



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 27, 2013

5:30 p.m. Closed Session

6:30 p.m. Public Session

Founders Hall, 1100 North Grand Avenue
Walnut, CA 91789

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

AGENDA

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

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

PUBLIC COMMUNICATION

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

CLOSED SESSION

1. **Conference with Legal Counsel – Settlement Agreement (one case)**
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.

RECEPTION FOR TENURED FACULTY (6:00 p.m., Founders Hall, Conference Center)

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

REPORTING OF ACTION TAKEN IN CLOSED SESSION

MOMENT OF SILENCE

Observe a moment of silence in memory of retired professor **Harley Reifsnyder**, who passed away on February 24, 2013, at the age of 86. Harley joined Mt. SAC in the 1950s and taught Chemistry until he retired, in the late 1980s. During his career, he also taught at Pomona College. He earned his Bachelor's Degree in Music from Pomona College and his Master's Degree in Chemistry from the University of Redlands. After retirement, he played the organ at the First Christian Church in Pomona and did a lot of volunteer work for the National Audubon Society. He is survived by his daughter, Laurie.

INTRODUCTIONS AND RECOGNITION

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

Classified

- **Louis Spana**, Skilled Trade Crafts Worker (Facilities Planning and Management)
 - **Jean Su**, Senior Systems Analyst/Programmer (Information Technology)
 - **Hui Zhang**, Senior Systems Analyst/Programmer (Information Technology)
- **Recognition**
 - Awarding of Certificates of Service to the following retiring classified staff members:
 - **Lisa Harris**, Secretary, Community Education, 16½ years of service
 - **Ponciano Espinosa**, Custodian, Facilities Planning and Management, 39½ years of service
 - The following professors who received tenure at last month's Board meeting:
 - **Damany Fisher**, History and Art History
 - **Michael Hood**, Earth Sciences and Astronomy
 - **Sam Nassar**, Counseling
 - **Kelly Sherwood**, Medical Services
 - **Curtis Simon**, Geography and Political Science

- The following coaches who led the Men's and Women's Basketball teams to the State Championship:
 - **Clark Maloney**, Men's Basketball Head Coach
 - **Keith Hollimon and Xavier Goss**, Assistant Coaches
 - **Brian Crichlow**, Women's Basketball Head Coach
 - **Monica Armstrong, Stan Delus, Zack Hope, and Carsandra Taylor**, Assistant Coaches

APPROVAL OF MINUTES

- Approval of minutes of the regular meeting of February 27, 2013. (See backup packet pages 1 through 11.
- Approval of minutes of the special meeting of March 2, 2013. (See backup packet Pages 12 through 16.)

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. Mt. SAC Foundation
2. Associated Students
3. Academic Senate
4. Classified Senate
5. Faculty Association
6. CSEA 262
7. CSEA 651
8. Other Unrepresented Groups

BOARD COMMUNICATION

At this time, the Board of Trustees will report on matters related to attendance at conferences, professional affiliations, and community involvement directly related to their functions as Board members.

4. President – Bill Scroggins, President/CEO
 - Memorandum of Understanding with Foothill Transit, presented by Maryann Tolano-Leveque, Director, Student Life
5. Informational Report
 - Spring Enrollment Report, prepared by Dr. Audrey Yamagata-Noji, Vice President, Student Services; presented by George Bradshaw, Dean of Enrollment

CONSENT CALENDAR

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

PRESIDENT'S OFFICE

1. Consideration of approval of the 2013-14 meeting calendar for the Mt. San Antonio College Board of Trustees. (See backup packet Page 17.)

ADMINISTRATIVE SERVICES

2. Consideration of approval of the Appropriation Transfers and Budget Revisions Summary. (See backup packet Pages 18 through 23.)

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 24 and 25.)
4. Consideration of ratification to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. These two individuals were added after the January Board deadline. (See backup packet Pages 26 through 28.)
5. Consideration of approval to reduce to 5% the retention for Doja, Inc. on their contract for the Child Development Center Demo, Earthwork, and Site Improvements package (Bid No. 2827). (See backup packet Page 29.)
6. Consideration of approval of the amendment of Phase I furniture, and the purchase of Phase II furniture for the Child Development Center. (See backup packet Pages 30 and 31.)
7. Consideration of approval to use the current competitive bid or government contract resulting in the lowest price for the College on Hewlett Packard equipment through June 30, 2014. (See backup packet Page 32.)
8. Consideration of approval to purchase storage hardware and software from Sirius Computer Solutions (Bid No. 2938). (See backup packet Page 33.)
9. Consideration of approval of agreements to provide Professional Design and Consulting Services with Andreason Engineering, Inc. for the Swine Market Unit project; and Campbell-Anderson & Associates, Inc. for the Campus Estimating Support Services project. (See backup packet Page 34.)
10. Consideration of ratification of the following Change Order:
 - Bid No. 2830 Child Development Center – Liberty Mutual/Safe Co. (General Contractor) – Change Order No. 5. (See backup packet Pages 35 through 37.)
11. Consideration of ratification of the following Change Order:
 - Bid No. 2861 Physical Education Program Building Renovation (General Contractor) – Change Order No. 7. (See backup packet Pages 38 through 40.)
12. Consideration of approval of the following Contract Amendment:
 - Aircraft Technology Building Fire Alarm Upgrade – FBA Engineering (Professional Design and Consulting Services Consultant) – Amendment No. 1. (See backup packet Page 41.)

13. Consideration of approval of the following Proposed Gifts and Donations to the College:
- Farr Ligvani – Artwork titled “Cypher” 48” X 32” mixed media on board, valued by donor at \$8,200, to be added to the College’s art collection.
 - Richard Borer – Adobe software products – Captivate 5, Captivate 6, Photoshop X-Pro, Photoshop Elements II, Dreamweaver CS5.5 – Windows version, valued by donor at \$1,600, to update resources available to faculty and staff in the Learning Technology Center (Room 145 workroom) for pdf creation, image manipulation, website design, and captioning - for use by the Professional and Organizational Development Department.

HUMAN RESOURCES

14. Consideration of approval of Personnel Transactions dated March 27, 2013. (See backup packet Pages 42 through 53.)

INSTRUCTION and STUDENT SERVICES

15. Consideration of approval of a contract with Vangent, Inc. for an employee survey. (See backup packet Page 54.)
16. Consideration of approval of new and modified courses effective with the 2013-14 academic year. (See backup packet Pages 55 through 58.)
17. Consideration of approval of a contract with Pacific Palms Hotel & Convention Center for the Relays Banquet. (See backup packet Page 59.)
18. Consideration of approval of a contract with Ayres Hotel & Suites Ontario Convention Center for the CyberWatch West Grant. (See backup packet Page 60.)
19. Consideration of approval of activities for the Family and Consumer Sciences Discipline/Industry Collaborative grant. (See backup packet Page 61.)
20. Consideration of approval of an affiliation agreement with Ontario Fire Department. (See backup packet Page 62.)
21. Consideration of approval of a contract with Davis Research, LLC for the Center of Excellence. (See backup packet Page 63.)
22. Consideration of approval of additions and changes to the Community Services Continuing Education Division. (See backup packet Pages 64 and 65.)
23. Consideration of approval of the High School Summer School Program for the Continuing Education Division. (See backup packet Pages 66 and 67.)
24. Consideration of approval of a Pilot Program Memorandum of Understanding with Foothill Transit. (See backup packet Pages 68 and 69.)

25. Consideration of approval of a contract with Student Insurance to provide Health Insurance for International Students, August 4, 2013, through August 3, 2014. (See backup packet Pages 70 and 71.)
26. Consideration of approval to extend the agreement with the County of Los Angeles, Department of Public Social Services through June 30, 2015. (See backup packet Page 72.)

ACTION ITEM

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

1. Consideration of the 2013 election for the CCCT Board of Directors. (See backup packet Pages 73 and 74.)

DISCUSSION ITEM

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

1. Annual Review of Board Policy 2015 – Student Member. (See backup packet Pages 75 and 76.)

INFORMATION ITEMS

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

1. Receive revisions to Administrative Procedure 6700 - Campus Events and Use of Campus Facilities. (See backup packet Pages 77 through 83.)
2. Receive revisions to Administrative Procedure 4260 - Prerequisites, Corequisites, and Advisories. (See backup packet Pages 84 through 88.)

ADJOURNMENT

Future Board Meetings

May 22, 2013

June 26, 2013

July 24, 2013

Upcoming Events

- March 27, 2013 **Eat Right, Your Way, Every Day – Celebrating National Nutrition Month** - 11:00 a.m., Miracle Mile
Inspiring Women Luncheon – 12:00 p.m., Student Life Center Stage
- March 28, 2013 **What's On Your Plate? Strengthening Your Coping Skills Presentation** – 1:30 p.m., Founders Hall
- March 29, 2013 **Cesar Chavez Day** – Campus Closed
- April 2013 (All Month) **Career Awareness Month (Various Employer and Career-Related Workshops)** – Various Times, Various Locations
- April 2, 2013 **Every 2 Minutes – Preventing Sexual Assault (Sexual Assault Awareness and Prevention Month)** – 1:30 p.m., Building 9B, Ragan Room
- April 3, 2013 **Spring College Fair** – 10:30 a.m., Miracle Mile
- April 4, 2013 **Sexual Assault Self-Defense Class** – 1:30 p.m., Student Life Center
- April 10, 2013 **Binge Drinking – Making of a Hangover Information Booth (Alcohol Awareness Month)** – 11:00 a.m., Miracle Mile
Culture Fair – 3:00 p.m., Student Life Center Patio
- April 12, 2013 **Design Technology Center Dedication and Open House** – 2:00 p.m., Design Technology Center Foyer
- April 17, 2013 **Veterans Recognition Program** – 5:30 p.m., Founders Hall
- April 19-20, 2013 **Still Life With Iris** – 8:00 p.m., Clarke Theater
- April 20-21, 2013 **Still Life With Iris** – 2:00 p.m., Clarke Theater
- April 22-25, 2013 **Associated Students General Election** – All Day, On-line
- April 24, 2013 **Unzipped – The Ugly Truth on Sexually Transmitted Diseases (STD Awareness Month)** – 1:30 p.m., Student Life Center Stage

Upcoming Sports Events

- March 23, 2013 **LA84 Foundation Youth Relays** – 9:00 a.m., Hilmer Lodge Stadium
- March 26, 2013 **Women's Tennis vs. El Camino** – 2:00 p.m., Tennis Courts
Baseball vs. Citrus – 2:30 p.m., Baseball Field
- March 27, 2013 **Baseball vs. Glendale** – 2:30 p.m., Baseball Field
- March 28, 2013 **Softball vs. Long Beach** – 3:00 p.m., Softball Field
- April 2, 2013 **Softball vs. Compton** – 3:00 p.m., Softball Field
- April 4, 2013 **Softball vs. Cerritos** – 3:00 p.m., Softball Field
Baseball vs. East L. A. – 6:00 p.m., Baseball Field
- April 11, 2013 **Softball vs. East L. A.** – 3:00 p.m., Softball Field
Baseball vs. Pasadena – 6:00 p.m., Baseball Field

Upcoming Sports Events (continued)

April 13, 2013	Mt. SAC Relays – All Day, Hilmer Lodge Stadium Softball vs. Bakersfield – 12:00 p.m., Softball Field Softball vs. L. A. Harbor – 3:00 p.m., Softball Field Softball vs. Santa Ana – 4:00 p.m., Softball Field Baseball vs. Long Beach – 6:00 p.m., Baseball Field
April 18, 2013	Mt. SAC Relays – All Day, Hilmer Lodge Stadium Softball vs. Pasadena – 5:00 p.m., Softball Field
April 19, 2013	Mt. SAC Relays – All Day, Hilmer Lodge Stadium
April 20, 2013	Mt. SAC Relays – All Day, Hilmer Lodge Stadium Baseball vs. Long Beach – 12:00 p.m., Baseball Field Softball vs. Antelope Valley – 4:00 p.m., Softball Field Softball vs. Canyons – 6:00 p.m., Softball Field
April 23, 2013	Baseball vs. Compton – 2:30 p.m., Baseball Field

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**

March 27, 2013





MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 27, 2013

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order at 6:03 p.m. on Wednesday, February 27, 2013. 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)
 - Public Employee Discipline/Dismissal/Release, per California Government Code Section 54957 – Non-Re-employment of Contracts, Faculty (four 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

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.

3. PUBLIC SESSION

The public meeting reconvened at 6:38 p.m. The Pledge of Allegiance was led by Student Trustee Elisa Marin.

4. MOMENT OF SILENCE

A moment of silence was observed in memory of retired professor **Bill Hawkins**, who passed away on January 8, 2013. Bill was hired in September 1959 and retired in May 1994 as a professor in Biological Sciences, after 35 years of teaching. He graduated from Mt. SAC in 1952, under the first president and a student population of 1,300. He was the Biology Department Chair twice and the Faculty Association President. Bill was one of the founders and the first Director of the Wildlife Sanctuary and, in fact, that's where he married his wife Floy.

A moment of silence was observed in memory of **Theresa Sengourichanh**, who passed away on January 11, 2013, at the age of 54. Theresa began work at Mt. SAC in February 2004, as a Library Technician 1, until recently. She is survived by her husband Souphanh, and her daughter Cat.

A moment of silence was observed in memory of retired professor **Ernesto Aponte**, who passed away on January 15, 2013. Ernesto began work at Mt. SAC in 1997 in the Foreign Languages Department and taught off and on as an adjunct professor through Spring 2010. Ernesto taught until his early eighties and was a student favorite. He is survived by his daughter Nilda, her husband John, grandchildren Ashley, Jade, and Chelsea Jenkins; son Ernesto and his wife Darlene Aponte; daughter Glory, her husband Mike, and grandchildren Austin and Tyler Kline.

A moment of silence was observed in memory of retired professor **Ray Adermann**, who passed away on January 29, 2013, at the age of 74. He taught in the Physical Education Department for 33 years as a professor in survival, athletics, and disabled physical education, and for part of that time, he served as the Assistant Athletic Director. He is survived by his wife Bonnie.

5. INTRODUCTIONS

- The following newly appointed and promoted staff were introduced:

Classified

- **Maria Christina Juarez**, Clerical Assistant (Adult Basic Education) (absent)
- **Michael Landas**, Athletic Trainer (Kinesiology and Athletics) (present)
- **Jesse Lopez**, Student Services Outreach Specialist (Counseling) (present)
- **Maria Madero Fernandez**, Student Services Outreach Specialist (Counseling) (present)
- **Kelly Wilson**, Athletic Trainer (Kinesiology and Athletics) (present)

Promotion – Classified

- **Gloria Duneen Duffin**, Secretary (Counseling) (absent)

RECOGNITION

- **Doug Todd** was honored as the 2012 International Track and Field Coaches Association (ITFCA) Coach of the Year. Todd was honored for his commitment to Track and Field and Cross Country across the globe, through his work directing the Mt. SAC Athletic Special Events. The award was presented to him by the ITFCA Vice President, Bob Fraley, during the annual Run For The Dream Indoor Track and Field Invitational on Monday, February 19, at the Save Mart Center in Fresno, CA. Coach Todd shared his award with the audience, and a photo was taken of him with the Board of Trustees.

6. REPORTING OF ACTION TAKEN IN CLOSED SESSION

- Regarding item No. 1A: In closed session this evening, the Board took action to approve a settlement agreement with dismissed classified employee ending in No. 2443.
- Regarding item No. 1B: In closed session this evening, the Board voted unanimously to approve a settlement in the amount of \$153,205.03 with HPL Mechanical, Inc.
- Regarding item No. 2: In closed session this evening, the Board took action to approve the non-renewal of four Faculty contracts for employees ending in Nos. 0289, 1426, 4218, and 5182. Letters will be issued to each employee on March 15, 2013.
- Regarding item No. 3: None.

7. APPROVAL OF MINUTES

It was moved by Trustee Chen Haggerty, seconded by Trustee Hall, and passed to approve the minutes of the regular meeting of January 23, 2012. Student Trustee concurred.

8. PUBLIC COMMUNICATION

- None.

9. REPORTS

- Reports by the following constituency leaders were given and are posted on the College website with these minutes:
 - Ahmad Azawi, President, Associated Students
 - Eric Kaljumagi, President, Academic Senate
 - DeeJay Santiago, President, Classified Senate
 - Jennifer Galbraith, President, Faculty Association
 - Hawk Yao, President, CSEA 262
 - Bill Lambert, Executive Director, Mt. SAC Foundation

10. BOARD COMMUNICATION

- Trustee Baca 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 and promoted employees Maria Christina Juarez, Michael Landas, Jesse Lopez, Maria Madero Fernandez, Kelly Wilson, and Gloria Duneen Duffin.
 - They congratulated Doug Todd for being named 2012’s Track and Field Coaches Association Coach of the Year.
- B. Trustee Chen Haggerty reported the following:
- She wished everyone a Happy Chinese New Year and talked about the events surrounding the occasion. She mentioned that Dr. Scroggins has attended some of these events, and she’s very thankful for his interest.
 - She serves on the California Community College League’s ACES Board, and January is the month for new trustees. At their last meeting, Barbara Beno shared accreditation issues at other colleges with the Board. Trustee Chen Haggerty is proud of Mt. SAC’s accreditation status.
 - She recently met Chancellor Brice Harris and thinks he’ll be a great leader.
- C. Trustee Bader reported the following:
- She attended the Cash for College event at Mt. SAC and said it’s a great program. Senators Bob Huff and Ed Hernandez were there, as well, and they were very supportive of the event. She also thanked Dr. Yamagata-Noji and her staff for their support.
 - She met with Cindy Shannon, head of the Teacher Preparation Institute at Mt. SAC. It was good to hear about all the support they give to the students. Trustee Bader plans on attending their Science Discovery Day event.
 - She plans to attend the Mt. SAC Athletic Hall of Fame dinner on Saturday, March 2.
 - She’s looking forward to participating in Puttin’ on the Hits.
- D. Student Trustee Marin reported the following:
- She’ll be attending the March in March in Sacramento.
 - During the last Associated Students meeting, the topic of gun control was discussed, and they plan to make this topic a high priority.
- E. Trustee Chyr had nothing to report this month.
- F. Trustee Hall reported the following:
- He acknowledged the Men’s and Women’s basketball teams, and he mentioned the fact that the Women’s team, for the first time in conference history, is undefeated.
 - He attended the Cash for College event at Mt. SAC.

- He attended several Chinese New Year celebrations and mentioned that Dr. Scroggins attended one with him in Walnut.
- He attended the San Gabriel Valley Legislative Caucus last week and mentioned that education was not discussed. He believes there will be arm-wrestling regarding Proposition 30 and where the money will be distributed. He thinks that meetings need to happen very soon with assembly and senate members to relay our concerns.
- He's looking forward to participating in Puttin' on the Hits.

F. Trustee Baca reported the following:

- He attended the Cash for College event at Mt. SAC.
- He's looking forward to the Athletic Hall of Fame dinner on Saturday, March 2.
- He's looking forward to participating in Puttin' on the Hits.
- Regarding Proposition 30, he has spent time with Barbara Boxer and said that we need to put pressure on Sacramento to deliver the message that voters passed this proposition so that the funds would go to education.
- He mentioned that Adult Education has been neglected lately and something needs to be done to address the problems.

11. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed new and promoted employees Maria Christina Juarez, Michael Landas, Jesse Lopez, Maria Madero Fernandez, Kelly Wilson, and Gloria Duneen Duffin.
- He congratulated Doug Todd for being named 2012's Track and Field Coaches Association (ITFCA), Coach of the Year.
- Dr. Scroggins talked about the Classified Spring Opening Meeting that took place on February 20, 2013, where approximately 160 employees attended. At the meeting, he talked about key concerns such as the reclassification and compensation study, the new smoking policy, and the fiscal future of the College. He thanked the management staff for supporting their employees' attendance.
- He talked about how much Dr. Virginia Burley will be missed when she retires at the end of June 2013. It will be a great loss to Mt. SAC, and he thanked her for her years of service.

12. INFORMATIONAL REPORT

- Dr. Virginia Burley, Vice President, Instruction, introduced Jaishri Mehta, Director, Business Division, who presented an update on the CyberWatch West (CWW) Center, National Science Foundation – Advanced Technological Education. Ms. Mehta thanked the administration for their support regarding this project.

She talked about the Mission of CWW, the Achievements of Year 1, Student Development (Competitions and Goals and Objectives), Curriculum Development (Goals and Objectives), Faculty Development (Goals and Objectives), Outreach and Partnership, Committees and Conferences, Marketing and Advocating CWW, and Overarching Goals. She mentioned that the team has already surpassed many of their 2015 goals.

Dr. Baca commended Ms. Mehta for such a cutting-edge program.

Dr. Hall said that focus needs to be put on getting people to attend the Security Week Conference in October 2013. Ms. Mehta said that invitations will be distributed.

Ms. Mehta's presentation is posted on the College website with these minutes.

13. CONSENT AGENDA

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

ADMINISTRATIVE SERVICES

1. Approval of the Appropriation Transfers and Budget Revisions Summary.
2. Approval/ratification 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 ending December 31, 2012.
4. Approval of the Quarterly Financial Status Report ending December 31, 2012.
5. Approval of an Agreement with 3C Business Solutions, Inc. to provide the Information Technology staff with on-site technical training for a variety of software packages including the suite of Oracle.
6. Approval of a service agreement with PeopleAdmin, Inc. to provide an online employment application and tracking software upgrade.
7. Approval of a renewal contract with Student Transportation of America, Inc. to provide bus services for transporting students to athletic events, field trips, and Continuing Education programs.
8. This item was pulled and acted upon separately (see paragraph No. 14).
9. Approval to accept the Food Services Building and Student Success Center projects with Tilden-Coil Constructors for pre-construction services under the Lease/Leaseback delivery method.
10. This item was pulled and acted upon separately (see paragraph No. 15).
11. Approval of the following Bid:
 - Bid No. 2935 Charter Bus Service – Horizon Coach Lines (Contractor).
12. This item was pulled and acted upon separately (see paragraph No. 16).
13. Approval of the following Contract Amendments:
 - Administration Building Remodel – PAL id Studio (Professional Design and Consulting Services Consultant) – Amendment No. 3.
 - Design Technology Center - PAL id Studio (Professional Design and Consulting Services Consultant) – Amendment No. 1.
 - Monitoring-Based Commissioning and Energy Retrofit Services – P2S Engineering, Inc. (Professional Engineering Services) – Amendment No. 1.

- San Jose Hills Road Entrance Improvements – RKA Consulting Group (Professional Engineering Services) – Amendment No. 2.
14. Approval of the following Proposed Gifts and Donations to the College:
- Steve Shackelford – Galileo Tabletop Telescope, two Eye Pieces, and three Posters, valued by donor at \$300, to be used by the Natural Sciences Division.

HUMAN RESOURCES

15. Approval of Personnel Transactions, dated February 27, 2013.
16. This item was pulled and acted upon separately (see paragraph No. 17).
17. This item was pulled and acted upon separately (see paragraph No. 18).
18. Approval of Recommendation to Grant Tenure – 2013-14.

INSTRUCTION and STUDENT SERVICES

19. Approval of two sabbatical leaves for academic year 2013-14.
20. Approval for the Pep Squad Team to compete in the National Cheerleaders Association and National Dance Association's Collegiate Cheer and Dance Championships in Daytona Beach, FL, April 9-15, 2013.
21. Approval for students and faculty to attend Health Occupations Students of America (HOSA) statewide conference in Sacramento, CA, March 20-24, 2013.
22. Approval for students and faculty to attend the California Association for Alcohol/Drug Educators Conference in Reno, NV, April 18-20, 2013.
23. Approval to ratify the purchase of a NexSim Air Traffic Control Tower Simulator from Computer Science Corporation.
24. Approval of an addendum to an affiliation agreement with Las Encinas Hospital.
25. Approval of an amendment to the contract with Upper Crust Catering, Inc. for the Annual Wassail Dinner.
26. This item was pulled and acted upon separately (see paragraph No. 19).
27. Approval to accept funds for the CTE Hub Grant Renewal in the amount of \$150,000.
28. Approval of activities and acceptance of funds for the LA84 Foundation/Mt. SAC Relays Youth Days Grant.
29. Approval of an externship agreement with La Puente Valley ROP for the Career Technical Education Community Collaborative Grant.
30. Approval of a contract with Chaffey College for the Health Care Sector and Other High Growth and Emerging Industries – Building Automation Grant.
31. Approval of a contract with Santa Rosa Junior College for the Family and Consumer Sciences Discipline/Industry Collaborative Grant.
32. Approval of additions and changes to the Community Services Continuing Education Division.

33. Consideration of approval to enter into contracts with Economic Modeling Specialists, Inc. and Conference Board, Inc. for the Center of Excellence Grant. (See backup packet Page 96.)
34. Approval of a Memorandum of Understanding (MOU) with the U. S. Department of Veterans Affairs authorizing participation in the VetSuccess on Campus Program.
35. Approval of a Memorandum of Understanding (MOU) with Social Model Recovery Systems, Inc.

PRESIDENT'S OFFICE

36. This item was pulled and acted upon separately (see paragraph No. 20).

Student Trustee concurred.

14. CONSENT ITEM #8: ADMINISTRATION BUILDING SITE IMPROVEMENTS WITH TILDEN-COIL CONSTRUCTORS FOR CONSTRUCTION SERVICES UNDER THE LEASE/LEASEBACK DELIVERY METHOD

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

Trustee Bader had a question regarding site improvements and asked what they entailed. Gary Nellesen, Director, Facilities Planning and Management said that this is a State-funded project, and two-thirds of the money came from the State. He said that, on State-funded projects, we're limited on the amount of work that can be done on the outside of the building on the modernization that can be included on the project. This request will include fixing a number of ADA compliance issues, landscaping, removal of asbestos piping, etc.

Motion carried. Student Trustee concurred.

15. CONSENT ITEM #10: AGREEMENTS TO PROVIDE PROFESSIONAL DESIGN AND CONSULTING SERVICES WITH HMC ARCHITECTS FOR THE ATHLETICS COMPLEX EAST PROJECT; HILL PARTNERSHIP, INC. FOR THE BUSINESS AND COMPUTER TECHNOLOGY CENTER AND PARKING STRUCTURE PROJECTS; H2 ENVIRONMENTAL CONSULTING SERVICES, INC. FOR THE BUILDING 12 CLASSROOM MODERNIZATION PROJECT; STEVEN FADER ARCHITECTS FOR THE TEMPORARY SPACE CLASSROOMS PROJECT; HMC ARCHITECTS FOR THE NORTHWEST QUADRANT UTILITY IMPROVEMENTS – PHASE 1 PROJECT; ANDREASEN ENGINEERING, INC. FOR THE FARM AREA DRAINAGE SURVEY PROJECT; P2S ENGINEERING, INC. FOR THE SAN JOSE HILLS ROAD ENTRANCE IMPROVEMENTS PROJECT; AND FACILITY CONSULTING SERVICES, LLC FOR PROJECT MANAGEMENT POLICIES, PROCEDURES, AND INTERNAL CONTROLS

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

Trustee Chyr asked if the criteria that was used five years ago, when these agreements were made with these consultants, is still valid. Director Nellesen explained that we have a continuing working relationship with the top four firms that gave proposals on the project and, because we know that these firms are financially strong, we didn't need to do a detailed analysis on their financials. We have no reason to suspect that they would not be able to successfully complete the contracts.

Trustee Chyr said that, some time ago, he asked for the parking structure study and when could he expect to receive it. Mr. Nellesen told him that he would present the study at the Board Study Session on March 2.

Trustee Hall asked about the Lease/Leaseback criteria used in selecting contractors. Mr. Nellesen explained that the builder is the contractor, and the architect's role is much like the traditional role in the Design/Bid/Build method. Part of the criteria in selecting these firms is their experience in the Lease/Leaseback method of construction. Trustee Hall asked to whom will the contractors report, and Mr. Nellesen said it would be the internal project manager.

Motion carried, with Trustee Chyr voting no until he sees the Parking Study. Student Trustee concurred.

16. CONSENT ITEM #12: RATIFICATION OF CHANGE ORDERS:

- Bid No. 2833 Child Development Center – Comfort Conditioning Inc. (Mechanical Contractor) – Unilateral Change Order.
- Bid No. 2830 Child Development Center – Liberty Mutual/Safe Co. (General Contractor) – Change Order No. 4.
- Bid No. 2834 Child Development Center – Tri-Power Electric (Electrical Contractor) – Change Order No. 5.
- Bid No. 2897 Agricultural Sciences Building Landscape – Harry H. Joh, Inc. (General Contractor) – Change Order No. 5.
- Bid No. 2906 Culinary Arts Remodel – R. W. Smith & Co. (Kitchen Equipment Contractor) – Change Order No. 1.

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

Trustee Chyr asked when we are going to see the end of cost overruns. Director Nellesen said that the Lease/Leaseback delivery method will take care of this. Trustee Chyr asked what happened in the last year, and Mr. Nellesen said that, regarding the Child Development Center, most of this activity took place in the beginning of the project. After much discussion, the questions surrounding these change orders and the Lease/Leaseback delivery method versus the Design/Bid/Build delivery method were answered.

Motion carried. Student Trustee concurred.

17. CONSENT ITEM #16: RECOMMENDATION TO EMPLOY FACULTY UNDER SECOND CONTRACT – 2013-14

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

It was noted to add Jamaika Fowler, Counseling/Articulation Officer to this agenda item.

Motion carried, as corrected. Student Trustee concurred.

18. CONSENT ITEM #17: RECOMMENDATION TO EMPLOY FACULTY UNDER THIRD CONTRACT – 2013-15

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

It was noted to remove Jamaica Fowler, Counseling/Articulation Officer from this agenda item.

Motion carried, as corrected. Student Trustee concurred.

19. CONSENT ITEM #26: CONTRACT WITH PACIFIC PALMS HOTEL & CONFERENCE CENTER FOR THE ATHLETICS HALL OF FAME EVENT ON MARCH 2, 2013

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

It was noted to add the following verbiage to this agenda item under the ANALYSIS AND FISCAL IMPACT section: "In addition, payment of a non-refundable deposit in the amount of \$2,000 is due on February 28, 2013, to confirm space for the event."

Motion carried. Student Trustee concurred.

20. CONSENT ITEM #36: CONSULTING AGREEMENT WITH THE MCCALLUM GROUP, INC.

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

Trustee Chyr asked that, in addition to the e-mails received, what other services does the McCallum Group provide. Dr. Scroggins explained that McCallum is a lobbyist for the community colleges that have similar agreements with him. There are at least two annual meetings (particularly the League and ACCCA conferences) that he attends and lobbies for the colleges and gives briefings afterwards on the status of legislation and budget. McCallum advocates for approximately 24 colleges in Sacramento. He's also available to address issues as they come up.

Motion carried. Student Trustee concurred.

21. ACTION ITEM #1: PROPOSED REVISIONS TO VARIOUS BOARD POLICIES

It was moved by Trustee Bader, seconded by Trustee Hall, to approve the proposed revisions to various Board Policies.

Regarding Board Policy 2100 – Board Elections, at the Board's direction, verbiage was added to define each Trustee Area by identifying the cities and areas. It was also suggested to amend the first sentence of the last paragraph to read, "...to the Board, based on an independent study, regarding..."

It was moved by Trustee Chyr, seconded by Trustee Hall, to amend Board Policy 2100 – Board Elections.

Regarding Board Policy 3820 – Gifts and Donations, questions were asked and answered regarding from whom donations may be accepted.

Motion passed. Student Trustee concurred.

22. ACTION ITEM #2: PROPOSED REVISIONS TO BOARD POLICY 5130 – FINANCIAL AID

It was moved by Trustee Hall, seconded by Trustee Chen Haggerty, to approve the proposed revisions to Board Policy 5130 – Financial Aid.

Motion passed. Student Trustee concurred.

23. INFORMATION ITEM #1: NEW ADMINISTRATIVE PROCEDURE 3450 – ACCESSIBILITY OF AUDIOVISUAL MEDIA - CAPTIONING

The Board received new Administrative Procedure 3450 – Accessibility of Audiovisual Media - Captioning, for information only.

24. ADJOURNMENT

The meeting adjourned at 9:02 p.m.

WTS:dl



MT. SAN ANTONIO COLLEGE

SPECIAL MEETING OF THE BOARD OF TRUSTEES

Saturday, March 2, 2013

MINUTES

CALL TO ORDER

The special meeting of the Board of Trustees of Mt. San Antonio College was called to order at 8:40 a.m. on Saturday, March 2, 2013. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present.

The Pledge of Allegiance was led by Student Trustee Elisa Marin.

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. COLLEGE BUDGET PRESENTATIONS

- A. Rosa Royce, Associate Vice President, Fiscal Services, presented an Update on Budget Assumptions made for 2012-13 and 2013-14, and it included information on the following:
 - 1) Retiree Health Benefits: Trust Paid Current Year Expenses; No Trust Contribution
 - 2) Zero Budget for Scheduled Maintenance, Instructional Equipment, and Computers
 - 3) Reductions in Status Quo Budget Line Items
 - 4) Cuts in Permanent Staff and Faculty
 - 5) Other Impacts on the 2012-13 and 2013-14 Budgets
- B. Ms. Royce and Dr. Virginia Burley, Vice President, Instruction, talked about Budget and Program Implications of Faculty Vacancies and New Hires.
- C. Ms. Royce and Dr. Burley presented the Budget Implications of the Potential 3.26% Growth for 2013-14.

Associate Vice President Royce also talked about the Health Care Reform Affordable Care Act (Obama Care) and the potential impact and challenges on Mt. SAC.

Regarding payroll in May and June, the question was asked if will have to go into the loan fund in order to make payroll. The answer was that we anticipate yes for May, and we don't know yet for June.

Questions regarding the impact of the cut in conference and travel budget were asked, and it was explained that we will continue to approve training requests on a case-by-case basis. The long-term impact will be reviewed to determine if employees are being able to keep up with the latest skill sets in their fields.

Michael Gregoryk, Vice President, Administration, commended Ms. Royce on doing a wonderful job with this presentation.

Ms. Royce's presentation is posted on the College website with these minutes.

3. USER PRESENTATIONS ON TECHNOLOGY INNOVATIONS TO IMPROVE EFFECTIVENESS AND EFFICIENCY

A. Heidi Lockhart, Director, Career & Transfer Services, gave a hands-on demonstration of Degree Works [or Mountie Academic Plan (MAP)]. The Trustees were able to experience the program using individual laptops and were very impressed.

Audrey Yamagata-Noji, Vice President, Student Services, commended Ms. Lockhart and her team for making this program so successful.

Ms. Lockhart's presentation is posted on the College website with these minutes.

B. Eric Turner, Supervisor, Web & Portal Services; and Student Hira Rizvi gave a hands-on demonstration of the Smart Phone Schedule Feature using the Mountie App. The Trustees were able to experience the program using individual iPads and were very impressed with the extensive capabilities of the Mountie App.

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

C. Dr. Joumana McGowan, Dean, Business Division; Robert Stubbe, Computer Facilities Coordinator; and Vic Zamora, Computer Information Systems Professor, presented information on the Virtualization in the Business Division (Virtual Computer Labs) (an overview of development, implementation, and results).

Dr. McGowan's presentation is posted on the College website with these minutes.

D. Meghan Chen, Dean of Library & Learning Resources & Librarian; and Chisato Uyeki, Collection Development Librarian, presented a demonstration of the New Library System.

Ms. Chen's presentation is posted on the College website with these minutes.

E. Bill Eastham, Director, Technical Services, presented information on the Oracle APEX System for On-Line Facility Reservations and the manual ncr five-part hard-copy forms versus the use of on-line pdf-fillable forms.

Bob Hughes, Director, Enterprise Application Systems demonstrated this on-line program.

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

- F. Grace Hanson, Director, Disability Programs & Services, presented information on the Potential Use of Technology for Electronic Case Management.

To show the current cumbersome process, Ms. Hanson distributed the following documents, required by Title 5 Regulations:

- Disabled Student Programs & Services (DSP&S) Rights and Responsibilities of Students;
- Application for Service;
- Request for Information;
- Verification of Medical and Psychological Conditions;
- Educational Accommodations;
- Student Education Contract – Initial;
- Student Education Contract – Annual Update; and
- Student Request for Classroom Accommodations

The proposed process would include the above forms electronically.

Ms. Hanson's presentation and handouts are posted on the College website with these minutes.

- G. Victor Belinski, Chief Technology Officer; and Bob Hughes, Director, Enterprise Application Systems, presented information on a handout entitled "What is Needed To Make It Work."

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

The Board recessed for lunch at 1:30 p.m.

The Board reconvened at 1:47 p.m.

4. MEASURE RR BOND ISSUANCE PRESENTATION

Mike Gregoryk, Vice President, Administrative Services, introduced Rod Carter, Managing Partner of RBC Capital Markets, LLC; his associate, Karma Pemba; and Robert Barna, Director, De La Rosa Investment Bankers, who presented information on the Measure R and Measure RR General Obligation Bonds Restructuring Options. There was much interest in two slides in the presentation titled, "\$185 Million New Money Issuance in 2013" and "\$150 Million New Money Issuance in 2013," which resulted in a lot conversation regarding which would be the best option for Mt. SAC.

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

5. FACILITIES MASTER PLAN PRESENTATION

Gary Nellesen, Director, Facilities Planning & Management presented the updated "Mt. San Antonio College Facility Master Plan 2012." Mr. Nellesen discussed the following pages of the Plan:

- Bond Funding (page 4);
- Existing Campus Buildings (page 7);
- Existing Campus Parking (page 10);
- Master Plan (page 11);
- Proposed Projects (page 12);
- Campus Zoning (page 13);
- Enlarged Primary Educational Zone (page 15);
- Enlarged Athletic Zone (page 17);
- Pedestrian Circulation (page 19);
- Vehicular Circulation (page 20); and
- Campus Parking (page 21)

Mr. Nellesen also distributed the Business & Computer Technology Planning, the Mt. SAC Athletics Complex Precinct Planning, and the Mt. San Antonio College North Precinct Planning documents.

Mr. Nellesen's presentation and handouts are posted on the College website with these minutes.

6. PRIORITIZING MEASURE RR PROJECTS PRESENTATION

Mike Gregoryk, Vice President, Administrative Services; and Gary Nellesen, Director, Facilities Planning & Management" distributed two Measure RR Phase 2 Funding Scenarios (A and B). The difference between the two is that Scenario A is if Mt. SAC sells \$185M in bonds, and Scenario is if Mt. SAC sells \$150M in bonds. At a future meeting, the Board will determine which scenario will work best for Mt. SAC. The Board asked that a report on how much the assessed value would have to increase in order to include a new pool and gymnasium. Vice President Gregoryk said he would have our consultant provide that report.

Mr. Gregoryk's handouts are posted on the College website with these minutes.

7. MID-TERM ACCREDITATION REPORT PRESENTATION

Dr. Virginia Burley, Vice President, Instruction, distributed a handout with information regarding the Accreditation Midterm Report Update. The report included three recommendations, not deficiencies, that the Accrediting Commission for Community and Junior Colleges (ACCJC) made. It also included the Process for Development of the Accreditation Midterm Report and the Accreditation Timeline for Mt. SAC.

Trustee Baca commended Dr. Burley on the affirmation of accreditation with no further reports required until this Midterm Report in fall 2013, given by ACCJC, and the fact that this accreditation standing is the highest that any college can achieve, and Mt. SAC is one of the fewest to achieve it.

Dr. Burley's handout is posted on the College website with these minutes.

8. ANNUAL BOARD SELF-EVALUATION AND PRIORITY SETTING

President Scroggins distributed a compilation of survey responses from Board Members to questions regarding the Board's areas of strengths and those areas they thought needed improvement.

The first part of the self-evaluation requires Board members to give themselves a letter grade (A through F).

The responses of Board members to each of the open-ended questions were reviewed. Trustees generally feel that the Board works very well together and with the CEO. They also believe that they should speak more directly, in a public forum, on sensitive issues affecting the College.

Student Trustee Marin requested that the Board consider coming on campus and visiting student groups at their meetings.

Regarding open-ended question No. 3, "What are areas in which the Board could improve?" The Board would like to see an established effective monitoring system for the Mt. SAC Foundation and auxiliaries. The response was that the system will be established in 2013-14. They would also like to see the Foundation's expenditures be more transparent.

Regarding open-ended question No. 6, "As a Trustee, I would like to see the following changes in how the Board operates," it was suggested that perhaps a social can be planned for the two additional Board members.

The Board expressed their concern about recruiting good leaders (i.e., the Vice President of HR, and the Vice President of Instruction).

The Board of Trustees Self-Evaluation compilation for 2013 is posted on the College website with these minutes.

9. ADJOURNMENT

The meeting adjourned at 3:58 p.m.

WTS:dl



MT. SAN ANTONIO COLLEGE

BOARD OF TRUSTEES

2013-14 REGULAR MEETING CALENDAR

The Mt. San Antonio College Board of Trustees normally meets the fourth Wednesday of each month at 1100 North Grand Avenue, in Founders Hall. The closed session portion of the meeting begins at 6:00 p.m., with the public session beginning at 6:30 p.m.

Special meetings may be called, as needed.

The Board will meet on the following dates during 2013-14:

July 24, 2013

August 28, 2013

September 11, 2013 (2nd Wednesday)

October 23, 2013

November 20, 2013 (3rd Wednesday)

December 11, 2013 (2nd Wednesday)

January 22, 2014

February 26, 2014

March 26, 2014

April 23, 2014

May 28, 2014

June 25, 2014

WTS:dl

Recommended by: Bill Scroggins

Agenda Item:

Consent #1

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 27, 2013</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 2/5/13 - 2/28/13

Unrestricted General Fund - 11 and 13

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 19,908
5000 Other Operating Expenses/Services	84,182
7950 Unassigned Fund Balance	<u>33,780</u>
Total	\$ 137,870

To:

<u>Budget Classification</u>	<u>Amount</u>
1000 Academic Salaries	\$ 500
2000 Classified/Other Nonacademic Salaries	24,019
3000 Employee Benefits	2,647
6000 Capital Outlay	<u>110,704</u>
Total	\$ 137,870

Prepared by: <u>Rosa M. Royce</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #2</u>

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: March 27, 2013

Restricted General Fund - 17

From:

<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$ 39,824
6000	Capital Outlay	32,974
7000	Other Outgo	84,550
Total		\$ 157,348

To:

<u>Budget Classification</u>		<u>Amount</u>
1000	Academic Salaries	\$ 35,933
2000	Classified/Other Nonacademic Salaries	98,228
3000	Employee Benefits	16,748
4000	Supplies/Materials	6,439
Total		\$ 157,348

Health Services Fund - 39

From:

<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$ 97
7920	Restricted Fund Balance	57,313
Total		\$ 57,410

To:

<u>Budget Classification</u>		<u>Amount</u>
2000	Classified/Other Nonacademic Salaries	\$ 49,718
3000	Employee Benefits	6,556
4000	Supplies/Materials	1,136
Total		\$ 57,410

BAN Construction Fund - 44

From:

<u>Budget Classification</u>		<u>Amount</u>
6000	Capital Outlay	\$ 300,000
Total		\$ 300,000

To:

<u>Budget Classification</u>		<u>Amount</u>
5000	Other Operating Expenses/Services	\$ 300,000
Total		\$ 300,000

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: March 27, 2013

Associated Students Trust Fund - 71

From:

<u>Budget Classification</u>	<u>Amount</u>
5000 Other Operating Expenses/Services	\$ 2,800
Total	\$ 2,800

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 1,700
6000 Capital Outlay	1,100
Total	\$ 2,800

Student Representation Fee Trust Fund - 72

From:

<u>Budget Classification</u>	<u>Amount</u>
7920 Restricted Fund Balance	\$ 11,310
Total	\$ 11,310

To:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 200
5000 Other Operating Expenses/Services	11,110
Total	\$ 11,310

Other Trust Funds - 79

From:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 12,244
5000 Other Operating Expenses/Services	15,356
Total	\$ 27,600

To:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 27,600
Total	\$ 27,600

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: March 27, 2013

BUDGET REVISIONS
For the period 2/5/13 - 2/28/13

Unrestricted General Fund - 11 and 13

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
884007 Planetarium - Sales	\$ 7,443
887710 2012-13 Paramedic Program - Student Fees	3,100
887730 Ceramics - Clay Fees	300
Total	\$ 10,843

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 3,400
6000 Capital Outlay	7,443
Total	\$ 10,843

Restricted General Fund - 17

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
862903 2012-13 BFAP	\$ 20,911
862908 2012-13 Basic Skills	26,210
882000 2012-13 2012-13 Alcoa Foundation Grant	15,000
882000 LA84/Mt. SAC Relays Youth 2013	110,000
Total	\$ 172,121

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
2000 Classified/Other Nonacademic Salaries	\$ 35,560
3000 Employee Benefits	2,979
4000 Supplies/Materials	13,911
5000 Other Operating Expenses/Services	104,671
6000 Capital Outlay	15,000
Total	\$ 172,121

Capital Outlay Projects Fund - 41

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
889000 Energy Projects - District	\$ 21,131
Total	\$ 21,131

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: March 27, 2013

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
6000 Capital Outlay	\$ 21,131
Total	\$ 21,131

Bond Construction Fund - 42

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
894001 Bond Projects - Refunding	\$ 5,763
Total	\$ 5,763

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
4000 Supplies/Materials	\$ 5,763
Total	\$ 5,763

Student Financial Aid Trust Fund - 74

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
862900 2011-12 CAL Grants	\$ 57,311
Total	\$ 57,311

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7000 Other Outgo	\$ 57,311
Total	\$ 57,311

Scholarship and Loan Trust Fund - 75

Revenue:

<u>Budget Classification</u>	<u>Amount</u>
882000 2012-13 Scholarships	\$ 332,053
Total	\$ 332,053

Expenditures:

<u>Budget Classification</u>	<u>Amount</u>
7000 Other Outgo	\$ 332,053
Total	\$ 332,053

SUBJECT: Appropriation Transfers and Budget Revisions Summary

DATE: March 27, 2013

RECOMMENDATION

It is recommended that the Board of Trustees approves the appropriation transfers within the Unrestricted General Fund (\$137,870), Restricted General Fund (\$157,348), Health Services Fund (\$57,410), BAN Construction Fund (\$300,000), Associated Students Trust Fund (\$2,800), Student Representation Fee Trust Fund (\$11,310), and Other Trust Funds (\$27,600) 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 (\$10,843), Restricted General Fund (\$172,121), Capital Outlay Projects Fund (\$21,131), Bond Construction Fund (\$5,763), Student Financial Aid Trust Fund (\$57,311), and Scholarship and Loan Trust Fund (\$332,053) pursuant to the California Code of Regulations, Title 5, Section 58308.

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

DATE: March 27, 2013

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
Bjorkman, Brett	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Guest Speaker, 2013 Fashion Symposium	4/10/13–6/15/13	\$1,000
Ceballos, Erica	Instruction – Music	Instrumental Jazz Fest Staff Assistant, Jazz Band Festival	5/4/13	\$150
Del Fonte, Ernie	Instruction – Music	Adjudicator, Jazz Band Festival	5/4/13	\$400
Dozier, Antionette	Student Services – CalWORKs	Welfare to Work Rights Workshop/ CalWORKs Workshop	4/05/13	\$1,200
Enriquez, Michael	Instruction – Music	Tabulator, Jazz Band Festival	5/4/13	\$150
Gilkey, Kathleen	Music	Piano tuner for all Music Department pianos (approved 9/12/12 for \$6,000 (PO #P0025957))	3/28/13–6/21/13	Additional amount not to exceed \$500
Hawk, Carson	Instruction – Music	Editing Music/Post Production, Vocal Jazz and Choral Concerts	3/27/13–6/10/13	\$1,000

Prepared by: Rosa M. Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #3

SUBJECT: Independent Contractors**DATE:** March 27, 2013

Provider	Area/Department	Service/Assignment	Date(s)	Amount Not to Exceed
Johnson, Mark	Student Services - Student Life/ Associated Students	Performer, African Drumming & Dancing, Associated Students' Culture Fair	4/10/13	\$400
Johnstone, Dave	Instruction – Music	Performer/ Accompanist, Rehearsals with Frontline for Reno Jazz Festival	4/18/13– 4/23/13	\$200
Koba, Dean	Instruction – Music	Adjudicator, Jazz Band Festival	5/4/13	\$400
Perez, David	Instruction – Music	Instrumental Jazz Fest Staff Assistant, Jazz Band Festival	4/4/13	\$150
Politano, Matthew	Instruction – Music	Performer/ Presenter, Jazz Band Festival	5/4/13	\$100
Richard, Charles	Instruction – Music	Adjudicator, Jazz Band Festival	5/4/13	\$400
Sosa, Virginia	Student Services - Student Life/ Associated Students	Performer, Hawaiian and Tahitian Dancing & Drumming, Associated Students' Culture Fair	4/10/13	\$600
Suffredini, Ron	Instruction – Music	Performer/ Accompanist, Rehearsals with Frontline for Reno Jazz Festival	4/18/13– 4/23/13	\$200
Tumlinson, Charles	Instruction – Music	Adjudicator, Jazz Band Festival	5/4/13	\$400

Funding Sources

Restricted General Fund – Instruction - Family and Consumer Sciences (FCS) Discipline/Industry Collaborative Grant, Student Services – CalWORKs.

Unrestricted General Fund – Instruction – Music, Student Services – Student Life/Associated Students.

RECOMMENDATION

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

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>March 27, 2013</u>	CONSENT
SUBJECT: <u>Independent Contractors - Ratification</u>	

BACKGROUND

Approval of Independent Contractors.

ANALYSIS AND FISCAL IMPACT

Periodically, there is a need to hire independent contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines. The subsequent independent contractors are being submitted by Instruction for the following rationale: all were added after the February Board deadline. Following is a list of those independent contractors for Board approval:

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Acevedo, Shannon dba Avery J. Productions	Instruction – Kinesiology	Custom Graphic Design, including Softball Program	2/1/13– 3/31/13	\$1,000
Boyd, Bob	Instruction – LA84 Foundation Grant	Perform Starter Duties, Mt. SAC Relays Youth Days	3/1/13– 4/15/13	\$300
Duerkson, Jeff	Instruction – LA84 Foundation Grant	Perform Starter Duties, Mt. SAC Relays Youth Days	3/1/13– 4/15/13	\$300
Ede, Richard	Instruction – LA84 Foundation Grant	Perform Starter Duties, Mt. SAC Relays Youth Days	3/1/13– 4/15/13	\$300
Fajardo, John	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Photographer, 2013 Fashion Symposium	3/1/13– 6/30/13	\$500

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

SUBJECT: Independent Contractors - Ratification**DATE:** March 27, 2013

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Gomez, Beatriz	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Speaker, Student Entrepreneur Event	3/11/13– 4/30/13	\$500
Habell, Greg	Instruction – LA84 Foundation Grant	Announcer, Mt. SAC Relays Youth Days	3/1/13– 4/15/13	\$300
Jeleniowski, Craig	Instruction – LA84 Foundation Grant	Perform Starter Duties, Mt. SAC Relays Youth Days	3/1/13– 4/15/13	\$300
Johnstone, Dave	Instruction – Music	Performer/ Accompanist, Spring Thing & Performance with Frontline	3/22/13	\$700
Mack, Gary	Instruction – LA84 Foundation Grant	Perform Starter Duties, Mt. SAC Relays Youth Days	3/1/13– 4/15/13	\$300
Nufio, Gladys	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Speaker, Student Entrepreneur Event	3/11/13– 4/30/13	\$500
Perkins, David	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Speaker, Student Entrepreneur Event	3/11/13– 4/30/13	\$500
Ryan, Jeff	Instruction – LA84 Foundation Grant	Announcer, Mt. SAC Relays Youth Days	3/1/13– 6/30/13	\$500
Suffredini, Ron	Instruction – Music	Performer/ Accompanist, Spring Thing & Performance with Frontline	3/22/13	\$700
Vasquez, Gonzalo	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Speaker, Student Entrepreneur Event	3/11/13– 4/30/13	\$500

SUBJECT: Independent Contractors - Ratification

DATE: March 27, 2013

Provider	Area/Department	Service/ Assignment	Date(s)	Amount Not to Exceed
Wysocki, Alexander dba Shadow Render Films	Instruction – Family & Consumer Sciences (FCS) Discipline/Industry Collaborative Grant	Videographer, 2013 Fashion Symposium	3/1/13– 6/30/13	\$2,000

Funding Sources

Restricted General Fund - Instruction – LA84 Foundation Grant, Family and Consumer Sciences (FCS) Discipline/Industry Collaborative Grant.

Unrestricted General Fund – Instruction – Music.

RECOMMENDATION

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

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

DATE: March 27, 2013

CONSENT

SUBJECT: Reduce Retention for Doja, Inc., Child Development Center Demo,
Earthwork, and Site Improvements (Bid No. 2827)

BACKGROUND

On March 24, 2010, the Board of Trustees awarded to Doja, Inc., the Child Development Center Demo, Earthwork, and Site Improvements package (Bid No. 2827). The work for this project is 60% complete, and Doja, Inc. has requested 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. Doja'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 RR Bond Anticipation Note.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves reducing to 5% the retention for Doja, Inc. on their contract for the Child Development Center Demo, Earthwork, and Site Improvements package (Bid No. 2827).

Prepared by: Teresa Patterson

Reviewed by: Rosa M. Royce/Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #5

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

DATE: March 27, 2013

CONSENT

SUBJECT: Purchase of Phase II Furniture for The Child Development Center
and Amendment of the Purchase of Phase I Furniture

BACKGROUND

In October 2012, the Board of Trustees approved the initial phase of furniture purchases from multiple vendors for the new Child Development Center. Revisions to the cost of the furniture included in that approval are required, as well as the approval of the second phase of furniture orders.

ANALYSIS AND FISCAL IMPACT

Amendment to Phase 1 Furniture: Following the approval of furniture orders in October 2012, the costs were amended to include the actual tax (either not included in original pricing or increased due to the tax rate increase which took effect January 1, 2013), freight, and shipping charges. In addition, there was an increase in installation costs due to new legislation that requires payment of prevailing wages for modular furniture installers.

The price increases for Phase I furniture are listed below:

Bidder	Original Amount approved on October 24, 2012	Increase Amount	Reason
Arcadia – Lobby (CMAS)	\$10,100.00	\$490.52	Tax Not Included
Egan – Marker Boards (CMAS)	\$508.00	\$45.72	Tax Not Included
Marathon – High Density Storage	\$41,732.00	\$7,681.88	Tax/Freight
CBI – Installation	\$68,000.00	\$8,099.58	Prevailing Wage Rate Requirement
Tangram ADA Tables	\$17,205.07	\$39.55	Tax Rate Increase

Prepared by: Teresa Patterson/Rebecca Mitchell

Reviewed by: Rosa M. Royce/Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent # 6

SUBJECT: Purchase of Phase II Furniture for The Child Development Center
and Amendment to the Purchase of Phase I Furniture

DATE: March 27, 2013

Phase II Furniture: The furniture for the conference rooms, lounges, and ergonomic tools had not been developed at the time of the previous approval in October 2012. Cost proposals were submitted by the selected manufacturers. During the analysis process, the building end users and the College's furniture consultant, PAL id studio, determined that the manufacturers, products, and dealers below meet both the functional requirements and budget:

Bidder	Amount
National – Conference Room and Lounge (CMAS)	\$10,461.69
KI Tables – (CMAS)	\$1,625.22
KI Seating (Design Technology Center Bid)	\$7,839.05
Humanscale – Ergonomic Tools (CMAS and Design Technology Center Bid)	\$34,283.63

The costs for the Phase II furniture include all applicable sales tax and freight, and the proposals submitted are in line with the College's cost estimates for this project. The majority of manufacturers listed above have successfully provided quality products and services to the College in the past. Contract terms include:

- California Multiple Awards Schedule (CMAS)
- Design Technology Center Bid Pricing

Funding Sources

Measure R and Measure RR Bond Anticipation Note.

RECOMMENDATION

It is recommended that the Board of Trustees approves the amendment of the purchase of Phase I furniture for the Child Development Center. It is also recommended that the Board of Trustees approves the purchase of Phase II furniture for the Child Development Center and awards to the above listed manufacturers, as presented.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 27, 2013</u>	CONSENT
SUBJECT:	<u>Purchase of Hewlett Packard Network Equipment</u>	

BACKGROUND

In January 2010, the Board of Trustees approved the use of any current competitive bid or government contract which allows bid-protected purchasing for all school districts in California and results in the lowest price for the College on Hewlett Packard (HP) equipment.

The College seeks the Board’s approval to extend the use of any current competitive bid or government contract for HP equipment, through June 30, 2014.

ANALYSIS AND FISCAL IMPACT

Public Contract Code Section 20652 allows the governing board of any community college district, without advertising for bids and when the board has determined it to be in the best interest of the district, to authorize the purchase of such services through another public agency that has awarded a contract based on a formal bid process which permitted its bid to be used (piggybacked) by other public agencies.

Due to the current fiscal conditions in the State and HP’s aggressive pursuit of the government sector, lower priced bids and contracts exist, and more are anticipated. Some contracts allow for additional voluntary vendor-supplied discounts, and the College would still be bid-protected. The Board’s approval to use any allowable existing contract will help ensure the College receives the lowest possible price on these purchases.

Funding Sources

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the use of the current competitive bid or government contract which results in the lowest price for the College on HP equipment, through June 30, 2014.

Prepared by:	<u>Victor A. Belinski</u>	Reviewed by:	<u>Michael D. Gregoryk</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #7</u>

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

DATE: March 27, 2013

CONSENT

SUBJECT: Purchase of Storage Hardware and Software (Bid No. 2938)

BACKGROUND

Mt. San Antonio College's data center systems are the foundation for supporting students, obtaining increased student success, and ensuring efficiency in the operation of the College. It is important to leverage critical investments in data center servers and storage. To support the expanded use of all Banner modules, DegreeWorks, imaging-document management, and other systems, it is necessary to enhance the College's backup and storage environment. The upgrade includes additional new storage hardware and software that will compress the data so it is stored as efficiently as possible. Bid No. 2938 was issued for the purchase of a storage module, storage volume controller, and compression software.

ANALYSIS AND FISCAL IMPACT

Bids were advertised in the Inland Valley Daily Bulletin once a week for two consecutive weeks in accordance with Education Code 81641. Eight requests for bids were sent out to qualified vendors with one bid received. The bidder is Sirius Computer Solutions, located in Irvine, California. Sirius Computer Solutions has successfully provided quality products and services to the College in the past. Therefore, it is recommended that their bid be accepted in the amount of \$131,908.89 plus any applicable tax and shipping charges.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves Bid No. 2938 and awards the contract to Sirius Computer Solutions for a total of \$131,908.89.

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>March 27, 2013</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 contract is presented for approval:

#1	Consultant:	Andreasen Engineering, Inc.	
	Project:	Swine Market Unit	
Item	Description:	Amount	
	Provide professional civil engineering design services for fencing and gates at the existing Swine Unit market pens.	\$3,250.00	
	Contract Amount, hourly not to exceed:		\$3,250.00

#2	Consultant:	Campbell-Anderson & Associates, Inc.	
	Project:	Campus Estimating Support Services	
Item	Description:	Amount	
	Professional estimating services to provide design estimates, bid estimates, and control estimates, as needed, for smaller Measure RR Phase 2 projects or for select elements of larger projects. Cost estimating is necessary to support the scope of work decisions during the design phase, to validate Guaranteed Maximum Price proposals for Lease/Leaseback projects, and to evaluate additional scope proposals as they arise during construction.	\$50,000.00	
	Contract Amount:		\$50,000.00

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 #9

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>March 27, 2013</u>	CONSENT
SUBJECT: <u>Child Development Center (Change Order)</u>	

BACKGROUND

Child Development Center (Change Order).

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.	5
Item	Change and Justification:			Amount	Time
1	Revise dimensions for 18 window openings on Buildings A and D, per Addendum #4. <i>Architect/Engineer requirement-additional details required.</i>			\$3,692.65	0 days
2	Install additional temporary fencing with screen netting at the south retaining wall and upper parking lot for temporary office trailers. <i>Owner-directed change.</i>			\$2,859.85	0 days
	Total			\$6,552.50	0 days
	Original Contract Amount			\$4,355,000.00	
	Net Change by Previous Change Orders			\$193,143.98	
	Net Sum Prior to This Change Order			\$4,548,143.98	
	Amount of Change Order No. 5			\$6,552.50	
	New Contract Sum			\$4,554,696.48	
Percentage of Change to Contract, to Date				4.59%	

Prepared by: Gary L. Nellesen Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #10

SUBJECT: Child Development Center (Change Order)**DATE:** March 27, 2013

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.
C. O. No. 2	December 2012	\$44,135.00	1.81%	Provide additional door and gate hardware; Provide credit for use of alternate type of gypsum board; Install backing and Z-bar flashing at base of roof "monitor" clerestories at all four buildings; Add motorized roller shades at clerestories in all four buildings.
C. O. No. 3	January 2013	\$41,054.67	2.75%	Wrap exposed beams and rafters in one clerestory area in all four Buildings to cover exposed rafter support hardware and conceal conduits and junction boxes.
C. O. No. 4	February 2013	\$73,409.21	4.43%	Repair Curbs at sill plates; Provide backer strips at all exterior curbs; Demolish existing concrete slab and re-pour concrete to correct elevation; Provide a concrete pad for the water heater in Building B; Fill in concrete curbs throughout all four buildings; Chip concrete curb at Buildings B and C; Cut back the concrete curb to accommodate the door frames; Provide uni-strut type mounting bracket.

SUBJECT: Child Development Center (Change Order)

DATE: March 27, 2013

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: March 27, 2013

CONSENT

SUBJECT: Physical Education Program Building Renovation (Change Order)

BACKGROUND

Physical Education Program Building Renovation (Change Order).

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.	2861	Contractor:	HMI Construction (General Contractor)	CO No.	7
Item	Change and Justification:		Amount	Time	
1	Provide a credit for the deleted framing work due to a change in program needs. <i>Owner-directed change-miscellaneous change-contract price adjustment.</i>		<\$740.60>	0 days	
2	Install additional bracing per DSA review comments issued after the start of construction. <i>Architect/engineer requirements-DSA/Code requirement.</i>		\$1,357.06	0 days	
3	Provide a credit for blocking determined to not be necessary by the Architect. <i>Architect/engineer requirements-design modification.</i>		<\$902.20>	0 days	
4	Revise the ceiling in Room 138 to a hard lid gypsum ceiling to improve acoustics. <i>Owner-directed change-design modification.</i>		\$2,699.54	0 days	
5	Install additional backing, as needed, to support the installation of the wall-mounted hand dryers. <i>Owner-directed change-design modification.</i>		\$802.64	0 days	
6	Revise specified shower pans to correctly fit into the allotted space. <i>Architect/engineer requirements-design modification-contract price adjustment.</i>		\$1,775.00	0 days	
7	Add structural bracing necessary for the installation of the new t-bar ceiling grid. <i>Architect/engineer requirements-design modification.</i>		\$6,732.81	0 days	
8	Patch and repair damage caused by the destructive testing process. <i>Owner-directed change-additional scope.</i>		\$1,542.05	0 days	
9	Install thresholds and door sweeps at existing doors that were not included in the original scope of work. <i>Owner-directed change-additional scope.</i>		\$672.24	0 days	

Prepared by: Gary L. Nellesen

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #11

SUBJECT: Physical Education Program Building Renovation (Change Order)

DATE: March 27, 2013

Bid No.	2861 (cont.)	Contractor:	HMI Construction (General Contractor)	CO No.	7
Item	Change and Justification:			Amount	Time
10	Extend the wood flooring to create more usable dance space and remove the guard rails in Room 102, per the owner's direction. <i>Owner-directed change-additional scope.</i>			\$2,824.91	0 days
11	Install additional reinforcement, as needed, to support the installation of the drop ceiling in Room 103. <i>Architect/engineer requirement-additional details required.</i>			\$2,599.86	0 days
12	Provide a credit for the deleted painting work due to a change in program needs. <i>Owner-directed change-miscellaneous change-contract price adjustment.</i>			<\$1,762.00>	0 days
13	Install a vapor barrier on the floor of Dance Room 102 prior to the installation of wood dance floor; this work is necessary due to the high moisture content of the concrete slab found during the moisture testing. <i>Architect/engineer requirement-additional details required.</i>			\$1,112.72	0 days
14	Prove a 1% bond fee markup on changes to work, as pursuant to the Supplemental Conditions Section 10 Code. <i>Miscellaneous change-contract price adjustment.</i>			\$187.13	0 days
	Total			\$18,901.16	0 days
	Original Contract Amount			\$1,883,000.00	
	Net Change by Previous Change Orders			\$169,099.44	
	Net Sum Prior to This Change Order			\$2,052,099.44	
	Amount of Change Order No. 7			\$18,901.16	
	New Contract Sum			\$2,071,000.60	
	Percentage of Change to Contract, to Date				9.98%

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

Physical Education Program Building Remodel	Date	Amount	%	Bid No. 2861 HMI Construction (General Contractor)
Contract Amount		\$1,883,000.00		
C. O. No. 1	April 2011	\$14,580.49	0.77%	Over-excavate 12" of footing to expose firm soil bottom; Remove drywall and patch back at eight locations.
C. O. No. 2	June 2011	\$49,658.63	2.64%	Height of wall increase; Casework replacement; Framing in corridors; New chain-link fence line posts; Furr out wall for drinking fountain chiller; Demolish existing planters.

SUBJECT: Physical Education Program Building Renovation (Change Order)

DATE: March 27, 2013

Physical Education Program Building Remodel	Date	Amount	%	Bid No. 2861 HMI Construction (General Contractor)
Contract Amount		\$1,883,000.00		
C. O. No. 3	September 2011	\$12,796.27	0.68%	Additional column reinforcement and metal stiffeners.
C. O. No. 4	October 2011	\$61,204.04	3.25%	Install plate between stiffeners; install insulation support framing and flatwork concrete.
C. O. No. 5	February 2012	\$30,209.71	1.60%	Toilet room accessories; additional framing; credit for ballet bars; patio/sitting area; patch/paint in restrooms; relocated casework; reseal existing ADA parking lot; credit for two doors; grade planter area.
C. O. No. 6	April 2012	\$650.30	8.98%	Remove concrete for the sewer tie in; Install mirrors; Relocate lockers; Replace six damaged siding panels; Add twelve new lockers; reinstall the toilet partitions; Construct enclosures; Lower the previously installed ceiling.

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>March 27, 2013</u>	CONSENT
SUBJECT:	<u>Professional Design and Consulting Services (Contract Amendment)</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT

The following contract amendment is presented for approval:

#1	Consultant:	FBA Engineering	No.	1
	Project:	Aircraft Technology Building Fire Alarm Upgrade		
Item	Description:	Amount		
	Additional electrical engineering services for the Fire Alarm Upgrade project in part due to delays caused by the general contractor. Hourly, not to exceed:	\$8,100.00		
	Total	\$8,100.00		
	Original Contract Amount	\$35,000.00		
	Net Change by Previous Amendments	\$0.00		
	Net Sum Prior to This Amendment	\$35,000.00		
	Amount of Amendment No. 3	\$8,100.00		
	New Contract Sum	\$43,100.00		

Funding Source

2010-11 Redevelopment funds.

RECOMMENDATION

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

Prepared by: <u>Gary L. Nellesen</u>	Reviewed by: <u>Michael D. Gregoryk</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #12</u>

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 27, 2013</u>	CONSENT
SUBJECT	<u>Personnel Transactions</u>	

CLASSIFIED EMPLOYMENT

Permanent New Hires

Name: Alvarado, Samaris
 Position: Medical Assistant New: Yes
 Department: Student Health Services
 Range/Step: A-77, Step 2 Salary: \$3,847.90/month
 Job FTE: 1.00/12 months
 Effective: 4/1/13

Name: Flores, Jesse
 Position: Public Safety Officer New: No
 Department: Public Safety
 Range/Step: A-88, Step 1 Salary: \$4,088.56/month
 Job FTE: 1.00/12 months
 Effective: 4/1/13

Name: Moreno, Julie Ann
 Position: Account Clerk III New: No
 Department: Fiscal Services
 Range/Step: A-88, Step 1 Salary: \$4,088.56/month
 Job FTE: 1.00/12 months
 Effective: 4/1/13

Name: Puentes, Dalia
 Position: Performing Arts Services Coordinator New: No
 Department: Event Services
 Range/Step: A-88, Step 1 Salary: \$4,088.56/month
 Job FTE: 1.00/12 months
 Effective: 3/28/13

Resignation/Termination

Juan Perales, Parking Officer, Public Safety, effective 2/25/13

Prepared by: Human Resources Staff Reviewed by: Michael D. Gregoryk
 Recommended by: Bill Scroggins Agenda Item: Consent #14

SUBJECT: Personnel Transactions

DATE: March 27, 2013

Retirements

Ponciano Espinosa, Custodian, Facilities Planning and Management, effective 3/18/13
 Lisa Harris, Secretary, Community Education, effective 3/30/13

TEMPORARY EMPLOYMENT

Substitute Employees

Per employment list (see Page 3).

Hourly Non-Academic Employees

Per employment list (see Pages 3 and 4).

Professional Experts Employees

Per employment list (see Page 4).

Student Employees

Per employment list (see Pages 5 through 12).

ACADEMIC EMPLOYMENT

Approval of Stipends

Doctorate Degree - \$2,000

Michael Hood, Professor, Earth Sciences & Astronomy
 Lance Wilcher, Professor, Nursing

Banking Leaves of Absences with Pay

<u>Faculty Name</u>	<u>Department</u>	<u>Number of LHEs</u>	<u>Semester</u>
Chavez, Dolores	Mathematics	15	Fall 2013
Coreas, Kelly	Respiratory Therapy	3	Summer 2013
Mason, Martin	Physics	1.75	Spring 2013
Perkins, Robert	Architectural	3	Fall 2013
Richardson, Lanny	Air Conditioning & Welding	15	Fall 2013
Wright, Carola	Biological Sciences	15	Fall 2013

Retirement

Mary Brackenhoff, Professor, English, Literature & Journalism, effective 6/14/13

SUBJECT: Personnel Transactions**DATE:** March 27, 2013**Student Interns**

- Molly Mercer, Counseling Department, California State University, Northridge, effective 2/21/13–6/30/13
- Allen Wang, Admissions & Records, California State University, Long Beach, effective 3/29/13–6/15/13

Additional Assignments

Provider	Area/Department	Service/Agreement	Dates	Amount
Rios-Rietveld, Liza	Student Services/ Student Life/LEAD Program	Three presentations for the LEAD program on “Effective Communication Skills” and “Public Speaking”	7/1/13 – 6/30/14	\$45.55/hr. Not to exceed \$225.00
Shew, Roger	Music	Adjudicator, Jazz Band Fest	5/4/13	\$41.09/hr. Not to exceed \$100.00
Yates, Sheryl	Continuing Education	Curriculum Review & Development	2/25/13 – 6/16/13	\$42.52/hr. Not to exceed \$450.00

TEMPORARY EMPLOYMENT**Substitute Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Biller, Valerie	Secretary	Technical Services	22.00	03/18/13-03/25/13
Galutira, Emmanuel	Custodian	Custodial Services	16.98	02/19/13-06/30/13
Harriston, Sonya	Custodian	Custodial Services	16.98	03/07/13-06/30/13
Juarez, Kimberly	Library Technician III	Library	21.57	02/25/13-06/21/13
Parraguirre, Dinorah	Library Technician III	Library	21.57	02/26/13-06/21/13

Hourly Non-Academic Employees

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Cadiz, Lisbeth	Instructional Aide	Child Development Ctr.	8.00	03/28/13-06/30/13
Garcia, Mary	Administrative Aide	CalWORKs	12.76	03/28/13-06/28/13
Harvey, Tawnye	Study Skills Assistant I	LAC - Tutorial Services	10.27	03/28/13-06/30/13
Hinostrroza, Brian	Tutor II	LAC - Tutorial Services	9.25	03/28/13-06/30/13

SUBJECT: Personnel Transactions**DATE:** March 27, 2013**Hourly Non-Academic Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Mao, Frank	Tutor II	LAC - Tutorial Services	9.25	03/28/13-06/30/13
Marin, Irma	Administrative Aide	CalWORKs	12.76	03/28/13-06/28/13
Matzen, Cerise	Administrative Aide	CalWORKs	12.76	03/28/13-06/28/13
Sit, Ngai	Tutor IV	Student Support Services	11.25	03/28/13-06/30/13
Soto, Sylvia	Administrative Aide	CalWORKs	12.76	03/28/13-06/28/13

Professional Expert Employees – Extended Assignments

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Avila, Minerva	Project Coordinator	Research & Inst. Effect.	35.00	02/28/13-06/30/13
Bernal, Stephanie	House Manager I	Technical Services	10.75	03/06/13-06/30/13
Brown, Johnathan	Lecturer-Fire Technology	Fire Technology	37.26	02/28/13-06/30/13
Chiang, On	Technical Expert I	Nursing	35.00	02/11/13-06/30/13
Flerchinger, Kaylyn	Aquatics Assistant III	Kinesiology & Athletics	12.00	03/01/13-06/28/13
Gamboa, Manuel	FAA Certified Lab Asst.	Aircraft Maintenance	15.00	03/04/13-06/30/13
Garcia, Crystal	Real Time Captioner IV	DSP&S	32.00	02/21/13-06/30/13
Garica, Jordan	Aquatics Assistant III	Kinesiology & Athletics	12.00	03/01/13-06/28/13
Gomez, Isaac	EMS Licensing Examin. III	Medical Services	25.00	03/04/13-06/30/13
Gomez, Isaac	Paramedic Specialist	Medical Services	15.60	03/04/13-06/30/13
Gonzales, Jordan	Aquatics Assistant III	Kinesiology & Athletics	12.00	03/01/13-06/28/13
Haston, Maureen	Technical Expert II	Nursing	45.00	02/25/13-06/30/13
Lacson, Ronillo	Tutorial Specialist I	The Writing Center	17.00	02/25/13-06/30/13
Larson, Laura	Interpreter II	Foreign Languages	22.00	02/27/13-06/30/13
Martinez, Marlise	Project/Program Aide	Adult Basic Education	19.76	03/01/13-06/30/13
Mercier, Paul	Technical Expert III	Information Technology	55.00	02/25/13-06/30/13
Mikha, Kory	EMT Proctor	Medical Services	12.48	03/13/13-06/30/13
Pena, Gerardo	Recruiting Coordinator	Kinesiology & Athletics	25.00	03/01/13-06/30/13
Pimentel, Bryant	EMS Licensing Examin. III	Medical Services	25.00	03/04/13-06/30/13
Pimentel, Bryant	Paramedic Specialist	Medical Services	15.60	03/04/13-06/30/13
Razo, Angelica	Technical Expert II	Nursing	45.00	02/25/13-06/30/13
Reyes, James Peter	Exercise Trainer Asst. II	Kinesiology & Athletics	10.00	02/28/13-06/30/13
Rieben, Michael	Aquatics Assistant VII	Technical Services	16.00	03/01/13-06/30/13
Robertson, Zachary	Aquatics Assistant III	Continuing Education	12.00	02/13/13-06/30/13
Scotti, Lauren	EMT Proctor	Medical Services	12.48	03/12/13-06/30/13
Standon, Timothy	EMT Proctor	Medical Services	12.48	02/08/13-06/30/13
Stuard, Bob	Interpreter V	Foreign Languages	45.00	02/25/13-06/30/13
Tun, Kyan	Technical Expert II	Nursing	45.00	02/25/13-06/30/13
Veal, Eglá	Real Time Captioner IV	DSP&S	40.00	02/04/13-06/30/13
Wright, Cambria	Aquatics Assistant III	Kinesiology & Athletics	12.00	01/01/13-06/28/13
Young, Diana	Technical Expert II	Nursing	45.00	02/25/13-06/30/13

SUBJECT: Personnel Transactions**DATE:** March 27, 2013**Student Employees**

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Aceves, Alison	Student Assistant II	Learning Assistance Ctr.	8.75	03/08/13-06/30/13
Aceves, Brooke	Student Assistant I	Counseling	8.00	02/25/13-06/21/13
Aceves, Teresa	Student Assistant V	Agricultural Sciences	12.50	02/25/13-06/30/13
Acosta, Gabriela	Student Assistant III	Agricultural Sciences	10.00	02/25/13-06/30/13
Acosta, Tyler	Student Assistant V	Electronics	12.50	02/28/13-06/30/13
Aden, Saxon	Student Assistant III	DSP&S	10.00	02/25/13-06/30/13
Aguilera, Nathan	Student Assistant III	Drafting	10.00	03/04/13-06/30/13
Allen, Maurissa	Student Assistant I	Counseling	8.00	02/01/13-02/24/13
Allen, Maurissa	Student Assistant I	Counseling	8.00	02/25/13-06/21/13
Alvarez, Vanessa	Student Assistant I	DSP&S	8.00	02/25/13-06/30/13
Anaya, Sonia	Student Assistant I	Child Development Ctr.	8.00	03/11/13-06/30/13
Andrade, Roxana	Student Assistant III	Fashion	10.00	02/25/13-06/30/13
Andrzejewski, Britnee	Student Assistant II	Agricultural Sciences	8.75	02/25/13-06/30/13
Antillon, Brandon	Student Assistant III	Architecture	10.00	02/25/13-06/30/13
Ayad, Andre	Student Assistant III	Learning Assistance Ctr.	10.00	02/25/13-06/30/13
Azabache, Brianna	Student Assistant II	EOPS	8.75	03/04/13-06/28/13
Baca, Kyle	Student Assistant III	Technical Services	10.00	02/25/13-06/30/13
Balsiger, Joel	Student Assistant II	Agricultural Sciences	8.75	02/25/13-06/30/13
Bates, Chelsea	Student Assistant I	Agricultural Sciences	8.00	02/25/13-06/30/13
Bausa, Jerald	Student Assistant IV	Teacher Preparation	11.25	03/04/13-06/30/13
Bedard, Adrian	Student Assistant III	Learning Assistance Ctr.	10.00	03/04/13-06/30/13
Biemesser-Kuhn, Sara	Student Assistant III	Fashion	10.00	02/25/13-06/30/13
Bissontz, Matthew	Student Assistant II	Radio	8.75	03/06/13-06/30/13
Blake, Dianna	Student Assistant III	Humanities & Soc. Sci.	10.00	02/25/13-06/30/13
Blaza, Michael	Student Assistant II	Bridge Program	8.75	02/25/13-06/30/13
Boutros, Nicole	Student Assistant I	EOPS	8.00	03/04/13-06/28/13
Boye, Giseline	Student Assistant II	Admissions and Records	8.75	02/25/13-06/30/13
Brambila, Alexander	Student Assistant III	High School Outreach	10.00	02/25/13-06/14/13
Briggs, Charles	Student Assistant V	Learning Assistance Ctr.	12.50	03/04/13-06/30/13
Briseno, Monica	Student Assistant IV	Teacher Preparation	11.25	03/04/13-06/30/13
Brown, Ben	Student Assistant I	Agricultural Sciences	8.00	02/25/13-06/30/13
Brown, Chester	Student Assistant V	Learning Assistance Ctr.	12.50	02/25/13-06/30/13
Brunson, Naomi	Student Assistant I	Agricultural Sciences	8.00	02/25/13-06/30/13
Cabrera, Alejandra	Student Assistant IV	Teacher Preparation	11.25	03/04/13-06/30/13
Cabrera, Elisamarie	Student Assistant II	DSP&S	8.75	02/26/13-06/30/13
Campos, Nancy	Student Assistant I	ESL	8.00	02/25/13-06/30/13
Cantu, Martin	Student Assistant III	Learning Assistance Ctr.	10.00	02/25/13-06/30/13
Cardenas, Anna	Student Assistant I	EOPS	8.00	03/04/13-06/28/13
Cardenas, Patrick	Student Assistant II	Learning Assistance Ctr.	8.75	02/25/13-06/30/13
Catingub, Nolan	Student Assistant V	Technical Services	12.50	02/25/13-06/30/13
Chang, Aileen	Student Assistant V	Learning Assistance Ctr.	12.50	02/25/13-06/30/13
Chang, Hsin Yu	Student Assistant III	Architecture	10.00	03/04/13-06/30/13
Chang, Joan	Student Assistant I	ESL	8.00	02/25/13-06/30/13
Charrette, Chelsea	Student Assistant I	Child Development Ctr.	8.00	02/25/13-06/30/13

SUBJECT: Personnel Transactions**DATE:** March 27, 2013**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Chausse, Kristopher	Student Assistant V	Electronics	12.50	02/25/13-06/30/13
Chavez, Kevin	Student Assistant IV	Learning Assistance Ctr.	11.25	02/25/13-06/30/13
Chavez, Steven	Student Assistant IV	Learning Assistance Ctr.	11.25	03/04/13-06/30/13
Che, Alexander	Student Assistant III	Learning Assistance Ctr.	10.00	02/25/13-06/30/13
Chen, Hui Zu	Student Assistant I	ESL	8.00	02/25/13-06/30/13
Chen, Yu Hao	Student Assistant III	Architecture	10.00	03/04/13-06/30/13
Chin, Ivan	Student Assistant III	Hospitality	10.00	02/26/13-06/30/13
Cho, Jessica	Student Assistant I	Biological Sciences	8.00	02/27/13-06/15/13
Cho, Jessica	Student Assistant III	Learning Assistance Ctr.	10.00	02/25/13-06/30/13
Chu, Kevin	Student Assistant III	Learning Assistance Ctr.	10.00	02/25/13-06/30/13
Chung, Ky	Student Assistant I	ESL	8.00	02/25/13-06/30/13
Coprish, Jazzmine	Student Assistant IV	Learning Assistance Ctr.	11.25	02/25/13-06/30/13
Coronado, Lelia	Student Assistant V	Learning Assistance Ctr.	12.50	02/25/13-06/30/13
Cortes, Yesenia	Student Assistant I	Child Development Ctr.	8.00	03/11/13-06/30/13
Cortez, David	Student Assistant V	Learning Assistance Ctr.	12.50	02/25/13-06/30/13
Cortez, Robert	Student Assistant II	Learning Assistance Ctr.	8.75	02/25/13-06/30/13
Costales, Jeffrey	Student Assistant III	Bridge Program	10.00	02/25/13-06/30/13
Co-Untian, Xyrine	Student Assistant III	DSP&S	10.00	02/25/13-06/30/13
Crespin, Richard	Student Assistant III	Commercial & Ent. Arts	10.00	02/25/13-06/30/13
Crespin, Richard	Student Assistant III	Television	10.00	02/25/13-06/30/13
Cruz Casas, Christian	Student Assistant I	ESL	8.00	02/25/13-06/30/13
Cruz Garcia, Edgar	Student Assistant III	Learning Assistance Ctr.	10.00	02/25/13-06/30/13
Cuesta, Daniel	Student Assistant V	Learning Assistance Ctr.	12.50	03/04/13-06/30/13
Culross, Leeann	Student Assistant II	Admissions and Records	8.75	02/25/13-06/30/13
Dang, Anh	Student Assistant III	Learning Assistance Ctr.	10.00	02/25/13-06/30/13
Dao, Ricky	Student Assistant II	Public Safety	8.75	01/07/13-02/14/13
Davis, Brandon	Student Assistant III	DSP&S	10.00	02/25/13-06/30/13
Decoste, Robert	Student Assistant III	Music	10.00	02/25/13-06/28/13
Dela Cruz, Nimrod	Student Assistant V	Animation	12.50	02/25/13-06/30/13
Desatoff, Katie	Student Assistant I	ESL	8.00	02/25/13-06/30/13
Deskin, Shannon	Student Assistant III	Agricultural Sciences	10.00	02/25/13-06/30/13
Dhillon, Amir	Student Assistant III	DSP&S	10.00	03/01/13-06/30/13
Diaz, Aleece	Student Assistant I	ESL	8.00	02/25/13-06/30/13
Dircio Bacio, Jasmin	Student Assistant I	Child Development Ctr.	8.00	02/25/13-06/30/13
Divens, Dianna	Student Assistant IV	Business	11.25	02/25/13-06/30/13
Du, Hao	Student Assistant III	Learning Assistance Ctr.	10.00	02/25/13-06/30/13
Eberman, Sherry	Student Assistant IV	Adult Basic Education	11.25	03/04/13-06/30/13
Ecarma, Michelle	Student Assistant I	ESL	8.00	02/25/13-06/30/13
Eccles, Samantha	Student Assistant IV	Agricultural Sciences	11.25	02/25/13-06/30/13
Elkins, Nicholas	Student Assistant III	Learning Assistance Ctr.	10.00	02/25/13-06/30/13
Elsen, Tim	Student Assistant III	Learning Assistance Ctr.	10.00	02/25/13-06/30/13
Escobedo, Bianca	Student Assistant I	Theater	8.00	02/25/13-06/30/13
Escobedo, Bianca	Student Assistant I	Theater	8.00	07/01/13-08/04/13
Estrada, Isaac	Student Assistant III	Learning Assistance Ctr.	10.00	02/25/13-06/30/13

SUBJECT: Personnel Transactions**DATE:** March 27, 2013**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Estrada, Isaac	Student Assistant IV	Music	11.25	02/25/13-06/28/13
Fallon, Madison	Student Assistant V	Learning Assistance Ctr.	12.50	02/25/13-06/30/13
Fears, Cortney	Student Assistant IV	Learning Assistance Ctr.	11.25	02/25/13-06/30/13
Fernandez, Antonio	Student Assistant III	Architecture	10.00	03/04/13-06/30/13
Ferruffino, Rodrigo	Student Assistant I	Natural Sciences	8.00	01/07/13-02/22/13
Fierro, Demitri	Student Assistant II	Learning Assistance Ctr.	8.75	03/04/13-06/30/13
Flores, Cintia	Student Assistant III	Bridge Program	10.00	02/25/13-06/30/13
Flores, Iliana	Student Assistant II	Counseling	8.75	02/01/13-02/24/13
Flores, Iliana	Student Assistant II	Counseling	8.75	02/25/13-06/21/13
Fuentes, Mauricio	Student Assistant V	Animation	12.50	02/25/13-06/30/13
Fuentes, Pablo	Student Assistant II	DSP&S	8.75	02/25/13-06/30/13
Fukumoto, Tamra	Student Assistant III	Physics	10.00	02/25/13-06/30/13
Fuller, Rachel	Student Assistant I	Interior Design	8.00	02/25/13-06/30/13
Garcia, Adrian	Student Assistant III	Agricultural Sciences	10.00	02/25/13-06/30/13
Gonzalez, Martin	Student Assistant II	Bridge Program	8.75	02/25/13-06/30/13
Green, Kristyn	Student Assistant IV	DSP&S	11.25	02/25/13-06/30/13
Guevara, Sarah	Student Assistant IV	Teacher Preparation	11.25	03/04/13-06/30/13
Gunawan, Christopher	Student Assistant V	Medical Services	12.50	03/11/13-06/30/13
Gunawan, Christopher	Student Assistant V	Medical Services	12.50	07/01/13-08/02/13
Gutierrez, Denay	Student Assistant I	Child Development Ctr.	8.00	02/25/13-06/30/13
Ha, Huy	Student Assistant III	Drafting	10.00	03/04/13-06/30/13
Hafiz, Fahrina	Student Assistant I	Admissions and Records	8.00	04/01/13-06/30/13
Hancock, Todd	Student Assistant V	Teacher Prep. Institute	12.50	03/11/13-06/30/13
Hasenbein, John	Student Assistant III	Learning Assistance Ctr.	10.00	02/25/13-06/30/13
Heckerson, Desirea	Student Assistant II	Biological Sciences	8.75	02/25/13-06/30/13
Heikkila, Justin	Student Assistant IV	Fire Technology	11.25	03/04/13-06/30/13
Hernandez, Cecilia	Student Assistant I	ESL	8.00	02/25/13-06/30/13
Herrera, Rodolfo	Student Assistant III	Drafting	10.00	03/04/13-06/30/13
Hidajat, Felicia	Student Assistant III	Learning Assistance Ctr.	10.00	02/25/13-06/30/13
Hill, Alexandria	Student Assistant II	Technical Services	8.75	02/18/13-02/24/13
Hill, Alexandria	Student Assistant II	Technical Services	8.75	02/25/13-06/30/13
Hillman, Michael	Student Assistant I	Natural Sciences	8.00	02/25/13-06/30/13
Ho, Jane	Student Assistant I	ESL	8.00	02/25/13-06/30/13
Hoang, Debra	Student Assistant IV	Learning Assistance Ctr.	11.25	02/25/13-06/30/13
Huang, Chih-En	Student Assistant I	ESL	8.00	02/25/13-06/30/13
Huynh, Kha	Student Assistant III	Learning Assistance Ctr.	10.00	02/25/13-06/30/13
Huynh, Tin	Student Assistant I	EOPS	8.00	03/04/13-06/28/13
Ibarra, Aimee	Student Assistant II	EOPS	8.75	03/04/13-06/30/13
Ibarra, Aimee	Student Assistant II	EOPS	8.75	07/01/13-08/25/13
Isago, Jessica	Student Assistant III	Fashion	10.00	02/25/13-06/30/13
Islam, Zoreen	Student Assistant II	Learning Assistance Ctr.	8.75	03/01/13-06/30/13
Jett, Dakota	Student Assistant III	Learning Assistance Ctr.	10.00	02/25/13-06/30/13
John, Elisha	Student Assistant III	Adult Basic Education	10.00	02/25/13-06/30/13
Johnson, Antonio	Student Assistant II	Public Safety	8.75	02/25/13-03/06/13

SUBJECT: Personnel Transactions**DATE:** March 27, 2013**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Johnson, Brittnay	Student Assistant IV	Hospitality	11.25	02/25/13-06/30/13
Johnson, Duane	Student Assistant III	Agricultural Sciences	10.00	02/25/13-06/30/13
Jones, Ashley	Student Assistant III	Career Technical Svcs.	10.00	02/25/13-06/30/13
Jones, Dominic	Student Assistant II	Admissions and Records	8.75	02/25/13-06/30/13
Jones, Dominic	Student Assistant II	Admissions and Records	8.75	07/01/13-08/25/13
Jordan, Joshua	Student Assistant III	Agricultural Sciences	10.00	02/25/13-06/30/13
Jordan, Pamela	Student Assistant III	Agricultural Sciences	10.00	02/25/13-06/30/13
Juan, Kristal	Student Assistant I	ESL	8.00	02/25/13-06/30/13
Juan, Kristal	Student Assistant III	Learning Assistance Ctr.	10.00	02/25/13-06/30/13
Juarez, Monica	Student Assistant I	ESL	8.00	02/25/13-06/30/13
Ketagodage, Naveen	Student Assistant II	Learning Assistance Ctr.	8.75	02/25/13-06/30/13
Khan, Akram	Student Assistant II	Learning Assistance Ctr.	8.75	02/25/13-06/30/13
Kim, Grace	Student Assistant II	DSP&S	8.75	02/26/13-06/30/13
Kim, Sewan	Student Assistant III	Learning Assistance Ctr.	10.00	02/25/13-06/30/13
LaBathe, Heather	Student Assistant II	Agricultural Sciences	8.75	02/25/13-06/30/13
Lam, Chi Man	Student Assistant III	Architecture	10.00	03/11/13-06/30/13
Landeros, Miguel	Student Assistant II	Learning Assistance Ctr.	8.75	02/25/13-06/30/13
Lau, Brian	Student Assistant III	Vice President Instruction	10.00	02/25/13-06/30/13
Lavenant, Jesus	Student Assistant III	Architecture	10.00	03/04/13-06/30/13
Lee, Hojin	Student Assistant II	Learning Assistance Ctr.	8.75	02/25/13-06/30/13
Lee, Rick	Student Assistant II	Learning Assistance Ctr.	8.75	03/04/13-06/30/13
Lee, Timothy	Student Assistant II	Learning Assistance Ctr.	8.75	02/25/13-06/30/13
Lennear, Claudia	Student Assistant V	Learning Assistance Ctr.	12.50	03/04/13-06/30/13
Lew, Toni	Student Assistant III	Agricultural Sciences	10.00	02/25/13-06/30/13
Lewis, John	Student Assistant IV	The Writing Center	11.25	02/25/13-06/30/13
Li, Jiyang	Student Assistant III	Learning Assistance Ctr.	10.00	02/25/13-06/30/13
Li, Yanting	Student Assistant III	Learning Assistance Ctr.	10.00	02/25/13-06/30/13
Liang, Kevin	Student Assistant I	Counseling	8.00	02/25/13-06/21/13
Lising, Jacquelyn	Student Assistant V	Learning Assistance Ctr.	12.50	03/04/13-06/30/13
Liu, Yue	Student Assistant III	Learning Assistance Ctr.	10.00	02/25/13-06/30/13
Liuzzi, Helen	Student Assistant I	Child Development Ctr.	8.00	02/25/13-06/30/13
Loiza, Shwan	Student Assistant IV	Adult Basic Education	11.25	03/04/13-06/30/13
Lopez Hernandez, Roseliaq	Student Assistant III	DSP&S	10.00	02/25/13-06/30/13
Lopez, Emmanuel	Student Assistant II	The Writing Center	8.75	02/25/13-06/30/13
Lopez, Izamar	Student Assistant III	Architecture	10.00	03/04/13-06/30/13
Lopez, Marisol	Student Assistant IV	Learning Assistance Ctr.	11.25	02/25/13-06/30/13
Lopez, Melissa	Student Assistant III	Bridge Program	10.00	02/25/10-06/30/13
Lopez, Blanca	Student Assistant I	Agricultural Sciences	8.00	02/25/13-06/30/13
Lu, Alice	Student Assistant V	Learning Assistance Ctr.	12.50	03/04/13-06/30/13
Luna, Daniel	Student Assistant II	Learning Assistance Ctr.	8.75	03/04/13-06/30/13
Luna, Valeria	Student Assistant III	DSP&S	10.00	02/25/13-06/30/13
Lzubakowski, Amanda	Student Assistant I	Agricultural Sciences	8.00	02/25/13-06/30/13
Ma, Isalah	Student Assistant III	Learning Assistance Ctr.	10.00	03/04/13-06/30/13
Macgilvray, Autumn	Student Assistant III	Arts Division	10.00	02/26/13-06/28/13

SUBJECT: Personnel Transactions**DATE:** March 27, 2013**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Machaca, Patty	Student Assistant II	Agricultural Sciences	8.75	02/25/13-06/30/13
Maciel, Arthur	Student Assistant II	Learning Assistance Ctr.	8.75	02/25/13-06/30/13
Mahan, Megan	Student Assistant II	DSP&S	8.75	02/25/13-06/30/13
Mancera, Agustin	Student Assistant I	ESL	8.00	02/25/13-06/30/13
Marahan, Justinne	Student Assistant IV	Learning Assistance Ctr.	11.25	03/04/13-06/30/13
Marquez, Andrea	Student Assistant I	Earth Sciences & Astron.	8.00	02/25/13-06/30/13
Marquez, Christopher	Student Assistant II	Public Safety	8.75	02/25/13-06/30/13
Marquez, Matthew	Student Assistant I	ESL	8.00	02/25/13-06/30/13
Marsh, Lia	Student Assistant I	DSP&S	8.00	02/25/13-06/30/13
Martinez, Alec	Student Assistant III	Learning Assistance Ctr.	10.00	02/25/13-06/30/13
Martinez, Amanda	Student Assistant IV	The Writing Center	11.25	02/25/13-06/30/13
Martinez, Crystal	Student Assistant II	Counseling	8.75	02/25/13-06/30/13
Martinez, Graciela	Student Assistant III	Tutorial Services	10.00	02/25/13-06/30/13
Martinez, Irene	Student Assistant III	Child Development Ctr.	10.00	02/25/13-06/30/13
Martinez, Natalie	Student Assistant III	Bridge Program	10.00	02/25/13-06/30/13
Mau, Ryan	Student Assistant III	Radio	10.00	03/06/13-06/30/13
McDivett, Kelley	Student Assistant III	Communication	10.00	02/25/13-06/30/13
Melone, Michael	Student Assistant I	ESL	8.00	02/25/13-06/30/13
Mendoza, Lidia	Student Assistant III	Fashion	10.00	02/25/13-06/30/13
Meraz, Stephen	Student Assistant III	Agricultural Sciences	10.00	02/25/13-06/30/13
Merino, Mika	Student Assistant III	Learning Assistance Ctr.	10.00	02/25/13-06/30/13
Miranda, Jaimie Lynn	Student Assistant III	Agricultural Sciences	10.00	02/25/13-06/30/13
Moges, Jonathan	Student Assistant V	The Writing Center	12.50	02/25/13-06/30/13
Montano, Malarie	Student Assistant V	Natural Sciences	12.50	02/25/13-06/30/13
Moore, Kameron	Student Assistant III	Adult Basic Education	10.00	02/25/13-06/30/13
Morales, Samantha	Student Assistant IV	Adult Basic Education	11.25	02/25/13-06/30/13
Mosavi, Aarefah	Student Assistant II	Learning Assistance Ctr.	8.75	03/04/13-06/30/13
Mosavi, Sayedah	Student Assistant IV	Learning Assistance Ctr.	11.25	03/04/13-06/30-13
Mulholland, Phillip	Student Assistant IV	Family & Consumer Sci.	11.25	02/25/13-0630213
Murillo, Nancy	Student Assistant II	Bridge Program	8.75	02/25/13-06/30/13
Murthy, Sowmya	Student Assistant I	DSP&S	8.00	02/25/13-06/30/13
Myers, Andrea	Student Assistant III	Admissions and Records	10.00	02/25/13-06/30/13
Myers, Andrea	Student Assistant III	Admissions and Records	10.00	07/01/13-08/25/13
Nakamoto, Hannah	Student Assistant III	Tutorial Services	10.00	02/25/13-06/30/13
Nakata, David	Student Assistant IV	Fine Arts	11.25	03/06/13-06/28/13
Nava, Florie	Student Assistant III	Child Development Ctr.	10.00	02/25/13-06/30/13
Navarro, Joshua	Student Assistant IV	Child Development Ctr.	11.25	02/25/13-06/30/13
Nayani, Venkata	Student Assistant IV	Career Placement Svcs.	11.25	02/25/13-06/30/13
Nemzek, Jaclyn	Student Assistant I	ESL	8.00	02/25/13-06/30/13
Nguyen, Huy	Student Assistant V	Technical Services	12.50	02/25/13-06/30/13
Nguyen, Joelle Bao-Ngoc	Student Assistant III	Admissions and Records	10.00	02/25/13-06/30/13
Ochoa, Joseph	Student Assistant IV	Animation	11.25	02/25/13-06/30/13
Ochoa, Orlando	Student Assistant II	Agricultural Sciences	8.75	02/25/13-06/30/13
Olalia, Allison	Student Assistant III	Fine Arts	11.25	02/25/13-06/30/13

SUBJECT: Personnel Transactions**DATE:** March 27, 2013**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Ordaz, Lorena	Student Assistant I	Counseling	8.00	02/25/13-06/21/13
Orozco, Cynthia	Student Assistant II	Bridge Program	8.75	02/25/13-06/30/13
Orozco, Ryan	Student Assistant IV	ACES Program	11.25	02/25/13-06/30/13
Ortega, Liliana	Student Assistant V	Photography	12.50	03/06/13-06/30/13
Ortiz, David	Student Assistant V	Counseling	12.50	02/25/13-06/30/13
Palomarez, Susana	Student Assistant IV	Counseling	11.25	02/25/13-06/21/13
Pantoja, Eric	Student Assistant IV	Learning Assistance Ctr.	11.25	03/04/13-06/30/13
Paramo, Nathalie	Student Assistant II	Public Safety	8.75	02/07/13-02/14/13
Park, Joshua	Student Assistant III	DSP&S	10.00	02/25/13-06/30/13
Partida, Leticia	Student Assistant IV	Learning Assistance Ctr.	11.25	02/25/13-06/30/13
Pawlak, Mary	Student Assistant III	Agricultural Sciences	10.00	02/25/13-06/30-13
Perez, Jacqueline	Student Assistant I	DSP&S	8.00	02/25/13-06/14/13
Perez, Jesse	Student Assistant I	DSP&S	8.00	03/04/13-06/30/13
Perez, Joseph	Student Assistant I	ESL	8.00	02/25/13-06/30/13
Phillips, Girtha	Student Assistant III	Bridge Program	10.00	02/25/13-06/30/13
Piercy, Mary	Student Assistant V	Learning Assistance Ctr.	12.50	03/04/13-06/30/13
Pineda, John	Student Assistant III	DSP&S	10.00	02/25/13-06/30/13
Porras, Victoria	Student Assistant III	Agricultural Sciences	10.00	02/25/13-06/30/13
Portillo, Tarah	Student Assistant II	Counseling	8.75	02/25/13-06/21/13
Pulido, Adriel	Student Assistant III	DSP&S	10.00	02/25/13-06/30/13
Quintero, Catalina	Student Assistant IV	Learning Assistance Ctr.	11.25	03/04/13-06/30/13
Ramirez, Francisco	Student Assistant III	Architecture	10.00	03/04/13-06/30/13
Ramirez, Jorge	Student Assistant II	Counseling	8.75	02/25/13-06/30/13
Ramirez, Rocio	Student Assistant II	DSP&S	8.75	02/25/13-06/30/13
Ramos, Ramon	Student Assistant III	Bridge Program	10.00	02/25/13-06/30/13
Ramos, Rolando	Student Assistant III	Hospitality	10.00	02/25/13-06/30/13
Randell, Jasmine	Student Assistant II	DSP&S	8.75	02/25/13-06/30/13
Raph, Jeffery	Student Assistant II	Public Safety	8.75	02/25/13-06/30/13
Redublo, Francis	Student Assistant II	Interior Design	8.75	03/04/13-06/30/13
Retting, Oswaldo	Student Assistant III	Learning Assistance Ctr.	10.00	02/25/13-06/30/13
Rivera, Rebecca	Student Assistant I	Child Development Ctr.	8.00	02/25/13-06/30/13
Rizvi, Hira	Student Assistant II	DSP&S	8.75	02/25/13-06/30/13
Roberts, Sterling	Student Assistant III	Music	10.00	02/25/13-07/04/13
Rodriguez, Anarosa	Student Assistant II	Public Safety	8.75	02/25/13-06/30/13
Rodriguez, Astrid	Student Assistant I	Theater	8.00	02/25/13-06/30/13
Rodriguez, Georgette	Student Assistant II	DSP&S	8.75	02/25/13-06/30/13
Rodriguez, Marco	Student Assistant IV	Fine Arts	11.25	03/06/13-06/28/13
Rodriguez, Paulina	Student Assistant II	Counseling	8.75	02/25/13-06/21/13
Rogoff, Samantha	Student Assistant IV	Learning Assistance Ctr.	11.25	02/25/13-06/30/13
Rosas, Victoria	Student Assistant II	Counseling	8.75	02/25/13-06/30/13
Ruiz, Briana	Student Assistant III	Natural Sciences	10.00	02/25/13-06/30/13
Ruiz, Precylla	Student Assistant I	Biological Sciences	8.00	03/06/13-06/30/13
Ryle, Vicki	Student Assistant IV	Radio	11.25	02/25/13-06/30/13
Salamah, Habib	Student Assistant I	ESL	8.00	02/25/13-06/30/13

SUBJECT: Personnel Transactions**DATE:** March 27, 2013**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Sanchez, Juan	Student Assistant I	ESL	8.00	02/25/13-06/30/13
Sanchez, Rosaura	Student Assistant I	ESL	8.00	02/25/13-06/30/13
Santos, Eric	Student Assistant II	Public Safety	8.75	02/25/13-16/30/13
Sarwar, Samantha	Student Assistant II	DSP&S	8.75	02/25/13-06/30/13
Segura, Cendy	Student Assistant I	Child Development Ctr.	8.00	02/25/13-06/30/13
Serrano, Ruby	Student Assistant IV	Business Division	11.25	02/27/13-06/30/13
Shannon, Andrew	Student Assistant I	ESL	8.00	02/25/13-06/30/13
Shearer, Lindsay	Student Assistant III	Music	10.00	02/26/13-06/30/13
Shelton, Rachel	Student Assistant II	DSP&S	8.75	02/25/13-06/30/13
Shickenmeyer, Corutney	Student Assistant III	Child Development Ctr.	10.00	02/25/13-06/30/13
Silva Adrienne	Student Assistant IV	The Writing Center	11.25	02/27/13-06/30/13
Silva-Lopez, Ricardo	Student Assistant I	ESL	8.00	02/25/13-06/30/13
Silva-Lopez, Ricardo	Student Assistant IV	ACES Program	11.25	02/25/13-06/30/13
Singerman, Mark	Student Assistant II	Learning Assistance Ctr.	8.75	03/04/13-06/30/13
Smith, Gregory	Student Assistant III	Fiscal Services	10.00	03/18/13-06/30/13
Smith, Spencer	Student Assistant I	Kinesiology & Athletics	8.00	02/25/13-06/30/13
Soemardy, Citrademi	Student Assistant III	Learning Assistance Ctr.	10.00	02/25/13-06/30/13
Soken, Kristina	Student Assistant III	Career Technical Svcs.	10.00	02/25/13-06/30/13
Sosa, Felipe	Student Assistant II	Technical Services	8.75	02/25/13-06/30/13
Stocker, Michael	Student Assistant I	Agricultural Sciences	8.00	02/25/13-06/30/13
Stopani, Karen	Student Assistant I	Counseling	8.00	02/25/13-06/21/13
Tamillo, Blanca	Student Assistant III	Agricultural Sciences	10.00	02/25/13-06/30/13
Tangen, Kailee	Student Assistant IV	Administrative Services	11.25	03/04/13-06/14/13
Taylor, Monique	Student Assistant III	Counseling	10.00	02/25/13-06/30/13
Teguh, Mirandy	Student Assistant III	Learning Assistance Ctr.	10.00	02/25/13-06/30/13
Tenney, Danielle	Student Assistant I	ESL	8.00	02/25/13-06/30/13
Than, Kim	Student Assistant V	Learning Assistance Ctr.	12.50	03/04/13-06/30/13
Thomas, Thomas Michael	Student Assistant III	Natural Sciences	10.00	02/25/13-06/30/13
Torres, Angel	Student Assistant IV	Teacher Preparation	11.25	03/04/13-06/30/13
Torres, Julia	Student Assistant III	Paralegal	10.00	02/25/13-06/30/13
Torres, Mark	Student Assistant III	Adult Basic Education	10.00	02/25/13-06/30/13
Tran, Hoang Phuong	Student Assistant III	DSP&S	10.00	02/25/13-06/30/13
Tran, Karen	Student Assistant V	Learning Assistance Ctr.	12.50	02/25/13-06/30/13
Tran, Michelle	Student Assistant II	Bridge Program	8.75	02/25/13-06/30/13
Trinh, David	Student Assistant III	DSP&S	10.00	02/25/13-06/30/13
Trivedi, Ruchi	Student Assistant III	Adult Basic Education	10.00	02/25/13-06/30/13
Troutman, Adrian	Student Assistant V	Learning Assistance Ctr.	12.50	03/04/13-06/30/13
Tsui, Tricia Mei-Lin	Student Assistant III	DSP&S	10.00	02/25/13-06/30/13
Tupac, Peggy	Student Assistant V	Family & Consumer Sci.	12.50	02/25/13-06/30/13
Uribe, Marla	Student Assistant I	ESL	8.00	02/25/13-06/30/13
Valencia, Edwin	Student Assistant I	DSP&S	8.00	01/18/13-01/22/13
Valenzuela, Andrea	Student Assistant II	Learning Assistance Ctr.	8.75	02/25/13-06/30/13
Valladares, Dunia	Student Assistant II	DSP&S	8.75	02/26/13-06/30/13
Valle, Patrick	Student Assistant I	Agricultural Sciences	8.00	02/25/13-06/30/13

SUBJECT: Personnel Transactions**DATE:** March 27, 2013**Student Employees** (continued)

NAME	TITLE	DEPARTMENT	PAY RATE	HIRE DATE
Vargas, Francisco	Student Assistant II	EOPS/CARE	8.75	03/18/13-06/30/13
Vasquez, Christina	Student Assistant II	Natural Sciences	8.75	02/25/13-06/30/13
Vendiola, Vincent	Student Assistant III	Learning Assistance Ctr.	10.00	02/25/13-06/30/13
Vigneswaran, Thenushiya	Student Assistant III	DSP&S	10.00	03/01/13-06/30/13
Vigneswaran, Thenushiya	Student Assistant II	Bridge Program	8.75	02/25/13-06/30/13
Villa, Gilbert	Student Assistant II	Bridge Program	8.75	02/25/13-06/30/23
Villacorta, Hernesto	Student Assistant II	Public Safety	8.75	02/25/13-06/30/13
Villacorta, Hernesto	Student Assistant II	Public Safety	8.75	01/07/13-02/14/13
Virgil-Quiroz, Elena	Student Assistant I	ESL	8.00	02/25/13-06/30/13
Voltz Jr. Donald	Student Assistant III	Agricultural Sciences	10.00	02/25/13-06/30/13
Vossburg, Mercedes	Student Assistant IV	The Writing Center	11.25	02/28/13-06/30/13
Wang,Coco	Student Assistant III	Learning Assistance Ctr.	10.00	02/25/13-06/30/13
Weber, Jessica	Student Assistant III	Agricultural Sciences	10.00	02/25/13-06/30/13
Whittenberg, Erin	Student Assistant I	ESL	8.00	02/25/13-06/30/13
Winslow, Geoff	Student Assistant III	Agricultural Sciences	10.00	02/25/13-06/30-13
Woodcock, Jennifer	Student Assistant IV	The Writing Center	11.25	02/25/13-06/30/13
Yang, Soo	Student Assistant III	DSP&S	10.00	02/25/13-06/30/13
Yang, Yuhang	Student Assistant III	Learning Assistance Ctr.	10.00	02/25/13-06/30/13
Yao, Stephanie	Student Assistant III	DSP&S	10.00	02/25/13-06/30/13
Yeung, Chun Ting	Student Assistant III	Learning Assistance Ctr.	10.00	02/25/13-06/30/13
Yu, Anthony	Student Assistant II	Learning Assistance Ctr.	8.75	02/25/13-06/30/13
Zangenberg, Elizabeth	Student Assistant I	Photography	8.00	02/25/13-06/30/13
Zaporozhets, Valeria	Student Assistant III	Humanities & Soc. Sci.	10.00	02/25/13-06/30/13
Zarate, Rene	Student Assistant III	Architecture	10.00	03/04/13-06/30/13
Zavalza, Elim	Student Assistant I	Agricultural Sciences	8.00	02/25/13-06/30/13
Zayas, Samantha	Student Assistant II	Biological Sciences	8.75	02/25/13-06/14/13
Zayas, Samantha	Student Assistant II	Learning Assistance Ctr.	8.75	03/08/13-06/30/13
Zhen, Wendy	Student Assistant II	DSP&S	8.75	02/25/13-06/30/13
Zuniga, Lizbeth	Student Assistant II	Bridge Program	8.75	02/25/13-06/30/13

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 27, 2013</u>	CONSENT
SUBJECT:	<u>Contract with Vangent, Inc. to Conduct an Employee Survey</u>	

BACKGROUND

As part of the accreditation review process, Mt. San Antonio College is to conduct an employee survey. Prior employee surveys were conducted in 1993, 1997, 2003, 2007, and 2009.

ANALYSIS AND FISCAL IMPACT

The 2013 employee survey is the Organizational Survey System (OSS), the same survey used in 2003, 2007, and 2009. The OSS has been developed extensively by the company Vangent, Inc. (formerly Pearson Performance Solutions; formerly Pearson Reid London House). The survey is reliable and valid and has normative comparative groups from across the United States.

Based on a quote from Vangent, Inc., the company will provide Mt. SAC with the following:

- 1,865 customized employee surveys (mostly online with some paper copies available);
- data analyses;
- comment transcription;
- a college-wide report;
- additional demographic reports; and
- an executive summary and comparison report from 2009 to 2013.

The maximum dollar value assigned to the project is based on a 35% return rate for the surveys. The proposed fee for the above service is not to exceed \$22,000.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approves the professional service agreement for an employee survey with Vangent, Inc., as presented.

Prepared by: <u>Barbara McNeice-Stallard</u>	Reviewed by: <u>Virginia R. Burley</u>
Recommended by: <u>Bill Scroggins</u>	Agenda Item: <u>Consent #15</u>

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

DATE: March 27, 2013

CONSENT

SUBJECT: New and Modified Courses Effective with the 2013-14 Academic Year

BACKGROUND

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

<u>New Courses</u>	<u>Course Title</u>
ANIM 141	2D Game Level Design
ANIM 151	Game Prototype Production
CISD 11L	Database Management - Microsoft Access Lab
CISN 31L	Linux Operating System Laboratory
CISN 34L	Linux Networking and Security Laboratory
CISP 14L	Advanced Visual Basic.NET Laboratory
CISP 61	Introduction to Game Programming
CISP 61L	Introduction to Game Programming Lab
CISS 25L	Network Security and Firewalls Lab
FIRE 13	Principles of Fire and Emergency Services Safety and Survival
NF 1	Introduction to Nutrition as a Career
PHIL 9H	Critical Analysis and Writing - Honors
RAD 1A	Clinical Experience 1A
RAD 1B	Clinical Experience 1B
RAD 2A	Clinical Experience 2A
RAD 2B	Clinical Experience 2B
RAD 3A	Clinical Experience 3A
RAD 3B	Clinical Experience 3B
RAD 3C	Clinical Experience 3C
R-TV 95	Campus Radio Station Operation

<u>Modified Courses</u>	<u>Course Title</u>
ADJU 38	Narcotics Investigation
AGLI 18	Horse Ranch Management
AIRC 31	Advanced Mechanical Refrigeration
AIRM 70B	Aircraft Maintenance Electricity and Electronics
AIRM 72	Aircraft Materials and Processes
AIRM 90B	Airframe Maintenance Technology: Structure and Design
AIRM 93A	Airframe Maintenance Technology: Systems

Prepared by: Terri Long

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #16

SUBJECT: New and Modified Courses Effective with the 2013-14 Academic Year

DATE: March 27, 2013

<u>Modified Courses</u>	<u>Course Title</u>
AIRM 93B	Airframe Maintenance Technology: Fire Suppression and Aircraft Inspection
AIRM 95B	Aircraft Powerplant Maintenance Technology: Reciprocating Engines
AIRM 96A	Aircraft Powerplant Maintenance Technology: Turbine Engines
AIRM 96B	Aircraft Powerplant Maintenance Technology: Propellers
AIRM 97A	Aircraft Powerplant Maintenance Technology: Instrumentation and Fire Suppression
AIRM 97B	Aircraft Powerplant Maintenance Technology: Fuel Meter Systems
AIRM 98A	Aircraft Powerplant Maintenance Technology: Ignition Systems
AIRM 98B	Aircraft Powerplant Maintenance Technology: Lubricating Systems
AMLA 23S	American Language Formal Speaking
ANAT 10A	Introductory Human Anatomy
ANIM 136	Animation Environment and Level Design
ANIM 137A	Work Experience in New Digital Media
ARCH 89	Architectural Work Experience
BUSM 51	Principles of International Business
BUSM 52	Principles of Exporting and Importing
CHLD 64	Health, Safety, and Nutrition of Children
CHLD 66	Early Childhood Development Observation and Assessment
CHLD 66L	Early Childhood Development Observation and Assessment Laboratory
CHLD 67	Early Childhood Development Participation
CHLD 67L	Early Childhood Development Participation Laboratory
CHLD 72	Teacher, Parent, and Child Relationships
CHEM 40	Introduction to General Chemistry
CISD 11	Database Management - Microsoft Access
CISD 14	Visual Basic Applications (VBA) for Excel and Access
CISN 21	Windows Operating System
CISN 31	Linux Operating System
CISN 34	Linux Networking and Security
CISP 14	Advanced Visual Basic Programming
CISS 15	Operating Systems Security
CISS 25	Network Security and Firewalls Changes
CISW 15	Web Site Development
CNET 56	Computer Networks
CORS 45	The Violent Offender
ELEC 51	Semiconductor Devices and Circuits
ELEC 76	FCC General Radiotelephone Operator License Preparation
FASH 24	Fashion Patternmaking by Compute
FASH 25	Fashion Computer-Assisted Drawing
FASH 63	Fashion Retailing and Promotion
FIRE 6	Hazardous Materials/ICS
FIRE 91	Fire Academy Ladder Orientation
HRM 64	Hospitality Financial Accounting
HT 2	Scientific Basics for Histotechnicians

SUBJECT: New and Modified Courses Effective with the 2013-14 Academic Year

DATE: March 27, 2013

<u>Modified Courses</u>	<u>Course Title</u>
HT 10	Histology
HT 17	Work Experience in Histotechnology
JOUR 109	Public Relations Internship
KINF 25	Core Performance and Foundation Movement
NURS 10	Medical-Surgical Nursing: Integration/Regulation
PHIL 9	Critical Analysis and Writing
PHOT 11	Intermediate Photography
PHOT 12	Photographic Alternatives
PSYC 99	Special Projects in Psychology
READ 70	Approaches to Reading
R-TV 01	Introduction to Electronic Media
R-TV 15	Broadcast Law and Business
R-TV 18	Introduction to Screenwriting
R-TV 21	Remote Multicamera Production
TECH 60	Customer Relations for the Technician
THTR 99	Special Projects in Theater

New Associate in Arts for Transfer Degrees

Associate in Arts in Geography for Transfer

New Certificates

Radio Broadcasting: On-the-Air – Level II
 Radio Broadcasting: Behind-the-Scenes – Level II
 Photography – Level I
 Graphic Design – Level I
 Animation – Tradigital – Level I
 Animation – Game & Interactive Multimedia Design I

Modified Degrees

Information Technology (AA)
 Computer - Database Management Systems (AS)
 Computer Network Administration and Security Management (AS)
 Computer Programming (AS)
 Law Enforcement (AS)

Modified Certificates

Animation-Game & Interactive Multimedia Design II
 Graphic Design – Level II
 Animation – Tradigital – Level II
 CIS Professional Certificate in Excel and Access
 CIS Professional Certificate in Java Programming
 CIS Professional Certificate in LINUX
 CIS Professional Certificate in SQL

SUBJECT: New and Modified Courses Effective with the 2013-14 Academic Year

DATE: March 27, 2013

Modified Certificates

CIS Professional Certificate in Visual Basic Programming
CIS Professional Certificate in Web Programming
CIS Professional Certificate in Windows Operating System Administration
CIS Professional Certificate in C++ Programming
CIS Professional Certificate in Network Security
CIS Professional Certificate in Networking
CIS Professional Certificate in Object-Oriented Design & Programming
CIS Professional Certificate in Telecommunications
Information and Operating Systems Security
Introduction to Computer Information Technology
Microcomputer Productivity Software
Programming in C++
Programming in Visual Basic
Radio Broadcasting: On-the-Air – Level I
Radio Broadcasting: Behind-the-Scenes – Level I
Photography Digital Technician
Nutrition
Hospitality: Restaurant Management – Level II
Hospitality: Catering
Hospitality: Hospitality Management – Level I

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, effective with the 2013-14 academic year.

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

DATE: March 27, 2013

CONSENT

SUBJECT: Contract with Pacific Palms Hotel & Conference Center

BACKGROUND

Special Events requests authorization to host the Mt. SAC Relays banquet at Pacific Palms Hotel & Conference Center on April 17, 2013. Many of the greatest athletes the world has ever known have attended the Mt. SAC Relays throughout its history. The banquet recognizes many of these individuals through its Hall of Fame induction. We will be inducting seven individuals into the Mt. SAC Relays Hall of Fame at this banquet.

ANALYSIS AND FISCAL IMPACT

This Relays event will be funded through the Relays income-generating account, sponsorships, and from individuals attending. The attendance at the event will cost \$45 per person with a current attendance cap of 250; but, the ability to add more is optional. Pacific Palms will provide the meal and facility at the cost named above. Authorization is requested to enter into a contract with Pacific Palms Hotel & Conference Center for facilities and equipment rental, audiovisual needs, and catering not to exceed \$12,000. Authorization is also requested to make an advance payment (deposit) in the amount of \$850.

Funding Sources

Mt. SAC Relays Income-Generating Account, Sponsorships, and ticket sales.

RECOMMENDATION

It is recommended that the Board of Trustees approves the agreement with Pacific Palms & Conference Center, as presented.

Prepared by: Joseph E. Jennum

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #17

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

DATE: March 27, 2013

CONSENT

SUBJECT: CyberWatch West Grant: Contract with Ayres Hotel & Suites Ontario
Convention Center

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 a contract with Ayres Hotel & Suites Ontario Convention Center.

ANALYSIS AND FISCAL IMPACT

The grant will sponsor an annual members' conference on May 17, 2013. The event will take place at Ayres Hotel & Suites Ontario Convention Center. Authorization is requested to enter into a contract with Ayres Hotel & Suites Ontario Convention Center for facilities and equipment rental, audiovisual needs, and catering not to exceed \$10,000. Authorization is also requested to make an advance payment (deposit) in the amount of \$2,500.

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 Ayres Hotel & Suites Ontario Convention Center, as defined above.

Prepared by: Adrienne J. Price

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #18

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 27, 2013</u>	CONSENT
SUBJECT:	<u>Family and Consumer Sciences Discipline/Industry Collaborative</u>	
	<u>Grant Activities</u>	

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 establish an income account for an event.

ANALYSIS AND FISCAL IMPACT

The College will establish an income account, which will include ticket sales to the Fashion Symposium event and industry sponsorships. The College will use this income to purchase lunch for each attendee, provide food for models and volunteer hostesses, purchase student recognition awards for the fashion design and merchandising competitions, and purchase miscellaneous expenses related to the operation and production of the event. This income account will be established because grant funds may not be used to pay for all of the aforementioned items.

Activities will be carried out with grant and Fashion Symposium income-generated account funds. The project will not impact the College budget.

Funding Sources

California Community Colleges Chancellor's Office, individual ticket sales, and industry sponsorships.

RECOMMENDATION

It is recommended that the Board of Trustees approves the grant 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 #19</u>

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>March 27, 2013</u>	CONSENT
SUBJECT: <u>Affiliation Agreement with Ontario Fire Department</u>	

BACKGROUND

Students enrolled in the Paramedic Program require use of clinical facilities for training. Ontario Fire Department, located in Ontario, CA, has agreed to accept paramedic interns and will provide our students with excellent training opportunities.

ANALYSIS AND FISCAL IMPACT

The new affiliation agreement between Mt. SAC and Ontario Fire Department has been reviewed by the College’s Risk Management Department and was approved for signature.

The agreement shall be effective April 25, 2013, and may be terminated with written notice.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves this new affiliation agreement between Mt. San Antonio College and the Ontario Fire Department.

Prepared by: Sarah Daum Reviewed by: Virginia R. Burley
Recommended by: Bill Scroggins Agenda Item: Consent #20

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

DATE: March 27, 2013

CONSENT

SUBJECT: Contract with Davis Research, LLC for the Center of Excellence

BACKGROUND

The Center of Excellence (COE) is funded by the California Community Colleges Chancellor's Office, Economic and Workforce Development (EWD) Program, to conduct workforce development research on emerging and/or high demand occupations and industries. In partnership with business and industry, the COE researches, analyzes, and presents information on regional workforce development needs customized for community colleges. To conduct its primary mission, the COE often needs to use the services of research firms to collect data for large-scale projects.

ANALYSIS AND FISCAL IMPACT

The COE requests permission to contract with Davis Research, LLC to conduct a research project on advanced manufacturing. The project will include executive interviews, definitions of jobs and skills relevant to the community colleges, development of a survey instrument, creation of a database of businesses to contact, programming of online survey, data collection through phone survey, and data analysis.

The cost will depend on the actual number of surveys completed and other possible changes in the methodology as the project progresses. The cost will not exceed \$75,000. The agreement will begin on March 28, 2013, and conclude on June 30, 2013.

There will be no cost to the District.

Funding Source

Center of Excellence budget (Economic and Workforce Development Grant).

RECOMMENDATION

It is recommended that the Board of Trustees approves the Center of Excellence's contract with Davis Research, LLC.

Prepared by: Joumana McGowan/Audrey Reille

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #21

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>March 27, 2013</u>	CONSENT
SUBJECT: <u>Continuing Education Division Additions and Changes</u>	

BACKGROUND

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

ANALYSIS AND FISCAL IMPACT1. Adult Basic Education

Course Title/Program	Presenter	Remuneration
CPR Training	Malone, Kristine Baca, Michael	14 hours @ \$45/hour, not to exceed \$700 18 hours @ \$45/hour, not to exceed \$900

2. Community Services: Additional Fee-Based Courses/Programs for Spring

Course Title/Program	Presenter	Remuneration	Fee
Kickboxing	Maldonado, Saul	40%	\$65
*Fire Command 1A	Lazar, Edward	50%	\$197
*Fire Command 1B	Lazar, Edward	50%	\$197

*New Course

3. Community Services: New Fee-Based Courses/Programs for Summer

Course Title/Program	Presenter	Remuneration	Fee
College for Kids Summer Program:			<u>All Classes</u>
College for Kids Classes	Alexander, Priscilla Hy, Linda Madrigal, Yahaira Manus, Karen Monges, Debra Key Pasa, Paul Pena, Kathleen Pena, Oscar Proctor, Michael "Andy" Rivera, Edith Janet Tat-Chung, Kathy	10 or more students \$30/hr. 9 or fewer students \$20/hr.	Session I: \$140/class Session II: \$148/class

Prepared by: Donna Burns

Reviewed by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Consent #22

SUBJECT: Continuing Education Division Additions and Changes

DATE: March 27, 2013

4. Approval of New Contracts:

Agency	Expenses	Fee
<u>Contract 1213-008</u> Los Angeles Urban League Pomona Business & Career Center 264 E. Monterey Ave. Pomona, CA 91767 80 hrs. of Water Treatment and Distribution April 1, 2013, through June 30, 2013.	\$8,250 <u>Details</u> Instructor: Marquez, Daniel 40 hrs. @ \$50/hr. Instructor: Sira, Jesus 40 hrs. @ \$50/hr. Supplies \$2,000 Exam Review \$2,250	\$22,700

Funding Sources

- Adult Basic Education - Restricted Funds.
- Community Services – Not applicable.
- New Contracts - Contracting Agency.

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:	<u>March 27, 2013</u>	CONSENT
SUBJECT:	<u>Continuing Education Division – 2013 High School Summer School Program</u>	

BACKGROUND

As an Adult Education provider for the Baldwin Park, Bassett, Bonita, Covina Valley, Hacienda-La Puente, Pomona, Rowland, Walnut Valley, and West Covina Unified School Districts, the College sponsors the High School Summer School Program for high school credit at each of these Districts.

ANALYSIS AND FISCAL IMPACT

1. Instruction Dates:

Unified School District (USD)	Dates
Baldwin Park	6/3/13 – 7/5/13
Bassett	6/10/13 – 7/12/13
Bonita	6/10/13 – 7/12/13
Covina Valley	6/17/13 – 7/19/13
Hacienda/La Puente	6/30/13 – 7/2/13
Pomona	6/10/13 – 7/12/13
Rowland	6/10/13 – 7/12/13
Walnut Valley	6/10/13 – 7/18/13
West Covina	6/10/13 – 7/12/13

2. Program Administrators will be paid as follows:

USD	High School	Site Coordinator	Payment
Baldwin Park	Baldwin Park	Urias, Francine	\$6,000
	Sierra Vista	Santiago, Magdalena	\$6,000
Bassett	Bassett	Rosales, Patricia	\$6,000
Bonita	Bonita	MacCormick, Michael	\$6,000
	San Dimas	Kear, Rita	\$6,000
Covina Valley	Covina	Stephens-Martin, Tanya	\$6,000
	South Hills	Burciaga, Manuel	\$6,000
	Northview	Reinstra, Ryan	\$6,000

Prepared by: Madelyn Arballo/Donna Burns Reviewed by: Virginia R. Burley
 Recommended by: Bill Scroggins Agenda Item: Consent #23

SUBJECT: Continuing Education Division – 2013 Summer High School Program

DATE: March 27, 2013

USD	High School	Site Coordinator	Payment
Hacienda-La Puente	La Puente	DeGuzman, Kathleen	\$6,000
	Los Altos	Higgins, Patricia	\$6,000
	Wilson	Mabrie, Michele	\$6,000
	Workman	Flores, Martin	\$6,000
Pomona	Diamond Ranch	Layton, Roddy	\$6,000
	Ganesh	Mariles, Joseph	\$6,000
	Garey	McCall, Dayna	\$6,000
	Pomona	King, Jason	\$6,000
	Village Academy	Camacho, Lorena	\$4,000
Rowland	Nogales	Dayton, Victoria	\$6,000
	Rowland	Elder, Steven	\$6,000
Walnut Valley	Diamond Bar	Rodriguez, Julian	\$6,000
	Walnut	Coad, Robert	\$6,000
West Covina	West Covina	Lui, Veronica	\$3,000
		Maggiore, Lisa	\$3,000

3. Instructional supplies will be provided by the College as needed by each USD.
4. Instructors, security, and clerical staff will be provided by the College as agreed upon between the USD and the College and will be paid hourly.
5. Cooperative Agreements will be sent to each individual USD.

Funding Source

Unrestricted General Fund (revenue generated by the program covers all costs).

RECOMMENDATION

It is recommended that the Board of Trustees approves the 2013 High School Summer School Program, as presented.

BOARD OF TRUSTEES MT. SAN ANTONIO COLLEGE	
DATE: <u>March 27, 2013</u>	CONSENT
SUBJECT: <u>Pilot Program Memorandum of Understanding with Foothill Transit</u>	

BACKGROUND

Based on a mutual desire to increase students' usage of public transportation to and from the College, a Memorandum of Understanding (MOU) between the College and Foothill Transit is recommended for approval. The purpose of the MOU is to establish the commitments and roles of Foothill Transit and the College relative to a pilot transportation program wherein Foothill Transit will provide transportation services to the College's students in accordance with the provisions of the MOU. The pilot program will commence with the College's Fall 2013 semester. Once the pilot program is initiated, it will remain in place for three major terms (Fall 2013, Spring 2014, and Fall 2014). During the pilot program, Foothill Transit agrees to provide Mt. SAC students with free passes to board its local and Silver Streak bus services during a 24/7 time period during each major term. In the third and final semester of the pilot program, Mt. SAC agrees to host a special election in which students will vote on whether to implement a mandatory transportation fee (based on ridership numbers collected by Foothill Transit) in order to permanently implement the program at the College. Only students enrolled in credit courses will be allowed to participate in the pilot program due to the fact that only credit students can be required to pay the mandatory transportation fee.

The Associated Students has been apprised of this pilot program and are in support.

ANALYSIS AND FISCAL IMPACT

Foothill Transit's commitments include: 1) all costs associated with marketing the pilot program; 2) all costs associated with the printing and maintenance of the smart sticker; 3) all costs associated with providing two computer systems for tracking and activation of the smart stickers; 4) computer setup and maintenance; and 5) all costs associated with students using the local and Silver Streak bus services.

The College's commitments include: 1) distribution of smart stickers; 2) verification of student identification and credit enrollment status; 3) affixing of smart stickers to student ID cards; 4) activation of the smart stickers; 5) tracking and managing of smart stickers that are lost/stolen or deactivating cards for students who have dis-enrolled; 6) issuance of replacement smart stickers, as needed; 7) issuance of weekly reports to Foothill Transit ensuring that dis-enrolled students' smart stickers are deactivated; and 8) day-to-day administration of the pilot program.

Prepared by: Maryann Tolano-Leveque Reviewed by: Audrey Yamagata-Noji
Recommended by: Bill Scroggins Agenda Item: Consent #24

SUBJECT: Pilot Program Memorandum of Understanding with Foothill Transit

DATE: March 27, 2013

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves the pilot program Memorandum of Understanding with Foothill Transit.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 27, 2013</u>	CONSENT
SUBJECT:	<u>Contract with Student Insurance to Provide Health Insurance for International Students</u>	

BACKGROUND

As a condition of their acceptance to Mt. San Antonio College, international F-1 Visa students must provide proof of financial ability which includes the ability to pay for tuition, fees, living expenses, expenses of dependents (if any), and any other designated or unforeseen expenses to cover an academic year of 12 months. Students must also show proof of medical insurance. Approval is requested to contract with Student Insurance to provide health insurance coverage for the College's international students. With approval of this agreement, all F-1 international students would be required to purchase their health insurance through Student Insurance to be eligible for admission to Mt. San Antonio College.

ANALYSIS AND FISCAL IMPACT

A survey of other community colleges determined that the large majority of colleges require their international students to purchase their health insurance through whatever contract the college has in place with an insurance provider. Many colleges are using the same vendor, Student Insurance, and have reported favorable experience.

The Student Accident and Sickness Insurance plan is for the period August 4, 2013, through August 3, 2014, and includes the following coverage limits:

International Student Accident and Sickness Coverage	
Maximum Benefit (student)	\$500,000
Maximum Benefit (dependent)	\$500,000
Deductible (student)	\$75 (waived through campus health center)
Deductible (dependent)	\$100
Doctor Office Visit	\$25 co-pay (waived through campus health center)
Doctor Office Consultation	\$25 co-pay
Hospital Room and Board, Miscellaneous	100% of Preferred Allowance
Preventive Care Services	100% of Preferred Allowance when services are received from a preferred provider
X-Ray and Laboratory Services	100% of Preferred Allowance
Prescriptions	\$15 co-pay for Tier 1 (generic), \$30 for Tier 2, and 50% for Tier 3
Ambulance Service	Usual and customary charges
Annual Premium for Student if paid by the student, directly to Student Insurance	\$1,434

Prepared by: Patricia Montoya Reviewed by: Audrey Yamagata-Noji
 Recommended by: Bill Scroggins Agenda Item: Consent #25

SUBJECT: Contract with Student Insurance to Provide Health Insurance for International Students

DATE: March 27, 2013

The contract with Student Insurance will be renewed annually. International students will be responsible for applying online and paying the premium directly to Student Insurance. If students pay with a credit card, there is a 3% fee charge.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees approves a contract with Student Insurance to provide health insurance for international students for the period of August 4, 2013, through August 3, 2014.

BOARD OF TRUSTEES		
MT. SAN ANTONIO COLLEGE		
DATE:	<u>March 27, 2013</u>	CONSENT
SUBJECT:	<u>Extension of Agreement – County of Los Angeles Department of Public Social Services</u>	

BACKGROUND

The County of Los Angeles Department of Public Social Services annually provides a grant to the CalWORKs program to provide for specialized supportive services for eligible CalWORKs students. Board approval is being requested for a contract for three years: 2012-13, 2013-14, and 2014-15.

The program includes academic, career and personal counseling, employment services, educational advisement, personal development workshops, and case management. The agreement pays for salaries, fringe benefits, supplies, mileage, conferences, trainings, and monthly meeting expenses. The contract amount for each fiscal year is \$86,000 for 2012-13; \$89,500 for 2013-14; and \$93,000 for 2014-15.

ANALYSIS AND FISCAL IMPACT

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

Funding Source

County of Los Angeles, Department of Public Social Services.

RECOMMENDATION

It is recommended that the Board of Trustees approves the extension of the agreement with the County of Los Angeles Department of Public Social Services through June 30, 2015.

Prepared by:	<u>Carolyn Keys</u>	Reviewed by:	<u>Audrey Yamagata-Noji</u>
Recommended by:	<u>Bill Scroggins</u>	Agenda Item:	<u>Consent #26</u>

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

DATE: March 27, 2013

ACTION

SUBJECT: 2013 CCCT Board of Directors Election

BACKGROUND

In accordance with the California Community College Trustees (CCCT) Board of Directors election process, community college district board nominations for vacancies on the CCCT Board of Directors were to be received by the Association from January 1 through February 15, 2013. The election of members of the Board of Directors takes place between March 10 and April 25, 2013. The CCCT Board of Directors is a 21-member Board and meets generally five times per year.

ANALYSIS AND FISCAL IMPACT

1. There are seven vacancies on the CCCT Board of Directors. The seven candidates who receive the most votes will serve three-year terms. In the event of a tie vote for the last position to be filled, the CCCT Board will vote to break the tie.
2. The list of nominated candidates for the CCCT Board of Directors is on the following page.
3. A biographical sketch of each candidate was available for Board member review.
4. The official ballot will be mailed by the President's Office.
5. Background or campaign information on various candidates received by the President's Office is sent to the Board of Trustees in advance of the meeting.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees discuss and cast its vote for up to seven candidates for the 2013 CCCT Board of Directors.

Recommended by: Bill Scroggins Agenda Item: Action #1



**2013 CCCT BOARD ELECTION CANDIDATES LISTED IN
SECRETARY OF STATE'S RANDOM DRAWING ORDER OF
JANUARY 22, 2013**

1. Dianne B. McKay, Ventura County CCD
2. Howard Rudd, Sierra Joint CCD
3. Adrienne Grey, West Valley-Mission CCD
4. *Cy Gulassa, Peralta CCD
5. *Louise Jaffe, Santa Monica CCD
6. *Isabel Barreras, State Center CCD
7. Sally W. Biggin, Redwoods CCD
8. Greg Bonaccorsi, Ohlone CCD
9. Susan M. Keith, Citrus CCD
10. Garrett Yee, Ohlone CCD
11. Loren Steck, Monterey Peninsula CCD
- 12.*Jerry D. Hart, Imperial CCD
13. Brent Hastey, Yuba CCD
14. Jeffrey Lease, San Jose-Evergreen CCD
15. Linda S. Wah, Pasadena Area CCD

*Incumbent

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

DATE: March 27, 2013

DISCUSSION

SUBJECT: Annual Review of Board Policy 2015 - Student Member

BACKGROUND

It is the responsibility of the Board of Trustees to annually decide whether to grant the following privileges to the student member:

- The privilege to make and second motions;
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters;
- The privilege to receive compensation for meeting attendance up to the maximum prescribed in Education Code 72024;
- The privilege to serve a term commencing July 1; and
- The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.

Currently, the Student Trustee is granted all of the above privileges with the exception of attending closed session.

ANALYSIS AND FISCAL IMPACT

Below is the current Board Policy.

The current budget includes compensation for the Student Trustee.

Funding Source

Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees reviews the current privileges granted to the Student Trustee and reaffirm existing policy or modify Board Policy 2015 - Student Member.

Recommended by: Bill Scroggins Agenda Item: Discussion #1

SUBJECT: Annual Review of Board Policy - 2015 Student Member

DATE: March 27, 2013

Chapter 2 – Board of Trustees

BP 2015 Student Member

Reference:

Education Code Section 72023.5

The Board of Trustees shall include one non-voting student member. The term of office shall be one year commencing July 1.

The student member shall be ~~a resident of California at the time of the nomination, and during the term of service,~~ and shall be enrolled in and maintain a minimum of five semester units in the College at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. The student shall maintain a 2.0 cumulative grade point average (GPA) while serving as the Student Trustee.

The Student Trustee shall be chosen by the students enrolled in the College in accordance with Board approved procedures and criteria included in the Administrative Regulations and Procedures.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session).

On or before May 15 of each year, the Board of Trustees shall review the privileges afforded to the student member.

The Student Trustee is afforded the following privileges:

- The privilege to make and second motions;
- The privilege to receive compensation for meeting attendance; and
- The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.

Approved: March 24, 2004

Revised: July 23, 2008

Revised: May 26, 2010

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

DATE: March 27, 2013

INFORMATION

SUBJECT: Revisions to Administrative Procedure 6700 – Campus Events and Use
of Campus Facilities

BACKGROUND

The following Administrative Procedure has been revised and is being presented as an Information Item to the Board:

- AP 6700 – Campus Events and Use of Campus Facilities

ANALYSIS AND FISCAL IMPACT

This Administrative Procedure has gone through the governance process of the College. This procedure has been approved by President's Advisory Council and President's Cabinet.

There is no overall fiscal impact to the College to revise this Administrative Procedure. Expenses from events may be transferred from one budget area to another; however, the net effect on the District budget is unchanged.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives revisions to Administrative Procedure 6700 – Campus Events and Use of Campus Facilities.

Prepared by: William S. Eastham

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Information #1

SUBJECT: Revisions to Administrative Procedure 6700 – Campus Events and Use of Campus Facilities

DATE: March 27, 2013

Chapter 6 – Business and Fiscal Affairs

AP 6700 ~~Civic Center and Other Facilities Use Campus Events and Use of Campus Facilities~~

References:

California Education Code Sections 82537-82548 82542; Baseline Schedule for the Performing Arts Center

Classification of Campus Events:

All campus events fall into one of the following categories. (Note: The term “direct cost” for campus events refers to the actual costs for labor, utilities, equipment, and supplies fees. The base costs for specific facilities are established in the Facility Rental Fee Schedule. Under specified circumstances, direct costs may be reduced. See the later section on “Covering Facility Direct Costs.”)

1. District Operational Event:

A District operational event is an event that takes place in support of standard District operations. Examples of District operational events include meetings, setups for information distribution, teleconferences, support for direct classroom instructional activities, and other general activities that require a minimal level of technical and logistical support. District operational events may not charge for admission, registration, or for any type of service. However, fees for direct costs of food or materials are allowed. Expenses for District operational events are covered through the General Fund budget of the Event Services Office.

2. Approved District Club Event:

An approved District club event is any type of activity conducted by a student club that has been approved by Student Life and is in good standing. In addition to the standard approval requirements for campus events, the Director of Student Life must also approve an approved District club event. Approval is contingent on the availability of budgeted funding. Approved club activities may include minor fund-raising activities such as food sales. Events directly sponsored by the Associated Students are included in this category. Expenses for approved District club events are covered through the General Fund budget of the Event Services Office. (See AP 6625 on College Fund-raising for requirements that apply to generating net income.)

SUBJECT: Revisions to Administrative Procedure 6700 – Campus Events and Use
of Campus Facilities

DATE: March 27, 2013

3. Performing Arts Center District Instructional Event:

A Performing Arts Center District instructional event is a public performance that takes place within the Performing Arts Center that is part of the baseline instructional schedule for music, theater, and dance established for the Performing Arts Operations Office which budgets for the direct cost of these events. Although admission is charged for these events, the admission charges are returned to the Performing Arts Operations Office General Fund budget to help offset the cost of public performances. Additional instructional events that are not included in the baseline schedule require additional funding to cover the expense of technical and logistical support for the event. Such funding requests are made through existing budget processes.

4. Performing Arts Center District Event:

A Performing Arts Center District event is a public meeting or performance that takes place within the Performing Arts Center that is part of the baseline schedule for District events for the Performing Arts Operations Office. Admission fees may not be charged for these events. Subject to budget constraints, expenses for Performing Arts Center District events are covered through the General Fund budget of the Performing Arts Operations Office. Additional events that are not included in the baseline schedule require additional funding to cover the expense of technical and logistical support for the event. Such funding requests are made through existing budget processes.

5. District Instructional Athletic Event:

A District instructional athletic event is an event that takes place as part of the regular season schedule of College intercollegiate teams. Such events are part of the instructional program. Admission for these events may be charged and retained by the sponsoring team; however, all admission and ticketing procedures must be controlled by the central box office. All expenses for technical and operational support of District athletic events are covered through the General Fund budget of the Event Services Office. Expenses for additional events as a result of post-season playoffs and championships require additional funding to cover the cost of technical and operational support. Such funding is allocated from the Stars of Excellence fund following existing practices.

6. District Revenue Income-Generating Event to Cover Direct Costs:

A District revenue income-generating event is a special event that is peripheral to the core instructional program that generates revenue through admission charges, entry fees, or registration fees. Such revenue must, at a minimum, cover the direct

SUBJECT: Revisions to Administrative Procedure 6700 – Campus Events and Use of Campus Facilities

DATE: March 27, 2013

cost of the event. Events that charge only for direct cost of food or materials such as handouts are not considered revenue income-generating. The primary function of an revenue income-generating event is to promote the program of the sponsoring organization; the generation of income revenue is a secondary, although necessary, result. Examples of District revenue income-generating events include high school music festivals and athletic clinics. District revenue income-generating events do not require the approval of the Mt. SAC Foundation. These events must reimburse the District for the actual direct costs related to the operational and technical support for the event before any income may be retained by the sponsoring organization. These costs will be calculated at actual College cost following the event. (See AP 6625 on College Fund-raising for requirements that apply to generating net income.)

7. District Fund-raising Event:

A District fund-raising event is a special event that is conducted principally to generate revenue through sponsorships, admission charges, entry fees, or registration fees. District fund-raising events require the prior approval of the Mt. SAC Foundation. These events must reimburse the District for all direct labor, utility, and supply costs before any income may be retained by the sponsoring organization. These costs will be calculated at actual College cost following the event. (See AP 6625 on College Fund-raising for requirements that apply to generating net income.)

8. District-Budgeted Major Event:

A District-budgeted major event is a new or regularly scheduled event that requires substantial technical, logistical, or operational support from the Event Services Office and operates under a separate restricted or unrestricted fund budget to cover direct costs of the event. Examples of District-budgeted major events include the annual Cross Country Invitational, the Mt. SAC Relays, and the LA84 Grant Youth Days event as well as the annual College commencement ceremony. Admission charges, entry fees, or registration fees may be charged for these events and retained by the sponsoring organization; however, all admission and ticketing procedures must be controlled by the central box office. All expenses for these events are covered under separate budgets established specifically for these events. These costs will be calculated at actual College cost following the event. (See AP 6625 on College Fund-raising for requirements that apply to generating net income.)

When the Event Services Office receives an approved request for a new major event, the estimated support costs will be calculated and the Director of Technical Services will send the estimated expenses and a recommendation for action to

SUBJECT: Revisions to Administrative Procedure 6700 – Campus Events and Use of Campus Facilities

DATE: March 27, 2013

President’s Cabinet for review. President’s Cabinet may act to deny the request, fund the request on a one-time basis, or establish the event as a District-budgeted special event. Requests for District major events must fully disclose any proposed income generation through admission, registration, or service charges, and this proposed income will be considered as part of the approval process.

9. Contract Event:

A contract event is any event that is conducted by an outside organization under the terms of California Education Code Sections 82537-82548.

Covering Facility Direct Costs:

Use of a college facility requires direct costs for labor, utilities, equipment, and supplies depending on the nature of the event. Each event must identify a source of funds to cover these direct costs. That source can be an existing budget, event-generated revenue, and/or donations. The above categories of events cover all these possibilities. Organizers of events should carefully plan budgets to cover direct costs. Direct costs, as specified in the Facility Rental Fee Schedule, are built on data collected from typical use of each facility on campus. Actual direct costs used for campus and revenue-generating events may vary from the Fee Schedule as they are calculated at the conclusion of an event when all costs are known. When organizers anticipate that budget, revenues, or donations may not cover direct costs, scaling down facility needs should be considered. The Event Services Office can be of assistance in this process. For events utilizing campus personnel, it may be possible for services to be donated or for volunteers to perform some of the duties. Because College employees are represented by exclusive bargaining agents, such discussions should involve fair representation of all parties. Particularly for events designed to raise funds for the College and its students, creative solutions are encouraged.

General Provisions for District Events:

Requests for District use of College facilities should be made at least 10 working days in advance of the first date of use being requested. Requests must be submitted using the on-line submission system. The on-line submission system will forward the request through the approval process, which includes approval by the Division Dean or Departmental Director followed by approval of the appropriate Vice President. Requests for approved Associated Student club events must be submitted by a club advisor who agrees to be present for the duration of the club event. All approved club events and general Associated Students events must be reviewed and approved by the Director of Student Life.

The Director of Technical Services will review all approved events for conformance to established College policies and procedures and for impact on operational budgets.

SUBJECT: Revisions to Administrative Procedure 6700 – Campus Events and Use of Campus Facilities

DATE: March 27, 2013

General Provisions for Contract Events:

All contract use of College facilities is performed under the terms of California Education Code Sections 82537-82548. All provisions of Education Code Sections 82537-82548 are hereby incorporated in this regulation even though these provisions are not here duplicated.

College facilities are available for contract use when, in the opinion of the College, such use does not conflict with College programs and operations.

Except as provided in these regulations, no organization shall be denied the use of College facilities because of the content of the speech to be undertaken during the use.

The Director of Technical Services is responsible for the coordination and implementation of the contract rental process.

All user groups shall be required to provide the College with an indemnification agreement and liability insurance meeting current requirements.

The American Red Cross or other public agencies may use College facilities, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The College will cooperate with these agencies in furnishing and maintaining services mutually deemed necessary to meet the needs of the community.

Permission to use College facilities shall not be granted for a period to exceed one fiscal year. No person or organization may be granted a monopoly on any facility.

Any persons applying for use of College property on behalf of any groups shall be a member of the group and, unless he or she is an officer of the group, must present written authorization to represent the group.

The specific rules and charges for the contract use of different College facilities are detailed in the Facility Rental Fee Schedule. The Facility Rental Fee Schedule is reviewed and revised by the Director of Technical Services annually in August and submitted to President's Cabinet for review and approval. The revised Facility Rental Fee Schedule is then implemented on January 1st of each year. The rules and conditions for use of each facility listed in the Facility Rental Fee Schedule are hereby incorporated in this regulation even though these rules and conditions are not here duplicated.

SUBJECT: Revisions to Administrative Procedure 6700 – Campus Events and Use of Campus Facilities

DATE: March 27, 2013

Fees charged for the use of College facilities other than those included on the Facility Rental Fee Schedule, and charges for multiple events will be determined on an individual basis by the Director of Technical Services and approved by the Vice President, Administrative Services. Negotiated rates will be in conformance with Education Code Sections 82542 and 82544.

The collection of required parking fees for contract events will be coordinated with the Director of Public Safety.

Priorities for contract use of College facilities are established in Education Code Section 82542.

Overall Priority for the Use of College Facilities:

Overall Priority for the use of College facilities by all groups will be as follows:

1. **Direct instructional use;**
2. **Use by student clubs and organizations;**
3. **District non-instructional use; and**
4. **Contract use as determined by Education Code Section 82542.**

Revised: March 6, 2013

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

DATE: March 27, 2013

INFORMATION

SUBJECT: Revisions to Administrative Procedure 4260 – Prerequisites,
Corequisites, and Advisories

BACKGROUND

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

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

The implementation plan includes the following components:

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

The updated Board Policy (BP) 4260 was accepted by the Board in August 2012. This updated Administrative Procedure is submitted to accompany the BP.

ANALYSIS AND FISCAL IMPACT

Administrative Procedure (AP) 4260 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.

Prepared by: Virginia R. Burley

Recommended by: Bill Scroggins

Agenda Item: Information #2

SUBJECT: Revision to Administrative Procedure 4260 – Prerequisites, Corequisites, and Advisories

DATE: March 27, 2013

There is no fiscal impact to the College to revise AP 4260.

Funding Source

Not applicable.

RECOMMENDATION

It is recommended that the Board of Trustees receives, as information, the revision to Administrative Procedure 4260 – Prerequisites, Corequisites, and Advisories.

SUBJECT: Revision to Administrative Procedure 4260 – Prerequisites, Corequisites, and Advisories

DATE: March 27, 2013

Chapter 4 – Academic Affairs

AP 4260 ~~Pre-requisites~~ Prerequisites, ~~Co-requisites~~ Corequisites, and Advisories

References:

Title 5 Sections 55200 et seq.

~~The Mt. San Antonio College Catalog contains the most recent information regarding Prerequisites and Co-requisites. This document is updated annually for currency and correctness using a review process that includes consultation with the Academic Senate.~~

Establishment and Implementation of Prerequisites, Corequisites, and Advisories

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

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

Courses that have prerequisites, corequisites, and advisories that are required by statute or regulation; or that are part of a closely related lecture-laboratory course pairing within a discipline; or are required by four-year institutions; or where baccalaureate institutions will not grant credit for a course unless it has the particular communication or computation skill prerequisite [Title 5 §55003(e)] are exempt from content review. It is the faculty's responsibility to document the exemption at the time of course submission.

Professor's Formal Agreement to Teach the Course, as Described

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

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DATE: March 27, 2013

Process to Ensure that Qualified Instructors Teach Prerequisite Courses

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

Challenge Process

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

- The College will accept prerequisite or corequisite courses from regionally accredited colleges and universities in the United States. Mt. San Antonio College reserves the right to evaluate work completed at other regionally accredited colleges and universities. Transfers with acceptable grades in the prerequisite or corequisite course will be granted eligibility for the target course insofar as the work corresponds with the prerequisite or corequisite curriculum of this institution. Each applicant should file with Admissions and Records an official transcript of their records from all colleges and universities previously attended. It is the student’s responsibility to request the evaluation of official transcripts from other colleges.

These course units will be granted a “prerequisite or corequisite variance.” To determine prerequisite or corequisite variance, the course must be easily identifiable as the same course taught at Mt. San Antonio College by a commonly used course prefix, title, and description. To be verified, sufficient information, including prerequisite information, must be available from the accredited college or university to substantiate granting course equivalency and course credit. The College reserves the right to deny acceptance of any course for the purpose of target course eligibility. In accordance with AP 4051, the equivalencies for courses within disciplines taught at Mt. San Antonio College shall be determined by discipline faculty and certified by their department. Once certified, the equivalencies will be archived into Banner as equivalent and may be assumed for other students from the same institution for a period of four years, unless the department revokes their certification. An equivalent course determination more than four years old is not valid. Courses within disciplines not taught at Mt. San Antonio College will be applied in the same manner as prescribed by the institution of origin as determined by that institution’s college catalog.

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If the course is determined acceptable as a substitution for a required prerequisite or corequisite, the department chair will complete a “variance” form verifying this acceptance and will submit this paperwork to Admissions and Records. Department chairs should consult with discipline faculty if the course is not in their discipline. The form used for course equivalence and variance requests shall be made widely available to students.

- **A student may also request a prerequisite or corequisite variance to demonstrate that the student has the knowledge or ability equivalent to the prerequisite or corequisite for the course in question, but has not formally met the established prerequisite or corequisite.**

To determine the appropriateness of the substitution of knowledge or ability for a prerequisite or corequisite, the student will go to the department of the target course. The department chair will determine if the student has the knowledge or ability required to be successful in the class based on licensure, work experience, military service, and/or other factors. Department chairs should consult with discipline faculty if the target course is not in the chair’s discipline. If the knowledge or ability is determined acceptable as a substitution for a required prerequisite or corequisite, the department chair will complete a “variance” form verifying this acceptance and will submit this paperwork to Admissions and Records. The form used for course equivalence and variance requests shall be made widely available to students.

- **The prerequisite or corequisite course has not been made reasonably available, and waiting until the prerequisite or corequisite is offered will create an undue delay in meeting educational goals.**
 - **The student will meet with the Director of Assessment and Matriculation.**
- **The prerequisite or corequisite is being applied in a discriminatory manner:**
 - **The student will meet with the Director of Assessment and Matriculation.**
- **The prerequisite violates the provisions of the State Education Code:**
 - **The student will meet with the Director of Assessment and Matriculation.**

Approved: October 24, 2012
Revised: March 21, 2013