Faculty Health and Welfare pool of \$250,000.

Additional language was agreed upon, expanding coverage from medical only to medical and/or dental. Adjunct faculty eligible for insurance may choose to participate in an HMO group dental plan through the College at the cost to the faculty member.

**Article 10: Workload**

Updated language for full-time faculty flex day self-certification via an electronic submission to the Human Resources Department.

Defined compensation and load assignment for work experience as 0.10 LHE per student per term. Load earned by faculty assigned work experience courses may only be assigned to adjunct faculty or full-time faculty as overload and is subject to existing load limitations.

Clarified language regarding compensation for work experience load assignment to be made upon completion of all required assignment obligations and grade submission.

Clarified language regarding faculty responsibilities for work experience assignments.

**SUBJECT:** Year Two Re-Opener Agreement Between the Faculty Association and the District for 2011-14

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**DATE:** July 25, 2012

Modified language eliminating rehire rights for classified employees serving as adjunct professors.

Clarified language regarding the suspension of rehire rights when an adjunct faculty member receives an overall summary evaluation in classroom visitation or department chair summary evaluation of “performance does not meet the standard.”

### **Article 13: Intellectual Property Rights and Distance Learning**

Clarified language regarding ownership of learning materials developed by a professor.

Updated language for full-time faculty maximum distance learning load limitation from 60% (9 LHE) to 67% (10 LHE) during each regular primary term (Fall or Spring).

Modified language precluding a full-time faculty member from teaching distance learning courses as overload during the primary terms.

Modified language regarding maximum intersession load assignments for adjunct and full-time faculty teaching online, hybrid, or any combination of online learning and hybrid courses.

Eliminated additional compensation for development of distance learning courses.

### **Article 15: Lab Parity**

Clarified the definition of “teaching labs” for consideration of lab parity.

### **Article 20: Grievance Procedure**

Clarified the language regarding the procedural steps and timelines.

### **Article 21. Dispute Process**

Clarified the language regarding the procedural steps and timelines.

**SUBJECT:** Year Two Re-Opener Agreement Between the Faculty Association and the District for 2011-14

**DATE:** July 25, 2012

### **Appendix B: Department Chair Remuneration/Reassigned Time**

Both parties agreed to maintain the formula for reassigned time and the stipend as are currently listed in the contract. The data from Fall 2011 will be inserted for compensation for the 2012-13 academic year.

### **Appendix D: Athletic Coaches and Performing Arts Coaches Remuneration**

Both parties agreed to modify Appendix D to include stipends for three athletic coaches; Cross Country Assistant (W), Swimming Assistant (W), and Water Polo Assistant (W). Added language allowing the option to purchase up to 4 LHE of reassigned time with their stipend amount each semester.

### **Appendix E: Reassigned Time for Special Assignments**

The following adjustments were made to reassigned time for special assignments:

Description	FY 2011/12 Annual Reassigned Load and/or Beyond Contract Load LHE	FY 2012/13 Annual Reassigned Load and/or Beyond Contract Load LHE	Reassigned LHE Increase/ Decrease
Aeronautics: Flying Team Coordinator	1.5	3.0	1.5
Distance Learning Coordinator, Assistant	6.0	12	6.0
Clinical Coordinator EMT	0	6.0	6.0
New Faculty Seminar Facilitator 2	6.0	0	(6.0)
Study Abroad Coordinator	6.0	18.0	12.0
Study Abroad Coordinator, Assistant	3.0	6.0	3.0
Commercial Flight Program Coordinator	<u>0</u>	<u>3.0</u>	<u>3.0</u>
	<b>22.5</b>	<b>48.0</b>	<b>25.5</b>

**SUBJECT:** Year Two Re-Opener Agreement Between the Faculty Association and the District for 2011-14

**DATE:** July 25, 2012

**ANALYSIS OF FACULTY NEGOTIATION INCREASES  
FROM THE UNRESTRICTED GENERAL FUND**

	<b>Article</b>	<b>Analysis</b>	<b>Amount</b>
<b>Article 8:</b>			
	8.F	<b>Contract Employee Benefits</b> Health and Welfare - Adjunct Faculty (8.F.1., 8.F.2, 8.F.3., 8.F.10., 8.F.11.)	Maximum pool available remains at \$250,000
<b>Article 10:</b>			
	10.Q 10.Q.1.a	<b>Workload</b> <u>Adjunct Faculty Rehire Rights:</u> Classified employees of the College hired to serve as adjunct professors shall not earn rehire rights. Rehire rights previously acquired by classified employees shall be null and void.	Eliminates blended rate overtime cost for future years. Blended rate overtime estimated at \$71,845 per year.
<b>Appendix B:</b>		<b>Department Chairs Remuneration/Reassigned Time</b>	Maintains formula for reassigned time and stipend - Inclusion of Fall 2011 data results in District savings as a result of reduction of number of faculty, courses, and sections.
			\$(28,433)
<b>Appendix D:</b>		<b>Athletic Coaches and Performing Arts Coaches Remuneration</b>	Additions: Cross Country Assistant (W), Swimming Assistant (W), Water Polo Assistant (W).
			\$26,911
<b>Appendix E:</b>		<b>Reassigned Time for Special Assignments</b>	Net additions for a total of 25.5 LHE
			\$35,245
		<b>Total</b>	<b>\$33,723</b>

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

**DATE:** July 25, 2012

**ACTION**

**SUBJECT:** Content Review Implementation Plan

**BACKGROUND**

In March 2011, the Board of Governors for California Community Colleges modified Title 5 §55003 Prerequisites, Corequisites, and Advisories. This modification permits the Board of Trustees to establish prerequisites, corequisites, and advisories for courses offered at Mt. SAC either through content review alone or through content review with statistical validation. Furthermore, districts are required to report the method and level of scrutiny applied to the establishment of new prerequisites or corequisites to all courses by August 1, 2012.

Using the College's shared governance process, a task force consisting of faculty and administrators was formed to create the required plan. This plan was completed in early 2012 and was unanimously recommended by the Academic Senate on June 7, 2012. If adopted by the Board of Trustees, the plan will become the College's local process for the establishment of prerequisites, corequisites, and advisories in accordance with Title 5 §55003.

The implementation plan includes the following components:

- Content Review Process;
- Establishment of a Content Review Committee;
- Faculty agreement to teach to the Course Outline of Record (COR);
- Process for ensuring that qualified faculty teach the prerequisite or corequisite course;
- Process for challenging a prerequisite or corequisite course; and
- Other considerations.

**ANALYSIS AND FISCAL IMPACT**

Although the establishment and maintenance of prerequisites, corequisites, and advisories is part of the current workload of the Academic Senate, the District is responsible for supporting planning and providing other resources with regard to increased operational demands, counseling services, and basic skills course offerings for students. Training for faculty and the creation of appropriate reports through the Argos system also must be made available so that the campus can balance access, success, and the intended purpose of the Title 5 modifications.

Prepared by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Action #3



**SUBJECT:** Content Review Implementation Plan

**DATE:** July 25, 2012

As more information becomes available regarding the needs to support this plan, requests will be presented to the Board.

Funding Source

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Content Review Implementation Plan, as presented.

**SUBJECT:** Content Review Implementation Plan

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**DATE:** July 25, 2012

Mt. San Antonio College  
**The Establishment of Prerequisites, Corequisites, and Advisories**  
**Academic Senate's Content Review Implementation Plan**  
Approved by the Academic Senate June 7, 2012

Background

In March 2011, the Board of Governors for California Community Colleges modified Title 5 §55003 Prerequisites, Corequisites, and Advisories. This modification permits faculty to establish prerequisites, corequisites, and advisories through content review alone or content review with statistical validation. Further, districts are required to report the method and level of scrutiny applied to the establishment of new prerequisites or corequisites to all courses by August 1, 2012.

As part of the task of establishing processes and procedures to implement levels of scrutiny for new prerequisites, corequisites, and advisories, the Academic Senate passed **Resolution 2011-14 - Prerequisites, Corequisites, and Advisories** on December 8, 2011, which created the Prerequisite Task Force (PTF).

During the Winter 2012 intersession, the PTF met weekly and drafted its first set of recommendations:

1. Revisions to BP 4260 Prerequisites, Corequisites, and Advisories;
2. A draft of Mt. San Antonio College Board of Trustees' Plan to Establish Prerequisites, Corequisites, and Advisories; and
3. A resolution that seeks to give faculty the option of using either content review alone or content review with statistical validation.

The aforementioned recommendations will be brought to the Academic Senate for deliberation and approval. This implementation plan was drafted by the PTF and, if adopted, will represent the processes and procedures for the establishment of prerequisites, corequisites, and advisories that are in accordance with Title 5 §55003. This document seeks to establish the philosophy by which faculty might consider the need for prerequisites, corequisites, and advisories and the processes by which prerequisites, corequisites, and advisories are established.

In the creation of this document and its recommendations, two major sources were used; first, Guidelines for Title 5 Regulations Section 55003 Policies for Prerequisites, Corequisites and Advisories on Recommended Preparation - Chancellor's Office, California Community Colleges (February 3, 2012); and second, Implementing Content Review for Communication

**SUBJECT:** Content Review Implementation Plan

**DATE:** July 25, 2012

and Computation Prerequisites by the Academic Senate for the California Community Colleges (spring 2011).

### Rationale

According to the Academic Senate for the California Community Colleges, “Declines in student success as measured by course, program, and degree completion rates led faculty to conclude that more must be done to communicate the level of student preparation necessary for success in a limited but crucial range of courses in community colleges.”<sup>1</sup> Recent recommendations made by the Student Success Task Force further emphasize the need to “ration education” and to ensure that students are able to successfully move toward their educational goals more quickly.<sup>2</sup> To comply with changes to Title 5 §55003, the Mt. San Antonio College Board of Trustees will delegate authority to the Academic Senate to ensure that the implementation process for prerequisites, corequisites, and advisories is systematic and rigorous and will lead to course completion and student success. Providing students with accurate information about the appropriate preparation needed to succeed in courses is a professional responsibility. Given the impact that prerequisites, corequisites, and advisories can have on a student’s ability to pursue his or her goals, the establishment of the prerequisites, corequisites, and advisories “must be implemented with careful consideration of both student access and student success.”<sup>3</sup>

The Educational Design Committee is charged with the responsibility for establishing prerequisites, corequisites, and advisories to courses during the approval process according to standards and criteria established in Title 5, §55002. The Academic Senate will establish a Content Review Implementation Plan in accordance with Title 5. This plan will be reviewed and revised as necessary by the Academic Senate.

Discipline faculty will recommend to the Educational Design Committee the prerequisites, corequisites, and advisories to courses through content review alone, or content review with statistical validation using the processes outlined in the Content Review Implementation Plan.

Courses that have prerequisites, corequisites, and advisories that are required by statute or regulation; or that are part of a closely-related lecture-laboratory course pairing within a discipline; or are required by four-year institutions; or for which baccalaureate institutions will not grant credit unless the course has the particular communication or computation skill

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<sup>1</sup> Implementing Content Review for Communication and Computation Prerequisites Academic Senate for the California Community Colleges adopted spring 2011

<sup>2</sup> Advancing Student Success in California Community Colleges Student Success Task Force recommendations – Adopted by the Board of Governors January 9, 2012

<sup>3</sup> Guidelines for Title 5 Regulations Section 55003 Policies for Prerequisites, Corequisites and Advisories on Recommended Preparation - Chancellor’s Office, California Community Colleges - February 3, 2012

**SUBJECT:** Content Review Implementation Plan

**DATE:** July 25, 2012

prerequisite [Title 5 §55003(e)] are exempt from content review. It is the faculty's responsibility to document the exemption at the time of course submission.

### Philosophy Statement

- The establishment of or removal of prerequisites, corequisites, or advisories is a professional faculty obligation that must occur during the ongoing process of course development and course review.
- Discipline faculty members are best suited to determine whether students are highly unlikely to receive a satisfactory grade in the target course unless the student has met the proposed prerequisite, corequisite, or advisory.
- The implementation of prerequisites, corequisites, or advisories requires planning to ensure that resources are allocated to meet any increased operational demands, and demand for assessment, counseling services, and basic skills course offerings for students.
- The establishment of prerequisites, corequisites, or advisories is not a means to control or manage enrollment.
- The processes to establish prerequisites, corequisites, or advisories must meet Title 5 compliance and utilize existing processes.

The implementation plan includes the following components:

- A. Content Review Process;
- B. Establishment of a Content Review Committee;
- C. Faculty agreement to teach to the Course Outline of Record (COR);
- D. Process for ensuring that qualified faculty teach the prerequisite or corequisite course;
- E. Process for challenging a prerequisite or corequisite course; and
- F. Other considerations.

### **A. Content Review Process**

#### Definitions

According to Implementing Content Review for Communication and Computation Prerequisites by the Academic Senate for the California Community Colleges (spring 2011), content review can be defined as “the delineation of skills and knowledge that are necessary to succeed in the course and the assignments or assessments that make this preparation necessary.” Content review utilizes all aspects of the Course Outline of Record (COR) as well as other existing data or information. A well written COR provides

**SUBJECT:** Content Review Implementation Plan

**DATE:** July 25, 2012

the objectives, methods of evaluation, and sample assignments that ensure consistency across sections while permitting faculty the freedom to make instructional decisions. The COR maintains the integrity of the course from one section to another and creates consensus in regards to the demands of preparation prior to enrollment of the target course.

Further, the Academic Senate for the California Community Colleges suggests that the “curriculum committee must vote separately to establish the prerequisite based on evidence provided by the target discipline faculty that demonstrates that the prerequisite is both necessary and appropriate.”

The following definitions are taken from Guidelines for Title 5 Regulations §55003 Policies for Prerequisites, Corequisites and Advisories on Recommended Preparation - Chancellor’s Office, California Community Colleges (February 3, 2012)

**Prerequisites** are conditions of enrollment that students are required to meet prior to enrollment in particular courses and programs. The assignment of a prerequisite to a course signifies that the course skills, or body of knowledge described in the prerequisite, are essential to the success of the student in that course and that it is highly unlikely that a student who has not met the prerequisite will receive a satisfactory grade in the course for which the prerequisite has been established.

**Corequisites** also signify that a body of knowledge or course skills are essential to the success of a student in a course. However, this body of knowledge or course skills can be acquired or developed concomitantly with the primary course. Therefore, a student is required to enroll in a corequisite simultaneously with (or, in some cases, may be allowed to enroll in the corequisite prior to) the primary course.

**Advisories** signify that acquisition of a body of knowledge or course skills will be of great advantage to a student prior to enrollment in a specific course. However, enrollment in a course to acquire this knowledge or skills is not required, merely recommended.

The following outlines the **faculty’s professional responsibility** when establishing, maintaining, or removing prerequisites, corequisites, or advisories

Appendix A describes sources of qualitative and quantitative data available to faculty. Relevant information and/or data must be used to establish prerequisites, corequisites, or advisories.

1. Content Review Process for Adding a New Prerequisite, Corequisite, or Advisory to a New or Existing Course

For courses course that need an advisory:

**SUBJECT:** Content Review Implementation Plan

**DATE:** July 25, 2012

- Complete the content review form which includes rationale at the time of course submission.

For courses that are offered within the target discipline in a defined ordered sequence such as MATH 50, MATH 51, MATH 71:

- Complete the content review form which includes rationale at the time of course submission.

For courses for which the prerequisite or corequisite is within the target discipline but not in a defined order (Freshman Composition (ENGL 1A) is a prerequisite to Literary Types (ENGL 1B) and a Critical Thinking Courses (ENGL 1C), but the courses need not be taken in sequence. ENGL 1A could be followed by ENGL 1B or ENGL 1C and not in a defined order):

- Complete the content review form which includes rationale at the time of course submission

For courses that need a prerequisite or corequisite that is outside the discipline and the prerequisite or corequisite is NOT computation, reading, or composition (e.g., some biology courses require students take chemistry as a prerequisite):

- Complete the content review form at the time of course submission including the documentation and evidence used to make the decision to add a prerequisite or corequisite with course submission;
- Have a collegial consultation with the prerequisite discipline faculty at least three months prior to course submission;
- Review the Course Outline of Record (COR) of both the prerequisite or corequisite course and the target course to identify the required skills and knowledge students must have prior to enrolling in the target course and match those skills and knowledge to the prerequisite or corequisite course;
- Review sample assignments, methods of evaluation, syllabi, and tests when available; and
- Review data of success and retention of the target course, when available, to determine that evidence exists that the demonstrated prerequisite or corequisite is necessary and appropriate.

For courses that need a prerequisite or corequisite that is outside the discipline AND the prerequisite or corequisite is computation, reading, or composition, faculty are required to

**SUBJECT:** Content Review Implementation Plan

**DATE:** July 25, 2012

- Complete the content review form at the time of course submission including the documentation and evidence used to make the decision to add a prerequisite or corequisite with course submission;
- Have a collegial consultation with the prerequisite discipline faculty at least three months prior to course submission;
- Review the Course Outline of Record (COR) of both the prerequisite or corequisite course and the target course to identify the required skills and knowledge students must have prior to enrolling in the target course and match those skills and knowledge to the prerequisite or corequisite course;
- Review sample assignments, methods of evaluation, syllabi, and tests when available; and
- Review data of success and retention of the target course, when available, to determine that evidence exists that the demonstrated prerequisite or corequisite is necessary and appropriate.

2. Content Review Process to Maintain or Remove Existing Prerequisites, Corequisites, or Advisories as Part of the Four-year Course Review Process or Two-year Content Review Process for Career and Technical Education (CTE) Courses.

Title 5, Section 55003 requires that all “prerequisites and corequisites for vocational courses or programs shall be reviewed every two years. These processes shall also provide for the periodic review of advisories on recommended preparation.” To align with Title 5, CTE faculty will evaluate course requisites on a two-year cycle and submit a content review for course requisites to the Educational Design Committee (EDC) for review and recommendation using the established processes outline below.

For all courses that have advisories, faculty must;

- Submit an updated content review form including rationale at the time of course submission to ensure that discipline faculty still believes that the advisory is necessary.
- Look at the success and retention data to determine whether or not the advisory should remain, be removed, or be removed and a new prerequisite added.
- Ensure consultation with the prerequisite or corequisite faculty if the advisory is outside the discipline and computation, reading, composition in nature.
- Add a hard prerequisite if the data are compelling using the processes in this plan.

**SUBJECT:** Content Review Implementation Plan

**DATE:** July 25, 2012

For courses that are offered in a defined ordered sequence:

- Complete the content review form which includes rationale at the time of course submission.

For courses in which the prerequisite or corequisite is within the target discipline and the sequence is optional,

- Complete a content review form which includes rationale at the time of course submission for the two-year prerequisite content review or four-year course review.
- Examine qualitative and/or quantitative data to provide compelling rationale that the prerequisite or corequisite should be removed.

For courses that have an existing prerequisite or corequisite that is outside the discipline but not a computation, reading, or composition prerequisite or corequisite:

- Complete a content review form which includes rationale at the time of course submission for the two-year prerequisite content review or the four-year course review including the documentation and evidence used to make the decision to add or remove a prerequisite or corequisite with course submission.
- Review the Course Outline of Record (COR) of both the prerequisite or corequisite course and the target course to identify the required skills and knowledge students must have prior to enrolling in the target course and match those skills and knowledge to the prerequisite or corequisite course.
- Review sample assignments, methods of evaluation, syllabi, and tests.
- Review data of success and retention of the target course to determine that evidence exists that the existing prerequisite or corequisite is necessary and appropriate or should be removed.

For courses that need a prerequisite or corequisite that is outside the discipline AND the prerequisite or corequisite is computation, reading, or composition:

- Complete a content review form which includes rationale at the time of course submission for the two-year prerequisite content review or the four-year course review including the documentation and evidence used to make the decision to add or remove a prerequisite or corequisite with course submission.



**SUBJECT:** Content Review Implementation Plan

**DATE:** July 25, 2012

- Review the Course Outline of Record (COR) of both the prerequisite or corequisite course and the target course to identify the required skills and knowledge students must have prior to enrolling in the target course and match those skills and knowledge to the prerequisite or corequisite course.
  - Review sample assignments, methods of evaluation, syllabi, and tests.
  - Review data of success and retention of the target course to determine that evidence exists that the existing prerequisite or corequisite is necessary and appropriate or should be removed.
  - Review success and retention information of the target course when available to decide that evidence exists that the prerequisite or corequisite remains necessary and appropriate or should be removed.
  - Examine data disaggregated by race, ethnicity, gender, age, or disability to determine whether or not disproportionate impact exists.
3. Content Review Process to Examine Courses that have No Existing Prerequisites, Corequisites, or Advisories as part of the Four-Year Review Process
- Examine qualitative and quantitative data and/or other information as a regular process of program review and course review to balance success and access.
  - Determine whether students would benefit from the placement of prerequisites, corequisites, or advisories.

#### Statistical Validation Requests

Although content review is required for the establishment of prerequisites or corequisites, faculty may choose to conduct an additional statistical validation before placing a prerequisite or corequisite on a target course. Typically, statistical validation would be used to place a prerequisite or corequisite that is outside the discipline that is a computation, reading, or composition prerequisite or corequisite.

The Guidelines for Title 5 Regulations Section 55003 Policies for Prerequisites, Corequisites and Advisories on Recommended Preparation - Chancellor's Office, California Community Colleges (February 3, 2012) require that, "In addition to the content review described in the section above, statistical validation of a prerequisite or corequisite requires research. Data should be gathered according to sound research practices in at least one of the following areas:

**SUBJECT:** Content Review Implementation Plan

**DATE:** July 25, 2012

1. The extent to which students, those currently enrolled in the course or those who have completed it, believe the proposed prerequisite or corequisite is necessary.
2. Comparison of the faculty members' appraisal of students' readiness for the course to whether students met the proposed prerequisite or corequisite. The faculty appraisal could be done at any time in the semester that the College determined was appropriate and based on independent assignments, quizzes and exams, participation in class, or other indicators that the student was or was not ready to take the course.
3. Comparison of students' performance at any point in the course with completion of the proposed prerequisite or corequisite.
4. Comparison of student performance in the course to their scores on assessment instruments in the manner required to validate an assessment instrument and cut scores for the course in question."

**B. Content Review Committee Procedures** (for prerequisites or corequisites requiring computation, reading, and composition)

A Content Review Committee will be established to review the aforementioned processes. The committee will be a committee under the oversight of the Academic Senate. The committee will meet each spring to review new courses and course modifications with prerequisites, corequisites, and advisories. Membership will include reading, composition, math, and counseling faculty, a designee from Assessment and Matriculation, and a designee from Research and Institutional Effectiveness. This group will track the creation of new prerequisites, corequisites, and advisories and disseminate a report benchmarking the success in particular areas (e.g., social sciences) and notify the District and affected departments of the impact of new prerequisites on course offerings and student success.

**C. Professor's Formal Agreement to Teach the Course as Described**

Each professor acknowledges the Course Outline of Record (COR) as the official College document. Professors agree (in accordance with their contract) to teach to the COR. This applies specifically to those aspects of the course outline that serve as the basis for justifying the establishment of the prerequisite, corequisite, or advisory. Department chairs will ensure that the most current COR is made available to every faculty member.

**SUBJECT:** Content Review Implementation Plan

**DATE:** July 25, 2012

**D. Process to Ensure that Qualified Instructors Teach Prerequisite Courses**

Each department follows the hiring processes set forth in AP 7120. Department chairs in consultation with discipline faculty will ensure that all faculty teaching the prerequisite, corequisite, and advisory courses will have the appropriate skills and knowledge to teach those courses above and beyond the minimum qualifications.

**E. Challenge Process**

In accordance with Title 5 §55003(p) and (q) Student Challenge of Prerequisites or Corequisites, students may challenge a prerequisite or corequisite for a course. A prerequisite/corequisite cannot be “waived,” but students have the ability to demonstrate that they meet the prerequisite or corequisite on the following criteria, and course eligibility may be granted. The challenge must be based on at least one of these specific grounds:

1. The prerequisite has been met at another college - The student will bring appropriate college transcripts to the Admissions and Records Office to determine eligibility for the target course. The student may be asked to provide a copy of the course description from the catalog of the college attended. The Admissions and Records Office (in consultation with Department Chairs, as necessary) will determine the student’s eligibility based on courses taken elsewhere.
2. The student has the knowledge or ability equivalent to the prerequisite/corequisite for the course in question but has not formally met the established prerequisite or corequisite - The student will go directly to the department of the target course. The department chair or other faculty member will determine if the student has the knowledge or ability required to be successful in the class based on work experience, military service, and/or other factors.
3. The prerequisite or corequisite course has not been made reasonably available, and waiting until the prerequisite or corequisite is offered will create an undue delay in meeting educational goals - The student will meet with the Director of Assessment and Matriculation.
4. The prerequisite/corequisite is being applied in a discriminatory manner - The student will meet with the Director of Assessment and Matriculation.
5. The prerequisite violates the provisions of the State Education Code - The student will meet with the Director of Assessment and Matriculation.

**SUBJECT:** Content Review Implementation Plan

**DATE:** July 25, 2012

**F. Other Considerations**

Although the implementation of processes for establishing and maintaining prerequisites, corequisites, and advisories is the responsibility of the faculty, the District is responsible for supporting planning and providing other resources to meet any increased operational demands and demand for assessment, counseling services, and basic skills course offerings for students. Training and data must be made available so that the campus can balance access, success, and the intended purpose of the Title 5 modifications.

**This plan cannot be implemented unless the following training and reports are made available:**

1. Training in the implementation of and the use of data in establishing or maintaining prerequisites and corequisites for all faculty offered through POD faculty on a regular basis by the Curriculum Office.
2. Argos Report access and trainings offered through POD for all faculty on a regular basis and/or online training.
3. Availability of Argos Reports created by Research and IT
  - a. Course success and retention data disaggregated by English, Reading, and Math placement scores.
  - b. Course success and retention data disaggregated by gender, ethnicity, and age.

Submitted by the Prerequisite Task Force:

Michelle Grimes-Hillman, Chair, Assistant Curriculum Liaison  
 Carolyn Alexander, Professor of Fine Arts  
 Kristina Allende, Chair, English, Journalism, and Literature  
 Stacy Bacigalupi, Chair, Psychology and Education  
 Barbara Gonzales, Professor of Reading, Learning Assistance  
 Jennifer MacDonald, Director, Histotechnology  
 Chris McDonald, Chair, Mathematics, Computer Science  
 Barbara McNeice-Stallard, Director, Research and Institutional Effectiveness  
 Richard Myers, Professor of English, Journalism, and Literature  
 James Ocampo, Director, Assessment and Matriculation  
 Terri Long, Dean of Instructional Services

<b>BOARD OF TRUSTEES</b>	
<b>MT. SAN ANTONIO COLLEGE</b>	
<b>DATE:</b> <u>July 25, 2012</u>	<b>DISCUSSION</b>
<b>SUBJECT:</b> <u>Draft International Students Development Plan</u>	

**BACKGROUND**

At the request of the Board of Trustees, a draft International Students Development Plan was presented to the Board of Trustees at their Board Study Session on March 2, 2012. The Trustees requested a follow-up presentation to include additional information regarding enhanced services to students and a housing survey. The current update to the draft International Students Development Plan is based on informal input from staff and faculty involved in serving international students.

**ANALYSIS AND FISCAL IMPACT**

A proposal to create an International Students Advisory Committee to review and further develop the draft International Students Development Plan has been forwarded to the Presidents' Advisory Council. The composition of the Committee includes faculty appointed by the Academic Senate and classified staff appointed by CSEA.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees reviews the draft International Students Plan and provides direction to the College administration.

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Discussion #1

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

**DATE:** July 25, 2012

**DISCUSSION**

**SUBJECT:** Proposed Revisions to Board Policy 5140 – Students with Disabilities

**BACKGROUND**

A Policy for providing academic adjustments to eligible students with disabilities is required by Title 5 (section 56027). The College's Board Policy 5140 Students with Disabilities, is updated to comply with revised ADA and other laws. The primary purpose of this Policy is to establish that students with disabilities are welcomed and have rights to access any aspect of the College. The major changes to the Policy are that the provisions are tailored to students with disabilities. The Policy reinforces that the Disabled Student Programs and Services (DSPS) Office is the primary service provider for eligible students with disabilities and Human Resources (ADA/504 Compliance Officer) is a backup.

**ANALYSIS AND FISCAL IMPACT**

Board Policy 5140 has gone through the governance process of the College and is currently approved by various governance committees including the Academic Senate, President's Advisory Council, President's Cabinet, the Academic Mutual Agreement Council, and the Student Preparation and Success Council.

A different policy is written to address the accessibility needs of visitors and employees of the College, Board Policy 3440 – Individuals with Disabilities.

There is no fiscal impact to the College.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees receives for first reading and discussion proposed revision to Board Policy 5140 – Students with Disabilities.

Prepared by: Grace Hanson

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Discussion #2

**SUBJECT:** Proposed Revisions to Board Policy 5140 – Student with Disabilities

**DATE:** July 25, 2012

## Chapter 5 – Student Services

### BP 5140 - Students with Disabilities

#### References:

Education Code Sections 67302, 67310, 84850; Title 5, Sections 56000 et seq.; **29 U.S.C Section 794d**; 42 U.S.C. Section 12101; 34CFR Sections 104.3 and 104.44; 36CFR Section 11135; **36CFR, part 1194**

Under federal and State laws, the College is required to ensure that academic requirements and practices, facilities, electronic information technology, printed materials, and college services and activities are reasonably accessible to students with disabilities. The College will make modifications as necessary in order to provide equal access.

The Disabled Student Programs & Services (DSPS) Office shall be the primary provider for support programs and services that facilitate equal educational opportunities for students with disabilities who can benefit from instruction as required by federal and State laws.

DSPS services shall be available to students with professionally verified disabilities. The services to be provided are based on educational need and include, but are not limited to, priority registration, reasonable classroom and testing accommodations, sign language interpreters, **closed or open captioning**, printed college material in alternate formats, transportation from class to class, adaptive equipment, specialized classes and support programs, and disability and academic counseling.

The College President/CEO in consultation with the ~~Chief Student Services Officer~~ **Vice President, Student Services** shall assure that the DSPS Program conforms to all requirements established by the relevant law and regulations.

Students with disabilities have the right to receive reasonable academic adjustments in order to create an educational environment where they have equal access to instruction without fundamentally altering any course, educational program, or degree. Students with disabilities are not required to register with DSPS. The College's assigned **ADA/504 Compliance Officer** ~~Coordinator~~ is **will be** the contact point for students with professionally verified disabilities, not participating in DSPS, who need reasonable accommodations in order to equally participate in the regular educational programs at the College.

Adopted 6.23.04

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

**DATE:** July 25, 2012

**DISCUSSION**

**SUBJECT:** New Board Policy 3440 – Individuals with Disabilities

**BACKGROUND**

The College is legally mandated to provide reasonable accommodations for students, employees and visitors of the College, whereas Board Policy 5140 establishes reasonable accommodations, or academic adjustments, for students with disabilities. Board Policy 3440 - Individuals with Disabilities, defines the College's commitment to all individuals with disabilities. It establishes the Human Resources Office as the primary service provider for employees and visitors with disabilities.

**ANALYSIS AND FISCAL IMPACT**

Board Policy 3440 has gone through the governance process of the College and is currently approved by various governance committees including the Academic Senate, President's Advisory Council, President's Cabinet, and Student Preparation and Success.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees receives for first reading and discussion proposed Board Policy 3440 – Individuals with Disabilities.

Prepared by: Grace Hanson

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Discussion #3



**SUBJECT:** New Board Policy 3440 – Individuals with Disabilities

**DATE:** July 25, 2012

## **Chapter 3 – General Institution**

### **BP 3440 - Individuals with Disabilities**

#### **References:**

Education Code Sections 67302, 67310, 84850; Title 5, Sections 56000 et seq.; 29 U.S.C Section 794d; 42 U.S.C. Section 12101; 34CFR Sections 104.3 and 104.44; 36CFR Section 11135; 36CFR, part 1194, BP 3410, BP 3420

Under federal and State laws, the College is required to ensure that academic requirements and practices, facilities, electronic information technology, printed and audiovisual materials, and College services and activities are reasonably accessible to individuals with disabilities. The College will make modifications and adjustments as necessary in order to provide equal access.

The Disabled Student Programs & Services (DSPPS) Office shall be the primary provider for support programs and services that facilitate equal educational opportunities for students with disabilities who can benefit from instruction as required by federal and state laws. Refer to BP 5140 for more specific information relating to students with disabilities.

The College's assigned ADA/504 Compliance Officer will be the contact point for visitors, employees, and students with professionally verified disabilities, not participating in DSPPS, who need reasonable accommodations in order to equally participate in programs and activities at the College.

The College President & CEO in consultation with the Vice President of Human Resources shall assure that the College conforms to all requirements established by relevant laws and regulations.

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

**DATE:** July 25, 2012

**DISCUSSION**

**SUBJECT:** New Board Policy 7211 – Minimum Qualifications and Equivalencies

**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. The College has utilized the shared governance process to review the proposed revision to Board Policy 4260. The review includes input from President's Cabinet, Academic Mutual Agreement Council, and the Academic Senate.

**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 new 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 approves Board Policy 7211 – Minimum Qualifications and Equivalencies.

Prepared by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Discussion #4

**SUBJECT:** New Board Policy 7211 – Minimum Qualifications and Equivalencies

**DATE:** July 25, 2012

## **Chapter 7 – Human Resources**

### **BP 7211 - Minimum Qualifications and Equivalencies**

References:

Education Code Sections 70902(d), 87001, 87003, 87359, 87743.2; Title 5 Section 53400, et seq.

Faculty shall meet the minimum qualifications established by the Board of Governors as presented in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors.

It is the policy of the District to provide an opportunity for individuals applying for academic positions within the District to demonstrate their qualifications as presented either by the aforementioned minimum qualifications or through a locally approved equivalency.

For determining appropriate equivalencies to the State's minimum qualifications, the Board agrees to accept the recommendations of the Academic Senate as authorized by Education Code Section 70902(d). The process, criteria, and standards by which the Academic Senate will reach its determinations are delineated in Administrative Procedure 7211, which is developed and agreed upon jointly by the Academic Senate and the College President & CEO as the Board's designee. Equivalencies may not waive or lower standards so as to accept less-qualified individuals. Equivalencies shall be determined for disciplines, not for courses or subject areas within disciplines.

The Academic Senate's Equivalency Committee is tasked with making recommendations to the Academic Senate regarding the requirements of Education Code Section 87359 and shall:

- Recommend the criteria to be used for determining equivalency;
- Evaluate the acceptability of proposed equivalencies in accordance with AP 7211;
- Recommend proposed equivalencies to the Academic Senate;
- Maintain the currency of established equivalencies; and
- Monitor the equivalency process so as to ensure that it is effective, fair, consistent, and meets legal requirements

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

**DATE:** July 25, 2012

**DISCUSSION**

**SUBJECT:** Proposed Revisions to Board Policy 4260 – Prerequisites, Corequisites,  
and Advisories

**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. The College has utilized the shared governance process to review the proposed revision to Board Policy 4260. The review includes input from President's Cabinet, Academic Mutual Agreement Council, and the Academic Senate.

**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 approves the proposed revisions to Board Policy 4260 – Prerequisites, Corequisites, and Advisories.

Prepared by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Discussion #5

**SUBJECT:** Proposed Revisions to Board Policy 4260 – Prerequisites, Corequisites, And Advisories

**DATE:** July 25, 2012

## Chapter 4 – Academic Affairs

### **BP 4260 – Prerequisites, ~~Co-requisites~~ Corequisites, and Advisories**

References:

**Education Code Section 78016**, Title 5, Section 55000, **55003, Board Policy 3255**

#### Information in the Catalog and Schedule of Classes

The College shall provide the following explanations both in the College catalog and in the schedule of classes:

1. Definitions of prerequisites, ~~co-requisites~~ **corequisites**, and limitations on enrollment including the differences among them and the specific prerequisites —~~co-requisites~~ **corequisites**, and limitations on enrollment that have been established.
2. A procedure for a student to challenge prerequisites, ~~co-requisites~~ **corequisites**, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge.
3. Definitions of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.

#### Challenge Process

The College shall establish a process by which any student that does not meet a prerequisite or ~~co-requisite~~ **corequisite** or who is not permitted to enroll due to a limitation on enrollment may seek entry into a class.

#### Curriculum Review Process

The College certifies that:

1. The Educational Design Committee has been established by mutual agreement of the administration and the Academic Senate.
2. The Educational Design Committee shall establish prerequisites, co-requisites, advisories on recommended preparation, and limitations on enrollment pursuant to Title 5. ~~and the California Community College Chancellor's Model District Policy.~~

**SUBJECT:** Proposed Revisions to Board Policy 4260 – Prerequisites, Corequisites,  
And Advisories

**DATE:** July 25, 2012

3. The Educational Design Committee shall verify and provide documentation that prerequisites and ~~co-requisites~~ **corequisites** meet the scrutiny specified in Title 5. ~~and the California Community College Chancellor's Model District Policy.~~

### Program Review

As a regular part of the **non-Career and Technical Education (CTE)** program review process, or at least every six years, the College shall review each prerequisite, ~~co-requisite~~ **corequisite**, advisory, and limitation on enrollment to establish that each is still supported by the faculty in the discipline or department and by the Educational Design Committee and is still in compliance with all other provisions of this policy and with the law.

**As a regular part of the CTE program review process, or at least every two years, the College shall review each prerequisite, corequisite, advisory, and limitation on enrollment to establish that each is still supported by the faculty in the discipline or department and by the Educational Design Committee and is still in compliance with all other provisions of this policy and with the law.**

### Implementing and Enforcing Prerequisites, ~~Co-requisites~~ Corequisites, and Limitations on Enrollment

The implementation and enforcement of prerequisites, ~~co-requisites~~ **corequisites**, and limitations on enrollment must be done in some consistent manner and not left exclusively to the classroom instructor. Therefore, the College shall establish procedures so that every attempt shall be made to enforce all conditions that the student must meet to be enrolled in a class through the registration process so that the student is not permitted to enroll unless the student:

1. has met all the conditions;
2. has met all except those for which he or she has a pending challenge, or;
3. has met all except those for which further information is needed before final determination is possible of whether the student has met the condition.

### Instructor's Professor's Formal Agreement to Teach the Course as Described

The College shall establish a procedure to ensure that **each section of the prerequisite or corequisite course will be taught by qualified faculty and** ~~courses~~ will be taught in accordance with the outline of record. This applies specifically to those aspects of the course

**SUBJECT:** Proposed Revisions to Board Policy 4260 – Prerequisites, Corequisites,  
And Advisories

**DATE:** July 25, 2012

outline that serve as the basis for justifying the establishment of the prerequisite, ~~ee-~~ prerequisite **corequisite**, or advisory.

Adopted May 26, 2004  
Revised February 27, 2008

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

**DATE:** July 25, 2012

**INFORMATION**

**SUBJECT:** Revision to Administrative Procedure 5140 – Students with Disabilities,  
and New Administrative Procedure 5141 - Students with Disabilities:  
Accessibility of Instructional Print Media - Alternate Media

**BACKGROUND**

Policies and procedures related to access and academic adjustments for students with disabilities are required by Title 5 (section 56027) as well as other stipulations per ADA and 504. Administrative Procedure 5140, Students with Disabilities, operationalizes Board Policy 5140 – Students with Disabilities, by specifying more precisely the process and the responsibilities involved in providing general, reasonable accommodations for students with disabilities. Procedures contained in Administrative Procedure 5140 were in need of updating to comply with current laws and to align with Board Policy 5140. The Disabled Student Programs & Services office is established as the primary service provider for academic adjustments for students with disabilities.

Administrative Procedure 5141, Students with Disabilities: Accessibility of Instructional Print Media is directly aligned to Board Policy 5140 and Administrative Procedure 5140. This set of procedures describes the requirements a student with a verified disability must follow to obtain print material in alternate formats (e.g. e-text, enlargements, Braille). Administrative Procedure 5141 is a brand new, separate set of procedures that outlines requirements for requests for alternate media that don't apply to other accommodation requests; such as being currently enrolled in the class, and purchasing print materials, and a textbook prior to the request for alternate media.

**ANALYSIS AND FISCAL IMPACT**

Both Administrative Procedure 5140 and Administrative Procedure 5141 have gone through the governance process of the College and are currently approved by various governance committees including the Academic Senate, President's Advisory Council, President's Cabinet, the Academic Mutual Agreement Council, and the Student Preparation and Success Council.

There is no fiscal impact to the College to establish Administrative Procedure 5140 and Administrative Procedure 5141.

**Funding Source**

Not applicable.

**RECOMMENDATION**

It is recommended that the Board of Trustees receives as information revisions to Administrative Procedure 5140 – Students with Disabilities, and the new Administrative Procedure 5141 - Students with Disabilities: Accessibility of Instructional Print Media.

Prepared by: Grace Hanson

Reviewed by: Audrey Yamagata-Noji

Recommended by: Bill Scroggins

Agenda Item: Information #1



**SUBJECT:** Revision to Administrative Procedure 5140 – Students with Disabilities,  
and New Administrative Procedure 5141 - Students with Disabilities:  
Accessibility of Instructional Print Media - Alternate Media

**DATE:** July 25, 2012

## Chapter 5 – Student Services

### **AP 5140 - ~~Individuals~~ Students with Disabilities—General Academic Adjustments**

#### **References:**

Education Code Sections 67302, 67310, and 84850; Title 5 Sections 56000 et seq.; 42 U.S.C. Section 12101; 34CFR Sections 104.3 and 104.44; 36CFR Section 11135, **BP 3440, BP 5140, AP 3450, AP 5141. AP 5142.**

~~Under federal and State laws, Mt. San Antonio College is required to ensure that academic requirements and practices, facilities, electronic information technology, printed materials, and College services and activities are reasonably accessible to individuals with disabilities. The college will make modifications as necessary in order to provide equal access.~~

The Disabled Student Programs and Services (DSPS) Office is the primary provider for support programs and services that facilitate equal educational opportunities for students with disabilities who can benefit from instruction as required by federal and State laws. Students with disabilities and/or community members with disabilities are not required to register with DSPS. The point of contact regarding accommodations for those groups is the **ADA/504 Coordinator** **Compliance Officer**.

The College maintains a plan for the provision of programs and services to students with disabilities designed to assure that they have equal access to College classes and programs. The yearly DSPS Program Plan, as required by the Chancellor's Office, describes processes, procedures, and requirements as well as a full description of the program. Other information regarding the goals and objectives of DSPS can be found in the DSPS Program Review document.

#### **Providing Academic Adjustments for Individuals with Disabilities**

**Students** ~~Individuals~~ with disabilities are assured equal access to educational institutions and all systems of communication under federal and State laws. Equal access for an individual with a disability is defined as the opportunity to obtain the same result, gain the same benefit or to reach the same level of achievement, in the most integrated setting appropriate to the person's needs. **Equal access is achieved either by providing universal access or by academic adjustments (accommodations). Academic adjustments or accommodations are modifications to the way instructional material is presented, learned, expressed, and/or assessed. In postsecondary settings, academic adjustments or accommodations may not fundamentally alter the essential requirements of a course, program, certificate, or degree (Section 504 of the Rehabilitation Act of 1973).**

**SUBJECT:** Revision to Administrative Procedure 5140 – Students with Disabilities,  
and New Administrative Procedure 5141 - Students with Disabilities:  
Accessibility of Instructional Print Media - Alternate Media

**DATE:** July 25, 2012

1. Verification. The **student** individual with a disability must provide medical documentation of the disability for verification of the need for academic adjustments or accommodations and is responsible for requesting adjustments or accommodations in a timely fashion. Students **should** submit their documentation to DSPS or **to the ADA/504 Compliance Officer. Students who** directly **submit documentation** to their professors **should be encouraged to register with DSPS. If the student prefers** if not to use DSPS services, **the ADA/504 Compliance Officer will address the issue of accommodations.** ~~It is strongly recommended that the professor receiving documentation directly from students, contact DSPS for assistance in determining and providing appropriate accommodations. Professors are not permitted to offer accommodations without authorization from DSPS or the ADA/504 Compliance Officer.~~
2. If the student does not have appropriate verification of disability, DSPS will initiate an assessment to determine and document a disability if within the scope of assessment services provided by DSPS and deemed necessary by a DSPS professional.
3. The DSPS professional who meets the standards established by State regulations will assess and document the extent and the effects of the current disability. Depending on the severity and educationally-related functional limitations of the assessed disability, the DSPS professional shall recommend accommodations immediately upon request of the student. The student will submit to his/her instructors, the accommodations authorization forms completed by the DSPS professional.
4. Requests. Once the disability is verified, the individual **student** completes the **a** form to request accommodations **every enrolled term** providing the necessary information regarding their needs and preferences for which type of accommodation when there are several **from which** to choose from (i.e., in the case of alternate formats, there is Braille, e-text, audio tape, etc.).
5. Student Enrollment and Requirements. Students must be **currently** enrolled in a credit or noncredit adult education course in order to request **and receive** academic adjustments.
6. Equal Access to Printed Materials ~~Widely distributed College produced printed material, such as marketing brochures, the credit and non-credit schedule of classes and the College Catalog, shall include the statement in a prominent location “Available in alternate formats upon request. Please contact Disabled Student Programs & Services at extension 4290.”~~

**SUBJECT:** Revision to Administrative Procedure 5140 – Students with Disabilities,  
and New Administrative Procedure 5141 - Students with Disabilities:  
Accessibility of Instructional Print Media - Alternate Media

**DATE:** July 25, 2012

~~7. Conversion of Material into Alternate Formats In the classroom setting, only materials that are deemed “required” by the instructor will be converted to alternate formats with only one format per student. Students will purchase all required textbooks and materials for the course and provide a copy for conversion. There is no charge to requesting individuals for conversion of material into alternate format.~~

~~8. Confidentiality and Security of Material All material submitted to DSPS for conversion into alternate formats will be guarded and locked when not in use. When the conversion process is complete, the material will be returned to its owner. All material will be kept confidential and its security is guaranteed. Requesting individuals must sign an agreement stating that they will not copy or reproduce the material, nor will they allow anyone else to do so.~~

~~69. The following **or similar** statement is recommended for inclusion on course syllabi and should be read at the first class meeting: “If you have special needs, please let me know as soon as possible so that I may assist you to be successful in this class. Students with disabilities are highly encouraged to register with Disabled Student Programs & Services (DSPS) located in the Student Services Building, lower level, (909) 594-5611, extension 4290274-4290, **or video phone (866) 954-4765** or TTY for the deaf (909)594-3447.”~~

### **Equal Access to Electronics and Information Technology**

~~Federal and State laws require that all electronic and information technology purchased or used by federal agencies must be accessible for use by persons with disabilities. This regulation applies to the development, procurement, maintenance and/or use of all electronic and information technologies. The Section 504 Coordinator will be responsible for Section 508 compliance. The following procedures have been approved to comply with this law.~~

~~1. The Information Technology Department will ensure that College employees who purchase or request recommendations about information technology products are informed of the accessibility requirements of Section 508.~~

~~2. The Grants Office will ensure that grant recipients are informed of their obligations under Section 508 requirements.~~

~~3. The Purchasing Department will ensure that vendors and other contract recipients are informed of their obligations under Section 508 requirements.~~

~~4. The College’s Webmaster will ensure that the College’s Home Web Pages and related links are accessible to individuals with disabilities as defined by World Wide Web Consortium (W3C).~~

**SUBJECT:** Revision to Administrative Procedure 5140 – Students with Disabilities,  
and New Administrative Procedure 5141 - Students with Disabilities:  
Accessibility of Instructional Print Media - Alternate Media

**DATE:** July 25, 2012

- ~~5. Media Services in concert with Disabled Student Programs and Services (DSPS) and the Television Production and Broadcasting Department will ensure that video and multimedia products developed by the College and/or housed by Media Services are equally accessible to individuals with disabilities and comply with Section 508.~~
- ~~6. The Instruction Office together with the Learning Resources Division and Professional and Organizational Development will ensure that faculty who develop web pages, online learning and other distance learning options for students are informed of their obligations under Section 508.~~
- ~~7. The Community Education Division will ensure that all faculty and staff are informed of their obligations under Section 508 requirements.~~
- ~~8. The Student Services Division will ensure that all faculty and staff are informed of their obligations under Section 508 requirements as they pertain to enrolled and prospective students.~~
- ~~9. The Marketing and Communication Office will ensure that all staff members are informed of their obligations under Section 508 requirements as they pertain to visitors on campus.~~
- ~~10. The Event Services Office will ensure that all staff members are informed of their obligations under Section 508 requirements as they pertain to visitors and events on campus.~~
- ~~11. The Dean of Library and Learning Resources will ensure that all library staff members are informed of their obligations under Section 508 as they pertain to library patrons.~~

### **Course Substitutions:**

If the student and the academic department mutually agree upon a course substitution, and the proposed course substitution meets the requirement of comparable concept mastery, the course substitution will be granted by the Chief Instructional Officer. If the academic department has denied a student's request for course substitution and the student remains unable to complete a course, the following steps must be completed.

1. The student must file a written, formal request for course substitution with DSPS. This request must be received by DSPS prior to enrolling in the student's final semester to avoid last-semester negotiations.

**SUBJECT:** Revision to Administrative Procedure 5140 – Students with Disabilities,  
and New Administrative Procedure 5141 - Students with Disabilities:  
Accessibility of Instructional Print Media - Alternate Media

**DATE:** July 25, 2012

2. A preliminary review of the student's disability-related need for a course substitution will be made taking into account the unique needs of each student. This review must be conducted by a team of appropriate professionals within DSPS including the Director of DSPS. Sufficient written documentation that the student meets all standardized criteria established by Title 5 and the Chancellor's Office relevant to the student's disability must be demonstrated to the DSPS office in order to proceed with a formal request (Sections 56032-56044 of Subchapter 1 of Chapter 7 of Division 6 of Title 5).
3. If the DSPS team determines that the above requirements are met, it will develop an educational plan for the student that addresses the student's particular disability, immediate and future educational and career goals, and how this particular course substitution will affect any prerequisite, graduation, or transfer requirements detailed by this educational plan. Within five instruction days of receiving the formal request, DSPS will present this plan in writing to an ad hoc committee consisting of the following: one representative from the Instruction Team, the Director of DSPS, the DSPS professional recommending the adjustment, the Dean, the Chair or faculty representative from the department of the course in question, and a designee from the Academic Senate. Additional representatives may be added if members of this committee deem it necessary. Within ten instruction days of the referral from DSPS, this committee will determine if the requested substitution constitutes a fundamental alteration of the educational program. The committee will also develop and submit to the student, a written individualized plan for accommodations or adjustments that address the appropriate educational needs as they relate to the educational goals of the student. The plan developed by the ad hoc committee becomes effective immediately and will be coordinated and implemented by DSPS. The Director of DSPS or his/her designee will ensure that the provisions of the plan are followed. If the ad hoc committee cannot reach consensus, then the matter will be referred to the **ADA/504 Compliance Officer** ~~Coordinator~~ to review and begin the Academic Adjustment Hearing Process within five instructional days.
4. Any course substitution provided for students determined to require such an academic adjustment should guarantee that any grade assigned to these students is based on their ability to demonstrate comparable concept mastery to that of other students enrolled in the course being replaced. For this reason, special project courses or others designated by the department may be assigned as the appropriate substitution courses and should incorporate those essential concepts as identified in the course outline of record for the course being replaced.
5. If the substituted course is required for transfer, and the student plans to transfer, the student is responsible for contacting the transferring institution regarding the acceptability of the substitution. Mt. SAC students will be informed in writing that a substitution granted by Mt. SAC may not be recognized by a subsequent educational institution.

**SUBJECT:** Revision to Administrative Procedure 5140 – Students with Disabilities,  
and New Administrative Procedure 5141 - Students with Disabilities:  
Accessibility of Instructional Print Media - Alternate Media

**DATE:** July 25, 2012

### **COMPLAINT/GRIEVANCE PROCESS FOR PROVIDING EQUAL ACCESS:**

**Students** ~~Individuals~~ with disabilities or professors who are not satisfied with the reasonable accommodation, purchase, use or agreement for accessing College-related information can appeal the decision following the procedure outlined below.

1. Discuss their concerns and offer suggestions for an alternate plan with their Counselor and/or the DSPS Instructional Specialist, Adaptive Technology. ~~Employees and members of the public with disabilities should bring concerns to the 504 Coordinator located in the Office of Human Resources.~~
2. If not satisfied with the outcome of Step 1 above, the **disabled student** requesting individual ~~may call for the Director of DSPS (for students) or the ADA/504 Compliance Officer Coordinator (for employees or members of the public)~~ to review the complaint and determine whether changes in the accommodations plan are warranted.
3. If not in agreement with the decision made by the DSPS Director or the **ADA/504 Compliance Officer** ~~Coordinator~~, the **disabled student** requesting individual ~~may notify the 504 Coordinator that they wish to appeal the decision by filing a statement of Grievance. Students are required to use AP 5530 Complaint/Grievance Process~~ **should use the Complaint/Grievance Process as specified in No. 9 below.**
4. The **ADA/504 Compliance Officer** ~~Coordinator~~ is responsible for informing the complainant of his/her rights, responsibilities and procedures and will convene an Equal Access Hearing Committee (see No. 9 below).
5. If an instructor has questions or concerns about an accommodation authorized by DSPS or requested by a student with a verified disability, the instructor should *promptly* contact the DSPS professional who authorized the accommodation(s). Informal meetings and discussion among the instructor, Department Chair or designee, the student, the appropriate members of DSPS and/or other appropriate members of the College community are essential at the outset, and will be completed within five instructional days following the request for the accommodation.
6. If no informal resolution can be found within five instruction days and the accommodation is not allowed, the DSPS professional, student, or the instructor will refer the matter to the **ADA/504 Compliance Officer** ~~Coordinator~~ as soon as possible for review. The **ADA/504 Compliance Officer** ~~Coordinator~~ will make a decision regarding the accommodation within five instruction days of having received the matter.

**SUBJECT:** Revision to Administrative Procedure 5140 – Students with Disabilities,  
and New Administrative Procedure 5141 - Students with Disabilities:  
Accessibility of Instructional Print Media - Alternate Media

**DATE:** July 25, 2012

7. If either the instructor or the student disagrees with the decision, they will contact the **ADA/504 Compliance Officer** ~~Coordinator~~ in writing within five instruction days. The **ADA/504 Compliance Officer** ~~Coordinator~~ will then proceed with the Equal Access Hearing process (see No. 9 below).
8. The accommodation originally authorized by DSPS will be allowed for a maximum of three instructional weeks during which time a resolution will be achieved. If the decision of the Committee is that the accommodation is not reasonable, the accommodation will either be modified or rescinded depending upon the Equal Access Hearing Committee's recommendations.
9. An Equal Access Hearing Committee will be convened by the **ADA/504 Compliance Officer** ~~Coordinator~~ to review the complaint/grievance. The committee will be comprised of the following voting members:
  - a. The Dean Student Services or designee;
  - b. The Vice President **of Instruction** ~~in charge of the affected area~~;
  - c. The appropriate Manager or Chairperson of the Division or Department;
  - d. Academic Senate President or his/her designee; **and**
  - e. Student representative appointed by the Associated Students.
10. The **ADA/504 Compliance Officer** ~~Coordinator~~ shall serve as Chairperson and will be responsible for providing a tape recording and written minutes of the hearing. All five (5) voting members, including the chair, shall constitute a quorum by which the hearing may proceed.
11. Both parties have the right to present witnesses, testimony, and evidence, but only as related to the case.
12. Both parties have the right to be accompanied by an advocate in the formal appeal hearing. Attorneys are not permitted unless the Committee finds that complex legal issues are raised by the case.
13. The hearing shall be closed to the public.
14. The Committee shall judge the evidence presented and shall render a written decision within five (5) instruction days following the beginning of the hearing; copies of the findings shall be forwarded to the College President/CEO, who will review the decision of the Committee and will either accept or modify it.

**SUBJECT:** Revision to Administrative Procedure 5140 – Students with Disabilities,  
and New Administrative Procedure 5141 - Students with Disabilities:  
Accessibility of Instructional Print Media - Alternate Media

**DATE:** July 25, 2012

15. The College President & CEO shall inform the complainant and the Committee of his/her final action by certified mail within ten (10) instruction days of the receipt of the Committee's recommendations.
16. Written minutes and a tape recording of the proceedings shall be kept in a confidential file by the College President & CEO and shall be available to both parties. All documents will be filed separately from personnel files of the participants.
17. The College President's & CEO's decision shall be the final decision rendered and shall be implemented within ten (10) instruction days.

**GENERAL PROVISIONS:**

1. A complaint can be withdrawn at any step of the process; however, the same complaint shall not be re-filed.
2. The **ADA/504 Compliance Officer** ~~Coordinator~~ can be consulted by any party regarding these procedures at any time.
3. **Accommodations may not fundamentally alter the essential requirements of any course, program, certificate, or degree. Professors may request a review of an accommodation authorized by DSPS if he or she has questions or concerns about the appropriateness of the accommodation (see No. 5 above).**
4. **Accommodations may not pose a direct threat to the health or safety of others.**
5. **Accommodations may not pose an undue financial or administrative burden on the College.**

**OTHER COMPLAINTS:**

Students, employees, or members of the public wishing to file complaints or grievances based upon discrimination on the basis of physical or mental disability should contact the College's **ADA/504 Compliance Officer** ~~Coordinator~~ located on campus, in the **Human Resources Office of the** Administration Building, (909) 594-5611, extension 4225 **274-4225**. The College's general grievance process is outlined in the Administrative Procedures.



**SUBJECT:** Revision to Administrative Procedure 5140 – Students with Disabilities,  
and New Administrative Procedure 5141 - Students with Disabilities:  
Accessibility of Instructional Print Media - Alternate Media

**DATE:** July 25, 2012

If these processes yield an unsatisfactory result, the Office for Civil Rights may be contacted regarding their complaint resolution processes:

United States Department of Education  
Office for Civil Rights  
Region IX  
Old Federal Building  
50 United Nations Plaza, Room 239  
San Francisco, CA 94102

The Mt. San Antonio College Catalog contains the most recent information regarding services available for students ~~individuals~~ with disabilities. This document is updated annually for currency and correctness.

**SUBJECT:** Revision to Administrative Procedure 5140 – Students with Disabilities,  
and New Administrative Procedure 5141 - Students with Disabilities:  
Accessibility of Instructional Print Media - Alternate Media

**DATE:** July 25, 2012

## Chapter 5 – Student Services

### AP 5141 - Students with Disabilities—Accessibility of Instructional Print Media—Alternate Media

#### References:

Education Code Sections 67302, 67310, 84850, Title 5, Sections 56000 et seq; 29 U.S.C. Section 794d; 42 U.S.C. Section 12101; 34CFR Sections 104.3, and 104.44, 36CFR Section 11135; 36CFR part 1194, BP 5140, BP 3440, BP 3410

Under federal and State laws, Mt. San Antonio College is required to ensure that all print instructional material is reasonably accessible to students with disabilities. The College will make modifications as necessary in order to provide equal access.

Alternate media is defined as instructional materials, textbooks, college publications, and/or library materials in formats accessible and usable by individuals with print disabilities. Examples of accessible formats are: digital talking books (such as DAISY, Learning Ally, MP3 audio, Kurzweil, large print, Braille tactile graphics, and e-text). Alternate media services will only be provided to students who have verified disability and whose disability-related functional limitations prevent them from reading regular print. Alternate media for students is provided by Disabled Student Programs & Services.

Students must:

1. have a documented disability that indicates print media is a reasonable accommodation;
2. be approved to receive alternate media by faculty or the Director in Disabled Student Programs & Services (DSPS), or the 504/ADA Officer;
3. be enrolled in the class for which alternate media is required;
4. purchase the book(s) or printed material(s) that are required for a class prior to requesting conversion to alternate media;
5. provide any additional required instructional material, such as syllabi or handouts, to the DSPS office for conversion;
6. complete and submit the necessary paperwork to DSPS or ADA/504 Officer in a timely manner; and

**SUBJECT:** Revision to Administrative Procedure 5140 – Students with Disabilities,  
and New Administrative Procedure 5141 - Students with Disabilities:  
Accessibility of Instructional Print Media - Alternate Media

**DATE:** July 25, 2012

7. be responsible in the use of alternate media.

Students who require assistance or information regarding alternate media may contact Disabled Student Programs & Services or the ADA/504 Compliance Officer. Students wishing to file a complaint regarding alternate media may follow the Complaint/Grievance Process for Providing Equal Access outlined in AP 5140.