



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 12, 2012

5:30 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

- 1. Conference with Legal Counsel - Settlement Agreements (two cases)**
- 2. Conference with Labor Negotiators Virginia Burley, Vice President, Instruction; and Bill Scroggins, President & CEO, per California Government Code Section 54957.6. Faculty Association; CSEA, Chapter 262; and CSEA, Chapter 651**

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.

CLOSED SESSION (continued)

3. **Government Code Section 54957.6: Negotiation with Unrepresented Employee**
(College President)
Designated Negotiator: Board President

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

ELECTION OF BOARD OF TRUSTEES OFFICERS

To comply with Education Code Section 35143, an annual organizational meeting must be held within 15 calendar days of the first Friday in December to elect officers of the Board. (See backup packet Pages 1 and 2.)

INTRODUCTIONS AND RECOGNITION

- **Introduction of the following newly appointed staff:**
Confidential Employee
 - **Brigitte Hebert**, Executive Assistant I (Fiscal Services)
- **Recognition:**
 - **Men's Soccer Team** captures 4th Straight State Championship, Defeating City College of San Francisco, 2-0.
 - Awarding of Certificates of Service to the following retiring employees:
 - **Robin Berilla-Whiteman**, Secretary (Student Life), 17 years of service
 - **Ronald Boerem**, Teaching Assistant (Learning Assistance Center), 36 years of service
 - **Don Hurdle**, Electrician (Facilities Planning and Management), 22 ½ years of service
 - **Olice King**, Senior Systems Analyst/Programmer (Information Technology), 12 years of service
 - **Carl Maxwell**, Custodian (Facilities Planning and Management), 20 years of service
 - **Tom Meikle**, Manager, Purchasing (Fiscal Services), 4 years of service

APPROVAL OF MINUTES

Approval of minutes of the regular meeting of November 14, 2012. (See backup packet Pages 3 through 11.)

PUBLIC COMMUNICATION

At this time, the Board of Trustees will listen to communication from the public on matters that are not on the agenda. Under provisions of the Brown Act, the Board is prohibited from discussing or taking action on oral requests that are not part of the agenda. Comments are limited to no more than three minutes per person.

REPORTS

The Board requests that constituent group reports and other scheduled reports be limited to no more than five minutes.

1. Associated Students Report
2. Senates
 - A. Academic Senate
 - B. Classified Senate
3. Employee Groups
 - A. Faculty Association
 - B. CSEA Units
 - C. Other Unrepresented Groups
4. 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.

5. President's Report – Bill Scroggins, President & CEO
 - Oral report by Vicenti, Lloyd & Stutzman representatives (Action #3)
6. Informational Report – Facilities Master Plan Update
 - Oral presentation by Gary Nellesen, Director, Facilities Planning and Management

CONSENT CALENDAR

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

ADMINISTRATIVE SERVICES

1. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet Pages 12 through 16.)
2. Consideration of ratification to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. These individuals were originally submitted to Auxiliary Services as vendor payment requests. (See backup packet Page 17.)
3. 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 18 through 20.)
4. Consideration of approval of Resolution No. 12-05 – Signature Changes to Existing Bank Accounts. (See backup packet Pages 21 through 31.)
5. Consideration of approval of the reissuance of stale-dated Warrant No. 16933164, in the amount of \$33.49. (See backup packet Page 32.)
6. Consideration of approval to reject a Claim Against the District by Student Number Ending in 5704 and that Administrative Services is instructed to notify the claimant and his legal counsel of the rejection in accordance with Government Code Sections 910 through 915.4. (See backup packet Page 33.)
7. Consideration of ratification of a contract with Fletcher, Heald & Hildreth, PLC to provide legal services related to the relocation of the KSAK transmitter for an amount not to exceed \$5,000. (See backup packet Page 34.)
8. Consideration of approval of an agreement with Hughes Network Systems, LLC to provide satellite services for the Mt. SAC Fire Academy facility in Ontario, CA. (See backup packet Page 35.)
9. Consideration of approval of an amendment to the Strata Information Group contract to provide technical and functional support services for 1,500 hours of consulting services at a cost not to exceed \$250,000 and extending the contract term to December 31, 2014. (See backup packet Pages 36 and 37.)

ADMINISTRATIVE SERVICES (continued)

10. Consideration of approval of a five-year agreement with The Vinewood Company to provide Department of State Architect (DSA) construction inspection services commencing January 1, 2013. (See backup packet Pages 38 and 39.)
11. Consideration of approval of a lease agreement between the College and Thacker Berry Farms for the property located at the southwest corner of Grand Avenue and Amar Road for the period of February 1, 2013, through July 31, 2013, with payment to the College of \$1,000 per month. (See backup packet Page 40.)
12. Consideration of approval to reduce the retention from 10% to 5% for Continental Plumbing, Inc. on the contract for the Child Development Center – Plumbing & Site Utilities package (Bid No. 2832). (See backup packet Page 41.)
13. Consideration of approval of agreements to provide Professional Design and Consulting Services with Hill Partnership, Inc. for the Agricultural Sciences Complex – Dog Kennel Addition project; and with P2S Engineering, Inc. for the Building 12 Modernization project. (See backup packet Page 42.)
14. Consideration of ratification of the following Change Orders:
 - Bid No. 2830 Child Development Center – Liberty Mutual/Safe Co. (General Contractor) – Change Order No. 2. (See backup packet Pages 43 and 44.)
 - Bid No. 2832 Child Development Center – Continental Plumbing (Plumbing Contractor) – Change Order No. 3. (See backup packet Page 44.)
 - Bid No. 2834 Child Development Center – Tri-Power Electric (Electrical Contractor) – Change Order No. 4. (See backup packet Page 45.)
 - Bid No. 2897 Agricultural Sciences Building Landscape – Harry H. Joh Construction, Inc. (General Contractor) – Change Order No. 3. (See backup packet Pages 47 and 48.)
 - Bid No. 2923 Technology Center Abatement – Janus Corporation (Hazardous Materials Abatement) – Change Order No. 1. (See backup packet Page 49.)
15. Consideration of approval of the following Contract Amendments:
 - Contract Student Support Services – HMC Architects (Professional Design and Consulting Services consultant) Amendment No. 2. (See backup packet Page 50.)

ADMINISTRATIVE SERVICES (continued)

- Contract Child Development Center – tBP Architecture (Professional Design and Consulting Services consultant) Amendment No. 14. (See backup packet Page 50.)
- Contract Project Management Services for the Child Development Center – TOMIT Consulting, Inc. (Professional Design and Consulting Services consultant) Amendment No. 1. (See backup packet Page 51.)
- Contract Facilities Master Plan Update 2009 – Marlene Imirzian and Associates Architects (Professional Design and Consulting Services consultant) Amendment No. 2. (See backup packet Page 51.)

16. Consideration of approval of the following Completion Notice:

- Bid No. 2906 Purchase and Installation of Kitchen Equipment for Culinary Arts Program, R. W. Smith & Co. (Contractor.)

17. Consideration of approval of the following Proposed Gifts and Donations to the College:

- NetafimUSA – Equipment: Netafim Techline Model #TLRW9-1810, valued by donor at \$1,350, to be used by the Agricultural Sciences Department.

HUMAN RESOURCES

18. Consideration of approval of Personnel Transactions, dated December 12, 2012. (See backup packet Pages 52 through 64.)

19. Consideration of approval of Renewal of Management Contracts. (See backup packet Pages 65 and 66.)

INSTRUCTION and STUDENT SERVICES

20. Consideration of approval for aeronautics students to participate in the Pacific Coast Intercollegiate Flying Association SAFECON 2013 in Salinas, CA, January 15–21, 2013. (See backup packet Page 67.)

21. Consideration of approval for forensics students and faculty members to attend the International Debate Education Association Tournaments in Xi'an and Beijing, China, May 25 to June 10, 2013. (See backup packet Page 68.)

22. Consideration of approval of program fees for students in the Basic Fire Academy. (See backup packet Page 69.)

23. Consideration of approval of student fees for color printing cards for Interior Design students. (See backup packet Page 70.)

INSTRUCTION and STUDENT SERVICES (continued)

24. Consideration of approval of activities and acceptance of funds for the Student Support Services grant. (See backup packet Pages 71 and 72.)
25. Consideration of approval of a contract with California Market Center for the Family and Consumer Sciences Discipline Industry Collaborative grant. (See backup packet Page 73.)
26. Consideration of approval of a contract with WebEx for the CyberWatch West grant. (See backup packet Page 74.)
27. Consideration of approval of a contract agreement with The Game. (See backup packet Page 75.)
28. Consideration of approval of a contract agreement with Flocasts, LLC. (See backup packet Page 76.)
29. Consideration of approval of new programs, new courses, and course modifications for the 2013-14 academic year. (See backup packet Pages 77 through 79.)
30. Consideration of approval of Community Services courses for Winter and Spring 2013. (See backup packet Pages 80 through 84.)
31. Consideration of approval of additions and changes to the Community Services Continuing Education Division. (See backup packet Pages 85 and 86.)
32. Consideration of ratification of a contract with The Upper Crust Catering for catering services rendered December 6-8, 2012, for the annual Wassail Dinner Concert. (See backup packet page 87.)

ACTION ITEMS

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

1. Consideration of approval to appoint Mike Shay and Jesus Mendoza to the Citizens Oversight Committee for a first two-year term, effective January 2013 through December 2014. (See backup packet Pages 88 and 89.)
2. Consideration of approval of an amendment to Dr. Scroggins' Employment Agreement to provide him a tax-sheltered annuity in the amount of \$10,000.00 per year, for the period July 1, 2012, to June 30, 2014. (See backup packet Page 90.)
3. Consideration of approval to accept the audit reports from Vicenti, Lloyd & Stutzman, Certified Public Accountants, for the fiscal year ending June 30, 2012, relating to books and records of the Mt. San Antonio Community College District, Financial Aid, and Mt. San Antonio College Auxiliary Services Corporation. (Distributed as separate documents.)

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. Receive for first reading and discussion proposed revisions to Board Policy 3410 – Nondiscrimination. (See backup packet Pages 91 and 92.)
2. Receive for first reading and discussion proposed new Board Policy 6625 – College Fund-raising. (See backup packet Pages 93 and 94.)
3. Receive for first reading and discussion proposed revisions to Board Policy 7130 – Compensation. (See backup packet Pages 95 and 96.)

INFORMATION ITEMS

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

1. Receive new Administrative Procedure 6610 – Facilities Project Prioritization. (See backup packet Pages 97 through 102.)
2. Receive revisions to Administrative Procedure 6625 – College Fund-raising. (See backup packet Pages 103 through 105.)
3. Receive revisions to Administrative Procedure 4105 – Distance Education. (See backup packet Pages 106 through 110.)
4. Receive revisions to Administrative Procedure 4270 – Use of General Education Courses Completed at Other Accredited Institutions. (See backup packet Pages 111 and 112.)

ADJOURNMENT

Future Board Meetings

January 23, 2013
February 27, 2013
March 27, 2013

Upcoming Events

December 14-15, 2012	Season of Light – 6:00-7:00 p.m., Randall Planetarium
December 15, 2012	Collaborative Divorce Workshop – 8:30 a.m.-12:30 p.m., Building 18, Room 15
December 16, 2012	Fall Semester Ends

Upcoming Events (continued)

December 21, 2012- January 1, 2013	Winter Recess – Campus Closed
January 6, 2013	Residency Determination Date
January 7, 2013	Winter Intersession Begins
January 11, 2013	Last Day to Change Residency for Spring Semester
January 16, 2013	Registration Begins for 2013 Spring Credit and Continuing Education Classes
January 21, 2013	Martin Luther King, Jr. Day – Campus Closed
January 23-23, 2013	2012 Special: Tales of the Maya Skies – 6:00-7:00 p.m., Randall Planetarium

Upcoming Sports Events

December 14, 2012	Women’s Basketball vs. L. A. Trade Tech – 6:00 p.m., Gymnasium
January 9, 2013	Men’s Basketball vs. L. A. Trade Tech – 5:00 p.m., Gymnasium
January 11, 2013	Women’s Basketball vs. Compton College – 6:00 p.m., Gymnasium
January 16, 2013	Women’s Basketball vs. El Camino College – 5:00 p.m., Gymnasium Men’s Basketball vs. Compton College – 7:00 p.m., Gymnasium
January 23, 2013	Women’s Basketball vs. East L. A. College – 5:00 p.m., Gymnasium Men’s Basketball vs. L. A. Harbor College – 7:00 p.m., Gymnasium
January 30, 2013	Women’s Basketball vs. Cerritos College – 5:00 p.m., Gymnasium Men’s Basketball vs. El Camino College – 7:00 p.m., Gymnasium
February 1, 2013	Women’s Basketball vs. Pasadena City College – 6:00 p.m., Gymnasium
February 6, 2013	Women’s Basketball vs. Long Beach City College – 5:00 p.m., Gymnasium Men’s Basketball vs. L. A. Southwest College – 7:00 p.m., Gymnasium

Upcoming Sports Events (continued)

- February 13, 2013 **Men's Basketball vs. Pasadena City College** – 7:00 p.m.,
Gymnasium
- February 20, 2013 **Women's Basketball vs. L. A. Southwest College** – 5:00 p.m.,
Gymnasium
- Men's Basketball vs. East L. A. College** – 7:00 p.m.,
Gymnasium

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

BOARD OF TRUSTEES

**BACKUP INFORMATION PACKET
FOR
REGULAR MEETING**

December 12, 2012



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

DATE: December 12, 2012 **ELECTION OF BOARD OFFICERS**

SUBJECT: Election of Officers – Annual Organizational Meeting

BACKGROUND

To comply with Education Code Section 35143, an annual organizational meeting must be held within 15 days of the first Friday in December to elect officers of the Board.

ANALYSIS AND FISCAL IMPACT

1. Although Education Code Section 35143 requires only that a president and secretary of the Board be elected, it has been the practice of the College to elect a President of the Board, Vice President of the Board, and Clerk of the Board for one-year terms.
2. In accordance with Board Policy, the College President serves as Secretary of the Board of Trustees.
3. Current officers:
 - Rosanne Bader, President
 - Manuel Baca, Vice President
 - Fred Chyr, Clerk
 - Bill Scroggins, Secretary
4. Responsibilities of officers:
 - President: The President of the Board of Trustees shall preside at all regular and special meetings; call special meetings as provided for by law; sign documents on behalf of the Board of Trustees as may require his/her signature; and represent the College in its relations with other Boards of Trustees.
 - Vice President: Shall assume the President's duties in the absence of the President of the Board.
 - Clerk: May sign documents that have been authorized by action on behalf of the Board of Trustees.
 - Secretary: May sign documents which have been authorized by action on behalf of the Board of Trustees.
5. Officers assume responsibility immediately after election.

Recommended by: Bill Scroggins Agenda Item: Election of Officers

SUBJECT: Election of Officers – Annual Organizational Meeting

DATE: December 12, 2012

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees elects officers of the Board.



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 14, 2012

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 6:04 p.m. on Wednesday, November 14, 2012. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present.

STAFF PRESENT

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

1. PUBLIC COMMUNICATION

None.

2. CLOSED SESSION

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

- **Conference with Legal Counsel – Settlement Agreements** (two cases)
- **Conference with Labor Negotiators Virginia Burley, Vice President, Instruction; and Bill Scroggins, President & CEO, per California Government Code Section 54957.6**
Faculty Association; CSEA, Chapter 262; and CSEA, Chapter 651

3. PUBLIC SESSION

The public meeting reconvened at 6:39 p.m. The Pledge of Allegiance was led by Laura Martinez, President, CSEA 262.

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

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

4. INTRODUCTIONS AND RECOGNITION

- **Introductions**

- Classified Employees

- **Jacques David**, Laboratory Technician – Art (Fine Arts) (present)
 - **Elizabeth Fendrich**, Parking Officer (Public Safety) (present)
 - **Jose Gutierrez**, Custodian (Custodial Services) (absent)
 - **Donald Lee**, Custodian (Custodial Services) (absent)
 - **Ula Matavao**, Educational Advisor (Arise) (present)
 - **Beth Quinlan**, Risk Management Specialist (Risk Management) (present)

- Promotion

- **Gabriela Hernandez**, Budget & Accounting Technician (Fiscal Services) (absent)

- **Recognition:**

- Awarding of a Certificate of Service to the following retiring Auxiliary Services employee:
 - **Diana Haas**, Payroll & Accounting Technician, 4 ½ years of service
Ms. Haas' Certificate of Service will be mailed to her home address.
- **Mt. SAC Wrestling Team's** first CCCAA South Duals Championship in school history will compete for the State Dual Championship on November 17 versus Fresno City College
- **Mt. SAC's Chamber Singers and Singcopation** took second place at the competition in China. They were approximately 75 entrants.
- **Mt. SAC's Football Team** dominated Riverside City College, 25-0, last Saturday and receives No. 1 seed in Southern California Playoffs – will host Saddleback College this Saturday at 6:00 p.m.
- **Mt. SAC's Men's and Women's Soccer Teams** advance to Regional Playoffs. The Men's team will host San Bernardino Valley College at home this Saturday at 12:00 noon.
- **Trustee Baca** was elected as the President of the Board of Governors for California Community Colleges.

5. APPROVAL OF MINUTES

It was moved by Trustee Baca, seconded by Trustee Hall, and passed to approve the minutes of the regular meeting of October 24, 2012. Student Trustee concurred.

6. REPORTING OF ACTION TAKEN IN CLOSED SESSION

- Regarding item No. 1: The Board voted 5-0 to approve a settlement in the amount of \$141,589.65 with American Electric Company, the Electrical Contractor for the Agricultural Sciences Building.
- Regarding item No. 2: None.

7. PUBLIC COMMUNICATION

- Members of the Caduceus Club, including Carmen Rexach (Professor, Anatomy, Physiology, and Microbiology and Club Advisor), Johana Rodriguez (Club President), Yuli Wang (Health Conference Co-Chair), and Dolores Van Gordon (Health Conference Co-Chair) introduced Dr. Andre Davim, from Natal, Brazil, and spoke about their exchange program. They introduced the club officers, showed a one-minute film about their club, and presented each of the Board members with a token gift.
- Kevin Camitta spoke about the shortage of classes and the extraordinary amount of time it takes to graduate and transfer to a four-year university. He urged the Board to take a look at the shortage of the number of core classes that are available.
- Rebecca McCollough, Cheryl Lynne Mulato, Elizabeth Zangenbery, Nayely Castrellon, Jonathan D'Souza, Susan Gosland, and Tianna Winters spoke to the Board regarding the future of the number of classes offered as a result of Proposition 30 passing, the College's reserves, and the \$5 million settlement from the City of Industry. They strongly urged the Board to look at the schedule of classes and to use this money to add sections, as soon as possible.

8. REPORTS

- Reports by the following constituency leaders were given and are posted on the College website with these minutes:
 - Ahmad Azawi, Associated Students President
 - Eric Kaljumagi, Academic Senate President
 - DeeJay Santiago, Classified Senate President
 - Jennifer Galbraith, Faculty Association President
 - Laura Martinez, CSEA Chapter 262 President
 - Johnny Jauregui, CSEA Chapter 651 President (no report)

9. BOARD COMMUNICATION

- Trustee Bader read the following reminder: "At this time, the Board of Trustees will report on matters related to attendance at conferences, professional affiliations, and community involvement directly related to their functions as Board members."
- A. All Board members shared the following comments:
- They welcomed new employees Jacques David, Elizabeth Fendrich, Jose Gutierrez, Donald Lee, Ula Matavao, and Beth Quinlan.
 - They congratulated Gabriela Hernandez on her promotion.
 - They congratulated Diana Haas on her retirement.
 - They wished success to the Wrestling, Football, and Soccer teams.
- B. Trustee Chen Haggerty reported the following:
- She was relieved that Proposition 30 passed.

C. Trustee Chyr had nothing to report this month.

D. Trustee Baca reported the following:

- He attended the Academic Senate plenary last week.
- He was asked to speak at the Veterans Job Fair sponsored by the U. S. Chamber of Commerce and L. A. County/Ventura EDD. There were a lot of employers and veterans in attendance.
- He attended the Diamond Bar Foundation Gala.
- He attended the Youth Science Center annual event.
- He attended the Associated Students Leadership Conference in Lake Arrowhead.
- He was elected the President of the Board of Governors for the California Community Colleges and spoke briefly about the financial issues of City College of San Francisco. He said that their administrators are working very hard to pull themselves out of this situation and that the Proposition 30 tax initiative will certainly help with the budget problems. However, they are still in danger of losing their accreditation.
- He, too, said that he's relieved that Proposition 30 passed, which was in large part, due to the students turning out to vote.
- He thanked the students who spoke earlier in the meeting regarding the budget and encouraged them to continue to ask questions, and he let them know that the Board is listening. He mentioned that, along with providing as many services as possible, the College also has a responsibility to maintain fiscal integrity for the students—that the State is still in a very precarious situation.

E. Trustee Hall reported the following:

- He is very proud of Trustee Baca for being elected as the President of the Board of Governors for California Community Colleges, and he mentioned that it's the first time that Mt. SAC has been represented at such a high level in the State.
- He attended the Associated Students Leadership Conference in Lake Arrowhead.
- He attended the Diamond Bar Foundation Gala.
- He and Trustee Chyr attended the Meals on Wheels dinner.
- He explained the political process for Proposition; that half of the money is guaranteed to be used for public safety institutions, i.e., police, fire departments, county sheriffs, etc. There is only a one-year guarantee for the money to go to schools. After that, he urged students to maintain vigilance in getting the Proposition 30 money directed to higher education.
- He attended the football game last weekend and plans to attend again this weekend.
- He commented that he hopes to attend the Caduceus Club's event in April.
- He cited several newspaper articles about Mt. SAC, particularly the installation of the Astronomy Dome.

- He attended the funeral of Michael Toshio Miyamoto, a Mt. SAC student and an 11-year patient of the City of Hope. He thanked Dr. Audrey Yamagata-Noji for her support of Michael until his recent death, on November 1, 2012, at the age of 18 years old.

F. Student Trustee Marin reported the following:

- She congratulated the new employees and Dr. Baca for his new position as President of the Board of Governors.
- She talked about how happy she was that Proposition 30 passed and thanked all those involved for their hard work.
- She attended the football game last weekend and plans to attend this weekend.
- She thanked the students who attended the meeting and plans to explain to the student body how the \$5 million City of Industry settlement and the College's reserves will be budgeted. She reassured the students that Mt. SAC has done an amazing job with their fiscal responsibilities.
- She also thanked Maryann Tolano-Leveque, the Associated Students Advisor, and Ahmad Azawi, Associated Students President, for their continuing support.

G. Trustee Bader reported the following:

- She personally thanked Dr. Baca for being selected as the President of the Board of Governors and said what an honor it is to have him representing Mt. SAC.
- She attended the Associated Students Leadership Conference in Lake Arrowhead.
- She attended the Citizens Oversight Committee meeting last week.
- She thanked and congratulated all those involved in the passage of Proposition 30. She remarked that, if it had not passed, Mt. SAC would have been faced with serious cuts.
- She reassured the students that the Board does listen to what they have to say, and that they are very fiscally prudent with the College's funds.
- She talked about the Veterans Day Virtual Wall of Honor that Mt. SAC sponsored, and she was proud to post something on the wall as the daughter of a WW II veteran and the wife of a Vietnam veteran. She also talked about an article in the Tribune that was about how veterans are thankful to Mt. SAC for what it does for them.

10. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed new employees Jacques David, Elizabeth Fendrich, Jose Gutierrez, Donald Lee, Ula Matavao, and Beth Quinlan.
- He congratulated Gabriela Hernandez on her promotion.
- He congratulated Diana Haas on her retirement.
- He wished success to the Wrestling team.

11. CONSENT AGENDA

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

ADMINISTRATIVE SERVICES

1. Approval of the Appropriation Transfers and Budget Revisions Summary.
2. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
3. Approval of the Quarterly Investment Report for the period ending September 30, 2012.
4. Approval of the Quarterly Financial Status Report for the period ending September 30, 2012.
5. Approval to reject a Claim Against the District by Student Number Ending in 8694 and that Administrative Services is instructed to notify the claimant and his legal counsel of the rejection in accordance with Government Code Sections 910 through 915.4.
6. Approval to reject a Claim Against the District by Student Number Ending in 2433 and that Administrative Services is instructed to notify the claimant of the rejection in accordance with Government Code Sections 910 through 915.4.
7. Approval of an agreement with Vangent for data management, reporting services, production, and mailing of 1098T forms to students to meet TRA requirements, for an amount not to exceed \$22,000.
8. Approval of an agreement with Los Angeles County Office of Education (LACOE) to provide network services and support for the period July 1, 2011, to June 30, 2014.
9. This item was pulled and acted upon separately (see paragraph No. 12).
10. This item was pulled and acted upon separately (see paragraph No. 13).
11. Ratification of the following Change Order:
 - Bid No. 2897 Agricultural Sciences Building Landscape – Harry H. Joh Construction, Inc. (General Contractor) – Change Order No. 2.
12. Approval of the following Contract Amendment:
 - Contract Facilities Emergency Operation Center Addition and Plan Room Renovation – Marlene Imirzian & Associates Architects (Professional Design and Consulting Services Contractor) Amendment No. 1.

13. Approval of the following Completion Notice:

- Bid No. 2808 Athletic Fields Project, General Consolidated Constructors, Inc. (Contractor)

HUMAN RESOURCES

14. This item was pulled and acted upon separately (see paragraph No. 14).

INSTRUCTION

15. Approval of an Associate in Arts in Theater for Transfer (AA-T) degree to be effective in the 2012-13 academic year, upon the Chancellor's Office approval.

16. This item was pulled and acted upon separately (see paragraph No. 15).

17. This item was pulled and acted upon separately (see paragraph No. 16).

18. Approval for three Mt. SAC students and instructors Mark Boryta and Becca Walker to attend the American Geophysical Union Fall Conference in San Francisco from December 7-9, 2012.

19. Approval for the Mt. SAC Vocal Jazz Ensemble Singcopation to compete at the Next Generation Festival in Monterey, CA, April 5–7, 2013.

20. Approval for Mt. SAC students and Professor Carmen Rexach to attend the American Medical Student Association National Conference in Washington, DC, March 13–17, 2013.

21. Approval for Mt. SAC Forensics students and faculty to attend the Texas Two-Step Swing scheduled for January 25–27, 2013, in Hurst, TX.

22. Approval for the Communication Department to co-host the Close to the Coast Swing forensics tournament January 19–20, 2013.

23. Approval of activities for the Continuing Education Division.

24. Approval of the addition of a noncredit certificate and contract renewals in the Community Services Continuing Education Division.

12. **CONSENT ITEM #9: APPROVAL OF EXPENDITURES FOR THE 2012 FOOT LOCKER, INC. NATIONAL CROSS COUNTRY CHAMPIONSHIPS IN SAN DIEGO, CA, WITH NO IMPACT TO THE COLLEGE BUDGET; FUNDING IS CONTRACT-GENERATED**

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

Trustee Hall mentioned that this contract was previously administered through Auxiliary Services and is now running through the College. He suggested that, as these contracts are presented, at least for the first time, they be shared with the Trustees. President Scroggins agreed.

Motion carried. Student Trustee concurred.

13. CONSENT ITEM #10: APPROVAL OF AGREEMENTS TO PROVIDE PROFESSIONAL DESIGN AND CONSULTING SERVICES WITH INDEPENDENT ROOFING CONSULTANTS AND PAL ID STUDIO INC. FOR THE FACILITIES EMERGENCY OPERATIONS CENTER ADDITION AND PLAN ROOM RENOVATION PROJECT; AND WITH STEVEN FADER ARCHITECTS FOR THE PRINTMAKING RENOVATION AT THE ART CENTER BUILDING PROJECT

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

Dr. Hall requested information on the Facilities Emergency Operations Center Addition and Plan Room Renovation project. Dr. Scroggins indicated that it will be located in Building 23, where Bovis used to be, and it will be utilized for multiple purposes such as a facilities plan room, an operations center, facilities planning, etc. Vice President Gregoryk said that part of Building 23 will house Public Safety. Regarding the Emergency Operations Center, Mt. SAC will be in partnership with the City of Walnut, the Fire Department, and the Sheriff's Department. He indicated that, if Mt. SAC and the City of Walnut apply for a joint grant, there's a better chance of obtaining money to equip the Center.

Motion carried. Student Trustee concurred.

14. CONSENT ITEM #14: APPROVAL OF PERSONNEL TRANSACTIONS DATED NOVEMBER 14, 2012

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

Trustee Bader indicated that there was a correction on Page 37 – Personnel Transactions – under **Hourly Non-Academic Employees** - Julio Escobedo should be under **Substitute Employees**.

Trustee Hall noticed that Tom Meikle, Purchasing Manager, was listed on the Personnel Transactions as a retiree in December, and he commended and thanked Mr. Meikle for always being there and doing a great job when he needed him.

Motion carried. Student Trustee concurred.

15. CONSENT ITEM #16: APPROVAL OF AFFILIATION AGREEMENTS WITH AZUSA PACIFIC UNIVERSITY, CHAPMAN UNIVERSITY; CALIFORNIA STATE UNIVERSITY, FULLERTON; CALIFORNIA STATE UNIVERSITY, LONG BEACH; AND THE UNIVERSITY OF LA VERNE FOR STUDENTS ENROLLED IN THEIR ATHLETIC TRAINING DEGREE/CERTIFICATE PROGRAMS TO OBTAIN EXPERIENCE WITH MT. SAC ATHLETIC PROGRAMS AND STUDENTS

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

Trustee Chyr indicated that, due to his affiliation with the University of La Verne, he recused himself and abstained from voting on this item.

Motion carried. Trustee Chyr abstained. Student Trustee concurred.

16. CONSENT ITEM #17: APPROVAL OF AN AFFILIATION AGREEMENT WITH COMPTON FIRE DEPARTMENT FOR STUDENTS IN THE PARAMEDIC PROGRAM

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

Trustee Hall asked why Mt. SAC is doing an agreement with Compton Fire Department, when it is so far away. Vice President Burley indicated that, in general, Mt. SAC is desperate to find training opportunities for students and, when someone offers, we accept. Also, it might be due to the referral of over 100 students to Mt. SAC for paramedic training because they've discontinued this program in the Compton area.

Motion carried. Student Trustee concurred.

17. ACTION ITEM #1: AGREEMENT WITH HEARTLAND PAYMENT SYSTEMS TO PROVIDE ELECTRONIC CREDIT CARD PROCESSING FOR A THREE-YEAR TERM FROM JANUARY 1, 2013, TO DECEMBER 31, 2015

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

Vic Belinski, Chief Technology Officer, gave a presentation regarding the Banner Credit Card Processing at Mt. SAC. He indicated that the whole reason for this agreement is to save the College money. Currently, 94% of all transactions are via the web, and 57% of all transactions are via Debit Card. Today, Mt. SAC sends its Banner credit card transactions to a company called Official Payments. They do not process credit card payments; they collect them because they have a gateway to the Banner system. They charge Mt. SAC a flat rate of 2.5% for web charges and 2.25% for in-person charges. Then, Official Payments simply passes the file to Heartland Payment Systems, who does the processing. What's being recommended is to eliminate the middle man, Official Payments, and contract directly with Heartland Payment Systems. With the current process, Mt. SAC gets no discounts that are supplied by the Durbin Amendment, legislation that took place in 2011, which put caps on debit card transactions.

With the proposed process, Heartland Payment Systems will apply the Durbin Amendment savings on debit card transactions. A 12-month analysis shows that the effective blended rate to Mt. SAC will drop from 2.45% to approximately 1.5%, which includes the real-time interface cost to Banner and the Heartland fee of 40 basis points. Heartland Payment Systems is the sixth largest payment processor in North America; they process 11 million+ transactions per day; they process \$90 billion annually; and they have 250,000+ clients nationwide. The potential annual savings for Mt. SAC is \$100,000.

Mr. Belinski's presentation is posted on the College website with these minutes.

Motion carried. Student Trustee concurred.

18. ADJOURNMENT

Trustee Bader reminded everyone that the next Board meeting will be held on December 12, 2012, and she wished everyone a happy Thanksgiving.

The meeting adjourned at 8:25 p.m.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>December 12, 2012</u>	CONSENT
SUBJECT:	<u>Appropriation Transfers and Budget Revisions Summary</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

APPROPRIATION TRANSFERS
For the period 10/26/12 - 11/20/12

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 16,208
5000 Other Operating Expenses/Services	13,044
Total	\$ 29,252

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 226
2000 Classified/Other Nonacademic Salaries	3,894
6000 Capital Outlay	23,132
7000 Other Outgo	2,000
Total	\$ 29,252

Prepared by: <u> Rosa M. Royce</u>	Reviewed by: <u> Michael D. Gregoryk</u>
Recommended by: <u> Bill Scroggins</u>	Agenda Item: <u> Consent #1</u>

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: December 12, 2012

Restricted General Fund - 17

From:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 52,019
3000 Employee Benefits	14,437
5000 Other Operating Expenses/Services	44,892
7000 Other Outgo	1,000
Total	\$ 112,348

To:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 10,070
4000 Supplies/Materials	18,164
6000 Capital Outlay	84,114
Total	\$ 112,348

Child Development Fund - 33

From:

<u>Budget Classification</u>	<u>Amount</u>
7940 Assigned Fund Balance	\$ 8,895
Total	\$ 8,895

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 1,000
5000 Other Operating Expenses/Services	7,895
Total	\$ 8,895

Farm Operations Fund - 34

From:

<u>Budget Classification</u>	<u>Amount</u>
7940 Assigned Fund Balance	\$ 500
Total	\$ 500

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 500
Total	\$ 500

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: December 12, 2012

BAN Construction Fund - 44

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 2,194
Total	\$ 2,194

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 2,194
Total	\$ 2,194

Associated Students Trust Fund - 71

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 1,069
Total	\$ 1,069

To:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 1,069
Total	\$ 1,069

Other Trust Funds - 79

From:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 6,000
Total	\$ 6,000

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 1,160
5000 Other Operating Expenses/Services	4,840
Total	\$ 6,000

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: December 12, 2012

BUDGET REVISIONS
For the period 10/26/12 - 11/20/12

Unrestricted General Fund - 11 and 13

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
868800 2012-13 Mandated Block Grant	\$ 780,684
887730 Ceramics, Clay Fees	6,169
888545 Nursing Kaplan Integrated Test Fees	39,238
889000 Risk Management - Safety Credits	566
898002 2012-13 AMLA Presidential Award	<u>2,000</u>
Total	\$ 828,657

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 8,735
5000 Other Operating Expenses/Services	39,238
7950 Unassigned Fund Balance	<u>780,684</u>
Total	\$ 828,657

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
812000 2012-13 AANAPISI - Year 2	\$ 281,141
814000 2012-13 TANF	9,094
819000 2012-13 Personal and Home Care Training	124,337
862200 2012-13 EOPS	31,863
862500 2012-13 CalWorks	30,801
862902 2012-13 CARE	5,119
869000 Child Development Workforce Initiative	244,064
882000 Bringing Theory to Practice	1,000
885100 Mt. SAC Pilot Course - Rental Portion	79,257
886000 Mt. SAC Pilot Course - Rental Portion	<u>365</u>
Total	\$ 807,041

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 138,315
2000 Classified/Other Nonacademic Salaries	283,452
3000 Employee Benefits	65,530
4000 Supplies/Materials	71,555
5000 Other Operating Expenses/Services	150,803

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: December 12, 2012

6000	Capital Outlay	\$	13,600
7000	Other Outgo		<u>83,786</u>
Total		\$	807,041

Child Development Fund - 33

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
812000 Parent in School Program	\$ <u>140</u>
Total	\$ 140

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ <u>140</u>
Total	\$ 140

RECOMMENDATION

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$29,252), Restricted General Fund (\$112,348), Child Development Fund (\$8,895), Farm Operations Fund (\$500), BAN Construction Fund (\$2,194), Associated Students Trust Fund (\$1,069), and Other Trust Funds (\$6,000) pursuant to the California Code of Regulations, Title 5, Section 58307.

Further authorization is requested to approve the budget revisions and allow expenditures within the Unrestricted General Fund (\$828,657), Restricted General Fund (\$807,041), and Child Development Fund (\$140) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

DATE: December 12, 2012

CONSENT

SUBJECT: Independent Contractors - Formerly Vendor Payment Requests

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. The independent contractors submitted by Instruction were originally submitted to Auxiliary Services as vendor payment requests; but, following the transition of Auxiliary Services to Fiscal Services, they were denied as vendor payments and are now being resubmitted as independent contractor requests. Following is a list of independent contractors for Board approval:

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Denise Lane	Instruction - Child Development Workforce Initiative Grant	Provide CPR Training	11/15/12-4/30/13	\$4,000
Denise Lane	Instruction – Perkins Grant	Cater Child Development Advisory Committee Meeting	11/16/12	\$342
Victoria Randall	Instruction - LA84 Foundation Grant	Design Youth Days Brochure	11/9/12-12/1/12	\$650
Ron Suffredini	Instruction – Music	Expert Repair to Bass Equipment	8/22/12	\$80

Funding Sources

- Unrestricted General Fund – Instruction - Music.
- Restricted General Fund - Instruction – Child Development Workforce Initiative Grant, Perkins Grant, and LA84 Foundation Grant.

RECOMMENDATION

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

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #2

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

DATE: December 12, 2012

CONSENT

SUBJECT: Independent Contractors

BACKGROUND

Approval of Independent Contractors.

ANALYSIS AND FISCAL IMPACT

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

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Leo Acosta	Instruction – Mt. SAC Water Forum Grant	Judge, Competition	12/1/12- 12/31/12	\$200
April Aoki	Instruction - Music	Replacement Accompanist Performer, Wassail Dinner and Concert (peplacing Andrea Thiele, Board approved on 11/14/12.)	12/6/12- 12/8/12	\$1,250
Lauren Becker	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Keynote Speaker, Fashion Symposium	1/1/13- 6/30/13	\$500
Lauren Becker	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Develop Static Contest rules for Fashion Symposium	1/1/13- 6/30/13	\$300
John Burdett	Instruction – Music	Clinician, Wind Ensemble Festival	3/27/13- 3/28/13	\$400

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #3

SUBJECT: Independent Contractors

DATE: December 12, 2012

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Sunny Cannon	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Oversee Accessories Contest for Fashion Symposium	1/1/13-6/30/13	\$250
Onil Chibaz	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Presenter, Culinary Arts event	12/1/12-2/1/13	\$150
Michelle Craner	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Oversee Accessories Contest for Fashion Symposium	1/1/13-6/30/13	\$250
Judy Holt	Instruction – Music	Design case and insert for choral CDs	12/14/12	\$650
William Huff dba James & James Sound Engineers	Instruction - Music	Sound recording for instrumental music performances	12/14/12-2/22/13	\$350
Seyha Klam	Instruction - Mt. SAC Water Forum Grant	Judge, Competition	12/1/12-12/31/12	\$200
Pamela Knights	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Director, Fashion Symposium	1/13/13-6/30/13	\$500
Rachael Libolt	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Arrange four speakers for Fashion Symposium	1/13/13-6/30/13	\$250
Holly Luttrell	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Oversee Accessories Contest for Fashion Symposium	1/1/13-6/30/13	\$250
Kevin Mayse	Instruction - Music	Clinician, Wind Ensemble Festival	3/27/13-3/28/13	\$400
Diane McGroaty	Instruction – Family and Consumer Science (FCS) Discipline/Industry Collaborative Grant	Develop Static Contest rules for Fashion Symposium	1/1/13-6/30/13	\$300

SUBJECT: Independent Contractors

DATE: December 12, 2012

Provider	Area/Department	Service/Assignment	Date(s)	Amount Not to Exceed
Michael Olivier	Instruction – Mt. SAC Water Forum Grant	Judge, Competition	12/1/12-12/31/12	\$200
Kaye Ponnusamy	Instruction – Mt. SAC Water Forum Grant	Judge, Competition	12/1/12-12/31/12	\$200
Diane Graham dba Thee Christmas Tree Company	Music	Rental of five Christmas Trees, Stands, Delivery, and Pickup for Wassail Dinner	12/5/12-12/8/12	\$250

Funding Sources

- Restricted General Fund – Instruction - Family and Consumer Science (FCS) Discipline/Industry Collaborative Grant and Mt. SAC Water Forum Grant.
- Unrestricted General Fund – Instruction - Music.

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: December 12, 2012

CONSENT

SUBJECT: Resolution No. 12-05 – Signature Changes to Existing Bank Accounts

BACKGROUND

Pursuant to Section 84030 of the Education Code and in accordance with Section 58311 of Title 5 of the California Code of Regulations, it is the intent of the Legislature, Board of Governors, and the State Chancellor's Office to encourage sound fiscal management practices among community college districts. To that end, the Board of Governors has recognized district needs to maintain authorized bank accounts for certain types of district/college functions and activities. Accordingly, the governing board of any community college district may, for the purpose of expediting business services transactions and in accordance with sound business practices, establish separate bank accounts. All income derived from governing-board-approved activities or functions shall be deposited in these accounts for authorized expenditures in accordance with rules and regulations of the governing board.

In addition, the governing board of any community college district may establish clearing accounts for the deposit of any miscellaneous receipts (including receipts from the sale of property or materials pursuant to Sections 81457 or 81458 of the Education Code) and provide for withdrawals from such accounts. All money in any such bank accounts shall be paid into the appropriate county treasury within a reasonable time period. Also, the governing board of a community college district may establish a revolving cash fund account for the payment of services, material purchases, and supplemental salary payments when it has been determined that an error has been made in calculating or reporting employee payrolls.

Due to the Purchasing Manager retirement, it is necessary to add the Director, Safety & Risk Management to the authorized signers on some existing bank accounts. It is also necessary to change signatures on three Mt. SAC Auxiliary Services Accounts (SAC Book Rack, Auxiliary-General, and Payroll) as a result of the transition to Fiscal Services.

ANALYSIS AND FISCAL IMPACT

Periodically, Fiscal Services reviews existing bank accounts to determine if accounts may be closed or consolidated.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: William T. Scroggins

Agenda Item: Consent #4

SUBJECT: Resolution No. 12-05 – Signature Changes to Existing Bank Accounts

DATE: December 12, 2012

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees adopts a resolution to revise authorized signers for accounts payable, payroll, bank merchant, clearing, and revolving accounts pursuant to the California Community College Budget and Accounting Manual as authorized by Sections 84030 and 85266 of the Education Code, and in accordance with Section 58311 of Title 5 of the California Code of Regulations.

It is recommended that, in order to adequately safeguard and manage District assets, two authorized signatures be required on each check on every account, unless otherwise stated.

It is recommended that account signers, banks, and savings and loans not be authorized to issue counter checks or cashier's checks on any of the accounts.

It is recommended that the Board of Trustees authorizes the submission of revised signature cards to banking institutions for accounts that may be affected by personnel changes.

**RESOLUTION NO. 12-05
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA
RESOLUTION AUTHORIZING CHANGES TO EXISTING BANK ACCOUNTS**

WHEREAS, the Board of Trustees finds there is a need to establish new or changed bank accounts for clearing, revolving, payroll, and accounts payable accounts; and

WHEREAS, pursuant to the California Community College Budget and Accounting Manual as authorized by 84030 of the Education Code, and in accordance with 58311 of Title 5 of the California Code of Regulations, the Board of Trustees is authorized to establish such accounts; and

WHEREAS, pursuant to Education Code Section 85266, with the approval of the county superintendent of schools, the governing board of a community college district may cause warrants to be drawn on the county treasury against designated funds, except debt service, of the district in the county treasury in the payment of expenses of the district.

NOW, THEREFORE, BE IT RESOLVED that the accounts and custodians/account signers listed are duly authorized and approved.

CHANGES TO EXISTING ACCOUNTS

**Citizens Business Bank
1095 North Garey Avenue
Pomona, CA 91767**

Account Name:	Mt. San Antonio Community College District – Revolving Fund
Type:	Checking Account
Purpose:	Revolving cash fund used for emergency purposes, such as securing or purchasing services, materials, and payment of supplement salary due to payroll errors. This account is also used to order change funds.
Action:	Change Signature
Current Signatures:	William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Thomas G. Meikle, Virginia Burley (two signatures required)
New Signatures:	William T. Scroggins, Michael D. Gregoryk, Rosa Royce, Karen A. Saldana , Virginia Burley (two signatures required)

**Citizens Business Bank
1095 North Garey Avenue
Pomona, CA 91767**

Account Name: **Mt. San Antonio Community College District –
Community Education Clearing Account**

Type: Merchant/Checking Account

Purpose: Fees paid by credit cards for Community Education fee-based
classes.

Action: Change Signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Thomas G. Meikle, Virginia Burley (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Karen A. Saldana, Virginia Burley (two signatures required)

**Citizens Business Bank
1095 North Garey Avenue
Pomona, CA 91767**

Account Name: **Mt. San Antonio Community College District –
District Clearing Account**

Type: Checking Account

Purpose: Receipt of ACH Deposits

Action: Change Signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Thomas G. Meikle, Virginia Burley (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Karen A. Saldana, Virginia Burley (two signatures required)

**Citizens Business Bank
1095 North Garey Avenue
Pomona, CA 91767**

Account Name: **Mt. San Antonio Community College District –
Web Registration Credit Cards**

Type: Merchant/Checking Account

Purpose: Clearing account for all credit card activity related to web registration.

Action: Change Signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Thomas G. Meikle, Virginia Burley (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Karen A. Saldana, Virginia Burley (two signatures required)

**Citizens Business Bank
1095 North Garey Avenue
Pomona, CA 91767**

Account Name: **Mt. San Antonio Community College District –
Parking Services Credit Cards**

Type: Merchant/Checking Account

Purpose: Clearing account for all credit card activity related to Parking Services.

Action: Change Signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Thomas G. Meikle, Virginia Burley (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Karen A. Saldana, Virginia Burley (two signatures required)

**Citizens Business Bank
1095 North Garey Avenue
Pomona, CA 91767**

Account Name: **Mt. San Antonio Community College District –
Performing Arts Center**

Type: Merchant/Checking Account

Purpose: To handle all credit card charges for the Performing Arts Center
Box Office

Action: Change Signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Thomas G. Meikle, Virginia Burley (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Karen A. Saldana, Virginia Burley (two signatures required)

**Citizens Business Bank
1095 North Garey Avenue
Pomona, CA 91767**

Account Name: **Mt. San Antonio College Auxiliary Services –
SAC Book Rack**

Type: Merchant/Checking Account

Purpose: Clearing account for all credit card activity related to the SAC
Book Rack

Action: Change Signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Thomas G. Meikle, Virginia Burley (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Karen A. Saldana, Virginia Burley (two signatures required)

**Citizens Business Bank
1095 North Garey Avenue
Pomona, CA 91767**

Account Name: **Mt. San Antonio College Auxiliary Services –
General Account**

Type: Checking Account

Purpose: Main Bank Account for Mt. SAC Auxiliary Services

Action: Change Signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Thomas G. Meikle, Virginia Burley (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Karen A. Saldana, Virginia Burley (two signatures required)

**Citizens Business Bank
1095 North Garey Avenue
Pomona, CA 91767**

Account Name: **Mt. San Antonio College Auxiliary Services –
Payroll Account**

Type: Checking Account

Purpose: Mt. SAC Auxiliary Services account for payroll checks

Action: Add Signatures

Current Signatures: Michael D. Gregoryk, Sid Young (two signatures required)

New Signatures: **William T. Scroggins**, Michael D. Gregoryk, **Rosa Royce**,
Karen A. Saldana, **Virginia Burley** (two signatures required)

**City National Bank
3424 Carson Street
Torrance, CA 90503**

Account Name: **Mt. San Antonio Community College District –
Federal Perkins Loans**

Purpose: Main Bank Account for Mt. SAC Auxiliary Services

Action: Change Signature

Current Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Thomas G. Meikle, Virginia Burley (two signatures required)

New Signatures: William T. Scroggins, Michael D. Gregoryk, Rosa Royce,
Karen A. Saldana, Virginia Burley (two signatures required)

**Bank of America
Southern California Government Services
333 South Hope Street, 13th Floor
Los Angeles, CA 90071**

Account Name: **Mt. San Antonio Community College District –
Payroll Warrants**

Type: Payroll Warrants

Purpose: Issue Payroll Warrants Only

Action: No Change

Current Signatures: Facsimile signature for Michael D. Gregoryk, Vice President,
Administrative Services; or Rosa Royce, Associate Vice
President, Fiscal Services

**Bank of America
Southern California Government Services
333 South Hope Street, 13th Floor
Los Angeles, CA 90071**

Account Name: **Mt. San Antonio Community College District –
Payroll Direct Deposits**

Type: ACH Account Payroll Direct Deposits

Purpose: ACH Account for processing Payroll Direct Deposits only

Action: No Change

Signatures: No signature required; File transfer only

**Bank of America
Southern California Government Services
333 South Hope Street, 13th Floor
Los Angeles, CA 90071**

Account Name: **Mt. San Antonio Community College District –
Commercial Warrants**

Type: Commercial Warrants

Purpose: Issue Warrants for Accounts Payable only

Action: No Change

Current Signatures: Facsimile signature for Michael D. Gregoryk, Vice President,
Administrative Services; or Rosa Royce, Associate Vice
President, Fiscal Services

**Bank of America
Southern California Government Services
333 South Hope Street, 13th Floor
Los Angeles, CA 90071**

Account Name: **Mt. San Antonio Community College District –
ACH Vendor Payments**

Type: ACH Vendor Payments

Purpose: Electronic File Transfer for Vendor Payments only

Action: No Change

Signatures: No Signature Required: Electronic Transfer only

**Bank of America
Southern California Government Services
333 South Hope Street, 13th Floor
Los Angeles, CA 90071**

Account Name: **Mt. San Antonio Community College District –
Sweep Account**

Type: Sweep Account

Purpose: Sweep Account for making deposits directly with the Los Angeles
County Treasurer's Office

Action: No Change

Current Signatures: Michael D. Gregoryk, Vice President, Administrative Services; and
Rosa Royce, Associate Vice President, Fiscal Services

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Mt. San Antonio Community College District, as follows:

PASSED AND ADOPTED this 12th day of December 2012 by the Board of Trustees of the Mt. San Antonio Community College District of the County of Los Angeles, State of California, by the following vote:

AYES:

NOES:

ABSENT:

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

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

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>December 12, 2012</u>	CONSENT
SUBJECT: <u>Reissuance of Stale-Dated Warrant</u>	

BACKGROUND

Board approval is required to reissue any warrant that has not been cashed within two and a half years from the original issue date, per Education Code 85270.

ANALYSIS AND FISCAL IMPACT

The recipient requests reissuance of Warrant No. 16933164, originally issued to her on February 18, 2009, in the amount of \$33.49.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the reissuance of stale-dated Warrant No. 16933164, in the amount of \$33.49.

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #5

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

DATE: December 12, 2012

CONSENT

SUBJECT: Claim Against the District – Student Number Ending in 5704

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

On November 5, 2012, the District received a claim from Stock Law Corporation on behalf of a student alleging that, on May 21, 2012, while he was running a timed race in a physical education class, he was struck by a vehicle. The District's claim administrator has reviewed the claim and requests that the Board take action to reject the claim.

Funding Source

Not applicable.

RECOMMENDATION

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

Prepared by: Karen A. Saldana

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #6

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

DATE: December 12, 2012

CONSENT

SUBJECT: Legal Services for Relocation of KSAK Transmitter – Fletcher, Heald & Hildreth, PLC

BACKGROUND

The College’s radio station, KSAK, was originally located on leased land on Shadow Mountain (northwest of the campus), in 1974. In 1989, the College lost the lease for that land due to a new housing development. Since that time, the transmitter has been relocated to various temporary locations while the College searched for a permanent location. The most recent location, at a residence in Walnut, was recently lost due to the sale of the property. In order to facilitate the permanent relocation of the radio station to a new site and meet the Federal Communications Commission (FCC-imposed) filing requirement deadline for suspension of operation and relocation of the transmitter, the College had to retain the services of legal counsel that specializes in dealing with the FCC.

ANALYSIS AND FISCAL IMPACT

Under Government Code Section 53060, the Board of Trustees is authorized to contract with any persons who furnish special services and advice in legal matters as long as such persons are trained, experienced, and competent. Fletcher, Heald & Hildreth, PLC is a Washington, DC, area law firm that specializes in all aspects of communications law and regulation. Communications is a heavily regulated and technologically volatile industry, and issues regarding communications properties require extensive interaction with the FCC and knowledge of regulatory policy. Fletcher, Heald & Hildreth, PLC has clients in every state and serves as counsel to over 900 broadcast stations. They assisted Mt. SAC in preparing and filing complex documents with the FCC and will continue to assist the College as the process of relocating the transmitter is completed, which is expected to take approximately one year.

The estimated cost for the necessary legal services is not to exceed \$5,000, and the hourly rates set forth in the contract are comparable to other law firms that provide consulting services to the College.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the contract with Fletcher, Heald & Hildreth, PLC to provide legal services related to the relocation of the KSAK transmitter for an amount not to exceed \$5,000.

Prepared by: William S. Eastham

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #7

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

DATE: December 12, 2012

CONSENT

SUBJECT: Agreement with Hughes Network Systems, LLC

BACKGROUND

The Mt. SAC Fire Academy is temporarily housed at a facility in Ontario, CA. This temporary facility does not have the infrastructure required for traditional telephone or internet service. Due to the lack of wiring, in February 2012, Time Warner quoted \$50,000 to add the infrastructure for telephone and internet service. The College considered alternatives such as cellular; but, since this facility is close to the Ontario airport, cell phone service is not always reliable. Another alternative to hard-wired infrastructure and cell connectivity is satellite service, which is reliable and provides both data and voice-over IP telephone connections.

ANALYSIS AND FISCAL IMPACT

Hughes Network Systems, LLC has more than 30 years of experience and is the satellite technology industry leader. They have more than 620,000 clients in North America, and they offer service in Ontario, CA. They routinely provide satellite service for many governmental agencies for connecting field offices and remote sites and for emergency preparedness.

The satellite service agreement is for 24 months at \$120.24/month, which includes 15 GB monthly allowance and next-business-day onsite repair in the event of a service issue. A one-time equipment and installation charge of \$499.99 is also required. If the equipment needs to be moved to a different facility at any time during the 24-month period, the work will be performed by Hughes at their hourly service rate in effect at that time. If the College elects to discontinue service before the end of the 24-month period, the early termination fee is based on a sliding scale and would not exceed \$400.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Hughes Network Systems, LLC, as presented.

Prepared by: Victor A. Belinski

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #8

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>December 12, 2012</u>	CONSENT
SUBJECT:	<u>Amendment to Strata Information Group Contract</u>	

BACKGROUND

Strata Information Group (SIG), San Diego, CA, has provided technical and functional support services to the College since July 2006 for the implementation and maintenance of Banner and related software products. The current contract ends July 31, 2013.

Recent major projects SIG assisted with include the upgrade from Oracle 10 to 11G, configuration of new production servers for faster response time, setup, and initial implementation of online timesheets for hourly staff, transition of Auxiliary Services accounting to the District, and initial setup and troubleshooting of the DegreeWorks system.

ANALYSIS AND FISCAL IMPACT

Significant staff vacancies in Human Resources, Fiscal Services, and Financial Aid necessitate extending the SIG contract to ensure completion of several projects that are designed to increase efficiency and productivity for the departments. The consulting hours will be utilized to automatically generate part-time and full-time faculty overload assignments in Banner and design electronic hiring documents to automate, as much as possible, the setup of employee assignments in Banner. SIG will assist Financial Aid with ongoing system setup and financial aid processing until the vacant positions, which are on the rehire list, are replaced. Critical Banner Financial Aid module training will also be supplied to the new staff, as appropriate.

SIG will assist with Banner integration related to document imaging and workflow, which is a campus-wide initiative. The focus of this initiative is to transition existing paper processes into electronic workflows to reduce processing time. The upcoming release of Banner 9, which is a major system upgrade, will require technical assistance to implement. Consulting hours will also be used on an as-needed basis for critical technical issues and maintenance work.

SIG agreed to extend the contract term to December 31, 2014, and not increase their hourly rate of \$150. The amended contract includes 1,500 hours of consulting services at a cost not to exceed \$250,000 including reasonable travel expenses. The College will be invoiced monthly for actual hours and expenses.

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

SUBJECT: Amendment to Strata Information Group Contract

DATE: December 12, 2012

Funding Source

Unrestricted General Fund.

RECOMMENDATION

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

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

DATE: December 12, 2012

CONSENT

SUBJECT: RFP No. 2930 – DSA Construction Inspection Services

BACKGROUND

Inspection of work in progress and notification to the State when a project is complete are integral to the process of most of the College’s construction projects. Such work is performed by a construction inspector certified by the Division of State Architect (DSA). On October 18, 2012, the College issued a Request for Proposal (RFP) for these services in order to ensure that the most competent and affordable firm available is contracted to provide these services, and hereby submits its recommendation for the Board’s approval.

ANALYSIS AND FISCAL IMPACT

Education Code Section 81143 and Title 24 of the California Code of Regulations require that the District provide for competent, adequate, and continuous inspection by an Inspector of Record approved by the Department of State Architect (DSA). In keeping with these requirements, staff developed Request for Proposal No. 2930 – DSA Construction Inspection Services along with a selection process that allowed for maximum participation of qualified firms in an open and transparent environment. Key information about the selection process is as follows:

Members of the Review Committee who participated in the review of proposal contents were:

- Gary Gidcumb – Project Manager, Facilities Planning & Management – Mt. SAC
- Thomas Meikle – Manager, Purchasing – Mt. SAC
- Gary Nellesen – Director, Facilities Planning & Management – Mt. SAC

A pre-proposal conference was held for all interested parties on October 26, 2012. Eight firms were represented at the conference and received the RFP package along with background information about Mt. SAC’s Measure RR Bond Construction Program. Proposals had to be received and date-stamped by the deadline. Six responses were received prior to the established deadline and were deemed responsive by Purchasing, in accordance with instructions in the RFP.

Prepared by: Thomas G. Meikle/Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #10

SUBJECT: RFP No. 2930 – DSA Construction Inspection Services

DATE: December 12, 2012

Proposal contents were reviewed independently by the Review Committee and uniformly rated using a common evaluation form. The scores from each evaluator for each firm were totaled and averaged to establish the ranking. Two firms scored the highest: Stephen Payte DSA Inspections, Inc.; and The Vinewood Company. Senior Management representatives from the lower cost firm, The Vinewood Company, were interviewed on November 28, 2012, by Michael Gregoryk, Thomas Meikle, and Gary Nellesen, validating the final recommendation.

Funding Sources

Measure R Bond funds.
Measure RR Bond Anticipation Note.
Measure RR Bond funds, when available.
Capital Outlay Project funds.

RECOMMENDATION

It is recommended that the Board of Trustees approves a five-year agreement with The Vinewood Company to provide DSA construction inspection services commencing January 1, 2013.

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

DATE: December 12, 2012

CONSENT

SUBJECT: Agreement with Thacker Berry Farms

BACKGROUND

Thacker Berry Farms, located in Lakewood, CA, has requested to lease the College's property located at the southwest corner of Grand Avenue and Amar Road for the purpose of selling strawberries for the 2013 season.

ANALYSIS AND FISCAL IMPACT

Thacker Berry Farms will have use of the specified property for the period February 1, 2013, through July 31, 2013, with the option to extend for one additional month depending on the weather and quality of fruit. The lease, however, will not extend past August 31, 2013.

Thacker Berry Farms will provide liability insurance, naming the College as additionally insured, and will also provide any restroom facilities, electrical, or water needed for their operations.

Thacker Berry Farms will pay to the College a lease amount of \$1,000 per month. The income generated from this lease will be deposited into the College Farm account.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the lease agreement between the College and Thacker Berry Farms, as presented.

Prepared by: Thomas G. Meikle

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #11

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

DATE: December 12, 2012

CONSENT

SUBJECT: Reduce Retention for Continental Plumbing, Inc., Child Development
Center – Plumbing & Site Utilities (Bid No. 2832)

BACKGROUND

On March 24, 2010, the Board of Trustees awarded to Continental Plumbing, Inc., the Child Development Center – Plumbing & Site Utilities package (Bid No. 2832). The work for this project is 88% complete and Continental Plumbing is requesting that the payment retention being held by the College be reduced from 10% to 5% of the total contract amount.

ANALYSIS AND FISCAL IMPACT

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

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

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves reducing to 5% the retention for Continental Plumbing, Inc. on their contract for the Child Development Center – Plumbing & Site Utilities package (Bid No. 2832).

Prepared by: Thomas G. Meikle

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #12

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>December 12, 2012</u>	CONSENT
SUBJECT:	<u>Professional Design and Consulting Services</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following contracts are presented for approval:

#1	Consultant:	Hill Partnership, Inc.	
	Project:	Agricultural Sciences Complex - Dog Kennel Addition	
Item	Description:	Amount	
	Professional architectural and structural consulting services for the addition of animal housing at the Agricultural Sciences Complex. The work was to be completed by the original project architect.	\$59,900.00	
	Reimbursable expenses:	\$2,000.00	
	Contract Amount, hourly not to exceed		\$61,900.00

#2	Consultant:	P2S Engineering, Inc.	
	Project:	Building 12 Modernization	
Item	Description:	Amount	
	Professional engineering consulting services to perform lighting evaluation and design for Parking Lot G.	\$6,900.00	
	Contract Amount, not to exceed:		\$6,900.00

Funding Source

Measure RR Bond Anticipation Note.

RECOMMENDATION

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

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #13

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

DATE: December 12, 2012

CONSENT

SUBJECT: Child Development Center (Change Orders)

BACKGROUND

Child Development Center (Change Orders).

ANALYSIS AND FISCAL IMPACT

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

Bid No.	2830	Contractor:	Liberty Mutual/SafeCo. (General Contractor)	CO No.	2
Item	Change and Justification:			Amount	Time
1	Provide additional door and gate hardware not included in the original scope of work. <i>Architect/engineer requirement - additional details required.</i>			\$743.00	0 days
2	Provide credit for use of alternate type of gypsum board per the contractor's request. <i>Miscellaneous change - value engineering.</i>			<\$3,898.00>	0 days
3	Install backing and Z-bar flashing at base of roof "monitor" clerestories at all four buildings; this work is necessary to improve the building envelope and prevent long-term maintenance issues. <i>Architect/engineer requirement - design modification.</i>			\$21,005.00	0 days
4	Add motorized roller shades at clerestories in all four buildings. This is an energy-savings measure. Automated roller shades will reduce heat loads in the building and reduce cooling requirements. <i>Architect/engineer requirement - additional details required.</i>			\$26,285.00	0 days
	Total			\$44,135.00	0 days
	Original Contract Amount			\$4,355,000.00	
	Net Change by Previous Change Orders			\$34,545.10	
	Net Sum Prior to This Change Order			\$4,389,545.10	
	Amount of Change Order No. 2			\$44,135.00	
	New Contract Sum			\$4,433,680.10	
Percentage of Change to Contract, to Date				1.81%	

Prepared by: Gary L. Nellesen

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

Recommended by: Bill Scroggins

Agenda Item: Consent #14

SUBJECT: Child Development Center (Change Orders)**DATE:** December 12, 2012

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

Child Development Center	Date	Amount	%	Bid No. 2830 Liberty Mutual/SafeCo. (General Contractor)
Contract Amount		\$4,355,000.00		
C. O. No. 1	July 2012	34,545.10	0.79%	Takeover agreement

Bid No.	2832	Contractor:	Continental Plumbing (Plumbing Contractor)	CO No.	3
Item	Change and Justification:		Amount	Time	
	Repair broken storm drain and clean out riser and sewer drain due to damage caused by the framing contractor's fork lift. <i>Miscellaneous change - will be back charged to another contractor.</i>		\$4,558.00	0 days	
	Total		\$4,558.00	0 days	
	Original Contract Amount		\$1,097,579.00		
	Net Change by Previous Change Orders		\$21,519.00		
	Net Sum Prior to This Change Order		\$1,119,098.00		
	Amount of Change Order No. 3		\$4,558.00		
	New Contract Sum		\$1,123,656.00		
Percentage of Change to Contract, to Date			2.38%		

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

Child Development Center	Date	Amount	%	Bid No. 2832 Continental Plumbing (Plumbing Contractor)
Contract Amount		\$1,097,579.00		
C. O. No. 1	December 2010	\$13,245.00	1.21%	Install of 8" storm drain; Additional gravel and slurry; Re-survey the domestic and fire water service.
C. O. No. 2	February 2012	\$8,274.00	1.96%	Additional move-in costs to install a second 6" fire water service.

SUBJECT: Child Development Center (Change Orders)

DATE: December 12, 2012

Bid No.	2834	Contractor:	Tri-Power Electric (Electrical Contractor)	CO No.	4
Item	Change and Justification:			Amount	Time
1	Provide all electrical connections and wiring for mechanical shades, shades not reflected on the original drawings. This is an energy savings measure. Automated roller shades will reduce heat loads in the building and reduce cooling requirements. <i>Architect/ engineer requirements-additional details required.</i>			\$18,577.54	0 days
2	Provide additional junction boxes and conduit for faculty work stations at Building D to address upgraded Campus Standards. <i>Owner-directed change-Campus Standards.</i>			\$6,192.00	0 days
3	Provide junction boxes and conduit for staff work stations at Building A to address upgraded Campus Standards. <i>Owner-directed change-Campus Standards.</i>			\$8,323.00	0 days
	Total			\$33,092.54	0 days
	Original Contract Amount			\$1,856,500.00	
	Net Change by Previous Change Orders			\$70,916.93	
	Net Sum Prior to This Change Order			\$1,927,416.93	
	Amount of Change Order No. 4			\$33,092.54	
	New Contract Sum			\$1,960,509.47	
	Percentage of Change to Contract, to Date				5.60%

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

Child Development Center	Date	Amount	%	Bid No. 2834 Tri-Power Electric (Electrical Contractor)
C. O. No. 2	July 2011	\$6,120.36	2.73%	Additional temporary power poles throughout the site; Replace damaged light signal pull box.
C. O. No. 3	February 2012	\$20,296.57	3.82%	Perform all electrical changes as per Addendum 4; Install new electrical vault to relocate conduits from the substation away from walkways.

SUBJECT: Child Development Center (Change Orders)

DATE: December 12, 2012

Funding Source

Measure RR Bond Anticipation Note.

RECOMMENDATION

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

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

DATE: December 12, 2012

CONSENT

SUBJECT: Agricultural Sciences Building Landscape (Change Order)

BACKGROUND

Agricultural Sciences Building Landscape (Change Order).

ANALYSIS AND FISCAL IMPACT

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

Bid No.	2897	Contractor:	Harry H. Joh Construction, Inc. (General Contractor)	CO No.	3
Item	Change and Justification:			Amount	Time
1	Deduction for additional DSA inspection services required due to the project extending past the completion date. <i>Miscellaneous change - back charge to contractor.</i>			<\$4,880.60>	0 days
2	Deduction for additional geotechnical monitoring and testing services due to the project extending past the completion date. <i>Miscellaneous change - back charge to contractor.</i>			<\$5,320.00>	0 days
	Total			<\$10,200.60>	0 days
	Original Contract Amount				\$423,250.00
	Net Change by Previous Change Orders				\$29,205.58
	Net Sum Prior to This Change Order				\$452,455.58
	Amount of Change Order No. 3				<\$10,200.60>
	New Contract Sum				\$442,254.98
	Percentage of Change to Contract, to Date				4.49%

Prepared by: Gary L. Nellesen

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

Recommended by: Bill Scroggins

Agenda Item: Consent #14

SUBJECT: Agricultural Sciences Building Landscape (Change Order)

DATE: December 12, 2012

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

Agricultural Sciences Building Landscape	Date	Amount	%	Bid No. 2897 Harry H. Joh Construction (General Contractor)
Contract Amount		\$423,250.00		
C. O. No. 1	August 2012	\$8,882.88	2.10%	Identify existing underground utilities not indicated on the drawings; Remove four existing, abandoned chilled water lines; Provide geo-textile fabric bridge at the bottom of the seat wall excavation to achieve the necessary compaction.
C. O. No. 2	November 2012	\$20,322.70	6.90%	Install additional rebar and chamfer per the architect's Field Work Directive. This information was not included on the original drawings.

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: <u>December 12, 2012</u>	CONSENT
SUBJECT: <u>Technology Center (Building 23) Mold Abatement (Change Order)</u>	

BACKGROUND

Technology Center (Building 23) Mold Abatement (Change Order).

ANALYSIS AND FISCAL IMPACT

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

Bid No.	2923	Contractor:	Janus Corporation (Hazardous Materials Abatement)	CO No.	1
Item	Change and Justification:			Amount	Time
1	Provide mold abatement in seven restrooms, not indicated in original scope of work. <i>Owner-directed change - unforeseen conditions.</i>			\$6,580.00	5 days
2	Provide additional mold abatement in seven restrooms, not indicated in original scope of work. <i>Owner-directed change-unforeseen conditions.</i>			\$7,896.00	9 days
	Total			\$14,476.00	14 days
	Original Contract Amount				\$32,880.00
	Net Change by Previous Change Orders				\$0.00
	Net Sum Prior to This Change Order				\$32,880.00
	Amount of Change Order No. 1				\$14,476.00
	New Contract Sum				\$47,356.00
	Percentage of Change to Contract, to Date				44.03%

Funding Source

Measure RR Bond Anticipation Note.

RECOMMENDATION

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

Prepared by: Gary L. Nellesen Reviewed by: Thomas G. Meikle/Michael D. Gregoryk
Recommended by: Bill Scroggins Agenda Item: Consent #14

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

DATE: December 12, 2012

CONSENT

SUBJECT: Professional Design and Consulting Services (Contract Amendments)

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following contract amendments are presented for approval:

#1	Consultant:	HMC Architects	No.	2
	Project:	Student Support Services		
Item	Change and Justification:		Amount	
	Additional architectural programming and planning services necessary to revise the project scope from a 12,000-square-foot two-story building to a 20,000-square-foot three-story building.		\$80,00.00	
	Total		\$80,000.00	
	Original Contract Amount		\$386,200.00	
	Net Change by Previous Amendments		\$215,600.00	
	Net Sum Prior to This Amendment		\$601,800.00	
	Amount of Amendment No. 2		\$80,000.00	
	New Contract Sum		\$681,800.00	

#2	Consultant:	tBP Architecture	No.	14
	Project:	Child Development Center		
Item	Change and Justification:		Amount	
1	Architectural, engineering, and construction administration services for the Child Development Center project through construction completion. The added fee is due to the extended construction schedule.		\$87,270.00	
2	Additional electrical engineering services required to modify electrical and data outlets to meet furniture and equipment requirements.		\$6,512.00	
	Total		\$93,782.00	
	Original Contract Amount		\$425,000	
	Net Change by Previous Amendments		\$1,054,323.55	
	Net Sum Prior to This Amendment		\$1,479,323.55	
	Amount of Amendment No. 14		\$93,782.00	
	New Contract Sum		\$1,573,105.55	

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #15

SUBJECT: Professional Design and Consulting Services (Contract Amendments)

DATE: December 12, 2012

#3	Consultant:	TOMIT Consulting, Inc.	No.	1
	Project:	Project Management Services for the Child Development Center		
Item	Description:	Amount		
	Professional project management services for the Child Development Center. Services are provided at an hourly rate of \$120. The project will require between 20 and 40 hours per week of Project Management Support. The additional fee is due to the extended construction schedule.	\$102,600.00		
	Total	\$102,600.00		
	Original Contract Amount	\$162,900.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$162,900.00		
	Amount of Amendment No. 1	\$102,600.00		
	New Contract Sum	\$265,500.00		

#4	Consultant:	Marlene Imirzian and Associates Architects	No.	2
	Project:	Facilities Master Plan Update 2009		
Item	Description:	Amount		
	Additional professional consulting services to finalize the Facilities Master Plan to include changes in the Public Transportation Center, the Athletics Complex Phase 2, Parking, the Fire Technology Site, and the development of the parcel west of Grand Avenue.	\$28,000.00		
	Total	\$28,000.00		
	Original Contract Amount	\$170,000.00		
	Net Change by Previous Amendments	\$36,000.00		
	Net Sum Prior to This Amendment	\$206,000.00		
	Amount of Amendment No. 2	\$28,000.00		
	New Contract Sum	\$234,000.00		

Funding Source

Measure RR Bond Anticipation Note.

RECOMMENDATION

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

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

DATE: December 12, 2012

CONSENT

SUBJECT Personnel Transactions

CLASSIFIED EMPLOYMENT

Permanent New Hires

Name: Brown, Rachael
 Position: Coordinator, Special Projects New: No
 Department: Technology & Health Division
 Range/Step: A-118, Step 1 Salary: \$2,617.62/month
 Job FTE: 0.475/12 months
 Effective: 1/2/13

Name: Ramirez, Candyce
 Position: Laboratory Technician, Chemistry New: No
 Department: Natural Sciences Division
 Range/Step: A-79, Step 1 Salary: \$1,775.71/month
 Job FTE: 0.475/12 months
 Effective: 12/13/12

Promotions

Name: Duffin, Gloria Duneen
 Position: Secretary New: No
 Department: Counseling
 Range/Step: A-81, Step 5 Salary: \$4,635.31/month
 Job FTE: 1.00/12 months
 Effective: 1/2/13
 Remarks: Previously Clerical Specialist

Name: Hong, Krystal
 Position: ESL Instructional Support Specialist New: No
 Department: ESL
 Range/Step: A-87, Step 1 Salary: \$1,922.84/month
 Job FTE: 0.475/12 months
 Effective: 12/13/12
 Remarks: Previously ESL Instructional Support Assistant

Prepared by: Human Resources Staff

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #18

SUBJECT: Personnel Transactions

DATE: December 12, 2012

Reorganization

Name: Smith, William Cason
 From: KSAK Operations Coordinator
 To: Broadcast Production Specialist
 Department: Event Services
 Range/Step: A-95, Step 6 + L1 Salary: \$5,734.45/month
 Job FTE: 1.00/12 months
 Effective: 9/19/12
 End Date: 6/30/13

Temporary Changes of Assignment

Name: DiDonato, Lisa
 Position: Educational Research Assessment Analyst
 Department: Research and Institutional Effectiveness
 Range/Step: A-107, Step 3 Salary: \$5,445.72/month
 Effective: 12/1/12
 End Date: 1/31/13
 Remarks: Change in Job FTE from 0.475 to 1.00

Name: Quinlan, Beth
 Position: Risk Management Specialist
 Department: Administrative Services
 Range/Step: A-88, Step 1 Salary: \$4,088.56/month
 Effective: 11/15/12
 End Date: 02/28/13
 Remarks: Change in Job FTE from 0.75 to 1.00

Temporary Out-of-Class Assignments

Name: Acosta, Anna
 From: Administrative Secretary
 To: Grants Specialist
 Department: Business Division
 Range/Step: A-95, Step 6 Salary: \$5,594.59/month
 Job FTE: 1.00/12 months
 Effective: 1/1/13
 End Date: 6/30/13

SUBJECT: Personnel Transactions

DATE: December 12, 2012

Temporary Out-of-Class Assignments (continued)

Name: Bean, Ronald
From: Mid-Range Systems Programmer
To: Database Administrator
Department: Information Technology
Range/Step: A-140, Step 4 + L2 Salary: \$8,546.00/month
Job FTE: 1.00/12 months
Effective: 1/1/13
End Date: 6/30/13

Name: Demitria, Laura
From: Clerical Specialist
To: Facilities Specialist
Department: Facilities Planning & Management
Range/Step: A-81, Step 6 Salary: \$4,867.06/month
Job FTE: 1.00/12 months
Effective: 1/1/13
End Date: 6/30/13

Name: Fenton, Sally
From: Secretary
To: Administrative Secretary
Department: Instruction Office
Range/Step: A-88, Step 5 Salary: \$4,969.67/month
Job FTE: 1.00/12 months
Effective: 1/1/13
End Date: 6/30/13

Name: Grisanti, Nicole
From: Secretary
To: Administrative Secretary
Department: Public Safety
Range/Step: A-88, Step 6 + L1 Salary: \$5,348.61/month
Job FTE: 1.00/12 months
Effective: 1/1/13
End Date: 6/30/13

SUBJECT: Personnel Transactions

DATE: December 12, 2012

Temporary Out-of-Class Assignments (continued)

Name: Hilario-Alvarado, Catherine
 From: Secretary
 To: Administrative Secretary
 Department: Counseling
 Range/Step: A-88, Step 6 Salary: \$5,218.16/month
 Job FTE: 1.00/12 months
 Effective: 1/1/13
 End Date: 6/30/13

Name: Killiany, Kathy
 From: Coordinator, Health Careers Resource Center
 To: Coordinator, Special Projects
 Department: Technology & Health Division
 Range/Step: A-118, Step 6 Salary: \$7,033.28/month
 Job FTE: 1.00/12 months
 Effective: 1/1/13
 End Date: 6/30/13

Name: Lawsiripaiboon, Anisa
 From: Caseworker
 To: Project/Program Specialist
 Department: CalWORKs/CARE
 Range/Step: A-79, Step 4 Salary: \$4,327.60/monthly
 Effective: 1/1/13
 End Date: 6/30/13

Name: Loadjaja, Evie
 From: Caseworker
 To: Account Clerk III
 Department: CalWORKs/CARE
 Range/Step: A-88, Step 6 Salary: \$5,218.16/monthly
 Effective: 1/1/13
 End Date: 6/30/13

Name: Lundgren, Linda
 From: Graphics Technician
 To: Graphics Designer
 Department: Marketing & Communication
 Range/Step: A-98, Step 4 Salary: \$5,228.21/month
 Job FTE: 1.00/12 months
 Effective: 1/1/13
 End Date: 6/30/13

SUBJECT: Personnel Transactions

DATE: December 12, 2012

Temporary Out-of-Class Assignments (continued)

Name: Mac Donald, Gregory
From: Graphics Technician
To: Graphics Designer
Department: Marketing & Communication
Range/Step: A-98, Step 4 Salary: \$5,228.21/month
Job FTE: 1.00/12 months
Effective: 1/1/13
End Date: 6/30/13

Name: Magdaleno, Jose Raul
From: Senior Help Desk Technician
To: Data Communications Technician
Department: Information Technology
Range/Step: A-107, Step 5 Salary: \$6,003.91/month
Job FTE: 1.00/12 months
Effective: 1/1/13
End Date: 6/30/13

Name: Martinez, Julia
From: Clerical Assistant
To: Clerical Specialist
Department: Adult Basic Education
Range/Step: A-69, Step 1 Salary: \$1,607.52/month
Job FTE: 0.475/12 months
Effective: 1/1/13
End Date: 6/30/13

Name: Monteilh, Linda
From: Clerical Specialist
To: Secretary
Department: Business Division
Range/Step: A-81, Step 6 + L1 Salary: \$4,988.74/month
Job FTE: 1.00/12 months
Effective: 1/1/13
End Date: 6/30/13

SUBJECT: Personnel Transactions

DATE: December 12, 2012

Temporary Out-of-Class Assignments (continued)

Name: Neighbor, Scott
 From: Parking Officer
 To: Public Safety Officer
 Department: Public Safety
 Range/Step: A-88, Step 4 +L1 Salary: \$4,851.36/month
 Job FTE: 1.00/12 months
 Effective: 1/1/13
 End Date: 3/31/13

Name: Rodriguez, Caitlin
 From: Secretary
 To: Administrative Secretary
 Department: Facilities Planning & Management
 Range/Step: A-88, Step 4 Salary: \$4,733.03/month
 Job FTE: 1.00/12 months
 Effective: 1/1/13
 End Date: 6/30/13

Name: Stevens, Carole
 From: Secretary
 To: Administrative Secretary
 Department: DSP&S
 Range/Step: A-88, Step 6 Salary: \$5,218.16/month
 Job FTE: 1.00/12 months
 Effective: 1/1/13
 End Date: 6/30/13

Name: Titus, Ronald
 From: Budget & Accounting Technician
 To: Coordinator, Payroll
 Department: Fiscal Services
 Range/Step: A-105, Step 5 + L3 Salary: \$6,487.40/month
 Job FTE: 1.00/12 months
 Effective: 1/1/13
 End Date: 6/30/13

Name: Ulloa, Gabriela
 From: Student Services Specialist-CalWORKs
 To: Project/Program Coordinator
 Department: CalWORKs/CARE
 Range/Step: A-95, Step 5 Salary: \$5,328.17/monthly
 Effective: 1/1/13
 End Date: 6/30/13

SUBJECT: Personnel Transactions

DATE: December 12, 2012

Temporary Out-of-Class Assignments (continued)

Name: Vargas, Jazmin
From: Clerical Assistant
To: Veterans Services Specialist
Department: Financial Aid
Range/Step: A-78, Step 1 Salary: \$3,701.32/month
Job FTE: 1.00/12 months
Effective: 1/1/13
End Date: 6/30/13
Remarks: Change in Job FTE from 0.475

Retirements

Ronald Boerem, Teaching Assistant, Learning Assistance Center, effective 12/30/12
Olice King, Senior Systems Analyst/Programmer, Information Technology, effective 12/30/12

TEMPORARY EMPLOYMENT

Substitute Employees

Per employment list (see Page 11).

Hourly Non-Academic Employees

Per employment list (see Pages 11).

Professional Experts Employees

Per employment list (see Pages 11 and 12).

Student Employees

Per employment list (see Pages 12 and 13).

ACADEMIC EMPLOYMENT

Faculty Intern

<u>Name</u>	<u>Department</u>	<u>Mentor</u>	<u>Semester</u>
Christine Iskander	English, Literature & Journalism	Kristina Allende	Spring 2013

SUBJECT: Personnel Transactions

DATE: December 12, 2012

Winter 2013

Credit Hourly Instructors/Substitutes

NAME

Abuzalaf, Laura Rose
 Acuff, Mark Christian
 Alexander, Eldon
 Altmire, Matthew Dean
 Alvarado, Noel M
 Anderson, Lida L
 Azul, Amy Rebekah
 Bark, Andrew J
 Barron, Sergio
 Barsamian, Aram V
 Bayle, M Dolores
 Boerem, R M
 Brandler, Marcielle Y
 Buzby, Linda M
 Campbell, Faye Daines
 Carlson, Gina A
 Carroll, Don R
 Ceniceroy, Jonathan R
 Howey, Dawn Marie
 Irvine, Cynthia D
 Jaimes, Franciella Marie
 Jensen, Sherene E
 Johnson, Kent James
 Johnson, Susan M
 Jollevet Jr, Felix
 Joneja, Kamal Preet
 Joshua, Stacey Jae
 Kang, Eun Suk
 Kay, Gary L
 Kelly, Donna R
 Kim, Myong-Sook
 Kordich, Jason
 Lahey, Michael John
 Lahr-Dolgovin, Roberta
 Lam, Albert
 Lam, Wood C
 Lane, John Stanton
 Laub, Kathleen Ann

NAME

Chan, Linda Anne
 Chance, Patricia B
 Chen, Daniel L
 Couch, Anna J
 Crandall, William Reese
 Cushing, William P
 Daigre, Victorine
 Damansouz, Firouzeh
 Darke, Tammy
 Davis Jr, Charles M
 Davis, Victor B
 Domingues, Cameron
 Doonan, Shelley K
 Dunipace, Taber D
 Erickson, Eric Luther
 Faradineh, Rahim Alavi
 Farris, Bob L
 Farschman, Kurt Van
 Mattoon, Mark D
 Mc Kennon, Anna L
 Merward III, Charles
 Moore, Barbara J
 Morales Beasley, Stacey
 Mullane, Douglas M
 Musallet, Omar A
 Musallet, Omar A
 Mushik, Martin P
 Myers-Mc Kenzie, Laurel
 Nafzgar, Sara Ann
 Nahabedian, Steven
 Nemeth, Stanley Harvey
 Nguyen, Cynthia N
 Nguyen, Tracy
 O'Dell, Rene L
 Pappas SR, Gus T
 Pawlak, Mark Walter
 Pedroja, Joy
 Peng, Grace C

NAME

Francev, Peter K
 Fuller, Maria Luisa
 Golden, Nancy S
 Gomez-Lecaro, Maria
 Habayeb, Olga N
 Haines, Michael S
 Hall, Kathryn S
 Hallsted, Christopher
 Hancock, Joy Elizabeth
 Haney, Randy G
 Harirchi, Madjid
 Heinicke, David Ross
 Hendrix, Jeffrey Glenn
 Hernandez, Lisa Steele
 Hight, Deana Marie
 Hight, Lisa Ann Midori
 Hoekstra, Thomas Richard
 Holland, Daniel Patrick
 Robles, Donice Kaye
 Rodriguez, Carmen B
 Rojas, Rubilena
 Romero, Alicia
 Salvador, So-Young Han
 Sanford, Scott Clark
 Santillan, Richard Anthony
 Shear, Michelle J
 Stevens, Kathleen A
 Stevenson III, James E
 Stier, Gregory Wade
 Stubbs, Thomas Edward
 Tanner, William T
 Tarman, Shana Levete
 Taylor, Star Tennille
 Todd, Janet L
 Tram, Vui K
 Trokkos, Mireille Touma
 Vance, Debra S
 VanderVis, Melinda K

SUBJECT: Personnel Transactions**DATE:** December 12, 2012**Winter 2013****Credit Hourly Instructors/Substitutes** (continued)

NAME	NAME	NAME
Lawson, Katherine A	Perez Gonzalez, Jose	Vargas, Albert Thomas
Lawton, Judith M	Pesqueira, David Ian	Watkins, Priscilla Gayle
Lee, Bianca Aquilla	Pewthers, Van C	Willingham, Leticia
Leung, Sing Lit	Phillips, Kimberly M	Wong, Francis S
Lloyd, Anthony Frazier	Quach, Christina Sueran	Wong, Jack Yim-Yin
Lukenbill, Casey	Ramal, Randy	Wright, Sheila L
Ly, Hoa Thi	Ramos, Christopher	Zeidel, Scott Wayne
Lynch-Thompson, Candace	Roberts, Janet Elena	
Mallard, Julie Ann	Roberts, Rhonda K	

Winter 2013**Non-Credit Hourly Instructors/Substitutes**

NAME	NAME	NAME
Baker, Nathalie	Conte, Kelly Okura	Eldred, Stacy Lynn
Beightol, Donna Marie	Cridland, Patricia Lea	Fong, Tom
Beizai, Robin F	Dapello Jr, Alfred	Friedman, Karena
Bowman, Deborah Lynn	Devi, Maya P	Henry, Pamela L
Chou, Kathy Jame Chu	Edwards, Augusta	James, Darrell
James, Elvira	Rogers, Rosalind	Trimble, Jill Ann
Klein, Gabriella Lobasov	Rohrenbacher, Jennifer	Tucker, Raymond Michael
Ledezma, Erica Yolanda	Ryan, Rebecca A	Velarde, Margaret G
Mc Farlin-Stagg, Zina	Rzonca, Shelly Kristin	Walden, Carl Eugene
Middleton, Michael	Smith, Heather J	Walter, Kenneth
Paphatsarang, Bounyou	Stringfellow, Susan Joy	White, Shelby Lynn
Ponce, Heather R	Stump, Celeste S	Williams, Stephen Odeal
Rafter, John Michael	Tamburro, Melody Lynn	Willis, Geneie Louise
Reynolds, Martha Esta	Tom, Aaron Patrick	
Rodriguez, Linda M	Torres, Marcel C	

Additional Assignment

Provider	Area/Department	Service/Agreement	Dates	Amount
Axibal, Allan	Water Forum Grant	Judge speech competition	12/1/12– 12/31/12	\$68.48/hr. Not to exceed \$200

SUBJECT: Personnel Transactions

DATE: December 12, 2012

MANAGEMENT EMPLOYMENT

New Hires

Name: Connor, Robert
 Position: Construction Project Manager New: Yes
 Department: Facilities Planning & Management
 Range/Step: M-14, Step 1 Salary: \$8,935.00/month
 Job FTE: 1.00
 Effective: 12/13/12
 Remarks: Categorically Funded

Name: Gidcumb, Gary
 Position: Senior Construction Project Manager New: Yes
 Department: Facilities Planning & Management
 Range/Step: M-17, Step 3 Salary: \$10,497.00/month
 Job FTE: 1.00
 Effective: 12/13/12
 Remarks: Categorically Funded

Name: Phillips Alonge, Olesegun
 Position: Construction Project Manager New: Yes
 Department: Facilities Planning & Management
 Range/Step: M-14, Step 1 Salary: \$8,935.00/month
 Job FTE: 1.00
 Effective: 12/13/12
 Remarks: Categorically Funded

Permanent Change

Name: Vickers, Dale
 Position: Director, Academic Technology & Infrastructure New: No
 Department: Information Technology
 Range/Step: M-20, Step 5 Salary: \$12,054.00/month
 Job FTE: 1.00
 Effective: 7/1/12
 Remarks: Changed from M-19, Step 5

SUBJECT: Personnel Transactions**DATE:** December 12, 2012**Temporary Out-of-Class Assignment**

Name: Patterson, Teresa
 From: Purchasing Specialist
 To: Manager, Purchasing
 Department: Purchasing
 Range/Step: M-12, Step 1 +L3 Salary: \$8,167.00/month
 Effective: 1/2/13
 End Date: 6/30/13

TEMPORARY EMPLOYMENT**Substitute Employee**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Juarez, Kimberly	Library Technician I	Library	16.48	11/01/12-12/31/12
Kirkland, Stafford	Custodian	Custodial Services	16.98	11/01/12-06/30/13
Wilkerson, Marilynn J	Custodian	Custodial Services	16.98	11/01/12-06/30/13

Hourly Non-Academic Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Cruz-Nguyen, Jennifer	Study Skills Assistant II	Adult Basic Education	11.32	01/02/13-06/30/13
Llamas, Sandy	Administrative Aide	EOPS/CARE/CalWORKs	12.76	01/02/13-02/28/13
Mendez, Yvone	Administrative Aide	EOPS/CARE/CalWORKs	12.76	01/02/13-02/28/13
Ochoa, Jesus	Sports Publicist	Kinesiology & Athletics	16.00	10/01/12-06/28/13
Rieben, Michael	Sports Publicist	Kinesiology & Athletics	16.00	10/01/12-06/28/13
Staggo, Denise	Instructional Aide	Child Development Ctr.	8.00	10/15/12-02/22/13
Varela, Valerie	Sports Publicist	Kinesiology & Athletics	16.00	11/14/12-06/28/13

Professional Expert Employees – New Assignment

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Peshkepia, Raquel	Teaching Aide	Adult Basic Education	13.27	01/02/13-06/30/13

Professional Expert Employees – Extended Assignments

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Byrne, David	Paramedic Specialist	Medical Services	15.60	11/14/12-06/30/13
Byrne, David	EMS Licensing Examiner III	Medical Services	25.00	11/14/12-06/30/13
Ching, On	Technical Expert I	Nursing	35.00	11/01/12-12/30/12
Cook, Christopher	Lecturer-Fire Technology	Kinesiology & Athletics	37.26	10/01/12-06/28/13
Darwin, Katherine	Interpreter II	Continuing Education	22.00	11/06/12-06/30/13
Gallardo, Peter	Technical Expert I	Kinesiology & Athletics	35.00	10/12/12-06/30/13
Gehr, Scott	Paramedic Specialist	Medical Services	15.60	10/29/12-06/30/13
Lamb, Jennifer	Paramedic Specialist	Medical Services	15.60	11/09/12-06/30/13

SUBJECT: Personnel Transactions**DATE:** December 12, 2012**Professional Expert Employees – Extended Assignments**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Lamb, Jennifer	EMS Licensing Examiner III	Medical Services	25.00	11/09/12-06/30/13
Moreno, Emmanuel	Lecturer-Fire Technology	Kinesiology & Athletics	37.26	10/01/12-06/28/13
O'Rourke, Timothy	Project Coordinator	Kinesiology & Athletics	35.00	10/02/12-06/30/13
Perez, Lorraine	Technical Expert I	Nursing	45.00	10/22/12-06/30/13
Purper, Kristen	Game Day Personnel	Kinesiology & Athletics	10.00	11/26/12-06/30/13
Reeves, Kenneth	Technical Expert I	Kinesiology & Athletics	35.00	10/12/12-06/30/13
Rieben, Michael	Game Day Personnel	Kinesiology & Athletics	10.00	10/01/12-02/24/13
Salazar, Arthur	Lecturer-Fire Technology	Kinesiology & Athletics	37.26	10/01/12-06/28/13
Seibert, Amanda	Athletic Injury Specialist I	Kinesiology & Athletics	22.00	10/11/12-06/30/13
Simons, Amber	Interpreter IV	DSP&S	38.00	11/02/12-06/30/13
Taylor, Carsandra	Recruiting Coordinator	Kinesiology & Athletics	25.00	10/01/12-06/30/13
Tsay, Jeffrey	EMS Licensing Examiner III	Medical Services	25.00	11/08/12-06/30/13
Wittenberg, Claudia	Technical Expert I	Technology & Health	35.00	11/01/12-06/30/13
Zappia, Stephane	EMS Licensing Examiner III	Medical Services	25.00	11/19/12-06/30/13
Zappia, Stephanie	Paramedic Specialist	Medical Services	15.60	11/09/12-06/30/13

Student Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Aceves, Brooke	Student Assistant I	Counseling	8.00	11/01/12-12/20/12
Al-Beitawi, Yameen	Student Assistant II	Child Development Ctr.	8.75	10/15/12-02/22/13
Allen, Maurissa	Student Assistant I	Counseling	8.00	11/01/12-12/20/12
Alvarado, Samantha	Student Assistant I	Technical Services	8.00	11/08/12-02/24/13
Azabache, Brianna	Student Assistant II	EOPS/CARE/CalWORKs	8.75	11/10/12-12/20/12
Borjorquez, Nicholas	Student Assistant I	Kinesiology & Athletics	8.00	11/01/12-02/24/13
Burch, Donna	Student Assistant III	Kinesiology & Athletics	10.00	11/26/12-02/24/13
Clift, Joseph	Student Assistant I	DSP&S	8.00	11/06/12-12/14/12
Doyle, Katelyn	Student Assistant III	Kinesiology & Athletics	10.00	11/01/12-02/24/13
Ellis, Benjamin	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Farrar, Brooke	Student Assistant I	Kinesiology & Athletics	8.00	11/20/12-02/24/13
Flores, Iliana	Student Assistant II	Counseling	8.75	11/01/12-12/20/12
Gonzales, Paige	Student Assistant I	DSP&S	8.00	11/13/12-12/14/12
Kang, Alan	Student Assistant III	Hospitality	10.00	11/01/12-02/22/13
Kim, Younghee	Student Assistant II	LAC-Tutorial Services	8.75	11/07/12-02/17/13
Kuo, Henry	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Lau, Brian	Student Assistant III	Instruction	10.00	10/25/12-02/15/13
Lazarraga Chavez, Dulcet	Student Assistant I	Child Development Ctr.	8.00	10/07/12-02/22/13
Lee, Chris	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Marquez, Matthew	Student Assistant I	ESL	8.00	11/01/12-02/24/13
Mire, Obed	Student Assistant I	Kinesiology & Athletics	8.00	11/01/12-02/24/13
Mustafa, Jawariyah	Student Assistant I	Child Development Ctr.	8.00	11/14/12-02/22/13
Ortiz, Christian	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Portillo, Tarah	Student Assistant II	Counseling	8.75	11/01/12-12/20/12
Ramirez, Jorge	Student Assistant II	Counseling	8.75	11/01/12-12/20/12
Razo, Elizabeth	Student Assistant I	DSP&S	8.00	11/06/12-12/14/12

SUBJECT: Personnel Transactions

DATE: December 12, 2012

Student Employees (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Rosas, Victoria	Student Assistant II	Counseling	8.75	01/02/13-02/22/13
Saldana, Richard	Student Assistant III	Drafting	10.00	11/12/12-02/22/13
Sanchez, Ramon	Student Assistant I	Kinesiology & Athletics	8.00	10/01/12-02/24/13
Soliz, Stephanie	Student Assistant I	Child Development Ctr.	8.00	10/23/12-02/22/13
Thatcher, Gabrielle	Student Assistant II	Public Safety	8.75	11/01/12-02/22/13
Vasquez, Christina	Student Assistant I	Natural Sciences	8.00	10/24/12-02/22/13
Vela, Johnnie	Student Assistant I	DSP&S	8.00	11/16/12-12/14/12
Zhan, Ryan	Student Assistant II	LAC-Tutorial Services	8.75	11/08/12-02/17/13

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

DATE: December 12, 2012

CONSENT

SUBJECT: Renewal of Management Contracts

BACKGROUND

Formal action by the Board of Trustees is required to offer managers, recommended in the list below, new employment contracts, effective July 1, 2013.

ANALYSIS AND FISCAL IMPACT

Following the initial employment period, the majority of management contracts are for a two-year term. Approximately one-half of management two-year contracts will expire on June 30, 2013, and, therefore, are due to be renewed at this time. Certain managers receive one-year contracts based on extenuating circumstances or the unpredictable nature of the funding sources for their positions. With the exception of those managers employed from special funding sources, all managers with contracts due to expire on June 30, 2013, are being recommended for a two-year contract for the period of July 1, 2013 through June 30, 2015.

RECOMMENDATION

It is recommended that the Board of Trustees approves the renewal of new management contracts for the duration listed below.

Manager	Two-Year Contract	One-Year Contract
Addison, Tamika	07/01/13-06/30/15	
Asher, William	07/01/13-06/30/15	
Becker, Liza	07/01/13-06/30/15	
Belinski, Victor	07/01/13-06/30/15	
Brown, Clarence	07/01/13-06/30/15	
Burns, Donna	07/01/13-06/30/15	
Cadena, Arturo	07/01/13-06/30/15	
Chen, Meghan	07/01/13-06/30/15	
Dao, Chau	07/01/13-06/30/15	
Daum, Sarah	07/01/13-06/30/15	
DiMaggio, Mark	07/01/13-06/30/15	
Dolan, Jill	07/01/13-06/30/15	

Prepared by: Human Resources Staff

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #19

SUBJECT: Renewal of Management Contracts

DATE: December 12, 2012

Manager	Two-Year Contract	One-Year Contract
Hughes, Robert	07/01/13-06/30/15	
Jennum, Joseph	07/01/13-06/30/15	
Keys, S. Carolyn	07/01/13-06/30/15	
Kuykendall, Carolyn	07/01/13-06/30/15	
Mauch, Thomas	07/01/13-06/30/15	
McGowan, Joumana	07/01/13-06/30/15	
Montoya, M. Patricia	07/01/13-06/30/15	
Patterson, Richard	07/01/13-06/30/15	
Potter, Donald	07/01/13-06/30/15	
Reille, Audrey	07/01/13-06/30/15	
Sloan, Sayedeh Omideh		07/01/13-06/30/14
Smith, Bailey	07/01/13-06/30/15	
Teske, Margaret		07/01/13-06/30/14
Vickers, Dale	07/01/13-06/30/15	

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

DATE: December 12, 2012

CONSENT

SUBJECT: Aeronautics Students to Participate in the Pacific Coast Intercollegiate
Flying Association SAFECON 2013 in Salinas, CA

BACKGROUND

The Mt. San Antonio College Flying Team requests permission to participate in the Pacific Coast Intercollegiate Flying Association Regional Safety and Flight Evaluation Conference (SAFECON), hosted by San Jose State University, in Salinas, CA. Twelve students will be attending with faculty members Linda Rogus, Robert Rogus, and David Todd. Travel dates are January 15-21, 2013.

ANALYSIS AND FISCAL IMPACT

The anticipated cost of the competition is \$15,310.

Funding Sources

Unrestricted General Fund (\$13,610), student contributions (\$1,200), and fund-raising (\$500).

RECOMMENDATION

It is recommended that the Board of Trustees approves the Flying Team's participation in the Pacific Coast Intercollegiate Flying Association SAFECON 2013.

Prepared by: Sarah G. Daum

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #20

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>December 12, 2012</u>	CONSENT
SUBJECT: <u>Forensics Students to Attend the International Debate Education Association Tournaments in Xi'an and Beijing, China</u>	

BACKGROUND

The Communications Department is requesting approval for four forensics students and faculty members Jeff Archibald and Daniel Cantrell to attend the International Debate Education Association (IDEA) tournaments at Xi'an International Studies University May 31 to June 2, 2013, and Beijing Foreign Studies University June 7-9, 2013. Travel dates are May 25 to June 10, 2013.

ANALYSIS AND FISCAL IMPACT

The estimated cost of the trip is \$15,000.

Funding Sources

- Unrestricted General Fund (\$12,000), including \$6,000 from a revenue-generated account.
- Student contributions (\$3,000).

RECOMMENDATION

It is recommended that the Board of Trustees approves the attendance of four forensics students and two faculty members at the International Debate Education Association tournaments, as presented.

Prepared by: James Jenkins Reviewed by: Virginia R. Burley
Recommended by: Bill Scroggins Agenda Item: Consent #21

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

DATE: December 12, 2012

CONSENT

SUBJECT: Program Fees for Students in the Basic Fire Academy

BACKGROUND

Students who attend the 14-week Basic Fire Academy participate in a wide range of training activities including daily physical fitness training, State Fire Marshal certification classes, and arduous firefighter manipulative training exercises. Student fees are required to purchase the following equipment:

- Training certificates and awards;
- Binders, handbooks, and textbooks;
- Physical fitness training gear;
- Uniforms and patches;
- Helmet and accessories; and
- Firefighter safety equipment

All equipment purchased by students in the Basic Fire Academy is retained by the student at the conclusion of the training.

ANALYSIS AND FISCAL IMPACT

The estimated fees for Basic Fire Academy students for supplies and equipment for the 2012-13 academic year will not exceed \$1,600. Fiscal Services will validate the actual fee amount prior to charging students.

Funding Source

Student fees.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Basic Fire Academy program fees, as detailed above.

Prepared by: Sarah G. Daum

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #22

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

DATE: December 12, 2012 **CONSENT**

SUBJECT: Student Fees for Color Printing Cards for Interior Design Students

BACKGROUND

Students who are enrolled in the Interior Design program of the Business Division are required to print several assignments utilizing a color laser printer and color large format printer. To ensure that the color printing is readily accessible to the students in the Interior Design Lab at an affordable price, color printing cards can be purchased in \$5, \$10, and \$20 increments depending upon the quantity a student is expecting to print.

ANALYSIS AND FISCAL IMPACT

The estimated fees for students for the 2012-13 academic year (effective January 2013) are detailed below. They represent the actual cost charged by external vendors and Mt. SAC. Fiscal Services will validate the actual fee amount prior to charging students, which is supported by the cost of supplies such as paper, toner, and ink.

Comparison costs:

	<u>8 ½ x 11</u>	<u>11 x 17</u>	<u>Large Format</u>
Mt. SAC (Interior Design Color Printing Card)	20¢ ea.	40¢ ea.	\$2.50/sq. ft.
Day & Night Copy Center	49¢ ea.	99¢ ea.	\$7.00/sq. ft.
Office Max	49¢ ea.	99¢ ea.	\$5.99/sq. ft.
Office Depot	59¢ ea.	98¢ ea.	\$3.99/sq. ft.
Staples	59¢ ea.	\$1.18 ea.	\$6.99/sq. ft.
FedEx/Kinkos	69¢ ea.	\$1.88 ea.	\$7.25/sq. ft.

Funding Source

Student fees.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Interior Design Color Printing Card fee, as detailed above.

Prepared by: Joumana McGowan Reviewed by: Virginia R. Burley
 Recommended by: Bill Scroggins Agenda Item: Consent #23

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

DATE: December 12, 2012

CONSENT

SUBJECT: Student Support Services Grant: Acceptance of Funds and Approval of
Activities

BACKGROUND

Mt. San Antonio College has received an award notification for the third year of funding for the grant titled "Student Support Services," funded by the U. S. Department of Education. The Student Support Services grant from the U. S. Department of Education was originally granted effective September 2010, for a one-year period. Known as "ACES (Achieving in College Ensuring Success)," this grant is part of the federal TRiO grant program. The project will serve at least 140 low-income, first-generation, and/or disabled students per year over a five-year grant period. The ultimate goal is to increase the college retention, graduation, and transfer rates of participants. This goal will be achieved through the delivery of key services:

- academic counseling;
- academic support through tutoring and guided study groups;
- basic skills development;
- financial aid and scholarship assistance;
- assessment and intervention activities;
- financial literacy activities;
- enrollment assistance;
- personal counseling;
- peer advising;
- professional mentoring;
- a devoted academic resource center and computer lab;
- priority registration for course enrollment;
- transfer assistance and field trips;
- career planning;
- cultural enrichment activities;
- family support activities, and;
- leadership development.

ANALYSIS AND FISCAL IMPACT

This grant award notification covers the third year of funding (\$213,180) for a projected five-year award. Continued grant funding is contingent upon annual performance reviews. The total grant award is projected to be \$1,100,000. The performance period for this grant is

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #24

SUBJECT: Student Support Services Grant: Acceptance of Funds and Approval of Activities

DATE: December 12, 2012

September 1, 2010, through August 31, 2015. The budget period for the third-year grant award is September 1, 2012, through August 31, 2013.

The funding agency has approved the expenditure of grant funds to support the following: counseling, classified, and student personnel; employee benefits; travel and professional development for grant personnel; student travel; instructional and non-instructional supplies and materials; computers, software, and other technology; food supplies and/or catering; student support (e.g., book purchases, transfer college/university application fees); contractual services, printing/marketing, and other grant-related costs.

As part of the grant activities, project staff will conduct orientations, open houses, a year-end ceremony, campus tours, and other events. Authorization is requested to purchase food and/or catering services for these meetings, not to exceed \$2,000 per event.

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

Funding Source

U. S. Department of Education.

RECOMMENDATION

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

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

DATE: December 12, 2012

CONSENT

SUBJECT: Family and Consumer Sciences Discipline/Industry Collaborative Grant:
Contract with California Market Center

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The grant will sponsor a Fashion Symposium on April 21, 2013, for an estimated 750 community college students and faculty members from across the state. This event will include various fashion and merchandising student competitions and a live fashion show. The Fashion Symposium enables students to meet and interact with industry leaders and to participate in various presentations regarding up-to-date information in the field.

The event will take place at California Market Center in Los Angeles. Permission is requested to enter into a contract with California Market Center for facilities and equipment rental, setup, and parking, not to exceed \$11,500.

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 contract with California Market Center, as defined above.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #25

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>December 12, 2012</u>	CONSENT
SUBJECT:	<u>CyberWatch West Grant Activities and Contract with WebEx</u>	

BACKGROUND

Mt. San Antonio College currently has an Advanced Technological Education Regional Center grant titled "CyberWatch West," funded by the National Science Foundation. The overarching goal of the collaborative project – which also includes California State Polytechnic University, Pomona; California State University (CSU), Dominguez Hills; CSU San Bernardino; and Whatcom Community College – is to strengthen and build an information security workforce and produce a greater number of highly qualified information assurance professionals in the Western United States. To accomplish this goal, CyberWatch West will concentrate on four major areas: (1) student development; (2) curriculum development/revision/dissemination; (3) faculty development; and (4) outreach and partnership development. As part of the grant activities, authorization is requested to enter into contract with WebEx and to establish an income account for grant-sponsored activities.

ANALYSIS AND FISCAL IMPACT

The grant will enter into contract with WebEx to host the online portion of hybrid and/or online courses to be offered on a fee basis as part of the grant activities. The College will establish an income account, which will include fees gathered from offering these courses. The College will use this income to support additional grant activities as approved by the funding agency.

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 WebEx and the activities, 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 #26</u>

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>December 12, 2012</u>	CONSENT
SUBJECT:	<u>Contract Agreement with The Game</u>	

BACKGROUND

The Kinesiology department requests authorization to enter into a contract agreement with The Game to purchase headwear for the Mt. SAC Baseball team for the 2012-13 season. These hats are purchased through D3 Sports, Inc.

ANALYSIS AND FISCAL IMPACT

The Game will be offering Mt. SAC a buy-one-get-one-free offer on headgear which will ultimately save Mt. SAC money by not having to pay for more hats. The amount of this contract will not exceed \$2,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with The Game, 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 #27</u>

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>December 12, 2012</u>	CONSENT
SUBJECT: <u>Contract Agreement with Flocasts, LLC</u>	

BACKGROUND

Mt. SAC Special Events requests authorization to enter into a contract with Flocasts, LLC to webcast the Mt. SAC Relays and Cross Country Invitational 2012-13.

ANALYSIS AND FISCAL IMPACT

The use of Flocasts, LLC will allow Mt. SAC Relays and Cross Country Invitational events to be webcast online for people to view and follow all over the world; therefore, making Mt. SAC events available to a wider audience. The amount of this contract is not to exceed \$5,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Flocasts, LLC, as detailed above.

Prepared by: Joseph E. Jennum Reviewed by: Virginia R. Burley
Recommended by: Bill Scroggins Agenda Item: Consent #28

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

DATE: December 12, 2012

CONSENT

SUBJECT: New Programs, New Courses, and Course Modifications for the
2013-14 Academic Year

BACKGROUND

The following courses, degrees, and certificates have been developed or modified to reflect changes within disciplines, provide additional general education options, meet industry requirements and advisory committee recommendations, and to provide avenues for transfer to CSU.

<u>New Courses</u>	<u>Course Title</u>
CISN 11L	Telecommunications/Networking Lab
CISN 24L	Window Server Network and Security Administration Lab
CISP 11L	Programming in Visual Basic Laboratory
CISP 41L	Programming in C# Laboratory
RAD 1	Clinical Experience I
RAD 2	Clinical Experience II
RAD 3	Clinical Experience III
RAD 4	Clinical Experience IV

<u>Modified Courses</u>	<u>Course Title</u>
AERO 100	Primary Pilot Ground School
AERO 102	Aviation Weather
AERO 104	Federal Aviation Regulations
AERO 150	Commercial Pilot Ground School
AERO 200	Aviation Safety and Human Factors
AERO 206L	Flight Simulator Laboratory
AERO 250	Navigation
AERO 252	Instrument Ground School
AERO 256	Flight Instructor Ground School
AERO 258	Multi-Engine Turbine Aircraft Operations
AHIS 12	History of Pre-Columbian Art and Architecture
AHIS 12H	History of Pre-Columbian Art and Architecture – Honors
AIRM 73	Aircraft Welding
ARTS 40B	Sculpture: Intermediate
CISP 11	Programming in Visual Basic
CISP 41	Programming in C#
EDUC 16	Aspects and Issues in Teaching

Prepared by: Terri S. Long

Reviewed by: Virginia L. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #29

SUBJECT: New Programs, New Courses, and Course Modifications for the 2013-14
Academic Year

DATE: December 12, 2012

<u>Modified Courses</u>	<u>Course Title</u>
FASH 81	Work Experience in Fashion Merchandising and Retail
FIRE 96	Work Experience Fire Science
HIST 44	History of Native Americans
HRM 56	Hospitality Supervision
HRM 57	Hospitality Cost Control
MUS 3A	Harmony - Diatonic
MUS 3B	Harmony - Chromatic I
MUS 3C	Harmony - Chromatic II
MUS 5A	Musicianship - Ear Training and Sight Singing
MUS 5B	Musicianship - Diatonic
MUS 6A	Musicianship - Chromatic I
MUS 6B	Musicianship - Chromatic II
MUS 27	Chamber Music
MUS 31	Concert Choir
MUS 36	Wind Symphony
MUS 50	Jazz Improvisation and Performance Choir
PLGL 33B	Civil Procedure II
RAD 30	Radiographic Pathology
RAD 31	Fluoroscopy and Radiobiology
RAD 50	Introduction to Radiologic Science and Health Care
RAD 61B	Radiographic Procedures I
RAD 61C	Radiographic Procedures I Laboratory
RAD 62B	Radiographic Procedures II
RAD 62C	Radiographic Procedures II Laboratory
RAD 91	Patient Care in Radiologic Sciences
THTR 15	Play Rehearsal and Performance

New Associate in Arts for Transfer Degrees

Associate in Arts in Music for Transfer
Associate in Arts in Political Science for Transfer

Modified Degrees and Certificates

Associate in Arts with Emphasis in Fine Arts
Associate in Science - Administrative Assistant
Associate in Science - Animation
Associate in Science - Building Automation
Associate in Science - Emergency Medical Services
Associate in Science - Manufacturing Technology
Associate in Science - Radiologic Technology
Associate in Science - Paralegal/Legal Assistant
Certificate of Achievement - Administrative Assistant Level II

SUBJECT: New Programs, New Courses, and Course Modifications for the 2013-14
Academic Year

DATE: December 12, 2012

Modified Degrees and Certificates

Certificate of Achievement - Administrative Assistant Level III
Certificate of Achievement - Animation – 3D and CG Gaming
Certificate of Achievement - Building Automation
Certificate of Achievement - Emergency Medical Technician - Paramedic (EMT-P)
Certificate of Achievement - Manufacturing Technology
Certificate of Achievement - Real Estate Broker
Skills Certificate - Real Estate Sales

ANALYSIS AND FISCAL IMPACT

New and modified courses as well as the new and modified degrees and certificates were developed and approved by their respective College departments and divisions. Documentation has been reviewed by the Educational Design Committee and approved by the Curriculum & Instruction Council and the Academic Senate, when appropriate.

Each course and program offered at Mt. San Antonio College has varying costs. Every effort is made to offer courses and programs in a cost-effective manner through prudent enrollment management.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the above courses and programs, effective with the 2013-14 academic year.

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

DATE: December 12, 2012

CONSENT

SUBJECT: Community Services Program/Courses for Winter and Spring 2013

BACKGROUND

The Continuing Education Division presents a wide variety of programs and courses each semester. Proposed community services offerings for the Winter Intersession and Spring 2013 semester are listed below. The fees shown are for instruction only. Note: An asterisk (*) denotes a new class.

ANALYSIS AND FISCAL IMPACT

<i>Course Title/Program</i>	<i>Presenter</i>	<i>Remuneration</i>	<i>Fee</i>
CAREER AND PROFESSIONAL DEVELOPMENT			
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.
*Cash in With a Successful Home Based Business	Krusemark, LeeAnne	40%	\$51
*Make Money with a Home Based Typing/Word Processing Business	Krusemark, LeeAnne	40%	\$27
Auto Wholesale Business from Home	Williams, Ronald Wayne	40%	\$89
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
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
Cross-Connection Control – Certified Tester	Higham, Thomas	50%	\$177
Introduction to Water Systems	Ariza, Ernest	50%	\$177 Material Fee \$20
Water Treatment	Ariza, Ernest	50%	\$177 Material Fee \$20

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #30

SUBJECT: Community Services Courses/Programs for Winter and Spring 2013

DATE: December 12, 2012

Course Title/Program	Presenter	Remuneration	Fee
Water Distribution II	Ruffner, Jeff	50%	\$177 Material Fee \$20
T1-T2 Water Treatment Operator Exam Review Course	Ariza, Ernest	50%	\$77 Material Fee \$20
Medical Insurance Billing Specialist Certificate Program: Medical Insurance Billing Principles Coding: ICD 9-CM Medical Insurance Computerized Billing Collection of Unsecured Assets Computerized Insurance Billing Legal Issues and Risk Management Medical Terminology	Capili, Joselito Capili, Joselito Capili, Joselito Capili, Joselito Capili, Joselito Jobal Enterprises (Villanueva, Bal) Jobal Enterprises (Villanueva, Bal)	40% 40% 40% 40% 40% 40% 40%	\$183 \$183 \$183 \$124 \$183 \$93 \$183
Community Health Programs: BLS Healthcare Provider BLS Healthcare Provider Renewal Heartsaver CPR AED – Adult & Pediatric Heartsaver First Aid CPR – Adult & Pediatric Advanced Cardiac Life Support Advanced Cardiac Life Support Renewal Pediatric Advanced Life Support Pediatric Advanced Life Support Renewal BLS Instructor Course	Primary/Assistant Instructors: Baca, Michael Burkholder, Barry Coppolecchia, Sonya Davis, Rita English, Wendi Gagnon, Cathy Gergis, Nasr Gonzalez, Gail Malone, Kristine Trinidad, Larry Trumble, Jennifer Wellins, Katie Wellins, Patrick Rudd, Terry	Single Instructor 40% 10 students or more: Primary Instructor 35% and Assistant Instructor 15%	\$65 \$45 \$50 \$65 \$180 \$125 \$180 \$125 \$250
*Master Technician Cell Phone Repair	Keliikoa, Dale	40%	\$495
Woodworking – Beginning	Shreve, Robin	50%	\$122 Winter \$130 Spring
Woodworking – Intermediate/Advanced	Shreve, Robin	50%	\$122 Winter \$130 Spring
CHILDREN AND TEENS			
Commercial Acting for Kids	June Chandler, Inc. (Sweesy, Hal)	40%	\$81
Group Violin	Hymel, Margy	50%	\$92 Winter \$182 Spring

SUBJECT: Community Services Courses/Programs for Winter and Spring 2013**DATE:** December 12, 2012

*Career and Life Planning: Strategies for Success	Williams, Michelle	40%	\$87
Course Title/Program	Presenter	Remuneration	Fee
*Acoustic Guitar for Beginners	Fuentes, Antonio	40%	\$102
*Mexican Guitar I – Beginning	Fuentes, Antonio	40%	\$102
*Mexican Guitar II – Intermediate	Fuentes, Antonio	40%	\$102
Ice Skating Program	Center Ice Arena	60%	\$57 \$82 Pair
Homework Club	Pena, Kathleen Rivera, Edith Janet	\$30/hr.	\$120
Children's Tennis Program	Instructor: Marshall, Andre Coordinator: Schreuders, Grace	45% 5% of each registration	\$42 Winter \$72 Spring
DRIVER EDUCATION			
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
Motorcycle Training Cancellation/Re-registration fee			50% of Course Fee
ONLINE LEARNING			
Online Learning Courses	Education To Go, Inc.	\$65- \$85/student	\$99- \$120
Online Career Training Programs	Education To Go, Inc.	Education-to- Go will pay Mt. SAC \$100- \$500/student	\$495- \$5,595
Electronic Health Records Systems Technologist (216 hour course)	Boston Reed College	Boston Reed will pay Mt. SAC \$500/student	\$3,600
PERSONAL ENRICHMENT			
Acting for Film and Television	June Chandler, Inc.	40%	\$129
Master Your Investments and Retirement	O'Connell, Jalon	40%	\$41
Investment Bootcamp	O'Connell, Jalon	40%	\$41
*How to Analyze a Real Estate Investment	Marshall Reddick Realty, Inc.	40%	\$49 Single \$79 Couple
Profiting with Foreclosures	Marshall Reddick Realty, Inc.	40%	\$49 Single \$79 Couple

SUBJECT: Community Services Courses/Programs for Winter and Spring 2013

DATE: December 12, 2012

Retirement Planning Today	Yoon, Edward	40%	\$61
*Seven Simple Secrets to Financial Freedom	Krusemark, LeeAnne	40%	\$51

Course Title/Program	Presenter	Remuneration	Fee
*10 Ways to Obtain Funding and Grow Your Business	Yee, Seewing	40%	\$39
*Discovering Your Life Purpose	Kolchakian, Misty	40%	\$95 Single \$180 Couple
*Investing Workshop for Women	Bollinger, Cindy	40%	\$42
Beginning Conversational Russian I	Sproesser, Zoia	40%	\$101
Belly Dance	Smith, Catharae	40%	\$50 Winter \$52 Spring
Salsa Dancing (Basic)	Ramirez, Rudy	40%	\$57
*Paper Mache Workshop	Equihua-Ortiz, Agustin	40%	\$90

SPORTS AND FITNESS

Adult Tennis Program	Coordinator: Schreuders, Grace Instructors: Schreuders, Grace Saravia, Ervin City of West Covina (their site only)	5% Primary Instructor 45% or 43% with Assistant Instructor 12% 15% of fees after expenses	\$42 Winter \$72-\$94 Spring
Conditioning for Sports (Various)	Various Instructors	No Pay	\$46
Cardio Circuit Training	Staff	Hourly	\$20-\$45
Body Contouring	Brunzell, Brook	50%	\$35
Cardio Dance	Hurter, Michele	50%	\$35
Zumba	Chavira, Debra	50%	\$35
Exercise Science/Wellness Center Exercise Session Cards: <ul style="list-style-type: none"> • Cardio Circuit Training • Body Contouring • Cardio Dance 	Staff	Hourly	\$40 \$45 \$45
Exercise Science/Wellness Center Testing: V02 Maximum Test Hydrostatic Weighing 3-Site Skin Fold Measurement V02 Maximum & Hydrostatic Weighing Resting Metabolic Rate (RMR) V02 Maximum, Hydrostatic Weighing & Resting Metabolic Rate Baseline Fitness Assessment	Staff	Hourly	\$65 \$30 \$15 \$85 \$35 \$115 \$65
Filipino Martial Arts	del Castillo, Steve	40%	\$65
Kickboxing	del Castillo, Steve	40%	\$65
Jeet Kune Do	Rivas, Mike	40%	\$65

SUBJECT: Community Services Courses/Programs for Winter and Spring 2013

DATE: December 12, 2012

Course Title/Program	Presenter	Remuneration	Fee
SWIM PROGRAMS			
Master Swim	Boehle, Louis	50%	\$120
Open Fitness Swim	Boehle, Louis Lepp, Jodi Rieben, Mike Iwata, David	\$21/hr.	\$110
Swim Session Cards	Staff	Hourly	\$20-\$60

Funding Source

All presenters are paid either based on a percentage of student registration fees or other identified specific dollar amount.

RECOMMENDATION

It is recommended that the Board of Trustees approves the Community Services programs, as presented.

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

DATE: December 12, 2012

CONSENT

SUBJECT: Continuing Education Division Additions and Changes

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

1. Approval of New Contracts:

Agency (Description of Services)	Expenses	Fee
<u>Contract #1213-005</u> State Board of Equalization P.O. Box 942879 Sacramento, CA 94279 3 Unit Business Law (BUSL 18) class January 2, 2012 – June 30, 2013	\$3,698 <u>Details</u> Instructor: Uriarte, Robert G. 54 hrs. @ \$68.48/hr.	\$8,500
<u>Contract #1213-006</u> Montclair Fire Department 8901 Monte Vista Montclair, CA 91763 Fitness Evaluation and Exercise Training/Lecture Program January 2, 2013 – June 30, 2013	\$1,762 <u>Details</u> Hourly Staff \$1,462 Mileage \$200 Supplies \$100	\$2,480

2. Contract Extension:

Agency/Program
Early Childhood Mentor Program Supplemental Support Funding for Large Area Programs has been carried over through the 2012-13 contract year in the amount of \$158.07

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #31

SUBJECT: Continuing Education Division Additions and Changes

DATE: December 12, 2012

3. Contract Renewal:

Contract	Amount
<p>Motorcycle Safety Program Worker's Comp and Employers' Liability Insurance Effective December 15, 2012 – December 15, 2013</p> <p><u>Providing Agency:</u> BBT Insurance Services of California, Inc. License #0619252 19100 Von Karman Avenue, Suite 900, Irvine, CA 92612</p> <p><u>Insured</u> Motorcycle Safety Foundation 2 Jenner Street, Suite 150, Irvine, CA 92718</p> <p>Specific coverage as per Contract – <i>RiderCourse</i> – Insurance Plan, Agreement for California Site Administrators</p>	<p>Monthly premium based on the number of registered students per month.</p>

Funding Sources

- New Contracts - Contracting Agency.
- Contract Extension - Restricted Funds.
- Contract Renewals - Student Registration Fees.

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: December 12, 2012

CONSENT

SUBJECT: Catering Services for Annual Wassail Dinner Concert

BACKGROUND

Mt. SAC's annual Wassail Dinner and Concert event has been embraced by the College and our surrounding communities as a staple holiday tradition for the past 15 years. The College's elite vocal groups participate in all aspects of the evening as servers and performers. For the past five years, The Upper Crust Catering has been contracted through Auxiliary Services to cater this unique event. The company has consistently provided excellent services at a competitive pricing schedule for this event and others on campus including events hosted by the College Foundation and the Honors program.

Event planning began in May of 2012, prior to the transition of Auxiliary Services to Fiscal Services, when it was decided to once again contract with The Upper Crust Catering for this year's event.

ANALYSIS AND FISCAL IMPACT

The total cost of services, which includes two executive chefs, china, glassware, and flatware, is \$15,982.50.

Funding Source

Unrestricted General Fund – Revenue-Generating (ticket sales) – Music-Choral.

RECOMMENDATION

It is recommended that the Board of Trustees ratifies the contract with The Upper Crust Catering for catering services rendered December 6-8, 2012.

Prepared by: Sue Long

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #32

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>December 12, 2012</u>	ACTION
SUBJECT:	<u>Appointment of Members to the Citizens Oversight Committee</u>	

BACKGROUND

In November 2001 (Measure R), and again in November 2008 (Measure RR), the College community passed a Bond Measure under Proposition 39 rules, which lowered the threshold for passage from two-thirds to fifty-five percent. Proposition 39 also required the College to appoint a Citizens Oversight Committee. The purpose of the Committee is to inform the public at least annually in a written report concerning the expenditure of the bond proceeds. On December 19, 2001, the Board of Trustees appointed the original eleven people to the Citizens Oversight Committee. Every two years, in December, the Board appoints community members to this committee.

ANALYSIS AND FISCAL IMPACT

Under the provisions of Proposition 39, the Citizens Oversight Committee members shall be appointed by the Board of Trustees. The committee shall consist of at least seven members to serve for a term of two years without compensation and for no more than two consecutive terms. The Committee may not include any employee or official of the College or any vendor, contractor, or consultant of the College. The Committee must include:

- One member who is active in a business organization representing the business community located within the College district;
- One member active in a senior citizen’s organization;
- One member active in a bona fide taxpayer association;
- One student who is currently enrolled and active in a student organization; and
- One member of a College Advisory Council or Foundation.

Steve O’Sullivan has served two consecutive terms and cannot be reappointed to the Committee. He served as the College Advisory Council or Foundation Representative. Mike Shay has indicated his willingness to replace Mr. O’Sullivan and serve a two-year term. Virgilio Doniza, the Student Organization Representative, resigned his position, effective August 2, 2012. Alex Mendoza has indicated his willingness to replace Mr. Doniza and serve a two-year term.

SUBJECT: Appointment of Members to the Citizens Oversight Committee

DATE: December 12, 2012

The College has received the following applications:

- College Advisory Council or Foundation Member:
 - Mike Shay (Walnut)

- Student Organization Member:
 - Alex Mendoza (Ontario)

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees appoints Mike Shay and Alex Mendoza to the Citizens Oversight Committee, effective January 1, 2013, through December 31, 2014.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>December 12, 2012</u>	ACTION
SUBJECT: <u>President & CEO Employment Agreement Amendment</u>	

BACKGROUND

In May 2011, the Board of Trustees approved an Employment Agreement with Dr. Bill Scroggins as the College President & CEO, effective July 1, 2011, and it was amended on December 14, 2011. The approved employment agreement gives the Board, at its discretion, the right to establish a tax-sheltered annuity for the College President/CEO.

ANALYSIS AND FISCAL IMPACT

Paragraph four of the Employment Agreement states, "Tax Sheltered Annuity. The Board, in its sole discretion, will consider providing the President a tax sheltered annuity beginning July 1, 2012, in an amount not to exceed Ten Thousand Dollars (\$10,000.00) for the initial period of July 1, 2012 to June 30, 2013."

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves an amendment to Dr. Scroggins' Employment Agreement that will provide the President with a tax-sheltered annuity beginning July 1, 2012, in an amount of Ten Thousand Dollars (\$10,000.00) per fiscal year, for the periods of July 1, 2012, to June 30, 2013; and July 1, 2013, to June 30, 2014.

Prepared by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Action #2

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

DATE: December 12, 2012

DISCUSSION

SUBJECT: Proposed Revisions to Board Policy 3410 - Nondiscrimination

BACKGROUND

Mt. San Antonio College currently has Board Policy 3410 - Nondiscrimination. Modifications have been proposed by the Community College League of California (CCLC) and is legally required.

ANALYSIS AND FISCAL IMPACT

After careful review and deliberation, and utilizing the College's shared governance process, revisions to Board Policy 3410 have been suggested.

The proposed language originally recommended by the CCLC has been reviewed by the President's Cabinet and the President's Advisory Council.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives for first reading and discussion proposed revisions to Board Policy 3410 – Nondiscrimination.

Recommended by: Bill Scroggins Agenda Item: Discussion #1

SUBJECT: Proposed Revisions to Board Policy 3410 - Nondiscrimination

DATE: December 12, 2012

Chapter 3 – General Institution

BP 3410 Nondiscrimination

References:

Education Code Sections 66250, et seq., 72010, et seq.; and 87100 et seq.; Title 5, Sections 53000, et seq. and 59300 et seq.; Government Code 12926.1 and 12940, et seq., and Penal Code Section 422.55

The College is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The College, and each individual who represents the College, shall provide access to its services, classes, and programs without regard to national origin, religion, age, **gender, gender identity, gender expression,**~~sex (gender)~~, race, color, medical condition, **genetic information,** ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The College President/CEO shall establish administrative procedures that ensure all members of the College community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No College funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the College or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, **gender, gender identity, gender expression,**~~sex (gender)~~, race, color, medical condition, **genetic information,** ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

Approved: April 28, 2004

Revised: April 26, 2006

Revised: November 15, 2006

Revised:

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

DATE: December 12, 2012

DISCUSSION

SUBJECT: Proposed New Board Policy 6625 – College Fund-raising

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 Board Policy 6625. The review includes input from President's Cabinet and President's Advisory Council.

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 CCLC. This new policy has been reviewed by the President's Cabinet as well as shared with President's Advisory Council.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives for first reading and discussion proposed new Board Policy 6625 – College Fund-raising.

Prepared by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Discussion #2

SUBJECT: Proposed New Board Policy 6625 – College Fund-raising

DATE: December 12, 2012

Chapter 6 - Business and Fiscal Affairs

BP 6625 College Fund-raising

Reference:

The College District encourages fund-raising activities that provide opportunities to raise necessary financial support for College programs, departments, teams, groups, activities, and projects. All fund-raising proposals for College programs and scholarships are to be approved by the appropriate Vice President(s) in conjunction with the College's Foundation. Student Club fund-raising activities are to be approved by the appropriate College administrators and the Vice President of Student Services or designee. All cash collection processes and contribution acceptance must be in accordance with procedures and guidelines established by Fiscal Services in collaboration with the Foundation.

Approved:

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>December 12, 2012</u>	DISCUSSION
SUBJECT:	<u>Proposed Revisions to Board Policy 7130 – Compensation</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

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

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives for first reading and discussion proposed revisions to Board Policy 7130 – Compensation.

Prepared by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Discussion #3

SUBJECT: Proposed Revisions to Board Policy 7130 - Compensation

DATE: December 12, 2012

Chapter 7 – Human Resources

BP 7130 Compensation

References:

Education Code Sections 70902(b)(4), 87801, and 88160; Government Code Section 53200; **U. S. Department of Education regulations on the integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.**

Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and each contract employee shall be established by the Board of Trustees.

Prohibition of Incentive Compensation

[Except as applicable to foreign students residing in foreign countries who are not eligible to receive federal student assistance.] The District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as “covered employees” for purposes of this policy.

Approved: August 25, 2004

Revised:

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

DATE: December 12, 2012

INFORMATION

SUBJECT: Administrative Procedure 6610 - Facilities Project Prioritization (NEW)

BACKGROUND

The Facilities Planning and Management Department is responsible for the ongoing maintenance and repair of all campus facilities and manages the planning, design, and construction of new and modernized facilities. A process must be in place for prioritizing and equitably providing for the facility needs of the campus in order to balance the campus needs to available resources. For many years, facility projects were completed on a first-in first-out basis as funds and project management resources permitted. While this method provided an efficient means of managing projects, it did not always ensure that resources were assigned equitably and with transparency. Administrative Procedure 6610 will remedy those concerns while continuing to provide the campus with the ability to respond to immediate facility needs and emergency situations. It will also enable the Facilities Planning and Management team to oversee code compliance, safety, and project the cost for all improvements to campus facilities. The process outlines the various types of projects that a college the size of Mt. SAC requires to operate safely and effectively. It defines a means for each project type to be prioritized, requested, and approved, and it sets up a method for communicating the status of the many active facility projects.

ANALYSIS AND FISCAL IMPACT

The goal of the administrative procedure is to ensure that all facilities projects are evaluated thoroughly by Facilities Planning and Management to monitor code compliance, safety, and cost, and to equitably share the scarce financial and staff resources available for facilities improvements.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives as information Administrative Procedure 6610 – Facilities Project Prioritization.

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Information #1

SUBJECT: Administrative Procedure 6610 - Facilities Project Prioritization (NEW)

DATE: December 12, 2012

Chapter 6 – Business and Fiscal Affairs

AP 6610 Facilities Project Prioritization

References:

Education Code Sections 81130 – 81149; Title 24 California Building Code
Project work to improve the College facilities will be prioritized through collaborative processes to ensure that resources are effectively allocated to address campus needs, consistent with College goals, and in compliance with applicable codes and regulations.

1. Project Types: Following are general descriptions of the types of facility improvement projects overseen by Facilities Planning and Management.
 - a. Repair: The goal of a repair project is to correct operational deficiencies in existing facilities or equipment.
 - Example: Repair an electrical outlet that is not working.
 - b. Alteration: This type of project meets the needs of the campus community for additions or modification of equipment or facilities at the room level.
 - Example: Add electrical outlets and data ports to support five new student computer workstations in Building 23E, Room 1.
 - c. Scheduled Maintenance: Scheduled maintenance projects modify, upgrade, or replace building and infrastructure components or systems that have reached the end of their useful life.
 - Example: Replace the air conditioning units at Building 33.
 - d. Minor Capital: Minor capital projects are similar to alteration projects but are larger in scope and require formal DSA plan check and/or inspections. A remodel of several rooms or a portion of an occupied building would generally be considered a minor capital project.
 - Example: Reconstruct Room 3 in Building 21 from a classroom into six faculty offices.
 - e. Infrastructure Improvement: Infrastructure improvement projects are necessary to increase the capacity of access, life safety, and utility systems to support growth or the addition of a new facility.
 - Example: Construct a new access ramp for the Print Services after-hour entrance.

SUBJECT: Administrative Procedure 6610 - Facilities Project Prioritization (NEW)

DATE: December 12, 2012

- f. Energy: Energy projects seek to improve existing systems to create energy cost savings over time.
 - Example: Install new fume hood controls at Building 60 to reduce run time and air exchange volume.
 - g. Health and Safety: A health and safety project is required to mitigate a potentially serious threat to the health and safety of the campus community.
 - Example: Install new cross walk signage at the intersection of Mt. SAC Way and Student Lot D entrance.
 - h. Emergency/Immediate Needs: At times, certain work becomes immediately necessary for various reasons.
 - Example: Replace carpet in Building 17, Room 5 damaged by flooding.
 - i. Major Capital: Major capital projects are those identified in the Facilities Master Plan, such as new buildings, the major modernization of an entire facility, or the significant expansion of an existing facility.
 - Example: Construct a new Food Service building and demolish Building 8.
2. Project Prioritization: Each of the project types will require a different prioritization process to ensure equitable distribution of resources.
- a. Repair: Since repair projects typically deal with equipment or systems that have already failed, requestors may self-designate the work requests as low, medium, or high priority. The Assistant Director of Facilities Planning & Management will review the work requests and may adjust the priority in consideration of all other active work requests. Staff will then complete the work high priority to low priority on a first-in first-out basis.
 - b. Alteration, Scheduled Maintenance, and Minor Capital: Since resources for these projects are typically very limited, a formal process to prioritize the work is necessary. Utilizing the Planning for Institutional Effectiveness (PIE) process, projects will be reviewed first at the team level, then prioritized by the Facilities Advisory Committee, and then approved by the Campus Master Plan Coordinating Team, according to available funds.
 - c. Infrastructure and Energy: The Facilities Management team maintains a list of these projects and prioritizes them according to the return on investment, level of urgency, access to the site, complexity, and availability of project management and financial resources. The prioritized list is updated quarterly and reviewed by the Facilities Advisory Council (FAC) and approved by the Campus Master Plan Coordinating Team (CMPCT).

SUBJECT: Administrative Procedure 6610 - Facilities Project Prioritization (NEW)

DATE: December 12, 2012

- d. Health and Safety: Potential threats to the health and safety of the campus environment that may require modifications or improvements to facilities must be reviewed by the Safety Committee. The Health and Safety Committee should review the information provided and make a recommendation to the Vice President of Administrative Services regarding the urgency of the issue and the approach that should be taken.
 - e. Emergency/Immediate Needs: Emergency projects with the endorsement of a vice president should be forwarded to the Director of Facilities Planning & Management for urgent treatment. Projects that must be completed outside of the regular planning cycle may be submitted to CMPCT as an immediate needs request by any of the vice presidents.
 - f. Major Capital: Major capital projects are prioritized through the Facilities Master Planning process, utilizing the Educational Master Plan data, and in logical order to minimize costs and impact to the operation of the campus. The Facilities Master Plan is updated every five to seven years depending upon available project funding and in response to changes to educational planning and campus needs. A five-year Capital Outlay Plan, reflective of the Facilities Master Plan, is submitted to the Board of Trustees annually for approval (see AP 6600 – Capital Construction).
3. Project Requests – The following processes must be used to submit projects for review and prioritization:
- a. Repair: Repair projects should be submitted directly to the Facilities Planning & Management office using the web-based work order system. Only authorized users of the system may submit work orders, and each operating unit has the ability to establish an internal review process to ensure that only appropriate work requests are submitted. *The campus community should be strongly discouraged from attempting to split a larger project into many smaller repair work orders.*
 - b. Alteration, Scheduled Maintenance, and Minor Capital: The following multi-step process is required:
 - Planning for Institutional Effectiveness (PIE) (March – September): As part of the PIE process, project proposals should be prepared at the unit or department level, reviewed at the team (vice president) level, and ranked based on internal priorities. Proposals must be submitted using the Project Request Form including requestor information, the location, and a brief description of the project scope, the purpose of the project, information about schedule constraints, and available outside funds or potential savings created by the project.

SUBJECT: Administrative Procedure 6610 - Facilities Project Prioritization (NEW)

DATE: December 12, 2012

- Project Review (September – October): The ranked lists of projects will be reviewed by the Facilities Planning & Management team to prepare preliminary scope, cost, and schedule information.
 - Initial Priority List (November): FAC will review the combined list of projects along with initial project information to prepare an initial prioritized list of projects.
 - Final Project List (December): CMPCT will approve projects from the prioritized list based on available funding and staff resources.
- c. Infrastructure and Energy: Infrastructure and energy projects are typically identified by the Facilities Management staff as the capacity of utility systems are exceeded or as cost savings opportunities are identified and new technology is developed. Project proposals are created, identifying funding sources such as energy incentives or grants and quantifying potential savings. Proposed projects are assigned to a project manager to develop the project scope, cost estimate, and schedule information. FAC reviews the project requests as they arise and makes recommendations to CMPCT.
- d. Health and Safety: If after receiving a recommendation from the Safety Committee, the Vice President of Administrative Services determines that a facilities-related issue should be addressed outside of the normal process, the Director of Facilities Planning & Management will review the recommendation and assign a project manager to develop a preliminary scope of work, cost estimate, and schedule. The project will be presented to CMPCT for approval and funding.
- e. Emergency/Immediate Needs: Emergency or immediate needs projects with the endorsement of the President or a vice president will be moved to the top of the priority list as determined by CMPCT. The Director of Facilities Planning & Management will reassign project management staff, as necessary, to ensure that the safety and wellbeing of the campus community is maintained to mitigate further damage to the campus facilities and environment and to address immediate facilities needs. Emergency/immediate needs projects must comply with Public Contract Code, Education Code, and California Building Code.
- f. Major Capital: Major capital projects are initiated as funding becomes available and per the Facilities Master Plan. FAC reviews the general scope of work and schedules on a quarterly basis and makes recommendations to CMPCT.
4. Approved: To ensure that the campus community is aware of the status of approved projects, a master list and schedule of all project types will be maintained on the department website. The status of each project will be updated periodically within the following definitions:

SUBJECT: Administrative Procedure 6610 - Facilities Project Prioritization (NEW)

DATE: December 12, 2012

- a. Planning: The Planning phase includes development of a detailed project scope of work, an initial cost estimate, a preliminary schedule, and a review of applicable codes.
- b. Design: – The Design phase includes the preparation of any documents that are required to demonstrate compliance with codes and the intent of the projects and to control the work of contractors in the field.
- c. Bid and Award: The Bid and Award phase includes the hiring of contractors and the procurement of equipment necessary to complete the work.
- d. Construction: The Construction phase includes all work to modify or improve the facility including the installation of furniture, fixtures, and equipment.
- e. Close-out: The Close-out phase includes the work necessary to ensure that a complete and accurate file has been kept on the project and to allow any jurisdiction responsible for the oversight of the project to close their files.

Approved: September 12, 2012

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

DATE: December 12, 2012

INFORMATION

SUBJECT: Administrative Procedure 6625 – College Fund-raising (NEW)

BACKGROUND

The College encourages fund-raising activities that provide opportunities to raise necessary financial support for College programs, departments, teams, groups, activities, and projects.

Any College employees or enrolled students who desire to conduct any type of fund-raising activity on campus involving College facilities, under the name of Mt. San Antonio College, or any official department, program, team, group, or organization of the College, shall follow the procedures and guidelines for approval, cash collection, and fiscal accountability, as established by Fiscal Services. All fund-raising activities must have a clearly stated purpose that is directly related to the mission of Mt. San Antonio College.

ANALYSIS AND FISCAL IMPACT

The goal is to provide a structured process for College fund-raising activities.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives as information Administrative Procedure 6625 – College Fund-raising.

Prepared by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Information #2

SUBJECT: Administrative Procedure 6625 – College Fund-raising (NEW)

DATE: December 12, 2012

Chapter 6 - Business and Fiscal Affairs

AP 6625 College Fund-raising

Reference:

Penal Code Section 320.5

Any College employees or enrolled students who desire to conduct any type of fund-raising activity on campus involving College facilities, under the name of Mt. San Antonio College, or any official department, program, team, group, or organization of the College, shall follow the procedures and guidelines for approval, cash collection, and fiscal accountability, as established by Fiscal Services. Included will be the accountability for ticketed and fee-based events, direct donations, sales of tangible or consumable items, and approval of dispersal of funds. All fund-raising activities must have a clearly stated purpose that is directly related to the mission of Mt. San Antonio College.

External fund-raising efforts are those that target contributions or sponsorship from organizations, businesses, and individuals in the surrounding community that may or may not already have an ongoing relationship with the Foundation. All external fund-raising efforts must be approved in advance by the Mt. San Antonio College Foundation. Examples of external fund-raising include: requesting a large business enterprise in the local community to underwrite or provide a significant contribution to a department's fund-raising activity; or asking an established member of the community to provide funds, equipment or use of facilities to benefit a college team or club. Internal fund-raising efforts are those that focus only on raising funds from individuals directly related to the College, such as employees or students. Examples of internal fund-raising include: a bake sale to raise funds for a scholarship; or a silent auction to raise funds for a team or club.

Solicitation of major gifts, sponsorships, underwriting costs, property, major equipment, or in kind or direct financial contributions, shall first be coordinated with and approved by the Foundation in order to avoid conflict and duplication of fund-raising efforts, to provide continuity for supporting the fund-raising needs of the College, and to ensure proper acknowledgement and recordkeeping of gifts and contributions. Fund-raising activities and events must also meet legal and tax requirements as determined by federal and State government codes, laws, regulations, and Internal Revenue System regulations. Any single donation of \$250 or more meets the minimum reporting level required by the Internal Revenue Service and, therefore, must be processed through the Foundation. As appropriate, gifts, contributions, donations, and sponsorships will be acknowledged by the Foundation.

Fund-raising efforts proposed by the Associated Students, student clubs, or other groups of students must receive prior approval by the Vice President, Student Services, or designee.

SUBJECT: Administrative Procedure 6625 – College Fund-raising (NEW)

DATE: December 12, 2012

Fund-raising efforts by College departments, programs, teams, and other organized groups or individuals must receive prior approval from the appropriate Vice President, and the Foundation's Executive Director. Required approval for fund-raising efforts must be obtained at least ten days prior to the date of the event or activity.

All cash collections, item sales, ~~opportunity drawings~~, admissions, and ticket sales must follow the established Fiscal Services guidelines and procedures and comply with applicable State and federal laws and regulations. Individuals, groups, departments, and programs are to be held fiscally accountable for ensuring that all laws, guidelines, regulations, policies, and procedures are followed and that all funds, expenditures, and contributions are accounted for, receipted, and deposited in a timely manner. All fund-raising events utilizing College facilities must comply with College policies and procedures related to Use of College Facilities (reference AP 6700). Those who fail to follow established procedures may face sanctions including the inability to conduct any other fund-raising events.

In California, raffles, drawings, or lotteries conducted by a public, non-profit organization that require a person to purchase a ticket or make a donation to be eligible to win something are illegal. Therefore, the College may not hold these types of activities at any time.

Approved: October 24, 2012

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>December 12, 2012</u>	INFORMATION
SUBJECT: <u>Revisions to Administrative Procedure 4105 – Distance Learning</u>	

BACKGROUND

Policies and procedures related to Distance Education have been updated to include the guidelines provided by the ACCJC. The term “distance education” has been replaced by “distance learning.” Additionally, the following topics have been addressed:

- the procedures for course approval;
- distance learning faculty certification;
- scheduling of distance learning courses;
- enrollment and attendance in distance learning courses;
- authentication of students in distance learning courses;
- evaluation of distance learning faculty; and
- support for distance learning students.

ANALYSIS AND FISCAL IMPACT

Administrative Procedure 4105 has gone through the governance process of the College. These procedures are currently approved by various governance committees including the Academic Senate, President’s Advisory Council, President’s Cabinet, and the Academic Mutual Agreement Council.

There is no fiscal impact to the College to revise Administrative Procedure 4105 – Distance Learning.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives as information the revisions to Administrative Procedure 4105 – Distance Learning.

Prepared by: _____	Meghan Chen	Reviewed by: _____	Virginia R. Burley
Recommended by: _____	Bill Scroggins	Agenda Item: _____	Information #3

SUBJECT: Revisions to Administrative Procedure 4105 – Distance Education

DATE: December 12, 2012

Chapter 4 – Academic Affairs

AP 4105 Distance Education Learning

References:

Title 5 Section 55200 55204-et seq.

ACCJC Guide to Distance Education

Distance Education Guidelines, 2008 Omnibus Version (CCCCO)

Definition:

A distance education learning (DL) course is a course that has regularly scheduled replacement of seat time and is published accordingly in the Mt. SAC San Antonio College (Mt. SAC) Schedule. Distance learning courses include online courses which have no required on-campus meetings, and hybrid courses which have one or more required on-campus meetings. Traditional courses have no seat time replaced with online tasks.

Course Approval:

Distance learning courses shall contain the same content, rigor, and course quality as traditional courses. Each proposed or existing course offered by through distance education learning shall be reviewed and approved separately by the Distance Learning Committee (DLC). Separate approval is mandatory, according to Title 5, if any portion of the instruction in a course or a course section is designed to be provided replaced through distance education learning.

Each course that is delivered through distance learning will include regular and effective contact between professor and students. Regular and effective contact is validated through both the choice of delivery methods and the frequency of using the delivery methods. Any portion of a course conducted through distance learning includes regular effective contact between instructor and students. Examples include announcements, audio and video components, course orientation, discussion forums, group work, homework, online notes, textbook readings, exams, and tutorials.

Each course that is delivered through distance learning must comply with accessibility requirements. All course content delivered via distance learning must be accessible to persons with disabilities.

SUBJECT: Revisions to Administrative Procedure 4105 – Distance Education

DATE: December 12, 2012

The review and approval of new and existing distance education **learning** courses shall follow the curriculum approval procedures outlined in Administrative Procedures 4020, Program and Curriculum Development. **including the completion and approval of the Distance Learning Course Amendment Form.** Distance education courses shall be approved under the same conditions and criteria as all other courses. **Determinations and judgments about the quality of the distance learning course are made with the full involvement of the department that controls the course, division, the Distance Learning Committee, and the Educational Design Committee approval procedures.**

Each course that is delivered through distance learning will include methods of delivery that are appropriate for a DL course. The Delivery Methods Table in the Distance Learning Amendment Form includes both a description of the process and the pedagogy behind each delivery method.

Duration of Approval:

All distance learning courses approved under this procedure will continue to be in effect unless there are substantial changes of the course outline of record. If delivery methods change substantially, then a revised DL Course Amendment Form will need to be re-submitted for approval.

Distance Learning Faculty Certification:

~~When approving distance education courses, Educational Design will certify the following:~~

- ~~• Course Quality Standards: The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.~~
- ~~• Course Quality Determinations: Determinations and judgments about the quality of the distance education course were made with the full involvement of the Educational Design Committee approval procedures.~~
- ~~• Instructor Contact: Each section of the course that is delivered through distance education will include regular effective contact between instructor and students.~~

Faculty must be certified to teach distance learning courses by satisfactorily completing the Skills and Pedagogy for Online Teaching (SPOT) process, as approved by the Academic Senate and established by the College, prior to being scheduled to teach a distance learning course. SPOT is designed to provide needed information for professors teaching in distance learning. Areas to be covered include:

- Professor Contact: Each section of the course that is delivered through distance learning will include regular effective contact between the professor and students.**

SUBJECT: Revisions to Administrative Procedure 4105 – Distance Education

DATE: December 12, 2012

- **Accessibility: Faculty undergoing the Skills and Pedagogy for Online Teaching (SPOT) certification process must review and follow the methods described in the appropriate DL Course Amendment Form.**
- **Regulations: Faculty undergoing the SPOT certification process are informed of both federal and state regulations relating to DL. Faculty are provided with and create examples of materials that comply with regulations. Faculty are also tested on their knowledge of DL regulations.**

Scheduling of Distance Learning Courses:

Distance learning courses shall be listed in the Mt. SAC Schedule of Classes in the same manner as traditional courses with any required on-campus meetings and other required components prominently displayed to students. Once scheduled, faculty should have access to course development areas in the learning management system as soon as the next term schedule is finalized to allow for faculty preparation of the online course materials.

Enrollment and Attendance in Distance Learning Courses:

Students will register and enroll in distance learning courses in the same manner as traditional courses, but attendance will be determined through contact with professors in the first week of the term. Professors determine the method and timing of the first contact with students to verify enrollment rosters in each course. Students may be dropped from distance learning courses for lack of active participation equal to 20% of the course duration. Active participation may include e-mailing the professor, writing in discussion forums, submitting assignments, taking quizzes and/or exams, or other interactive class activities. Logging into the learning management system does not constitute active participation.

Authentication of Students in Distance Learning Courses:

Distance learning course participation will be conducted through Mt. SAC server-authenticated methods. Accepted practices for authentication include user ID and password authentication to access the student portal or learning management system or by use of Mt. SAC e-mail address.

Evaluation of Distance Learning Faculty:

Student evaluations and classroom visitation evaluations of distance learning faculty should be conducted per the Faculty Agreement. Prior to conducting a distance learning classroom visitation, evaluators should review that course's Distance Learning Course Amendment Form and Course Outline of Record to ensure that the faculty member is teaching to the Course Outline of Record.

SUBJECT: Revisions to Administrative Procedure 4105 – Distance Education

DATE: December 12, 2012

Support for Distance Learning Students:

To ensure support for DL students comparable to traditional students, services should be available in an online mode. Services include, but are not limited to, counseling, library resources and library reference services, tutoring, textbook purchase or rental, fee payment, and placement processes.

Duration of Approval:

~~All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline. Distance education courses are subject to the four-year review process as are all courses subject to Title 5 regulations.~~

~~**Additional information regarding Distance Education is included in the Mt. San Antonio College Catalog. This document is updated annually for currency and correctness.**~~

Approved: May 2008

Revised: April 2012

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

DATE: December 12, 2012

INFORMATION

SUBJECT: Revisions to Administrative Procedure 4270 – Use of General Education
Courses Completed at Other Accredited Institutions

BACKGROUND

This Administrative Procedure was revised to include SPCH 8, Professional and Organizational Speaking and SPCH 8H – the Honors section of same course.

ANALYSIS AND FISCAL IMPACT

Administrative Procedure 4270 has gone through the governance process of the College. These procedures are currently approved by various governance committees, including the Academic Senate, President's Advisory Council, President's Cabinet, and the Academic Mutual Agreement Council.

There is no fiscal impact to the College to revise AP 4270.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives as information the revision to Administrative Procedure 4270 – Use of General Education Courses Completed at Other Accredited Institutions.

Prepared by: Terri S. Long

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Information #4

SUBJECT: Revisions to Administrative Procedure 4270 – Use of General Education
Courses Completed at Other Accredited Institutions

DATE: December 12, 2012

Chapter 4 – Academic Affairs

AP 4270 Use of General Education Courses Completed at Other Accredited Institutions

References:

Title 5 Sections 55061-55063; Accreditation Standard II.A.3

Mt. San Antonio College will accept general education courses and courses that meet other local graduation requirements completed at regionally accredited institutions of higher education. The College will apply to the Mt. San Antonio College Associate Degree graduation requirements those courses as the equivalent courses offered at Mt. San Antonio College. Where no equivalent courses are offered at Mt. San Antonio College, said courses will be applied in the same manner prescribed by the institution of origin as determined by that institution's college catalog. The exceptions to this are courses used to meet the following college requirements:

- The English course accepted must be determined to be the equivalent of ENGL 1A, Freshman Composition (or ENGL 1AH).
- The speech course accepted must be determined to be the equivalent of SPCH 1A, Public Speaking (or SPCH 1AH), or SPCH 2, Fundamentals of Communication, **or SPCH 8, Professional and Organizational Speaking (or SPCH 8H).**
- The math course accepted must be determined to be the equivalent of Math 71, Intermediate Algebra, or higher.
- The reading course accepted must be determined to be equivalent of Reading 90, Preparing for College Reading, or higher.

Approved: December 2010

Revised: April 2011